

# BOARD OF TRUSTEES OF THE CITY PENSION FUND FOR FIREFIGHTERS & POLICE OFFICERS

In the City of Pembroke Pines  
Hampton Professional Center  
1951 NW 150<sup>th</sup> Avenue – Suite #104  
Pembroke Pines, FL 33028

## REGULAR MONTHLY MEETING APRIL 19, 2018

The four hundred seventy-fourth meeting of the Firefighters and Police Officers Pension Fund in the City of Pembroke Pines was called to order at 2:05 PM by Chairman Adam Cabeza.

1.	<b><u>Roll Call –</u></b>	<b><u>Fire Members</u></b>	<b><u>Police Members</u></b>	<b><u>City Members</u></b>
		Adam Cabeza John Kearney	Timothy Anderson Sean Wollard	Gary Arenson Jack McCluskey Vicki Minnaugh

**Others Present:** Larry Wilson, Plan Actuary; Paul Daragjati, Board Attorney; James Fisher, Plan Administrator and Rachel Maldonado, Asst. Plan Administrator.

Motion by Gary Arenson, second by Vicki Minnaugh, to excuse the absences of Trustees Feiner and Johnson. The motion carried unanimously.

2. **Approval of Minutes for March 15, 2018** – Chairman Cabeza presented the minutes from the previous meeting held on March 15, 2018. Motion by Vicki Minnaugh, second by Jack McCluskey, to approve the minutes as presented. The motion carried unanimously.

3. **Approval of DROP/Retirement Benefits** – The following DROP benefits were presented for approval.

- P/O Brian LeBoeuf – Joint & 100% Contingent commencing 2/1/2018

Motion by Timothy Anderson, second by Sean Wollard, to approve the list of new DROP benefits. The motion carried unanimously.

4. **Approval of DROP Loan(s)** – Chairman Cabeza presented the following DROP loans for approval.

- P/O Erik Forseth
- P/O Ed Bolliger
- P/O Kenneth Hall
- P/O Kevin Peddy
- F/F William Kemp
- F/F Richard Scopa

Motion by Sean Wollard, second by Timothy Anderson, to approve the list of DROP loans. The motion carried unanimously.

5. **Approval of DROP Distributions** – The following DROP distributions were presented for approval.

- P/O Steven Wetterer – Lump Sum
- P/O Christian Hemingway – Lump Sum
- P/O Russell English – Lump Sum
- F/F Ireneusz Fajkis – Lump Sum
- F/F Jimmy Sanchez – Lump Sum
- F/F James Sammarco – Lump Sum
- F/F Anthony Curtis – Lump Sum
- F/F David Moss – Lump Sum
- F/F Richard Moravec – Lump Sum
- F/F Joseph Ultimo – Lump Sum

Asst. Administrator Maldonado asked the Board to add additional distributions to the agenda.

- P/O Kevin McCluskey – Lump Sum
- P/O Nelson Martinez – Lump Sum; Rollover
- F/F Richard Scopa - Monthly

Motion by Gary Arenson, second by Tim Anderson, to add the additional DROP distributions. The motion carried unanimously. Motion by Gary Arenson, second by Tim Anderson, to approve the amended list of DROP distributions. The motion carried unanimously. Due to voting conflict, Trustee McCluskey abstained from the vote.

The IRC 415 screening tool results were provided to Actuary Larry Wilson. When appropriate, his office will provide the necessary letters to members indicating distributions will not pose a problem with the IRC 415 limitation at the present time.

Administrator Fisher informed the Board of requests for refund of contributions that required an addition to the agenda.

- P/O Kyle Klein
- F/F Jesse Mims
- F/F James Devalon

Motion by Tim Anderson, second by JP Kearney, to add the Requests for Refund of Contributions. The motion carried unanimously. Motion by Tim Anderson, second by JP Kearney, to approved the added list of refunds. The motion carried unanimously.

6. **Ratification of Special Warrant #748** – Chairman Cabeza presented Special Warrant #748 for ratification. Motion by Vicki Minnaugh, second by Gary Arenson, to ratify Warrant #748. The motion carried unanimously.

