

***TIFA***

*JANUARY 16, 2025*

# *AGENDA*

**TIFA LLC MEETING AGENDA**  
**January 16, 2025**  
**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 December 19, 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: January 16, 2025

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – December 19, 2024 TIFA LLC Meeting

**Summary Explanation & Background:** The draft minutes of the December 19, 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  
December 19, 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  
Kevin Cook, City of Titusville, Public Works Director  
Jesse Burrows, City of Titusville  
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 November 21, 2024 (Presenter: Jeremy LeBrun)**

Member Ball moved to approve the November 21, 2024 meeting minutes as amended. Member Lee concurred and the motion passed.

**II. Consideration of Annual Meter Meeting Schedule for Fiscal Year 2025 (Presenter: Jeremy LeBrun)**

Member Lee moved to approve the fiscal year 2025 meeting schedule. Member Ball concurred and the motion passed.

**Financial Items and Reports**

**III. 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 \$27,265.07. Member Lee concurred and the motion passed.

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

Mr. LeBrun: Our December meter read is December 30<sup>th</sup> and that is when our auditor will be with us.

### **Other Business**

### **Public Comment**

### **Next Scheduled Meeting**

The next meeting will be held January 16, 2025.

### **Open Items**

### **Adjournment**

Member Lee moved to adjourn the meeting at 11:05 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
1/16/2025	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	\$11,262.33	1/16/2025	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: \_\_\_\_\_, 2025

Date: \_\_\_\_\_, 2025

# TIFA LLC Check Detail

December 17, 2024 through January 14, 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	ACH12182024	12/18/2024	Cardmember Service	103.00 · Cash- North...		-439.00
				203.50 · Northen Trus...	-439.00	439.00
TOTAL					-439.00	439.00
Bill Pmt -Check	ACH12132025	01/13/2025	Florida Power & Light	103.00 · Cash- North...		-6,736.37
Bill	January 2025	01/02/2025		511.00 · Utilities	-6,736.37	6,736.37
TOTAL					-6,736.37	6,736.37
Bill Pmt -Check	1425	01/13/2025	The City of Titusville	103.00 · Cash- North...		-4,086.96
Bill	COT12312024	12/31/2024		501.00 · O&M Operati...	-4,086.96	4,086.96
TOTAL					-4,086.96	4,086.96