

TIFA

SEPTEMBER 24, 2024

AGENDA

TIFA LLC MEETING AGENDA
September 24, 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 August 15, 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: September 24, 2024

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – August 15, 2024 TIFA LLC Meeting

Summary Explanation & Background: The draft minutes of the August 15, 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
August 15, 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
Richard Broome, City of Titusville, City Attorney
Gene DeMayo, City of Titusville. Water Production Superintendent
Kevin Cook, City of Titusville, Public Works Director
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 July 18, 2024 (Presenter: Jeremy LeBrun)

Member Ball moved to approve the July 18, 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 \$20,034.38. Member Lee concurred and the motion passed.

III Presentation of First Quarter Financial Statements (Presenter: Helen Hutchens)

Ms. Hutchens presented the first quarter financial statements.

Member Lee moved to accept the first quarter financial statements. Member Ball concurred and the motion passed.

IV. Consideration of Capital Distribution Notice (Presenter: Helen Hutchens)

Ms. Hutchens presented the capital distribution calculation that shows the available cash balance, followed by the necessary reserved cash amount, maintenance cash balance and the amount of distributable cash available to the members.

Member Ball moved to approve the capital distribution in the amount of \$110,000 total, \$55,000 to each member. Member Lee concurred and the motion passed.

Staff Reports/Informational Items

Other Business

Member Ball asked did Sean obtain the draft plan from AECOM?

Mr. DeMayo stated AECOM is behind on the project. We will ask Jennifer at AECOM to bring this project to the top of her list.

Public Comment

Next Scheduled Meeting

The next scheduled meeting will be September 19, 2024.

Open Items

Adjournment

Member Ball moved to adjourn the meeting at 11:12 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

TIFA Meeting Date	Approved	Total Contract or Expenditure Authorized
9/24/2024	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	\$34,658.65	9/24/2024	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

TIFA LLC
Check Detail
September 1 - 18, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	ACH09032024	09/03/2024	Florida Power & Light	103.00 · Cash- Nort...		-7,151.28
Bill	August2024	08/01/2024		511.00 · Utilities	-7,044.41	7,044.41
Bill	September2024	09/03/2024		511.00 · Utilities	-106.87	7,776.37
TOTAL					-7,151.28	14,820.78
Check	ACH09172025	09/17/2024	Cardmember Service	103.00 · Cash- Nort...		-10,311.91
				203.50 · Northen Tr...	-10,311.91	10,311.91
TOTAL					-10,311.91	10,311.91
Bill Pmt -Check	ACH09162024	09/18/2024	Florida Power & Light	103.00 · Cash- Nort...		-7,669.50
Bill	September2024	09/03/2024		511.00 · Utilities	-7,669.50	7,776.37
TOTAL					-7,669.50	7,776.37
Bill Pmt -Check	1418	09/18/2024	AECOM	103.00 · Cash- Nort...		-5,439.00
Bill	2000920288	08/08/2024		501.50 · O&M Parts ...	-5,439.00	5,439.00
TOTAL					-5,439.00	5,439.00
Bill Pmt -Check	1419	09/18/2024	The City of Titusville	103.00 · Cash- Nort...		-4,086.96
Bill	COT80312024	08/31/2024		501.00 · O&M Oper...	-4,086.96	4,086.96
TOTAL					-4,086.96	4,086.96