

**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, June 11, 2020 at 9:30AM**

**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

**TRUSTEES ABSENT:** Dwight Carson, Fire Trustee  
Sherrie Case, Police Trustee  
Lois Alston, Police Trustee

**OTHERS PRESENT:** Scott Schechinger, Wells Fargo Advisors  
Nancy Cook, Wells Fargo Advisors  
Jeffrey Woei, Wells Fargo Advisors  
Scott Christiansen, Christiansen & Dehner  
Patrick Donlan, Foster & Foster  
Sara Carlson, Foster & Foster  
Ferrell Jenne, Foster & Foster

1. **Call to Order** – Meeting was called to order at 9:30am by Joseph Wubbena.
2. **Public Comments** - None
3. **Approval of Minutes**

**The Fire Board voted to approve the April 27, 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 April 27, 2020, quarterly meeting minutes, upon motion by Robert Tungate and second by William Rowe; motion carried 3-0.**

4. **New Business**
  - a. Discussion of shortfall
    - i. Sara Carlson explained Leslie Porter wanted this added to the agenda as she was concerned about the shortfall that was noted in the October 1, 2019, valuation report. Sara stated the City was under contributing and this is what caused the shortfall. Sara recommended the City make a lump sum payment of the \$72,622.50 to correct the shortfall.
    - ii. Scott Christiansen recommended the actuary reach out to the City Manager and explain the reason for the shortfall.
    - iii. Patrick Donlan commented the City Manager also wanted to talk about the sustainability of keeping the police plan. Patrick confirmed the City used all the 185 State Monies to offset their contribution.
    - iv. Richard Griner commented he was concerned with the investment return not beating the benchmark over the past decade.

- v. Nancy Cook discussed the limitations the plan had due to the size of plan assets. Nancy commented they traditionally had a more conservative portfolio.
  - vi. Scott Schechinger commented the investment return assumption had been high over the years and the Board had gradually lowered the investment return assumption. Scott Christiansen commented the current investment return assumption is 7.0%.
  - vii. Scott Christiansen reminded the Board they could not change benefits; this would need to be done between the Union and the City.
  - viii. By consensus, the Police Board directed the actuary to discuss the shortfall with the City Manager.
- b. Update on trustee terms
    - i. Ferrell Jenne commented Bob Cabot ran unopposed and would serve another term. Scott Christiansen commented the plan could reach out to retirees for future member-appointed seats, as there were only four active members in the plan.

**The Fire Board authorized Scott Christiansen to draft language that would change the election procedures, upon motion by James Parker and second by John Evenhouse; motion carried 4-0.**

5. **Old Business** – None

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

- a. Wells Fargo Advisors, Jeffrey Woei, Scott Schechinger, and Nancy Cook, Investment Consultant
  - i. Quarterly report as of March 31, 2020
    - 1. Jeffrey Woei gave an overview of the market environment during the quarter. Jeffrey reviewed each sector and commented energy and financials were the worst performers for the quarter. Jeffrey reviewed the bond market and commented performance varied depending on the type of bonds held.
    - 2. The market value of assets for the Firefighters' Pension Fund as of March 31, 2020, was \$5,953,299.
    - 3. The net time-weighted return for the Firefighters' Pension Fund as of March 31, 2020, was -14.29%. The trailing returns for the 1, 3, and 5-year periods were -7.08%, 1.54%, and 2.08% respectively.
    - 4. The market value of assets for the Police Pension Fund as of March 31, 2020, was \$8,634,833.
    - 5. The net time-weighted return for the Police Pension Fund as of March 31, 2020, was -14.29%. The trailing returns for the 1, 3, and 5-year periods were -7.08%, 1.54%, and 2.08% respectively.
    - 6. Nancy Cook commented Fiscal-Year-to-Date (FYTD), the police plan was down 10.09% and the fire plan was down 9.76%
    - 7. Nancy Cook reviewed the performance of each investment manager. Nancy reminded the Board Delaware had been on watch due to poor performance. Nancy commented currently they were slightly beating the index, but they would remain on watch. Nancy reviewed Reinhart Partners. Nancy commented they are a low risk fixed income manager. Nancy reviewed Lazard and commented they are an international equity manager and are currently beating their index.
    - 8. Scott Schechinger reviewed the monitoring report and reminded the Boards they measured each mutual fund and ETF against 10 different criteria. Scott stated they were putting the American Funds Europacific Growth Fund on watch as they had a poor quarter. Scott reminded the Boards they took funds out of DoubleLine and invested in J.P. Morgan. Scott stated they purchased the institutional share class and not the R6 fund, as he stated at the last meeting. Scott commented the management fees were approximately 20 basis points higher. Scott commented they researched if there was a cost savings to move platforms that would allow for the R6 fund, but they found that the fees would increase due to the asset size.
    - 9. Scott Schechinger reviewed the money market fund. Scott commented there was not a good yield in the money market due to the Fed lowering interest rates. Scott commented they did a search for a short-term fund and identified the PIMCO Short Term Fund.

