

***TIFA***

*MAY 15, 2025*

## *AGENDA*

**TIFA LLC MEETING AGENDA**  
**May 15, 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**

**Public Comment**

**Action Items**

- I. Approval of the Minutes of the TIFA LLC Meeting April 17, 2025 (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**

**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: May 15, 2025

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – April 17, 2025 TIFA LLC Meeting

**Summary Explanation & Background:** The draft minutes of the April 17, 2025 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  
April 17, 2025  
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  
Chad Clark, City of Titusville  
Kevin Cook, City of Titusville, Public Works Director  
Yuan Zhou, Miami Corporation (by telephone)  
Helen Hutchens, Farmton Water Resources (by telephone)  
Jeremy LeBrun conducted the meeting.

**Roll Call**

**Action Items**

**I. Approval of the Minutes of the TIFA LLC Meeting of March 20, 2025 (Presenter: Jeremy LeBrun)**

Member Ball moved to approve the March 20, 2025 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 Lee moved to ratify the expenses paid from the operating account and request for reimbursement in the amount of \$14,264,78. Member Ball concurred and the motion passed.

**III Consideration of Capital Distribution Notice**

Ms. Hutchens: We assessed our cash level on page 2 of the distribution notice, you will see the calculation and how we arrived at a recommended distribution. We maintain a minimum balance of \$500,000 in the account and any expected cash needs that we have on existing contracts that are outside that maintenance cash balance are also taken into account. That will give us the amount of distributable cash we have available to us along with a recommendation just below that.

Member Ball moved to approve the capital distribution notice in the total amount of \$260,000 with \$130,000 to each partner. Member Lee concurred and the motion passed.

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

Member Ball: I received an email from Sean Stauffer with language he wanted to know if it was acceptable to me, and I replied that it was. It was very generic.

### **Other Business**

### **Public Comment**

### **Next Scheduled Meeting**

The next scheduled meeting is May 15, 2025.

### **Open Items**

### **Adjournment**

Member Lee moved to adjourn the meeting at 11:06 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**

<b>TIFA Meeting Date</b>	<b>Approved</b>	<b>Total Contract or Expenditure Authorized</b>
5/15/2025	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:

<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	\$14,614.44	5/15/2025	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**  
 April 12 through May 9, 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	ACH04152...	04/15/2025	Cardmember Service	103.00 · Cash- Nort...		-1,787.91
				203.50 · Northen Tr...	-1,787.91	1,787.91
TOTAL					-1,787.91	1,787.91
Bill Pmt -Check		05/01/2025	Florida Power & Light	103.00 · Cash- Nort...		-7,936.53
Bill	May 2025	05/08/2025		511.00 · Utilities	-7,936.53	7,936.53
TOTAL					-7,936.53	7,936.53
Bill Pmt -Check		05/08/2025	Alantis Electrical Systems	103.00 · Cash- Nort...		-4,890.00
Bill	25-100-I	05/01/2025		103.00 · Cash- Nort...	-4,890.00	4,890.00
TOTAL					-4,890.00	4,890.00