

***TIFA***

*JULY 23, 2025*

## *AGENDA*

**TIFA LLC MEETING AGENDA**  
**July 23, 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 June 25, 2025 (Presenter: Jeremy Lebrun)
- II. Acceptance of AECOM Report

**Financial Items and Reports**

- III. Ratification of Expenses Paid from Operating Account and Request for Reimbursement (Presenter: Jeremy Lebrun)

**Staff Reports / Informational Items**

- IV. Residential Well Information Gathering Update

**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: July 23, 2025

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – June 25, 2025 TIFA LLC Meeting

**Summary Explanation & Background:** The draft minutes of the June 25, 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  
June 25, 2025  
11:01 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  
Chelsea Farrell, City of Titusville, Interim City Attorney  
Helen Hutchens, Farmton Water Resources (by telephone)  
Yuan Zhou, 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 May 15, 2025 (Presenter: Jeremy LeBrun)**

Member Ball moved to approve the May 15, 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 \$21,597.78. Member Ball concurred and the motion passed.

## **Staff Reports/Informational Items**

### **III. Residential Well Information Gathering Update**

Ms. Hutchens: We are still waiting for the resident group to provide us with the well data for us to start the analysis.

Mr. DeMayo: We are still waiting on the AECOM final report after Jim Ball and Jim Boyd made comments. I will follow-up with Sean sometime this week.

Member Ball: I want to say how much I appreciate Jim Boyd once again going through another time the final draft and validating that previous requests for changes had been made or would be made.

Mr. DeMayo: I will ask Sean to make the changes that Jim suggested and give us the final report.

Member Ball: This is a request for staff reports when there is something to report, on the St. Johns River Water Management District's update to the 2022 water supply assessment. I would like to see the TIFA managers kept abreast. There may be nothing to report for months, but when there is would you take another action.

Mr. DeMayo: We can forward anything once we get it.

## **Other Business**

### **Public Comment**

### **Next Scheduled Meeting**

The next meeting will be held July 17, 2025.

### **Open Items**

### **Adjournment**

Member Lee moved to adjourn the meeting at 11:10 a.m. Member Ball concurred and the meeting adjourned.

### *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**

<b>TIFA Meeting Date</b>	<b>Approved</b>	<b>Total Contract or Expenditure Authorized</b>
7/23/2025	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	\$23,339.88	7/23/2025	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

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

\_\_\_\_\_  
Jim Ball, Manager

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

**TIFA LLC**  
**Check Detail**  
June 20 through July 21, 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>		<b>07/16/2025</b>	<b>Florida Power &amp; Light</b>	<b>103.00 · Cash- Nort...</b>		<b>-7,566.18</b>
Bill	July 2025	07/08/2025		511.00 · Utilities	-7,566.18	7,566.18
TOTAL					-7,566.18	7,566.18
<b>Bill Pmt -Check</b>	<b>1434</b>	<b>06/20/2025</b>	<b>Marsh USA</b>	<b>103.00 · Cash- Nort...</b>		<b>-35.35</b>
Bill	695847266385	06/17/2025		105.00 · Prepaid Ins...	-35.35	35.35
TOTAL					-35.35	35.35
<b>Bill Pmt -Check</b>	<b>1435</b>	<b>06/20/2025</b>	<b>The Colinas Group</b>	<b>103.00 · Cash- Nort...</b>		<b>-2,000.00</b>
Bill	O-869-14	06/15/2025		508.00 · Wetland M...	-2,000.00	2,000.00
TOTAL					-2,000.00	2,000.00
<b>Bill Pmt -Check</b>	<b>1436</b>	<b>07/14/2025</b>	<b>The City of Titusville</b>	<b>103.00 · Cash- Nort...</b>		<b>-4,341.67</b>
Bill	COT06052025	07/14/2025		501.00 · O&M Oper...	-4,341.67	4,341.67
TOTAL					-4,341.67	4,341.67
<b>Check</b>	<b>2606547</b>	<b>06/20/2025</b>	<b>Cardmember Service</b>	<b>103.00 · Cash- Nort...</b>		<b>-9,396.68</b>
				203.50 · Northen Tr...	-9,396.68	9,396.68
TOTAL					-9,396.68	9,396.68