

Minutes of TIFA LLC Meeting
January 15, 2026
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, Farnton 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 December 18, 2025 (Presenter: Jeremy LeBrun)

Member Ball moved to approve the December 18, 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 \$11,237.92. Member Ball concurred and the motion passed.

III Consideration of Capital Distribution Notice

Ms. Hutchens: This year we have a few new things in the capital distribution notice. As discussed during the budget process a reservation for the electrical preventative maintenance program that was budgeted at \$25,000 that was not extended. Also the first installment on the automatic transfer switches is known and pending payment. That amount is shown as the reservation to make sure we have what we need to continue forward with that program. The remaining balance showing just over \$300,000 is available for distributable cash to the partners and we are recommending a total of \$300,000 in distributions for the period ending 12/31/25.

Member Ball moved to approve the Capital Distribution Notice in the amount of \$300,000 with \$150,000 to each Partner. Member Lee concurred and the motion passed.

Staff Reports/Informational Items

Mr. DeMayo: Jim Boyd is working with another electrical company trying to get them on board with the preventative maintenance because Atlantis is not communicating at all. There will need to be a letter to cancel any agreement we have with them. They are not performing the work are non-responsive. I will ask Jim Boyd to take the lead on that.

With the LED readouts for the Area 4 replacement, the company, IFM, only takes credit cards or automatic cash transfer and I believe Katie stated that we were unable to do the automatic cash transfer. The only other option is to use a credit card with this company and it is over \$11,000. I would have to do multiple purchases over 2 ½ months to do that. I want to make sure that is okay with the management.

Ms. Hutchens: I have initiated the discussion with our CFO about enabling TIFA to perform ACH transactions, but it would take time and require set up. In terms of expediting this the most efficient manner would probably be the use of credit cards.

Mr. DeMayo: I think we have \$5,000 on Jessie and \$5,000 on Don Philips and I have \$10,000. If I did the bulk purchase of the \$10,000 for the month, can one of the others take the remainder and purchase it on their credit card on the same month?

Ms. Hutchens: I don't see why not.

Member Ball: Why don't we make it a matter of record that the managers authorize the use of two authorized card users to make the purchase of these particular pipes.

Ms. Hutchens: In 2015 we wrote out the accounting procedures defining what a major purchase was, when we had to go out for an RFP and those types of things. We can review this and make sure this is what we want it to be.

Other Business

Public Comment

Next Scheduled Meeting

The next scheduled meeting is February 19, 2026.

Open Items

Adjournment

Member Ball moved to adjourn the meeting at 11:20 a.m. Member Lee concurred and the meeting adjourned.