

**CITY OF PORT ORANGE GENERAL EMPLOYEES RETIREMENT PLAN  
QUARTERLY MEETING MINUTES**

**February 25, 2019**

**ROLL CALL:**

The meeting of the City of Port Orange General Employees Retirement Plan was called to order by Chair Peter Ferreira at 2:00 p.m. on February 25, 2019 in the 2nd Floor Training Room, City Hall 1000 City Center Circle, Port Orange, FL.

**TRUSTEES PRESENT:**

Chairman Peter Ferreira, Vice Chair Lynn Hadley, Kynah Cockcroft, Scott Stiltner, Cynthia Rivera and Scott Neils

**ABSENT AND EXCUSED:**

Jake Johansson

**OTHERS PRESENT:**

Pete Prior of Benefits USA, Inc. and Brent Chudachek, Fund Attorney via telephone

**APPROVAL OF MINUTES**

**January 28, 2019 – Regular Meeting**

Chairman Peter Ferreira asked the Members if there were any corrections, additions, or deletions with the minutes of January 28, 2019.

Hearing and seeing none Member Stiltner moved to approve the minutes as presented. Member Rivera seconded the motion and the motion passed.

**PARTICIPANT/PUBLIC PARTICIPATION:**

There was no public participation at this time.

**UNFINISHED BUSINESS:**

**Matrix for the Vendors' Performance Review**

**Service Provider Evaluation for First State Trust Company**

Chairman Peter Ferreira reviewed the changes to the contract. The only change is the Fee schedule, the New Flat Fee Schedule is \$18,000 beginning the first quarter of 2019. The New fee will allow for 125 monthly payments and any payments over 125 will be charged

\$2.55 each per payment. Additional Lump Sum/Plan Expense Payments will be charged at \$12.00 each. The Board reviewed all the fees involved and discussed if the First State Company's fees are in line. After further discussion, the Board decided to secure additional quotes from other custodian banks for the next meeting, making sure the fees are in line with other custodian banks. Administrator Pete Prior said the administration office will do an RFQ (Request for Quote) for custodian services.

Member Stiltner moved to approve the contract as presented. Member Hadley seconded the motion and the motion passed.

**FINANCIALS:**

**January 2019 – Dave Leonard**

Chairman Peter Ferreira reviewed the financials with the Board. It was noted that the market value of the Fund is \$33,492,686.10, an increase of \$1,543,758.25. Receipts for the month totaled \$1,029,294.30 versus total disbursements of \$1,003,022.19. Payments to retirees and other participants totaled \$203,845.55. The balance as of January 31, 2019 was \$1,114,625.89 in the Cash account. Chairman Ferreira reported that the yield for the month is 5.18%.

Member Stiltner commented that he would like to ask Mr. Swanson a question regarding the Plan investing in more real estate; it seems that sector is clearly performing and adding value to the Plan. Chairman Peter Ferreira said Mr. Swanson is attending the March Meeting and the Board members can discuss all the Investment issues with him at that time.

Member Hadley asked if there are any updates for closing the pension plan and did Actuary Dave Leonard provide the Impact Statement? It was noted by Mr. Prior that he had not as of yet. Member Hadley asked what is the time frame for this Impact Statements? The Board Attorney noted that the contract indicates that all new employees will enter into the Defined Contribution Plan, but as of today, there is no Ordinance or Impact statement. Members of the Board pointed out that there are no new employees joining the Pension Fund since 2013. Mr. Prior said that he remembered that from 2013 to 2017, the Plan was open only to (Civil Service) blue-collar employees which were allowed to join the Pension Plan and the Pension Fund was closed to white collar employees.

**CONSENT AGENDA:**

**For Approval:**

**Warrant #142**

Benefits USA, Inc. (Admin Fees 2/2019 plus Postage; INV #POG112)	\$ 2,510.00
Mellon Investment Corporation (4 <sup>th</sup> Qtr. 2019 Mgmt. Fees; INV #104651)	\$ 8,050.12
David G. Leonard A.S.A. (Actuarial Services: INV #19-005)	\$ 15,775.00
Rice Pugatch Robinson Storfer& Cohen PLLC (Ste 1)	\$ 412.50
David G. Leonard & Associates, Inc. (Actuarial Services: INV #6710)	\$ 1,280.00
FPPTA (Regis. Fee for L. Hadley and C. Rivera)	\$ 2,200.00
Lynn Hadley (Reimb. For FPPTA Trustee School Travel Expense)	\$ 700.23
Cynthia Rivera (Reimb. For FPPTA Trustee School Travel Expense)	\$ 738.10

Hearing and seeing no changes, Member Stiltner moved to approve Warrant #142. Member Hadley seconded the motion and the motion passed.

**Distributions:**

Mandatory Plan

Charles Cloer	Total Withdrawal	\$20,617.07
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Voluntary Plan

Julia Wiggins	Total Withdrawal	\$ 1,310.86
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The Members reviewed the paperwork for the above distributions noting that the paperwork is in order. Member Hadley moved to approve the distributions as noted above. Member Rivera seconded the motion and the motion passed.

**REPORTS:**

**Comments from Board Attorney:**

Attorney Chudachek attended the meeting telephonically and reported to the Board that he drafted and sent to the Auditor a Legal Representation Letter that the Auditor had requested. Mr. Chudachek also asked the Board if they would like him to appear in person at the next meeting or the April 22, 2019. The Board stated that they would like him to appear in person at the April 2019 meeting rather than the March 2019 meeting. Mr. Chudachek was also asked to comment on the status of the closed Plan as it relates to the Collective BA that was entered into on September 19, 2017 and the status of the Ordinance implementing those changes. Mr. Chudachek suggested that the City Attorney and Union should be contacted to find out what the status is regarding the Ordinance to implement and then depending on what information we receive a discussion can be held.

**REPORTS:**

**Comments from Committee Member:**

Member Rivera commented on attending the FPPTA, and she passed the beginner class and will be taking the second class in October.

Member Stiltner and Member Hadley would like to see a spread sheet like before comparing the City's three Retirement Pension Plans', their Investment Returns, and expenses. Member Scott Neils is the New Director of Finance said if he can get a sample of the documents that was previously provided, he is confident the Finance Department can provide a similar document for the Boar to review.

Chairman Peter Ferreira asked about the Military Buy Back for the active Members. Administrator Pete Prior said he would like to research the issue first but believes that the members can buy back up to five years of credited service. Attorney Chudachek commented that the members can do so and in most places the cost of doing the study is borne by the member.

Mr. Prior noted that in the past there were several members who went through the cost of determining the costs of the benefit selected not to utilize the buy back benefit.

**NEXT MEETING DATE:**

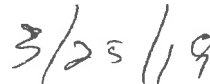
March 25, 2019 @ 2:00 p.m. – Quarterly Meeting

**ADJOURNMENT:**

The meeting adjourned at 2:48 p.m.



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Chairperson



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Date