

**CITY OF DADE CITY
POLICE OFFICERS' PENSION FUND &
FIREFIGHTERS' RELIEF & PENSION FUND
BOARD OF TRUSTEES
QUARTERLY MEETING MINUTES**

Governor Ron DeSantis signed Executive Order 20-69 which suspends all statutes that require a quorum to be present in person or require a local government body to meet at a specific public place. It also provides that local government bodies may utilize communications media technology, such as telephonic and video conferencing, as provided in section 120.54(5)(b)2, Florida Statutes. Under Executive Order 20-69, the board meeting was held via video conference using Zoom.

Thursday, September 10, 2020 at 9:30 AM

TRUSTEES PRESENT: Joseph Wubbena, Fire Trustee
James Parker, Fire Trustee
John Evenhouse, Fire Trustee
Bob Cabot, Fire Trustee
William Rowe, Police Trustee
Richard Griner, Police Trustee
Robert Tungate, Police Trustee
Lois Alston, Police Trustee
Sherrie Case, Police Trustee

TRUSTEES ABSENT: Dwight Carson, Fire Trustee

OTHERS PRESENT: Scott Schechinger, Wells Fargo Advisors
Nancy Cook, Wells Fargo Advisors
Scott Christiansen, Christiansen & Dehner
Ferrell Jenne, Foster & Foster

1. **Call to Order** – Joseph Wubbena called the meeting to order at 9:31 AM.
2. **Public Comments** – None.
3. **Approval of Minutes**

The Fire Board voted to approve the June 11, 2020, quarterly meeting minutes, upon motion by Bob Cabot and second by James Parker; motion carried 4-0.

The Police Board voted to approve the June 11, 2020, quarterly meeting minutes, upon motion by Richard Griner and second by Lois Alston; motion carried 4-0.

The Fire Board voted to approve the July 27, 2020, special meeting minutes, upon motion by John Evenhouse and second by Bob Cabot; motion carried 4-0.

4. **New Business**
 - a. Proposed 2020-2021 budget
 - i. Ferrell Jenne reviewed the budget requirement and each expenditure type.

The Fire Board voted to approve the proposed 2020-2021 budget as presented, upon motion by Bob Cabot and second by John Evenhouse; motion carried 4-0.

The Police Board voted to approve the proposed 2020-2021 budget as presented, upon motion by Robert Tungate and second by William Rowe; motion carried 4-0.

- b. Upcoming Trustee term expiration
 - i. Robert Tungate, expires 10/1/2020, member elected (POLICE)

1. Robert Tungate confirmed he wanted to serve another term. Ferrell Jenne commented she will send out a notice to the membership to determine if any other members wanted to run against him.

Sherrie Case arrived at 9:42 AM.

c. Discussion of professional review committee

- i. Richard Griner asked that a committee be formed to review the professional consultants of each board, with three trustees from each board serving on the committee. Scott Christiansen commented if more than one trustee was on the committee, the meetings needed to be noticed and minutes taken.
- ii. Scott Christiansen confirmed both boards utilize the same professional consultants. Scott suggested a special meeting be scheduled for both boards to review the professional consultants so all trustees can participate.
- iii. The Board discussed forming the committee such that there is a quorum of two, but all Board members are invited to the committee meetings.
- iv. William Rowe appointed Richard Griner, himself, and Robert Tungate to the Police Committee. Richard commented the committee will make recommendations to the entire Board as they do not have the authority to make any changes.
- v. Joseph Wubbena appointed Bob Cabot, himself, and John Evenhouse to the Fire Committee.
- vi. Scott Christiansen commented all consultant contracts are ongoing but can be terminated at any time.
- vii. Richard Griner requested that Ferrell Jenne and Scott Christiansen are the only professional consultants to attend the committee meeting. Scott reminded the Board that a request can be made regarding vendor attendance, but it is a public meeting so anyone can attend.

5. **Old Business** – None.

