

***TIFA***

*MARCH 21, 2024*

# *AGENDA*

**TIFA LLC MEETING AGENDA**  
**March 21, 2024**  
**11:00 a.m.**  
**MEETING LOCATION**  
**CITY OF TITUSVILLE**  
**CITY HALL, COUNCIL CHAMBER, SECOND FLOOR**  
**555 S. WASHINGTON AVENUE – TITUSVILLE, FLORIDA**  
**Call in Number:**  
(US) 1-877-304-9269 (PIN: 480560)

**Roll Call**

**Action Items**

- I. Approval of the Minutes of the TIFA LLC Meeting February 29, 2024  
(Presenter: Jeremy Lebrun)

**Financial Items and Reports**

- II. Ratification of Expenses Paid from Operating Account and Request for Reimbursement (Presenter: Jeremy Lebrun)

**Staff Reports / Informational Items**

- III. Discussion of Insurance

**Other Business**

**Public Comment**

**Next Scheduled Meeting**

**Open Items**

**Adjournment**

*Any person who decides to appeal any decision of the TIFA Members with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

*TIFA desires to accommodate persons with disabilities. Accordingly, any physically handicapped person, pursuant to Chapter 286.26 Florida Statutes, should, at least 48 hours prior to the meeting, submit a written request to the chairperson that the physically handicapped person desires to attend the meeting.*

*FIRST ORDER OF BUSINESS*

Date: March 21, 2024

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – February 29, 2024 TIFA LLC Meeting

**Summary Explanation & Background:** The draft minutes of the February 29, 2024 TIFA LLC meeting were previously circulated for review. The minutes of the TIFA LLC meeting are presented for review and approval. Since the draft minutes were circulated, no comments have been received.

**Source of Funds:** This action requires no funds.

Minutes of TIFA LLC Meeting  
February 29, 2024  
11:01 a.m.  
City Hall Council Chamber, Second Floor  
555 S. Washington Avenue  
Titusville, Florida

Persons in Attendance

Robbie E. Lee, Jr., Miami Corporation Mgmt., LLC, TIFA Management Committee Member  
Jim Ball, City of Titusville, TIFA Management Committee Member  
Gene DeMayo, City of Titusville. Water Production Superintendent  
Helen Hutchens, Farnton Water Resources (by telephone)  
Farlen Halikman, Moore Stephens Lovelace, P.A.  
Micah Skeldon Moore Stephens Lovelace, P.A.  
Jeremy LeBrun, GMS LLC

Jeremy LeBrun conducted the meeting.

**Roll Call**

**Action Items**

**I. Approval of the Minutes of the TIFA LLC Meeting of January 18, 2024 (Presenter: Jeremy LeBrun)**

Member Ball moved to approve the January 18, 2024 meeting minutes as presented. Member Lee concurred and the motion passed.

**Financial Items and Reports**

**II. Presentation of TIFA LLC Draft Audit Report (Presenter: Farlen Halikman)**

Mr. Halikman: We had a change in staffing this year, Terence, my previous colleague who worked on the audit with me, decided to leave public accounting and took an early retirement. Micah Skeldon is currently my colleague and worked with you this year. He did a great job. It is a clean audit opinion and you didn't have that much activity that was unusual this year. The most important paragraph says that in our opinion the financial statements present fairly in all material respects the financial position of TIFA as of December 31, 2023 and 2022, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles

generally accepted in the United States of America. The footnotes are remarkably similar to last year because nothing special happened.

### **III. Presentation of TIFA LLC Tax Return (Presenter: Farlen Halikman)**

Mr. Halikman: The tax return is much more important to Miami Corporation folks and Helen and Pat have had an opportunity to review it and they were fine with no changes. The numbers in the tax return are for the most part the same numbers as the audit. There are some differences in acceleration of depreciation. You are 50/50 partners and the bottom line on page 1 of the return is \$453,000 gets split in half and half to each of the partners.

