CITY OF ST. PETE BEACH POLICE OFFICERS' RETIREMENT SYSTEM PENSION BOARD OF TRUSTEES QUARTERLY MEETING MINUTES

City Hall, 2nd Floor Conference Room, 155 Corey Avenue, St. Pete Beach, FL 33706

Thursday, August 19, 2021 at 1:00PM

TRUSTEES PRESENT:	Richard German Patricia Cucchiara (via Zoom) Robert Micklitsch Roger Dunn Chris Centofanti (via Zoom)
TRUSTEES ABSENT:	None
OTHERS PRESENT:	Bonni Jensen, Klausner, Kaufman, Jensen & Levinson (via Zoom) Kerry Richardville, AndCo Consulting Ferrell Jenne, Foster & Foster Vince Tenaglia, Assistant City Manager/Finance Director

1. **Call to Order** – Roger Dunn called the meeting to order at 1:00PM.

2. **Roll Call** – Quorum confirmed.

3. **Public Comments**
   a. Bonni Jensen commented a motion would need to be made to determine an exigent circumstance due to COVID 19 that would allow for a hybrid meeting and the remote trustees to vote and participate in the meeting. Ferrell Jenne confirmed there was a physical quorum present.

The Board determined an exigent circumstance due to COVID 19, upon motion by Robert Micklitsch and second by Richard German; motion carried 5-0.

4. **New Business**
   a. Proposed 2021-2022 Budget
      i. Ferrell Jenne reviewed the budget requirement and each expenditure type.

The Board approved the proposed 2021-2022 budget as presented, upon motion by Robert Micklitsch and second by Richard German; motion carried 5-0.

5. **Approval of Minutes**

The Board voted to approve the minutes from the April 15, 2021 quarterly meeting, upon motion by Richard German and second by Robert Micklitsch; motion carried 5-0.

6. **Consent Agenda**
   a. Payment ratification
      i. Warrant #23
         1. Foster & Foster Administration, invoice #19551, $855.00
         2. Klausner, Kaufman, Jensen & Levinson, invoice #28170, $91.80
         3. Salem Trust, 1st quarter fees (auto-deduct), $2,875.00
         4. Foster & Foster Actuarial Services, invoice #19764, $755.00
         5. Klausner, Kaufman, Jensen & Levinson, invoice #28364, $1,272.50
         6. Foster & Foster Administration, invoice #19919, $855.00
      ii. Warrant #24

1. Foster & Foster Administration, invoice #20287, $855.00
2. Foster & Foster Actuarial Services, invoice #20428, $3,000.00

iii. Warrant #25

1. Foster & Foster Administration, invoice #20565, $855.00
2. United Members Insurance, invoice #07825, $320.00
3. Salem Trust, 2nd quarter fees (auto-deduct), $2,875.00

iv. Warrant #26

1. Klausner, Kaufman, Jensen & Levinson, invoice #28898, $45.90
2. Foster & Foster Administration, invoice #21075, $855.00

b. New invoices for payment

None.

c. Fund Activity Report for April 9, 2021 – August 12, 2021

The Board voted to approve the consent agenda as presented, upon motion by Robert Micklitsch and second by Richard German; motion carried 5-0.

7. **Reports**

a. AndCo Consulting, Kerry Richardville, Investment Consultant

i. Quarterly report as of June 30, 2021

1. Kerry Richardville gave an overview of the market environment during the quarter.
2. Kerry Richardville reviewed the current asset allocations and commented everything was within the Investment Policy Statement (IPS) ranges. Kerry commented once the State Money was received, it would be allocated to the Domestic Fixed Income portfolio, as it was at the lower part of the range.
3. The fund had an ending market value of $20,024,887 on June 30, 2021.
4. The total fund gross returns for the quarter were 5.35%. Trailing returns for 1, 3, and 5-year periods were 24.25%, 12.39%, and 11.16%, respectively. Since inception (10/1/1994), gross returns were 8.61%.
5. The asset allocation of the fund as of June 30, 2021 was Domestic Equity at 47.30%, International Equity at 11.50%, Domestic Fixed Income at 36.40%, Global Fixed at 4.10%, and Cash Accounts at 0.60%.

d. Klausner, Kaufman, Jensen & Levinson, Bonni Jensen, Board Attorney

i. Financial Disclosure Forms

1. Bonni Jensen commented all trustees had filed their financial disclosure forms.

ii. Legal/Legislation update

1. Bonni Jensen reminded that the Plan needed to stay fully funded. Vince Tenaglia commented if the Plan became 100.00% funded, the Plan would forgo the State Monies. Vince stated if the Plan got close to the 100.00% funded mark, the investment return assumption should be reduced. Vince commented the lower investment return assumption would also align with conversations to move into a more conservative investing strategy. Bonni commented she had other closed plans that had investment return assumptions in the 5.00%-6.00% range.

8. **Old Business** – None.

9. **Staff Reports, Discussion, and Action**

a. Foster & Foster, Ferrell Jenne, Plan Administrator

i. Update on SB 534 posting requirements

1. Ferrell Jenne reviewed the SB 534 calculation requirements and confirmed all documents had been sent to the City for posting.

ii. Update on State Annual Report

1. Ferrell Jenne commented the annual report was approved by the State on June 10, 2021. Ferrell stated the Plan would be receiving $98,719, which was approximately $600 less than the prior year.

iii. Fiduciary liability policy renewal

1. Ferrell Jenne commented the Fiduciary Liability Policy expired on July 31, 2021 and they obtained a one-month extension until August 31, 2021, as the original meeting had to be cancelled due to no quorum. Ferrell commented the renewal premium was $3,933. Bonni Jensen reviewed what was covered by the Fiduciary Liability Policy and confirmed $1M was sufficient.

The Board approved binding the 2021-2022 Fiduciary Liability Policy as presented, upon motion by Roger Dunn and second by Richard German, motion carried 5-0.

iv. Educational opportunities

1. Ferrell Jenne reviewed the upcoming Division of Retirement conference. Bonni Jensen commented they would also be holding an educational opportunity in January in Indian Shores, FL. Bonni commented she would get the date over to the Board, as soon as it was set.

10. **Trustees' Reports, Discussion, and Action**

i. Richard German asked about an opinion that was issued last year by Bonni Jensen stating the Plan could meet remotely. Bonni Jensen stated last year the Governor suspended the requirement to hold physical meetings. Bonni commented if the Board did not have a physical quorum present, there was the risk that someone could challenge the meeting and the Board might have to re-do the meeting. Bonni commented there was also a place in the annual report that the Plan had to state the four meeting dates, as this was a requirement in order to be eligible to receive State Money.

11. **Adjournment** – The meeting adjourned at 1:30PM.

12. **Next Meeting** – October 21, 2021 at 1:30PM, Quarterly Meeting

Respectfully submitted by: Kim Kilgore

~~Ferrell Jenne~~ Kim Kilgore, Plan Administrator

Approved by: Roger Dunn

As: Chairman

Date Approved by the Pension Board: 10/21/2021