

**KEY BISCAYNE POLICE OFFICERS' & FIREFIGHTERS'
RETIREMENT PLAN**

Village Council Chambers
560 Crandon Blvd., Key Biscayne, Fl 33149
REGULAR MEETING OF NOVEMBER 19, 2009

1. Call to Order – Chairman Michael Haring called the meeting of the Key Biscayne Police Officers' & Firefighters' Retirement Plan to order at 5:42 P.M.

Roll Call

Present

Servando M. Parapar
Jose L. Monteagudo
Michael Haring

Absent

Dr. Robert L. Maggs
Sherry L. Reed

OTHERS PRESENT: Frank Wan from Burgess Chambers & Associates, Blake Myton from SunTrust, Alison S. Bieler, Esq., from Cypen & Cypen, Attorneys for the Fund and Joan L. Wall, Administrator.

2. Additions/Deletions to Agenda – Michael Haring was re-elected to another two year term commencing 10/1/09 to 9/30/11 representing the members of the fire department.

3. Appointment of Fifth Trustee (10/1/09 to 9/30/11) the matter was continued until a full board was present.

4. Approval of Minutes – September 24, 2009. Chairman Haring presented the minutes from the previous meeting for approval. Jose Monteagudo moved to approve. Servando Parapar seconded the motion. The motion carried unanimously.

5. Approval of Invoices. Chairman Haring presented the invoices listed on the agenda for approval and payment. Jose Monteagudo moved to approve. Servando Parapar seconded the motion. The motion carried unanimously, authorizing payment of the following:

SunTrust, Inv#'s 210384 and 210383, Qtr Ending 9/30/09	\$17,934.88
Burgess Chambers & Associates, Inc., Third Qtr 2009 Monitoring	\$ 3,750.00
Joan L. Wall, Admin., 9/17 – 11/9/09; 39 hrs, plus expenses	\$ 1,848.46
FPPTA, Dues for 2010	\$ 600.00

UNFINISHED BUSINESS

6. a) Gabriel Roeder Smith 8/14/09 Five Year Projection (per GRS letter of 1/14/09, continued from 3/26, 5/28, 7/23 and 9/24/09) The matter was continued until trustee Sherry Reed was present.

6. b) Final Review/Accept – Revised Summary Plan Description (continued from 5/28, 7/23 & 9/24/09). After determining that in answer to a question regarding medical histories, the prior medical histories of participants referred to on page 17 were maintained in the respective departments, Jose Monteagudo moved to accept the Revised Summary Plan Description. Servando Parapar seconded the motion. The motion carried unanimously. Attorney Bieler recommended obtaining a pdf copy of the file. Copies will be made for distribution to all participants.

6. c) Confirmation of ICMA Fee. Frank Wan from Burgess Chambers & Associates had confirmed on 9/25/09 that the fee ICMA will be charging for the DROP and Share Plans was no higher than they charge the Village.

NEW BUSINESS

7 a) Blake Myton from SunTrust – Market/Investment Report. SunTrust remains cautiously optimistic. The recent huge run up in the market has consisted of getting back what we should not have lost in the first place. Inflation does not appear to be a concern for 2010. The global markets delivered another quarter of significant positive returns with risk-based assets generating the greatest increases. Recent Fed announcements communicate a stance of continued loose monetary policy. Commodity prices, particularly metals and oil, have reached their highs for the year while the dollar continues its descent versus other major currencies.

Mr. Myton delivered SunTrust's letter dated November 11, 2009 addressing their position as to the board's Placement Agent Policy. While SunTrust Banks does have subsidiaries that may use Placement Agents, they are not used for this fund.

7. b) Frank Wan from Burgess Chambers & Associates – Performance Report for 9/30/09. For the quarter ending 9/30/09 the total fund earned net of fees 11.2%. For the one, three and five year periods total performance ranked in the top 22nd, 15th and 11th percentiles. Ridgeworth (SunTrust) has done a great job. While they are keeping a close eye on the small cap portion that has not performed well, they do not recommend any changes at this time. Asset allocation as of 9/30/09 was 33.54% domestic fixed, 1.04% REIT, 9.04% international, 49.75% domestic equity and 6.62% cash for a total market value of \$12,034,212.

