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

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

Thursday, October 20, 2022, at 1:30PM

TRUSTEES PRESENT: Kevin D'Amico
Patrick Strong
Phil Milner
Stephan Grossnickle
Marilyn Terry

TRUSTEES ABSENT: None

OTHERS PRESENT: Kerry Richardville, AndCo Consulting
Bonni Jensen, Klausner, Kaufman, Jensen & Levinson
Chrissy Stoker, Foster & Foster
Kim Kilgore, Foster & Foster

1. **Call to Order** – Kevin D'Amico called the meeting to order at 1:32PM and led Pledge of Allegiance and a quorum was determined.

2. **Roll Call** – As reflected above.

3. **Public Comments** – None.

4. **Approval of Minutes**

The Board voted to approve the minutes from the July 21, 2022, quarterly meeting as presented, upon motion by Stephan Grossnickle and second by Marilyn Terry; motion carried 5-0.

5. **New Business**
   a. Proposed 2023 meeting dates
      i. By consensus the Board approved the meeting dates as presented.
   b. Election of Officers
      i. Chrissy Stoker commented the Operating Rules provided for a Chair and Secretary to be selected every two years. Chrissy commented Kevin D'Amico was the current Chair and Patrick Strong was the Secretary.

The Board voted to retain the current Officers for another term, upon motion by Phil Milner and second by Marilyn Terry; motion carried 5-0.

6. **Consent Agenda**
   a. Payment ratification
      i. Warrant #36
         1. Foster & Foster, plan administration, invoice #24102, $1,260.00
         2. Salem Trust, 2nd quarter fees (Auto-Deduct), $2,615.00
         3. Klausner, Kaufman, Jensen & Levinson, invoice #31079, $2,687.02
         4. Foster & Foster, plan administration, invoice #24549, $1,421.70
         5. Anchor Capital Advisors, 2nd quarter fees, $4,457.18
         6. Anchor Capital Advisors, 3rd quarter fees, $1,300.55
         7. Foster & Foster, actuarial services, invoice #24568, $9,781.00
         8. Foster & Foster, plan administration, invoice #24813, $1,260.00

9. Klausner, Kaufman, Jensen & Levinson, invoice #31251, $107.90
10. AndCo Consulting, invoice #42534, $5,000.00
11. Foster & Foster, plan administration, invoice #24922, $1,260.00

b. New invoices for payment
   1. None.

c. Fund Activity Report for July 15, 2022 – October 13, 2022

The Board voted to approve the consent agenda as presented, upon motion by Phil Milner and second by Patrick Strong; motion carried 5-0.

7. Reports

a. AndCo Consulting, Kerry Richardville, Investment Consultant
   i. Quarterly report as of September 30, 2022
      1. Kerry Richardville gave an overview of the market environment over the quarter.
      2. The market value of assets as 9/30/2022 was $16,087,795.
      3. Kerry Richardville reviewed the asset allocation of the fund, commenting 45.80% was in Domestic Equity, 12.20% was in International Equity, 23.10% was in Domestic Fixed Income, 4.20% was in Global Fixed, 13.3% was in Real Estate, and 1.50% was in Cash Accounts.
      4. The total fund gross returns for the quarter were -4.18%. Trailing returns for 1, 3, and 5-year periods were -16.03%, 3.07%, and 5.13% respectively. Since inception (6/1/1994), gross returns were 7.40% underperforming the policy index of 7.41%.
      5. Stephan Grossnickle commented he wanted to see more current investment information since the report was six weeks old. Bonni Jensen commented it took a few weeks after the quarter's end for final returns to be received.
      6. Stephan Grossnickle and Kerry Richardville discussed management fees at length. Kerry reviewed the fee analysis in the report.
      7. Kerry Richardville commented real estate returns were about 1.30% net of fees, though these were not reflected in the preliminary book.
      8. Kerry Richardville reviewed the performance of each manager. Kerry commented she had her eye on the growth managers over the next couple of quarters. Kerry discussed how she monitored the managers' performances.
      9. Bonni Jensen referenced the Fund's long-term performance, commenting a lot of turmoil occurred that contributed to the negative market environment and yet the Plan still made money.
      10. Kerry Richardville stated she investigated whether the Plan had any investments in tobacco companies. Kerry reviewed the companies in their index funds that held small shares of tobacco companies.
      11. Bonni Jensen reminded the Board their responsibility was to invest in a prudent way and consider what was adding value to the Fund regardless of the nature of the investments.
      12. The Board, Kerry Richardville, and Bonni Jensen further discussed their current investment style and funds in the portfolio. Kerry commented she could request research on custom index funds and report back to the Board.

b. Klausner, Kaufman, Jensen & Levinson, Bonni Jensen, Board Attorney
   i. Summary Plan Description
      1. Bonni Jensen presented the updated Summary Plan Description (SPD) and reviewed the changes. Bonni reviewed it was a requirement to publish and distribute an updated SPD to the membership every two years.
      2. Chrissy Stoker asked how the SPD was typically distributed. Patrick Strong commented Chrissy could send him the executed copy and he would send it out to the members.

The Board voted to approve the Summary Plan Description as presented, upon motion by Phil Milner and second by Patrick Strong; motion carried 5-0.

8. **Old Business**
   a. Foster & Foster pension portal
      i. Chrissy Stoker reviewed the portal fees quoted at a previous meeting.
      ii. Patrick Strong commented the members were hesitant to sign on to the portal at this time due to the cost. Patrick commented depending on negotiations, they may decide to sign on, but currently the members were not interested. Chrissy Stoker commented she would keep this item on the agenda under Old Business to continue the discussion at future meetings.
      iii. Patrick Strong stated the new contract was tentatively agreed to, and they were looking at closing the current pension plan with new participants going into the Florida Retirement System (FRS). Patrick commented they were waiting to see if current members would have the option to opt out of the current plan and move into FRS.

9. **Staff Reports, Discussion, and Action**
   a. Foster & Foster, Chrissy Stoker/Kim Kilgore, Plan Administrators
      i. Update on State Monies
         1. Chrissy Stoker commented the plan received $197,870.17 from the State Monies distribution this year which was $5,282.62 less than the prior year.
      ii. FPPTA membership
         1. Chrissy Stoker commented if they wanted to attend any FPPTA events they would need to purchase a membership, which was $750 for the Board.
      iii. Educational opportunities
         1. Bonni Jensen commented the trustees were encouraged to attend educational sessions but there was no mandate to do so. Bonni commented the Division of Retirement conferences were free to attend, as they were paid for by Chapter 175/185 monies. Bonni commented her firm put on educational conferences in the past, but these had been on hold due to COVID.
         2. Patrick Strong commented he would be interested in attending the Division of Retirement conference.

10. **Trustees' Reports, Discussion, and Action** – None.

11. **Adjournment** – The meeting adjourned at 2:45PM.

12. **Next Meeting** – January 19, 2023, at 8:30AM, Quarterly Meeting

Respectfully submitted by:

Chrissy Stoker

Chrissy Stoker, Plan Administrator

Approved by:

K. D'

Trustee

Date Approved by the Pension Board: January 19, 2023