TIFA

SEPTEMBER 17, 2026

AGENDA

TIFA LLC MEETING AGENDA
September 17, 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 August 20, 2026 (Presenter: Jeremy Lebrun)

Financial Items and Reports

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

III. Recent Credit Card Statements

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: September 17, 2026

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – August 20, 2026 TIFA LLC Meeting

Summary Explanation & Background: The draft minutes of the August 20, 2026 TIFA LLC meeting was 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 20, 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
Chad Clark, City of Titusville
Sandra Reiler, City of Titusville
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 16, 2025 (Presenter: Jeremy LeBrun)

Member Ball moved to approve the July 16, 2026 meeting minutes as presented. Member Lee concurred and the motion passed.

II. Approve Update to the Authorized Signers for Northern Trust Bank Accounts

Ms. Hutchens: In anticipation of getting electronic funds method of paying for items, we reviewed the authorized signer list for the two TIFA accounts at Northern Trust and we identified places where we needed to update those signers to reflect the current lineup of both the city's managers and GMS's current staffing for who would be signing checks. The two changes were that we pulled off Tom Abate who is no longer the TIFA alternate representative and added Kevin

Cook and then James Perry with GMS has retired and we removed him as a signer and adding Jeremy LeBrun as our second signer with GMS. The text of the resolution takes care of removing the old signers and updating to the new signers. There will be a separate set of information that will be forthcoming about getting appropriate staff set up on money movement with Northern Trust to get wire transfers working in that way instead of three signed letters.

Member Ball moved to approve the update to the authorized signers for the Northern Trust Bank accounts. Member Lee concurred and the motion passed.

Member Ball: I saw it mentioned somewhere that you advised there be a formal notification put in the record by the managers that Kevin Cook has been appointed to be my alternate.

Member Ball moved to approve the appointment of Keven Cook by the City of Titusville to be the alternate for Jim Ball. Member Lee concurred and the motion passed.

Ms. Hutchens: The next step is the individuals updating that information and getting the signature cards. My office will coordinate with those that need to fill out information to get that set up with Northern Trust.

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 $41,117.75. Member Ball concurred and the motion passed.

IV. Presentation of Financial Statements

Ms. Hutchens reviewed the financial statements, copy of which was included in the agenda package.

Member Lee moved to accept the financial statements. Member Ball concurred and the motion passed.

V. Consideration of Capital Distribution Notice

Ms. Hutchens: This is our standard distribution that comes along with our financial statements each time showing any available excess cash that can be distributed to the members.

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.

VI. Update of Northwestern Charge Account (Presenter: Jim Ball)

Member Ball: I cancelled the card in the name of Jesse Burrows, requested a new card for Chad Clark, and revised the limits that I would like ratified, total limit of $30,000 revised limits give Gene and Chad a credit limit of $10,000 and Don Philips $5,000. I also cancelled the card in my name that I have never seen and requested a new card and number in my name sent to my address. I do not intend to activate it.

Member Lee moved to ratify the changes in the limits of the Northwestern charge account of a total of $30,000, Gene DeMayo $10,000, Chad Clark $10,000 and Don Philips $5,000, and issuance of a new card in Member Ball's name with a new number. Member Ball concurred and the motion passed.

Member Ball: Gene notified me that both his card and Don Philips card had been declined and Chad had not received a card. In following up Gene talked to GMS he was told that Chad's card had arrived that day. It does raise a concern about the processing of mail that may go directly to GMS that we don't see. GMS manages over 200 districts and that is a lot of clients to serve but we like to think our business is as important as anybody else's and some of it is time critical. I'm concerned about the handling of the mail and it also raises a question related to the billing because when Gene called card member services he was told a hold had been put on our account for lack of payment. That is the second time this has happened. I want to hear from GMS how it is not going to happen a third time. I have other specific questions. When is the billing for that card received by GMS and what is the due date and is that payment contingent upon an action that has to be taken by the members? If we miss a meeting is GMS not going to pay it because we haven't authorized it? If it is a late payment does GMS take care of the fees? I want to know what happened, why it happened and how it is not going to happen again.