10. Nancy Cook reviewed the current asset allocations for the police plan. Nancy commented the City Manager confirmed that \$400,000 of the \$515,000 in the police plan's cash account could be invested. Nancy stated as of March 31, 2020, the police plan had 57.85% invested in stocks and 42.15% in the bond market. Nancy commented once the \$400,000 was put into the market, the DoubleLine Total Return, PIMCO Income Fund, Lord Abbett Short Duration, and the PIMCO Short Term would each have approximately \$600,000 in each of the accounts.
11. The police Board discussed the duration of Reinhart and the adverse impact inflation could have on the fund. Nancy commented they believed there would be low inflation short term.
12. The police Board further discussed the bond market.

**The Police Board approved Wells Fargo Advisors to increase the account balances to \$600,000 for each of the four managers with the exception of Reinhart and to remove the Fidelity Money Market Fund and replace with the PIMCO Short Term Fund, upon motion by Richard Griner and second by William Rowe; motion carried 3-0.**

13. Nancy cook reviewed the asset allocations for the fire plan. Nancy commented as of March 31, 2020, the fire plan had 60.23% invested in stocks and 39.77% in bonds. Nancy recommended removing the Fidelity Money Market Fund and adding the PIMCO Short Term Fund.

**The Fire Board approved Wells Fargo Advisors to increase the account balances to \$300,000 for each of the four managers with the exception of Reinhart and to remove the Fidelity Money Market Fund and replace with the PIMCO Short Term Fund, upon motion by Bob Cabot and second by John Evenhouse; motion carried 4-0.**

14. Nancy Cook commented she had trouble contacting Leslie Porter to move funds out of the checking account and into the market. Nancy commented she would review the current paperwork on file and make any changes that would allow the Boards to facilitate the cash movement and prevent further delays.

- b. Christiansen & Dehner, Scott Christiansen, Board Attorney
  - i. Financial disclosure forms
    1. Scott Christiansen reminded the trustees to file their financial disclosure forms prior to July 1, 2020, to avoid fines.
  - ii. Scott Christiansen reminded the Boards the proposed budgets would need to be done at the next meeting.

7. **Consent Agenda**

- a. Payment Ratification
  - i. Warrant #63 (POLICE BOARD)
    1. Foster & Foster, invoice #16828, plan administration, \$900.00
    2. Foster & Foster, invoice #16744, actuarial services, \$12,237.00
    3. Foster & Foster, invoice #17011, plan administration, \$900.00
  - ii. Warrant #64 (POLICE BOARD)
    1. Christiansen & Dehner, invoice #33941, legal services, \$1,016.60
    2. Foster & Foster, invoice #17175, actuarial services, \$3,000.00
  - iii. Warrant #62 (FIRE BOARD)
    1. Foster & Foster, invoice #17010, plan administration, \$840.00
  - iv. Warrant #63 (FIRE BOARD)
    1. Christiansen & Dehner, invoice #33940, legal services, \$1,193.40
    2. Foster & Foster, invoice #17176, actuarial services, \$3,000.00
    3. Foster & Foster, invoice #17198, actuarial services, \$2,075.00
- b. New invoices for approval
  - i. None
- c. Fund activity report for April 21, 2020 through June 4, 2020

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

**The Police Board approved the consent agenda as presented, upon motion by Robert Tungate and second by William Rowe; motion carried 3-0.**

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

- a. Foster & Foster, Ferrell Jenne, Plan Administrator
  - i. Update on proposed Ordinances

- 1. Ferrell Jenne reminded the Boards there was a proposed Ordinance for each plan that included clarification language for each plan and the amended cancer presumption language for the fire plan. Ferrell commented City Council would resume in-person meetings in July. The Ordinances would go for first reading on July 14, 2020.

9. **Trustees' Reports, Discussion, and Action**

- a. Richard Griner commented he did not get his agenda packet until today at 9:00am. Ferrell Jenne confirmed the agenda packets went out to the trustees last week and asked if Richard could check his spam folder. Richard asked when the last time the plans had done a professional review. Scott Christiansen commented there was no requirement for professional consultants to be reviewed. Richard asked Ferrell to add a professional review discussion to the next agenda.
- b. James Parker asked if Frank McBee entered the DROP. Ferrell Jenne confirmed he was in the process of entering the DROP.
- c. James Parker asked about the splitting of the State Monies. Joseph Wubbena commented he thought there were actives who would receive the funds.

10. **Adjournment** – The meeting adjourned at 10:49 AM.

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

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Fire As: \_\_\_\_\_ Date \_\_\_\_\_

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Fire As: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Police As: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Police As: \_\_\_\_\_ Date \_\_\_\_\_

Date Approved by the Pension Boards: September 10, 2020

Respectfully submitted by:

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Ferrell Jenne, Plan Administrator