

TIFA

DECEMBER 19, 2024

AGENDA

TIFA LLC MEETING AGENDA
December 19, 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 November 21, 2024
(Presenter: Jeremy Lebrun)

- II. Consideration of Annual Meeting Schedule for Fiscal Year 2025 (Presenter:
Jeremy Lebrun)

Financial Items and Reports

- III. 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: December 19, 2024

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

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

Summary Explanation & Background: The draft minutes of the November 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
November 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
Kevin Cook, City of Titusville, Public Works Director
Yuan Zhou, Miami Corporation (by telephone)
Helen Hutchens, Miami Corporation (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 October 17, 2024 (Presenter: Jeremy LeBrun)

Member Lee moved to approve the April 19, 2024 meeting minutes as presented. Member Ball concurred and the motion passed.

II. Consideration of Audit Engagement Letter with Forvis Mazars (Presenter: Jeremy LeBrun)

Member Ball moved to approve the audit engagement letter with Forvis Mazars. Member Lee concurred and the motion passed.

Financial Items and Reports

III. Presentation of Fiscal Year 2025 Budget (Presenter: Helen Hutchens)

Ms. Hutchens reviewed the proposed fiscal year 2025 budget reflecting a large increase in the O&M, that will be reflected in a water rate increase.

Member Lee moved to approve the fiscal year 2025 budget as amended with an increase in the O&M parts and labor to reach \$1.19 per thousand gallons water rate and add a note to the proforma on page 1. Member Ball concurred and the motion passed.

IV 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 in the amount of \$7,879.01. Member Lee concurred and the motion passed.

V. Consideration of Capital Distribution Notice

Member Lee moved to approve the capital distribution in the total amount of \$300,000 or \$150,000 each. Member Ball concurred and the motion passed.

Staff Reports/Informational Items

Other Business

Public Comment

Next Scheduled Meeting

The next meeting will be held December 19, 2024.

Open Items

Adjournment

Member Ball moved to adjourn the meeting at 11:36 a.m. Member Lee concurred and the meeting adjourned.

SECOND ORDER OF BUSINESS

NOTICE OF MEETINGS TIFA

The 2025 TIFA meetings will be at 11:00 a.m. at the City of Titusville, City Hall, Council Chamber, Second Floor, 555 S. Washington Avenue, Titusville, Florida on the third Thursday of each month as follows or otherwise noted:

January 16, 2025
February 20, 2025
March 20, 2025
April 17, 2025
May 15, 2025
June 19, 2025
July 17, 2025
August 21, 2025
September 18, 2025
October 16, 2025
November 20, 2025
December 18, 2025

THIRD 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 |
|--------------------------|---|---|
| 12/19/2024 | 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 | \$27,265.07 | 12/19/2024 | 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
November 16 through December 16, 2024

| Type | Num | Date | Name | Account | Paid Amount | Original Amount |
|-----------------|--------------|------------|------------------------|-------------------------|-------------|-----------------|
| Check | ACH11262024 | 11/26/2024 | Cardmember Service | 103.00 · Cash- North... | | -6,552.19 |
| | | | | 203.50 · Northen Tru... | -6,552.19 | 6,552.19 |
| TOTAL | | | | | -6,552.19 | 6,552.19 |
| Bill Pmt -Check | 1421 | 12/09/2024 | The City of Titusville | 103.00 · Cash- North... | | -4,086.96 |
| Bill | COT10312024 | 10/31/2024 | | 501.00 · O&M Operat... | -4,086.96 | 4,086.96 |
| TOTAL | | | | | -4,086.96 | 4,086.96 |
| Bill Pmt -Check | 1422 | 12/16/2024 | The Colinas Group | 103.00 · Cash- North... | | -2,000.00 |
| Bill | O-869-13 | 11/27/2024 | | 508.00 · Wetland Mo... | -2,000.00 | 2,000.00 |
| TOTAL | | | | | -2,000.00 | 2,000.00 |
| Bill Pmt -Check | 1423 | 12/16/2024 | Pace Analytical, LLC | 103.00 · Cash- North... | | -3,397.80 |
| Bill | 2435640931 | 11/14/2024 | | 501.50 · O&M Parts ... | -1,587.00 | 1,587.00 |
| Bill | 2435640930 | 11/14/2024 | | 501.50 · O&M Parts ... | -473.60 | 473.60 |
| Bill | 2435641264 | 11/18/2024 | | 501.50 · O&M Parts ... | -215.80 | 215.80 |
| Bill | 2435641261 | 11/18/2024 | | 501.50 · O&M Parts ... | -1,121.40 | 1,121.40 |
| TOTAL | | | | | -3,397.80 | 3,397.80 |
| Bill Pmt -Check | 1424 | 12/16/2024 | The City of Titusville | 103.00 · Cash- North... | | -4,086.96 |
| Bill | COT11302024 | 11/30/2024 | | 501.00 · O&M Operat... | -4,086.96 | 4,086.96 |
| TOTAL | | | | | -4,086.96 | 4,086.96 |
| Bill Pmt -Check | ACH11162024 | 12/16/2024 | Florida Power & Light | 103.00 · Cash- North... | | -7,141.16 |
| Bill | December2024 | 12/02/2024 | | 511.00 · Utilities | -7,141.16 | 7,141.16 |
| TOTAL | | | | | -7,141.16 | 7,141.16 |