Mr. LeBrun: I apologize on behalf of GMS; it is nothing the managers did. We got notification that happened and I spoke to Gene. The card bill is due on the 28th. I notified the president of our company and let him know this happened for the second time, the managers are not happy and this should not happen. The president analyzed the flow of how it happens and there is a lot of hand off between office admin staff, accounting, who gets the signature and who ultimately sends it in. We looked at it and there are two main points where someone can miss an email, drop the ball, someone did send the letter to Northwestern so that was the first to find out why it happened and how can we fix it. We changed the process, now accounting is going to handle the entire thing, it is not going to go through two or three people, the person who receive the bills, then gets sent to an admin staff to draft the letters and admin staff gets signatures from GMS personnel that then have to send the wire letter to pay the bill. There were a lot of contact points that weren't necessary that could be streamlined with accounting getting the bill, accounting drafting letters, accounting getting the signatures and the same person can take care of everything. That has been changed. By happenstance the new process with Northwestern where it is going to be wire payments as opposed to the physical signing, sending password protected pdfs have them calling you, it was an antiquated system and I think that is going to help tremendously. If there are any late fees GMS will pay that. Our president has committed that. I have the due dates on my calendar and we will make sure there are multiple fail safes. There is no excuse.

Member Ball: This mechanism has worked well for all the years I have been involved.

Member Lee: Thank you for jumping on it.

Member Ball: I think the managers should be entitled to see the actual billing.

Mr. LeBrun: I can include the most recent one that we have if for some reason we don't get the most recent statement by the agenda package.

Member Ball: I will let that be up to GMS. I just want to be informed.

Member Lee: Give us an example at the next meeting.

Mr. LeBrun: Since the agendas are public record we will redact any account numbers.

Member Ball: Helen, are you okay with this?

Ms. Hutchens: As long as the appropriate information is redacted it sounds like a good practice from my standpoint.

Member Ball moved to have GMS include in the monthly agenda package a copy of the billing statement. Member Lee concurred and the motion passed.

Member Ball: I think I also expressed a little bit of discomfort that it looked like I was the only one of the members that could have that direct contact and conversation with Northwestern member services regarding any changes. That is not a good place to be if something happened to me. In that conversation I think I understood that Helen's preference would be for Robbie to be co-authorized to communicate with Northwestern

Ms. Hutchens: Yes, one from each member group.

Member Ball: They said I could do that over the phone and they did not need a form but I needed certain information from Robbie and he will share that with me and I will shred it when I'm done and will confirm with him that it has been done.

Staff Reports/Informational Items

Other Business

VII. Consideration of Wellfield Rehabilitation Agreement

Ms. Hutchens: The wellfield is aging; we had in the budget to consider the rehabilitation of a number of wells during this fiscal period. Well 407 had to be taken offline due to the water level and we are expediting the rehabilitation of that well in particular. In doing so we are executing this agreement with Atlantic Water Well Services LLC to start the process for these well rehabilitations. They are willing to mobilize on a well by well notice to proceed and they are willing to start the work on 407 and as we authorize additional wells and release the funding for well rehabilitation work they are willing to mobilize in coordination with our needs. The goal is to have this authorized and we will give them a notice to proceed based on which wells need the work done and the funding available for each of those wells.

Member Ball moved to approve the wellfield rehabilitation agreement with Atlantic Water Well Services LLC and to start the work on well 407. Member Lee concurred and the motion passed.

Public Comment

Next Scheduled Meeting

The next scheduled meeting is September 17, 2026.

Open Items

Adjournment

Member Lee moved to adjourn the meeting at 11:37 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

TIFA Meeting Date	Approved	Total Contract or Expenditure Authorized
09/17/2026	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	$20,268.10	08/20/2026	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

