

**TOWN OF LONGBOAT KEY CONSOLIDATED RETIREMENT SYSTEM
BOARD OF TRUSTEES QUARTERLY MEETING**

MEETING MINUTES: May 20, 2020

1. CALL TO ORDER

Chairman Steve Branham called a meeting of the Board of Trustees for the Town of Longboat Key Consolidated Retirement System to order at 9:00 AM in the Town Conference Room located at 501 Bay Isles Road, Longboat Key, Florida.

Those persons present included:

TRUSTEES

Steve Branham, Chair
Joe Fabrizio
Thomas Batchelor
Frank Cona
Rabbi Kasdan
Christopher Skinner
Andrew Sawyer
Pete Cumming

OTHERS

Ron Cohen, Rice, Pugatch, Robinson, Storfer and Cohen
David Wheeler, Graystone Consulting
Amanda Kish, The Resource Centers
Doug Lozen, Foster and Foster
Sherry Dominick, Longboat Key Town Commissioner
Sue Smith, Longboat Key Finance Director

Absent

2. APPROVAL OF VIRTUAL MEETING PROTOCOLS and PROCESSES

The Plan Attorney reviewed the virtual protocols in detail. He noted that the virtual meeting was posted in a timely manner and there were no public comments.

Rabbi Kasdan made a motion to approve the Virtual Meeting and Process for the Board. The motion was seconded by Joe Fabrizio and approved by the Trustees 8-0

3. PUBLIC TO BE HEARD

No Public to be heard

4. APPROVAL OF THE MINUTES

The Board held discussion regarding the February 21, 2020 minutes. Sue Smith stated that she was not at the February meeting in addition to Joe Fabrizio's name being incorrect. The Board recommended bringing the minutes for review at the August meeting.

5. REPORTS

2019 Annual Valuation (Doug Lozen, Foster & Foster)

Mr. Lozen reviewed the participant data of the legacy plans. He reviewed the funding liability of plan. The funding status will increase over the next couple years. Mr. Lozen suggested lowering the investment return assumption to 6.00%. The Board held a discussion about lowering the investment return. The Board informed the actuary that they would like to look at the investment return assumption closer to the next valuation date. City Commissioner Mrs. Dominick questioned if the UAAL funding had to be segregated for each plan or could it be blended. The actuary and plan attorney stated that they would need to look further into the question.

Rabbi Kasdan made a motion to approve the 2019 Valuation Report. The motion was seconded by Thomas Batchelor and approved by the Trustees, 8-0.

Investment Consultant Report (David Wheeler, Graystone Consulting)

Mr. Wheeler declared the expected rate of return as 7.00% for the long-term the short-term and thereafter.

Rabbi Kasdan made a motion accept the declaration return assumption of 7.00% for long-term short-term and thereafter. The motion was seconded by Thomas Batchelor and approved by the Trustees, 8-0.

Mr. Wheeler presented the Quarterly Investment Report to the Board and reviewed the market environment. He reported that the Fund totaled \$33,128,562.00 as of March 31, 2020. He noted that there was a loss net of fees of \$5,546,374.00. He stated that the quarterly return was -3.4%. Mr. Wheeler provided a detailed review of the Fund's Investment Managers.

Mr. Wheeler recommended rebalancing the portfolio taking \$300,000 from fixed income and allocate to JP Morgan. He also recommended adding \$400,000.00 to Kayne Anderson. The Board held a discussion regarding the asset allocation.

Christopher Skinner made a motion to Rebalance the Portfolio as recommended by the Investment. The motion was seconded by Thomas Batchelor and approved by the Trustees 8-0

Administrator Report (Amanda Kish, Resource Centers)**Form 1:**

Ms. Kish informed the Board that the Annual Form 1 Filing is due by July 1, 2020. The Form 1 must be filed with the Supervisor Election in the City of residence

Attorney Report (Ron Cohen ; Rice, Pugatch, Robinson, Storfer and Cohen)**Foster & Foster**

Mr. Cohen informed the Board that Foster and Foster Agreement was reviewed and presented to the commission. The agreement has been renewed.

Memorandum HB Fiduciary Standards for Local Officers and Appointed Officials

Mr. Cohen presented a memo regarding Fiduciary Standards for Local Offices and Appointed Officials. The proposed bill will require 5 hours of training for each Trustee term. Mr. Cohen informed the Board that the bill has some conflict that will need to be clarified. The bill should clarify relationship between 112.556 and this new bill.

The Board held a discussion regarding the General election. Mrs. Kish informed the Board that the election notice will need to be revised because it states that members can drop off the nominations to City Hall. Mrs. Smith provided information as where the general members can drop off the ballots.

7. PLAN FINANCIALS**Interim Financial Statement:**

Mrs. Kish reviewed the interim financial statements.

Ratification of Warrants:

Mrs. Kish presented the warrants for the Board's review.

Joe Fabrizio made a motion to approve the warrant for payment of invoices dated May 20, 2020. The motion was seconded by Rabbi Kasdan and approved by the Trustees 8-0.

8. NEW BUSINESS

Mr. Lozen suggested performing a cost study. The Board held a discussion regarding the cost study. The cost study should not exceed \$2,500.00

Rabbi Kasdan made a motion to approve the Cost Study with a cost of \$2,500.00. The motion was seconded by Frank Cona and approved by the Trustees 8-0.

BOARD COMMENTS

9. ADJOURNMENT

There being no further business, Chairman Branham adjourned the discussion at 12:15 AM.

Respectfully Submitted,