Name (Pension Benefits, Services Rendered or Obligations)	Amount
<b>DROP Loan Distributions:</b>	
F/F Richard Scopa – DROP LOAN Withdrawal less DOC Stamps	***
DOC Stamps State Of Florida	***
<b>TOTAL</b>	***

7. **Approval of Vendor Warrant #749** – Chairman Cabeza presented Vendor Warrant #749 for approval. Motion by Vicki Minnaugh, second by Gary Arenson, to approve Warrant #749 in the amount of \$284,446.34. The motion carried unanimously.

Name (Pension Benefits, Services Rendered or Obligations)	Amount
Klausner, Kaufman, Jensen & Levinson – Monthly Retainer for March 2018	\$3,250.00
Hampton Professional Center Condo #2, Ste 104 (Monthly Maintenance – Apr 2018)	\$407.72
Twilight Industries, LLC – (Maintenance – March 2018)	\$152.00
LMCG – Mgmt Fees for Large Cap Q/E 3/31/18	\$46,099.01
LMCG – Mgmt Fees for MidCap Q/E 3/31/18	\$41,046.61
Fiduciary Trust – Custodial Fee for Atlanta Cap Q/E 1/31/18	\$6,505.71
Fiduciary Trust – Custodial Fee for Inverness Q/E 1/31/18	\$8,891.86
CRU – Inv #5005	\$178.00
Inverness – Equity Mgmt Fees for Q/E 6/30/18	\$100,480.84
Inverness – Fixed Income Fees for Q/E 6/30/18	\$55,350.68
Holland & Knight – Inv #5646713	\$1,027.50
GRS – March 2018	\$14,857.00
FP&L: 1/29/18 – 2/26/18	\$110.62
ABS – Copier Lease	\$245.35
ProShred Service	\$56.38
SunTrust Visa – Acct Ending 8870	\$1,343.91
SunTrust Visa – Acct Ending 8961	\$4,068.03
Pitney Bowes – Inv. #3101718138	\$32.00
Pitney Bowes – Inv. #3102052201	\$292.68



Pitney Bowes – Inv. #3101855746	\$33.00
Pitney Bowes – Inv. #3101786410	\$17.44
<b>TOTAL</b>	<b>\$284,446.34</b>

8. **Approval of Member Warrant #750** – Chairman Cabeza presented Member Warrant #750 for approval. Motion by Vicki Minnaugh, second by Gary Arenson, to approve Warrant #750 in the amount of **\$520,313.99**. The motion carried unanimously. Trustee McCluskey abstained from the vote due to a voting conflict.

<b>Name (Pension Benefits, Services Rendered or Obligations)</b>	<b>Amount</b>
<b>DROP Distributions:</b>	
F/F Ireneusz Fajkis – Normal Retirement commencing 4/1/18	***
<b>DROP Distributions:</b>	
P/O Steven Wetterer – Lump Sum Withdrawal less FIT	***
P/O Christian Hemingway – Lump Sum Withdrawal less FIT	***
P/O Russell English – Lump Sum Withdrawal less FIT	***
F/F Ireneusz Fajkis – Lump Sum Withdrawal less FIT	***
F/F Jimmy Sanchez – Lump Sum Withdrawal less FIT	***
F/F James Sammarco – Lump Sum Withdrawal less FIT	***
F/F Anthony Curtis – Lump Sum Withdrawal less FIT	***
F/F David Moss – Lump Sum Withdrawal less FIT	***
F/F Richard Moravec – Lump Sum Withdrawal less FIT	***
F/F Joseph Ultimo – Lump Sum Withdrawal less FIT	***
P/O Kevin McCluskey – Lump Sum Withdrawal less FIT	***
P/O Nelson Martinez – Lump Sum ROLLOVER	***
F/F Richard Scopa – Monthly Withdrawal commencing 4/1/18	***
U.S. Treasury – FIT – W/H (Wetterer, Hemingway, English, Fajkis, Sanchez, Sammarco, Curtis, Moss, Moravec, Ultimo, McCluskey)	
<b>DROP Loans:</b>	
P/O Erik Forseth - DROP Loan Less Documentary Stamp	***
P/O Edward Bolliger - DROP Loan Less Documentary Stamp	***
P/O Kenneth Hall - DROP Loan Less Documentary Stamp	***
P/O Kevin Peddy – DROP Loan Less Documentary Stamp	***
P/O William Kemp – DROP Loan Less Documentary Stamp	***
<b>Documentary Stamp for DROP Loans:</b>	
Florida Department of Revenue – Documentary Stamp (Diacio)	***
Florida Department of Revenue – Documentary Stamp (Deegan)	***
Florida Department of Revenue – Documentary Stamp (Grant)	***
Florida Department of Revenue – Documentary Stamp (Kraft)	***
Florida Department of Revenue – Documentary Stamp (Kraft)	***
<b>Refund of Contributions:</b>	
P/O Kyle Klein – Refund ROLLOVER	***
F/F Jesse Mims – Refund less FIT	***
F/F James Devalon – Refund less FIT	***
U.S. Treasury – FIT – W/H (Mims, Devalon)	***
<b>TOTAL</b>	<b>\$520,313.99</b>