### **IV. Presentation of Management Representation Letter (Presenter: Farlen Halikman)**

Mr. Halikman: There were no significant audit findings. All transactions have been recognized in the proper periods. There were no misstatements to correct. We did tests of your internal control and the best control you have is that you have two partners and a management company, and everybody is looking over everybody's shoulder all the time. We will have the management letter signed before we leave today and that gives us permission to put our signature on the audit report.

### **V. Presentation of Communications Letter (Presenter: Farlen Halikman)**

Mr. Halikman: The communications letter and management letter have been emailed out. They were also very clean with nothing of any consequence that was noted during the audit that needed to be communicated. When we get back to the office, we will electronically file the return and I will send you a copy of the confirmation of receipt.

Member Ball moved to approve all the financial reports presented this morning. Member Lee concurred and the motion passed.

### **VI. Ratification of Expenses Paid from Operating Account and Request for Reimbursement (Presenter: Jeremy LeBrun)**

Member Lee moved to ratify the expenses paid from the operating account and request for reimbursement in the amount of \$10,327.42. There is also a letter for a charge from the credit card for \$288.50, that will be the second transfer you might get a call about. Member Ball concurred and the motion passed.

### **Staff Reports/Informational Items**

Mr. DeMayo: Kevin has the AECOM contract here for signature, you can sign it and I will bring it back to Kevin.

**Other Business**

**Public Comment**

**Next Scheduled Meeting**

The next meeting is scheduled for March 21, 2024.

**Open Items**

**Adjournment**

Member Lee moved to adjourn the meeting at 11:19 a.m. Member Ball concurred and the meeting adjourned.

*SECOND ORDER OF BUSINESS*

**TIFA LLC  
INVOICE APPROVAL BY MANAGERS**

**WHEREAS**, the undersigned are the duly appointed and acting Managers of TIFA LLC, which operates pursuant to that certain Limited Liability Company Operating Agreement of TIFA LLC dated May 24, 2010 (“Operating Agreement”); and,

**WHEREAS**, at a duly called and noticed public meeting of the Managers as indicated below, the undersigned approved the contract and/or authorized the expenditure as indicated below, and further authorized the managers to execute the Invoice Approval by Managers form reflecting such authorized expenditures in order to process payments.

**Previous Authorizations**

TIFA Meeting Date	Approved	Total Contract or Expenditure Authorized
03/21/2024	Imprest Account Reimbursement from Depository Account	See Attached

**NOW, THEREFORE**, the Managers of TIFA LLC, based upon the previous TIFA authorizations, approve the following payments:

Invoice Description	Total Amount	Pursuant to Previous TIFA Authorization Date	Invoice Payment
Transfer to imprest account at Northern Trust ending *8866	\$4,375.46	03/21/2024	To be paid by TIFA upon this approval

Except as otherwise set forth herein, defined terms shall have the meaning set forth in the Operating Agreement. This Action may be executed in several counterparts, and all counterparts so executed shall constitute one Approval binding on all parties.

**IN WITNESS WHEREOF**, the undersigned represent and warrant that each is the duly authorized and appointed agent of TIFA LLC.

\_\_\_\_\_  
Robert E. Lee, Manager

\_\_\_\_\_  
Jim Ball, Manager

Date: \_\_\_\_\_, 2024

Date: \_\_\_\_\_, 2024

2:04 PM

03/12/24

**TIFA LLC**  
**Check Detail**  
February 14 through March 12, 2024

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<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
Bill Pmt -Check	1400	02/16/2024	The City of Titusville		103.00 · Cash- Nort...		-4,086.96
Bill	Jan 20...	02/16/2024			501.00 · O&M Operat...	-4,086.96	4,086.96
TOTAL						-4,086.96	4,086.96
Check	ACH0...	02/29/2024	Cardmember Service		103.00 · Cash- Nort...		-288.50
					203.50 · Northen Tru...	-288.50	288.50
TOTAL						-288.50	288.50