Mr. Wan distributed copies of a revised Investment Policy Statement recently prepared. The most significant change was the increase in the international equities as recently

allowed by state law. Attorney Bieler stated she would like specific changes to be incorporated into the document that addressed the requirements of the Protecting Florida's Investment Act. The trustees stated they wished to make it possible for the investment manager to implement the increase in international investment as soon as possible, if they so chose. Jose Monteagudo moved to adopt the revised Investment Policy Statement subject to minor corrections to be worked out between Frank Wan of Burgess Chambers and Associates and Attorney Bieler and to authorize Chairman Haring sign and deliver the corrected revised Investment Policy Statement to the Village Clerk in order for the changes to be able to take place within 31 days of delivery. Servando Parapar seconded the motion. The motion carried unanimously. Copies of the signed revised document were to be provided also to Blake Myton, Steve Palmquist and the state actuary.

7. c) G. Robert DeLoach, Jr., Esq. from Ledbetter & Associates – Report on preliminary damage analysis in re: Merrill Lynch. Attorney DeLoach had a conflicting appointment. The matter was continued until the January meeting.

7. d) FPPTA, Trustees' School, February 7th through 10th, 2010, Hyatt Regency Jacksonville Riverfront in Jacksonville, Florida.

7. e) Proposed 2010 Meeting Dates

- Thursday, January 28th, 2010
- Thursday, March 25th, 2010
- Thursday, May 27th, 2010
- Thursday, July 22nd, 2010
- Thursday, September 23rd, 2010
- Thursday, November 18th, 2010

These dates were approved by the Village Clerk prior to today's meeting. Servando Parapar moved to approve the meeting dates for 2010. Jose Monteagudo seconded the motion. The motion carried unanimously. Attorney Bieler requested these dates be provided to Annette in her office.

8. Trustees' Concerns. Chairman Haring expressed concern over the length of time it took for a retiring participant to obtain their benefit calculation containing the various options available to choose from. The matter was discussed at length. Attorney Bieler stated she would discuss this further with Steve Cypen, Esq.

The required documents for opening the ICMA Share Plan and DROP Plan were reviewed and discussed. Attorney Bieler made changes to the Affirmative Statements that were required by ICMA for both plans. Chairman Haring suggested setting up a meeting between himself, Tony Chifari and Joan Wall for Tuesday of next week to iron out any additional questions on procedure, etc. After discussion regarding the funding of the Share Plan, Jose Monteagudo moved to sign a warrant in the amount of \$767,908.95 payable to the Village of Key Biscayne Firefighters Share Plan c/o ICMA to

take care of the initial funding, closing out the money market account in SunTrust in the same amount that had been set up prior to 9/30/09 for the Share Plan. Servando Parapar seconded the motion. The motion carried unanimously. The warrant would be held until all documents were accepted by ICMA and the account opened.

9. REPORTS

- **Attorney** – None.
- **Administrator** – The audit work and actuarial data were almost complete and ready for transmittal.
- **Other** – Sherry Reed was re-appointed to a two year term from 10/9/09 to 10/9/11 at the October 13th, 2009 Council Meeting. Included with the agenda packages were the following:
 - Class action proceeds of \$446.21 & \$33.67 were received and sent to SunTrust for deposit into the fund's account.
 - Copy of SunTrust insurance certificate as of 10/6/09
 - Securities Monitoring Report for 10/7/09
 - Commission Recapture reports through October 24, 2009

10. Input from Active/Retired Members – None.

11. Next Meeting Date/Adjournment. Chairman Haring announced the next regular meeting was scheduled for Thursday, January 28th, 2010. There being no further business before the board, Jose Monteagudo moved to adjourn at 7:45 P.M. Servando Parapar seconded the motion. The motion carried unanimously.

Respectfully submitted,

Servando Parapar, Secretary