

**WEST MANATEE FIRE & RESCUE DISTRICT
FIREFIGHTERS' RETIREMENT PLAN BOARD OF TRUSTEES
QUARTERLY MEETING MINUTES
6510 3rd Avenue West, Bradenton, FL 34209**

Thursday, January 23, 2020, at 9:00AM

TRUSTEES PRESENT: Dan Tackett
Stewart Moon
Chad Brunner
Burdette (Bud) Parent
Scott Ricci

TRUSTEES ABSENT: None

OTHERS PRESENT: Scott Christiansen, Christiansen & Dehner
Ferrell Jenne, Foster & Foster
Patrick Donlan, Foster & Foster
Kerry Richardville, AndCo Consulting
Mindy Johnson, Salem Trust
Julie Kichlar, District Administrative Assistant
Members of the Public

1. **Call to Order** – The meeting was called to order at 9:00am by Dan Tackett.
2. **Roll Call** – As reflected above.
3. **Public Comments** – None.
4. **Approval of Minutes**

The minutes from the October 24, 2019, quarterly meeting were approved, upon motion by Chad Brunner and second by Bud Parent; motion carried 5-0.

5. **New Business** – None.
6. **Old Business** – None.
7. **Reports**
 - a. Salem Trust, Mindy Johnson, Plan Custodian
 - i. Service report as of December 31, 2019
 1. Mindy Johnson reviewed the December 31, 2019, quarterly service report.
 - ii. TMI acquisition update
 1. Mindy Johnson reminded the board they were acquired by TMI Trust. Mindy commented on March 1, 2020, their operations would be on the TMI platform. Mindy commented the money managers had been contacted to inform them that the trading instructions would change. Mindy commented the plan account numbers would also change.
 2. Mindy Johnson reviewed their most recent insurance coverage. Mindy briefly reviewed the GlobeTax recovery process.
 - b. Foster & Foster, Patrick Donlan, Plan Actuary
 - i. October 1, 2019, actuarial valuation report
 1. Patrick Donlan reminded the board the contribution amounts set forth in the October 1, 2019, valuation report were applicable to the Fiscal Year ending September 30, 2021.
 2. The District required contributions, as a percentage of payroll, increased from 26.9% to 28.2%.
 3. Plan experience was unfavorable overall on the basis of the plan's actuarial assumptions. The primary source of actuarial loss was

less turnover than expected. This loss was offset in part by gains associated with favorable salary increase experience.

4. Patrick Donlan reviewed the four-year smoothing technique. The annualized rate-of-return for the prior four years was 7.78%. Patrick reminded the board they approved lowering the investment return assumption to 7.50%.
5. Patrick Donlan reviewed the Unfunded Accrued Actuarial Liability (UAAL) and the normal cost of the plan. Patrick commented the UAAL was funded over a 15-year period.
6. Patrick Donlan commented the funded ratio increased to 96.1%.

The board approved the October 1, 2019, actuarial valuation report as presented, upon motion by Chad Brunner and second by Scott Ricci; motion carried 5-0.

- c. AndCo, Kerry Richardville, Investment Consultant
 - i. Quarterly report as of December 31, 2019
 1. Kerry Richardville reviewed the market environment during the quarter. Kerry commented it was a positive quarter for the equity and fixed income markets. Kerry reminded the board that the numbers were preliminary, as they were still waiting on the real estate returns.
 2. The preliminary market value of assets as of December 31, 2019, were \$20,029,219.
 3. Kerry Richardville reviewed the current asset allocation. Kerry reminded the board at the last meeting, the plan approved taking funds from fixed income and committing them to real estate.
 4. Preliminary total fund gross returns for the quarter were 5.91% outperforming the policy index of 5.47%. Preliminary total fund gross trailing returns for the 1, 3, and 5-year periods were 20.42%, 10.20% and 7.04%, respectively. Since inception (01/01/1999), preliminary total fund gross returns were 6.32%.
 5. Kerry Richardville briefly reviewed the performance of each investment manager. Kerry commented the real estate net returns for the quarter were approximately 1.18%.
 6. The board discussed the bond rating and the investment return assumption. Kerry Richardville stated the 7.50% investment return assumption was reasonable long-term.

The board voted the declaration of returns for the plan would be 7.50% for the next year, the next several years, and the long-term thereafter net of investment related expenses, upon motion by Bud Parent and second by Chad Brunner; motion carried 5-0.

7. The board discussed a possible glidepath to further reduce the investment return assumption.

- d. Christiansen & Dehner, Scott Christiansen, Plan Attorney
 - i. Update on disability application
 1. Scott Christiansen gave an update on the Jim Davis' disability application. Scott commented they hadn't received the signed and notarized interrogatories. Scott commented they were also waiting on the original medical authorizations which would be needed in order to collect medical records. Julie Kichar commented Jim Davis will be out of sick/vacation/comp time in about 12 weeks. Scott stated Jim Davis should not agree to terminate his employment as part of the Worker's Compensation settlement. Julie commented Jim Davis had been gone about a year and they hadn't been able to fill the position. Scott commented the District does have the option to medically terminate Jim Davis.

8. **Consent Agenda**

- a. Payment ratification
 - i. Warrant #60
 1. Dana Investment Advisors, invoice #71047, \$1,392.52

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 - i. Warrant #60
 - 1. Dana Investment Advisors, invoice #71047, \$1,392.52
 - 2. Gibson & Wirt, invoice #49640, \$2,790.00
 - ii. Warrant #61
 - 1. Salem Trust, 3rd quarter fees, \$1770.10
 - 2. Christiansen & Dehner, invoice #33660, \$1,272.40
 - 3. Christiansen & Dehner, invoice #33661, \$1,298.10
 - 4. Foster & Foster, invoice #15713, \$1,000.00
 - 5. Dan Tackett, travel reimbursement, \$573.53
 - 6. Chad Brunner, travel reimbursement, \$623.96
 - iii. Warrant #62
 - 1. Foster & Foster, invoice #15954, \$1,109.50
 - 2. AndCo Consulting, invoice #34218, \$4,268.16
 - b. New invoices for payment
 - i. None.
 - c. Fund activity report for October 18, 2019 through January 16, 2020.

The board voted to approve the consent agenda as presented, upon motion by Stewart Moon and second by Scott Ricci; motion carried 5-0.

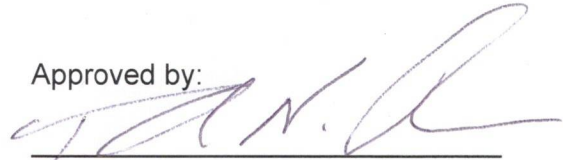
9. **Staff Reports, Discussion, and Action**
- a. Foster & Foster, Ferrell Jenne, Plan Administrator
 - i. Ferrell Jenne commented she did not have a special report to give.
10. **Trustees' Reports, Discussion, and Action** – None.
11. **Adjournment** – The meeting adjourned at 9:58am.
12. **Next Meeting** – April 23, 2020, at 9:00am.

Respectfully submitted by:



Ferrell Jenne, Plan Administrator

Approved by:



Dan Tackett, Chairman

Date Approved by the Pension Board: 04/23/2020