

TIFA

FEBRUARY 19, 2026

AGENDA

TIFA LLC MEETING AGENDA
February 19, 2026
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 January 15, 2026
(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: February 19, 2026

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – January 15, 2026 TIFA LLC Meeting

Summary Explanation & Background: The draft minutes of the January 15, 2026 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
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.

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
02/19/2026	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	\$26,784.91	1/15/2026	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
January 10 through February 10, 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	1450	01/20/2026	The City of Titusville		103.00 · Cash- Northern T...		-4,341.67
Bill	COT123120...	12/31/2025			501.00 · O&M Operating A...	-4,341.67	4,341.67
TOTAL						-4,341.67	4,341.67
Bill Pmt -Check	1451	02/09/2026	The Colinas Group		103.00 · Cash- Northern T...		-600.00
Bill	O-869-16	12/30/2025			502.04 · Hydrogeological S...	-600.00	600.00
TOTAL						-600.00	600.00
Bill Pmt -Check	1452	02/09/2026	Forvis Mazars		103.00 · Cash- Northern T...		-7,875.00
Bill	2776543	01/28/2026			502.02 · Accounting	-7,875.00	7,875.00
TOTAL						-7,875.00	7,875.00
Bill Pmt -Check	1453	02/09/2026	The City of Titusville		103.00 · Cash- Northern T...		-9,158.33
Bill	COT013120...	01/31/2026			501.00 · O&M Operating A...	-9,158.33	9,158.33
TOTAL						-9,158.33	9,158.33
Bill Pmt -Check	1454	02/09/2026	The City of Titusville		103.00 · Cash- Northern T...		-254.71
Bill	COT013120...	01/31/2025			501.00 · O&M Operating A...	-254.71	254.71
TOTAL						-254.71	254.71
Bill Pmt -Check	ACH..474901	01/21/2026	Cardmember Service		103.00 · Cash- Northern T...		-4,555.20
Bill		01/13/2026			203.50 · Northen Trust Cre...	-4,555.20	4,555.20
TOTAL						-4,555.20	4,555.20