6. **Reports (Attorney/Consultants)**

a. Wells Fargo Advisors, Scott Schechinger and Nancy Cook, Investment Consultants

i. Quarterly report as of June 30, 2020

1. Scott Schechinger gave an overview of the market environment during the quarter and commented broad asset class returns rebounded sharply during the quarter. Scott commented growth stocks were up and value stocks were down significantly.
2. Nancy Cook reviewed the quarterly reports as of June 30, 2020.
3. The market value of assets for the Firefighters' Pension Fund as of June 30, 2020, was \$6,781,265.
4. The quarterly net time-weighted return for the Firefighters' Pension Fund as of June 30, 2020, was 13.91%.
5. The market value of assets for the Police Pension Fund as of June 30, 2020, was \$10,190,084.
6. The net time-weighted return for the Police Pension Fund as of June 30, 2020, was 13.41%. The trailing returns for the 1, 3, and 5-year periods were 2.88%, 5.14%, and 4.78% respectively.
7. Nancy Cook commented the Fiscal-Year-to-Date (FYTD) returns were 2.0% for the Police Plan and 2.81% for the Fire Plan.
8. Nancy Cook reviewed the performance of each manager. Richard Griner asked about the FYTD information being added to the reports. Nancy commented the FYTD information cannot be added to the consolidated report, but they can run an additional report which would include the FYTD information.
9. Scott Christiansen asked for an update through today. Nancy Cook commented she pulls the returns on a quarterly basis, not daily. Scott Schechinger commented he will pull recent numbers after the meeting and be sure to provide this at future meetings.
10. Scott Schechinger reviewed the performance monitoring report. Scott commented they have put American Funds EuroPacific Growth F2 on watch due to some of the stocks they are purchasing.

11. Scott Schechinger discussed the REIT fund and recommended the Boards terminate the Vanguard Real Estate ETF and add an active real estate manager. Scott reviewed options for an active real estate manager and reminded the Boards they will all still be REITs due to the asset size of the Plans.
12. Scott Schechinger reviewed the due diligence that was done on the top two funds. Scott reviewed the Principal Real Estate Securities fund. Nancy Cook confirmed the Plans currently have approximately \$300,000 invested in real estate, or 2.80% for the Police Plan and 2.10% for Fire Plan.
13. The Board discussed the management fees for the Principal Real Estate Securities fund. Scott Schechinger commented the fees are higher since they are an active manager versus an ETF fund.
14. Nancy Cook commented the Police Plan has a 2.77% allocation to the Vanguard REIT ETF, or \$281,524, to the Vanguard Real Estate ETF. Nancy recommended liquidating this fund and moving the assets over to the Principal Real Estate Securities Fund.

The Police Board voted to approve liquidating the Vanguard REIT ETF and moving the assets over to the Principal Real Estate Securities Fund, upon motion by Lois Alston and second by Richard Griner; motion carried 5-0.

15. Nancy Cook commented the Fire Plan has a 2.07% allocation to the Vanguard REIT ETF, or \$142,338, to the Vanguard REIT ETF.

The Fire Board voted to approve liquidating the Vanguard REIT ETF and moving the assets over to the Principal Real Estate Securities Fund, upon motion by John Evenhouse and second by Bob Cabot; motion carried 4-0.

16. Nancy Cook reminded the Fire Board they liquidated some of the Delaware and PIMCO Funds to make a DROP payment. The allocation was reduced to approximately 17% for Delaware and 2.50% for the PIMCO Short Duration Fund.
- b. Christiansen & Dehner, Scott Christiansen, Board Attorney
 - i. Financial disclosure forms
 1. Scott Christiansen commented all trustees filed their financial disclosure forms.
 - ii. Scott Christiansen reviewed the State Monies for each Plan. Nancy Cook commented they will wait to hear from Leslie Porter on the deposit, as she determines cash flow.
 - iii. Operating Rules and Procedures addendum (FIRE)
 1. By consensus, the Board tabled the addendum until the Ordinance is adopted.
 - iv. Proposed Ordinance (FIRE)
 1. Scott Christiansen commented the proposed Ordinance addressed the fact that the Fire Plan has less than ten active members. Scott commented the proposed Ordinance would allow the active firefighter member trustee seats to be held by an active or retired firefighter.
 2. Bob Cabot asked about a situation in which all trustee seats were held by retired firefighters and they all lived out of state. Scott Christiansen commented the only way a trustee can attend a meeting virtually is if extraordinary circumstances prohibit the trustee from attending in person.

The Fire Board voted to approve the proposed Ordinance as presented and send it to the City for first reading, upon motion by Bob Cabot and second by Joseph Wubbena; motion carried 4-0.

- v. Proposed 2021 meeting dates
 1. Scott Christiansen commented both Plans follow the same meeting schedule.

The Police Board voted to approve the proposed 2021 meeting dates as presented, upon motion by Richard Griner and second by Robert Tungate; motion carried 5-0.

