

***TIFA***

*SEPTEMBER 18, 2025*

## *AGENDA*

**TIFA LLC MEETING AGENDA**  
**September 18, 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 August 21, 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**

- III. 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: September 18, 2025

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – August 21, 2025 TIFA LLC Meeting

**Summary Explanation & Background:** The draft minutes of the August 21, 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  
August 21, 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  
Gene DeMayo, City of Titusville. Water Production Superintendent  
Yuan Zhou, Miami Corporation (by telephone)  
Helen Hutchens, Farmton Water Resources (by telephone)  
Jeremy LeBrun, GMS LLC

Jeremy LeBrun conducted the meeting.

**Roll Call**

**Public Comment**

**Action Items**

**I. Approval of the Minutes of the TIFA LLC Meeting of July 23, 2025 (Presenter: Jeremy LeBrun)**

Member Ball moved to approve the July 23, 2025 meeting minutes as presented. Member Lee concurred and the motion passed.

**II. Approval of Change in Credit Card Holders**

Member Ball moved to approve the change in the credit card holders to remove Ron Swank and add Don Phillips as of September 1, 2025. Member Lee 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 Lee moved to ratify the expenses paid from the operating account and request for reimbursement in the amount of \$28,871.39. Member Ball concurred and the motion passed.

### **IV Consideration of Capital Distribution Notice**

Ms. Hutchens: We reached June 30<sup>th</sup> for the financial statement information and we have available cash to distribute based on the standard calculation we do each time we consider this. The contract for AECOM as of June 30<sup>th</sup> has not been paid out completely so you see the retention on the cash balance for that contract and the maintenance cash balance we all agreed to is retained in the company and there is distributable cash available to come out to the members in the amount of \$215,000 split evenly between the city and Farmton Water Resources.

Member Ball moved to approve the capital distribution of \$215,000.00 with \$107,500 to each member. Member Lee concurred and the motion passed.

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

#### **V. Residents Well Information Gathering Update**

#### **VI. Discussion of Next Steps on TIFA Resiliency Project**

Mr. DeMayo reviewed the memo he prepared on the next steps of the resiliency Project. Basically, 7 generators running them 2 hours a month under load will take up to three days to complete that per month and will tie up city staff for three months at an estimated cost for 1,600 hours it would be about \$19,000 a year. I will send Zonka all the TIFA paperwork to review for insurance to see if they can meet those criteria. Zonka will be using our current portable generators as a bi-annual quote for PM. The current rate is \$130 per hour. I can send this to Jim and see if that is acceptable or not acceptable.

Ms. Hutchens: We will look at the contractual language both city and Farmton and see if we can come to acceptance of that. Once we have full costs on the preventative maintenance program if we were to self own and self run the generators we can do an analysis of what that means for the overall water rate impact and compare it against what it would be if FP&L were to be operating and maintaining those generators so we can see what the overall impact to TIFA will be for the water rate and capital needs for the entity.

### **Other Business**

### **Next Scheduled Meeting**

The next meeting will be held September 18, 2025.

### **Open Items**

### **Adjournment**

Member Lee moved to adjourn the meeting at 11:38 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>
9/18/2025	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	\$16,975.02	9/18/2025	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**  
August 13 through September 9, 2025

Type	Date	Num	Name	Account	Paid Amount	Original Amount
Check	08/14/2025	2583032	Cardmember Service	103.00 · Cash- Nort...		-9,340.98
				203.50 · Northen Tr...	-9,340.98	9,340.98
TOTAL					-9,340.98	9,340.98
Check	08/20/2025	2605987	Cardmember Service	103.00 · Cash- Nort...		-4,934.04
				203.50 · Northen Tr...	-4,934.04	4,934.04
TOTAL					-4,934.04	4,934.04
Bill Pmt -Check	08/27/2025	1441	DRMP, Inc.	103.00 · Cash- Nort...		-2,700.00
Bill	08/27/2025	301.2200535		508.00 · Wetland M...	-2,700.00	2,700.00
TOTAL					-2,700.00	2,700.00