Date: ____________________, 2025

____
Jim Ball, Manager

Date: ____________________, 2025

TIFA LLC
Check Detail
August 13 through September 9, 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	**1470**	**08/24/2026**	**The City of Titusville**		**103.00 · Cash- Nort...**		**-9,158.33**
Bill	COT07312...	07/31/2026			501.00 · O&M Oper...	-9,158.33	9,158.33
TOTAL						-9,158.33	9,158.33
Bill Pmt -Check		**09/09/2026**	**Cardmember Service**		**103.00 · Cash- Nort...**		**-3,685.60**
Bill	July State...	08/20/2026			203.50 · Northen Tr...	-3,685.60	3,685.60
TOTAL						-3,685.60	3,685.60
Bill Pmt -Check		**09/09/2026**	**Florida Power & Li...**		**103.00 · Cash- Nort...**		**-7,424.17**
Bill	September...	09/09/2026			511.00 · Utilities	-7,424.17	7,424.17
TOTAL						-7,424.17	7,424.17

THIRD ORDER OF BUSINESS

NORTHERN TRUST

September 2026 Statement
Open Date: 08/04/2026 Closing Date: 09/01/2026

Account Ending [redacted]

Visa® Business Card

Elan Financial Services 1-866-552-8855
BUS 30 ELN 1 1

TIFA LLC (CPN 001238121)

00013033 26065 0001-0002 OUSB20DD090226277006 00 L 00013136 UE2SSOME

New Balance	**$10,366.38**
Minimum Payment Due	**$179.00**
Payment Due Date	**09/28/2026**

Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a $41.00 Late Fee and your APRs may be increased up to the Penalty APR of 30.74%.

Activity Summary

Previous Balance	+	$14,318.80
Payments	-	$14,318.80CR
Other Credits		$0.00
Purchases	+	$10,290.51
Balance Transfers		$0.00
Advances		$0.00
Other Debits		$0.00
Fees Charged		$0.00
Interest Charged	+	$75.87
New Balance	=	**$10,366.38**
Past Due		**$0.00**
Minimum Payment Due		**$179.00**
Credit Line		$30,000.00
Available Credit		$19,633.62
Days in Billing Period		29

Payment Options: Mail payment coupon with a check | Pay online at myaccountaccess.com | Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Elan Financial Services *CPN 001238121*

NORTHERN TRUST

004798510049829324000017900001036638б

Account Ending in	#### #### #### [redacted]
Payment Due Date	9/28/2026
New Balance	$10,366.38
Minimum Payment Due	$179.00

Amount Enclosed $________________

24-Hour Elan Financial Services: 1-866-552-8855

- **to pay by phone**
- **to change your address**

000013033 OUSB20DD090226277003 01 10000000 013136 002

TIFA LLC
ACCOUNTS PAYABLE
6200 LEE VISTA BLVD STE 300
ORLANDO FL 32822-5149

Elan Financial Services
P.O. Box 790408
St. Louis, MO 63179-0408

00013033 26066 0002-0002 DUSB20DD090226277006 00 L 00013136 U825SOME

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Effective November 2, 2026, the Arbitration Provision section of your Cardmember Agreement is changed as follows: the first sentence of the second paragraph in the Arbitration Procedure section is changed to read, "At the time of initiating arbitration, the party seeking to initiate arbitration must serve the other party with the demand for arbitration and identify the account holder(s) and account(s) at issue, including the

account number(s), and provide a short and plain statement of the claims asserted and the relief sought."

Transactions [redacted]

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			Purchases and Other Debits		
08/17	08/14	4737	AVANTI COMPANY 863-4535336 FL	$7,008.66	
			Total for Account #### #### #### 7237	**$7,008.66**	

Transactions [redacted]

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			Purchases and Other Debits		
08/07	08/06	8223	USABlueBook Atlanta GA	$289.95	
08/07	08/07	1223	USABlueBook Atlanta GA	$269.65	
08/17	08/14	4729	AVANTI COMPANY 863-4535336 FL	$2,722.25	
			Total for Account #### #### #### 0431	**$3,281.85**	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			Payments and Other Credits		
08/13	08/13	0000	PAYMENT THANK YOU	$10,633.20CR	
08/24	08/21	0000	PAYMENT THANK YOU	$3,685.60CR	
			Interest Charged		
09/01			INTEREST CHARGE ON PURCHASES	$75.87	
			TOTAL INTEREST FOR THIS PERIOD	**$75.87**	
			Total for Account #### #### #### 9324	**$14,242.93CR**	

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