

***TIFA***

*APRIL 18, 2024*

# *AGENDA*

**TIFA LLC MEETING AGENDA**

**April 18, 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 March 21, 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**

**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: April 18, 2024

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – March 21, 2024 TIFA LLC Meeting

**Summary Explanation & Background:** The draft minutes of the March 21, 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  
March 21, 2024  
11:00 a.m.  
City Hall Council Chamber, Second Floor  
555 S. Washington Avenue  
Titusville, Florida

Persons in Attendance

Robbie E. Lee, Jr., Miami Corp. Management, LLC, TIFA Management Committee Member  
Jim Ball, City of Titusville, TIFA Management Committee Member  
Gene DeMayo, City of Titusville. Water Production Superintendent  
Helen Hutchens, Farmton Water Resources (by telephone)  
Jeremy LeBrun, GMS LLC

Jeremy LeBrun conducted the meeting.

**Roll Call**

**Action Items**

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

Member Ball moved to approve the February 29, 2024 meeting minutes as presented. Member Lee concurred and the motion passed.

**Financial Items and Reports**

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

Member Ball moved to ratify the expenses paid from the operating account and request for reimbursement in the amount of \$4,375.46. Member Lee concurred and the motion passed.

**Staff Reports/Informational Items**

**III. Discussion of Insurance**

Ms. Hutchens: Earlier this week I received the quote for the property and general liability policies. On the first page of the packet that Gene printed for me is a summary showing the 2023/2024 policy period premium and the 2024/2025 policy period close and the percentage increases on each of them. It also shows what we budgeted for 2024 and overall we are slightly under budget. It also indicates that we were budgeting for roughly 10% increases on each policy, and it is a good thing that we did. The property policy came in at 9.9% increase that is pretty much industry standard. Our general liability carrier had a significant premium increase, they have incurred losses across their portfolio not necessarily losses on our policy.

I inquired with our marketer at Marsh and he said based on the nature of our policy and what we are insuring that Philadelphia, our carrier, is one of the few who will write this policy. I want to go back and ask about some of the other carriers we work with and see if we can approach them to discuss this and find out what is it about the nature of this entity that makes it such a specialty line and understand that better.

Member Ball moved to provide instruction to bind insurance coverage as presented. Member Lee concurred and the motion passed.

### **Other Business**

### **Public Comment**

### **Next Scheduled Meeting**

The next meeting will be held April 18, 2024.

### **Open Items**

### **Adjournment**

Member Ball moved to adjourn the meeting at 11:47 a.m. Member Lee 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**

<b>TIFA Meeting Date</b>	<b>Approved</b>	<b>Total Contract or Expenditure Authorized</b>
04/18/2024	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:

<b>Invoice Description</b>	<b>Total Amount</b>	<b>Pursuant to Previous TIFA Authorization Date</b>	<b>Invoice Payment</b>
Transfer to imprest account at Northern Trust ending *8866	\$14390.10	04/18/2024	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

2:27 PM  
04/09/24

**TIFA LLC**  
**Check Detail**  
**March 12 through April 9, 2024**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	ACH0...	03/12/2024	Florida Power & Li...		103.00 · Cash- Nort...		-7,803.14
Bill	March...	03/12/2024			511.00 · Utilities	-7,803.14	7,803.14
TOTAL						-7,803.14	7,803.14
Check	1264	03/28/2024	Governmental Man...		102.00 · Cash-Nort...		-2,166.67
			Governmental Mana...		201.01 A/P Trade	-2,166.67	2,166.67
TOTAL						-2,166.67	2,166.67
Bill Pmt -Check	1401	03/13/2024	Moore Stephens L...		103.00 · Cash- Nort...		-2,500.00
Bill	148216	03/13/2024			502.02 · Accounting	-2,500.00	2,500.00
TOTAL						-2,500.00	2,500.00
Bill Pmt -Check	1402	03/13/2024	The City of Titusville		103.00 · Cash- Nort...		-4,086.96
Bill		03/13/2024			501.00 · O&M Oper...	-4,086.96	4,086.96
TOTAL						-4,086.96	4,086.96