### **NEW BUSINESS**

9. **Annual Staff Evaluations** – The Board discussed the annual evaluations for the Administrator and Assistant Administrator. The staff requested a new employment contract beginning May 1, 2018 since the prior contract expires on April 30, 2018. Motion by Vicki Minnaugh, second by Jack McCluskey, to approve the new employment terms for the Administrator and Asst. Administrator. The motion carried unanimously. The new contract is valid for three years, with step increases and a provision for severance benefits.

In addition, the annual leave balances for the employment year 5/1/17 – 4/30/18 were reviewed by the Board. Motion by Vicki Minnaugh, second by Gary Arenson, to approve the final annual balance for the office staff. The motion carried unanimously.

10. **DROP Loan Interest Rate for Q/E 6/30/2018** – Agenda packets included information that the Wall Street Journal prime rate for the quarter ending 6/30/18 increased to 4.75%. It was noted that the DROP Loan Rules provide for 1% interest to be added to the WSJ rate. The Board asked that the Administrator to verify the rule in time for discussion at the next meeting. The Chairman therefore stated the rate for April 2018 loans would remain at 5.50%. An increased rate of 5.75% is pending discussion at the May 2018 meeting.
11. **Final Bill from Prior Auditing Firm** – BDO was employed by the Board last year. This year, they coordinated the transfer of records to the new auditor KSDT. Their final invoice was perceived to be a bit high for expected services performed. The Board had previously requested an itemized invoice in; the itemization proved too vague to justify the final bill's amount. The Board agreed to send a final payment of \$500.00 with the stipulation that if BDO deposits the payment, they agree that the amount is reasonable and constitutes a full settlement of any outstanding charges. Motion by Vicki Minnaugh, second by Sean Wollard, to forward such a letter with final payment to BDO. The motion carried unanimously.
12. **DROP Plan Revisions** – As a result of contract negotiations between the City of Pembroke Pines and the police department bargaining unit, the City has extended DROP participation for eligible police officers from a maximum five years to a maximum of eight years. The office staff will work with pension attorney Paul Daragjati to draft an addendum to any existing individual contract that needs modification due to the DROP plan changes. As well, Larry Wilson will begin looking at the implications of DROP plan interest credits on future DROP accounts.

#### **UNFINISHED BUSINESS**

None.

13. **Reports:**

**Actuary** – Larry Wilson discussed trustee use of the GRS Advantage website.

**Attorney** – Attorney Paul Daragjati discussed the recent PTSD bill in relation to the Pension doctors.

**Chairman** – Chairman Cabeza reminded the City-appointed trustees to ensure their updated applications had been submitted to the City Clerk's office.

**Plan Administrator** – No report at this time.


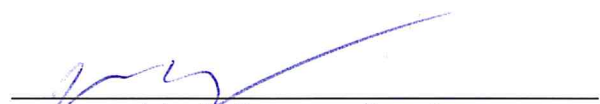
14. **Input from Retirees:** None.

15. **Input from Active Members:** None.

16. **Input from Trustees:** Trustee Minnaugh noted that she would not be able to attend the May 19<sup>th</sup> meeting. Trustee Wollard requested a trouble-shooting session with IT providers for his tablet. He has had issues with connectivity and the program used to view meeting agenda documents.

17. **Public Comment:** None.

18. **Adjournment** – Chairman Cabeza announced that the next regular meeting would be held on **Thursday, May 19, 2018 at 1:00 PM** to accommodate quarterly investment presentations. There being no further business, motion by JP Kearney, second by Sean Wollard to adjourn the meeting at 3:17 PM. The motion carried unanimously.

  
Adam Cabeza – Chairman  
John P. Kearney – Secretary