The Fire Board voted to approve the proposed 2021 meeting dates as presented, upon motion by Bob Cabot and second by Joseph Wubbena; motion carried 4-0.

7. **Consent Agenda**

a. Payment Ratification

- i. Warrant #65 (POLICE BOARD)
 1. Foster & Foster, invoice #17318, plan administration, \$900.00
 2. Christiansen & Dehner, invoice #34043, legal services, \$574.60
 3. Foster & Foster, invoice #17473, plan administration, \$900.00
 4. Foster & Foster, invoice #17533, actuarial services, \$3,625.00
- ii. Warrant #66 (POLICE BOARD)
 1. Foster & Foster, invoice #17726, plan administration, \$900.00
- iii. Warrant #67 (POLICE BOARD)
 1. Florida Municipal Insurance Trust, invoice #ANC-10060-2021, fiduciary liability policy renewal, 3 of 3 installments, \$1,322.50
 2. Florida Municipal Insurance Trust, invoice #ANC-10060A-2021, waiver of recourse fee, \$50.00
- iv. Warrant #64 (FIRE BOARD)
 1. Christiansen & Dehner, invoice #33991, legal services, \$442.00
 2. Foster & Foster, invoice #17317, plan administration, \$840.00
 3. Christiansen & Dehner, invoice #34042, legal services, \$397.80
 4. Foster & Foster, invoice #17472, plan administration, \$840.00
 5. Foster & Foster, invoice #17534, actuarial services, \$3,760.00
- v. Warrant #65 (FIRE BOARD)
 1. Christiansen & Dehner, invoice #34100, legal services, \$828.00
 2. Foster & Foster, invoice #17725, plan administration, \$885.00
 3. Foster & Foster, invoice #17853, actuarial services, \$500.00
- vi. Warrant #66 (FIRE BOARD)
 1. Florida Municipal Insurance Trust, invoice #ANC-10060-2021, fiduciary liability policy renewal, 3 of 3 installments, \$1,322.50
 2. Florida Municipal Insurance Trust, invoice #ANC-10060A-2021, waiver of recourse fee, \$50.00

b. New invoices for approval

- i. None (POLICE BOARD)
- ii. None (FIRE BOARD)

c. Fund activity report for June 5, 2020 through September 3, 2020

The Fire Board voted to approve the consent agenda as presented, upon motion by Bob Cabot and second by James Parker; motion carried 4-0.

The Police Board voted to approve the consent agenda as presented, upon motion by Richard Griner and second by Lois Alston; motion carried 5-0.

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

a. Foster & Foster, Ferrell Jenne, Plan Administrator

- i. Update on State Monies
 1. Ferrell Jenne commented the Police Plan will receive approximately \$18,000 more than the prior year, and the Fire Plan will receive approximately \$2,500 more. Ferrell reminded the Board the Fire Plan was operating under the default methodology and the Police Plan reached mutual consent where the City can use up to \$171,062 of the State Monies to offset their contributions.
- ii. Update on SB534 posting requirements
 1. Ferrell Jenne briefly reviewed the SB534 posting requirements and commented all documents were sent to the City Clerk on July 13, 2020, for posting.
- iii. Education
 1. Ferrell Jenne informed the Board that the Division of Retirement Conference was cancelled.
 2. The Board discussed educational requirements.

3. Scott Christiansen confirmed the trustees were not mandated to get a specific number of training hours. Scott commented the Operating Rules stated trustees must get education once per term.
4. By consensus, the Boards opted to wait and see if the Division of Retirement will host a virtual conference before scheduling a mini educational session with Scott Christiansen.

9. Trustees' Reports, Discussion, and Action – None.

10. Adjournment – The meeting adjourned at 11:10 AM.

11. Next Meeting – December 10, 2020, at 9:30 AM, Quarterly Meeting


Joey Wubbena, Fire Chairman

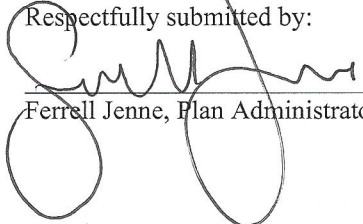
12-10-20
Date


William Rowe, Police Chairman

12-10-20
Date

Date Approved by the Pension Boards: DECEMBER 10, 2020

Respectfully submitted by:


Ferrell Jenne, Plan Administrator