

KEY BISCAYNE POLICE OFFICERS' & FIREFIGHTERS' RETIREMENT PLAN

Village Council Chambers
560 Crandon Blvd., Key Biscayne, FL 33149
REGULAR MEETING OF MARCH 24TH, 2011

1. Call to Order – Chairman Michael Haring called the meeting of the Key Biscayne Police Officers' & Firefighters' Retirement Plan to order at 5:33 P.M.

Roll Call

Present

Servando M. Parapar, Secretary
Michael Haring, Chairman
Jose L. Monteagudo
Steve Liedman

Absent

Sherry L. Reed

OTHERS PRESENT: Captain Jose Marti and Lt. Gary Carter from the Fire Department, P/O David Young, President of the Sgts. Union, Alison S. Bieler, Esq., from Cypen & Cypen, Attorneys for the Fund and Joan L. Wall, Administrator.

2. Additions/Deletions to Agenda. The Division of Retirement will be holding their 32nd Annual Pension Trustees School for Police Officers and Firefighters from May 16th through 18th, 2011 in Tallahassee, Florida. Details were emailed earlier in the day to all trustees.

3. Approval of Minutes for January 27th, 2011. Chairman Haring presented the minutes from the previous meeting for approval. Servando Parapar moved to approve. Steve Liedman seconded the motion. The motion carried unanimously.

4. Ratify Payment Made in the Interim. Chairman Haring presented the invoice that was approved for payment since the last meeting for ratification. Jose Monteagudo moved to ratify. Servando Parapar seconded the motion. The motion carried unanimously, ratifying the following:

Professional Indemnity Agency, Renewal of Fiduciary Liability Insurance \$ 4,271.29

5. Approval of Invoices. Chairman Haring presented the invoices listed on the agenda for approval and payment. In regard to the special legal fees charged by Holland & Knight Steve Liedman inquired how long the process to obtain a Determination Letter from the IRS would take. Attorney Bieler stated there was a small amount of information needed to complete the requests of the IRS, per the letter in the agenda package dated March 11th, 2011. Jose Monteagudo moved to approve

payment. Servando Parapar seconded the motion. The motion carried unanimously, authorizing payment of the following:

Gabriel Roeder Smith & Company, Inv #114268 dated 2/11/11	\$ 8,868.00
Gabriel Roeder Smith & Company, Inv #114514 dated 3/11/11	\$ <u>2,615.00</u>
<u>TOTAL</u>	\$11,483.00
SunTrust Bank, Inv #224414 dated 1/25/11 for Qtr Ending 12/31/10	\$18,999.87
SunTrust Bank, Inv #224415 dated 1/25/11 for Qtr Ending 12/31/10	\$ <u>441.55</u>
<u>TOTAL</u>	\$19,441.42
Holland & Knight, Inv #2615528 dated 2/9/11	\$ 75.00
Holland & Knight, Inv #2627349 dated 3/11/11	\$ <u>828.00</u>
<u>TOTAL</u>	\$ 903.00
Joan L. Wall, Admin., 1/20 – 3/10/11, 40 ¼ hrs, plus expenses	\$ 1,969.34

UNFINISHED BUSINESS

6. a) Review/Discussion of Agreement with Trusco/SunTrust (continued from 1/27/11). Blake Myton from SunTrust had requested the board continue the matter until he was present at the next meeting to give the Market/Investment Report for the quarter ending March 31, 2011. Servando Parapar moved to continue the matter until the next meeting. Steve Liedman seconded the motion. The motion carried unanimously.

6. b) Revised DROP Rules & Regulations – Decision as to the amount and method of calculating the amount to be charge to each DROP account (continued from 1/27/11). After discussion, Steve Liedman moved to apportion the total fee charged by Burgess Chambers & Associates for monitoring the investment options available for the DROP and Share Plan between the two plans based upon each plan's pro rata share of the total market value for both plans combined as of a particular date. Jose Monteagudo seconded the motion. The motion carried unanimously.

The trustees asked that Burgess Chambers be advised to bill for the DROP and SHARE plans based on this decision.

Steve Liedman moved to determine the annual fee to be charged to each DROP Plan participant as of the end of each fiscal year using the individual participant's account balance available online via ICMA's E-Z Link on the first day after fiscal year end. Jose Monteagudo seconded the motion. The motion carried unanimously.

After discussion regarding the timing of the assessments, it was agreed to charge the SHARE Plan's annual fee assessment as soon as practicable after the figure was received from the actuary so that the fee could be deducted from the premium tax

money received from the State and the remaining funds be distributed to the Share Plan participants.

Jose Monteagudo moved that the determination of the annual fee to be charged to each individual DROP Plan participant's account would be determined by the Board at the Board's annual November meeting and, further, that the annual fee would be charged against the DROP Participant's account on January 1st of the following year. Servando Parapar seconded the motion. The motion carried unanimously.

6. c) Request from Cypen & Cypen to consider increasing monthly retainer (continued from 1/27/11). After a brief discussion, Steve Liedman moved to approve increasing the monthly retainer for legal services from \$1,500 per month to \$2,000 per month, effective April 1, 2011. Servando Parapar seconded the motion. The motion carried unanimously. Chairman Haring stated he would like to see future increases in fees go up by a percentage point tied to the CPI.

NEW BUSINESS

7. a) Schools & Conferences

- FPPTA, 27th Annual Conference, June 26th – 29th, 2011 at the Renaissance Sea World Resort in Orlando, Fl
- Division of Retirement, 32nd Annual Police Officers & Firefighters Pension Trustees School, May 16th – 18th, 2011, Tallahassee, Fl

7. b) Adoption of Expected Assumption Rate of Return on Investments for the current year, next year and the long term. The trustees requested the matter continued until the next meeting.

8. Trustees' Concerns. Steve Liedman asked that the supplemental actuarial valuation prepared last year by the actuary be forwarded via a letter signed and delivered by Chairman Haring to the Village Council. The other trustees asked that letter include a request to the Village Council to assign a representative to attend future pension board meetings.

9. REPORTS

- **Attorney** – Attorney Bieler reviewed the March 11th, 2011 IRS letter to Attorney Friedman with the trustees.
- **Administrator** –
 - The 2010 Annual Report was mailed timely. We were awaiting the Village CAFR to send to the Division of Retirement
 - Status of Annual Affidavits – All were received.
- **Other** – Included with agenda packages are the following:
 - December, 2010 and January 2011 Commission Recapture Reports
 - Receipt of Class Action Proceeds of \$620.22, \$4.10 and \$.14

- January 26 and February 28, 2011 Securities Monitoring Reports

10. Input from Active/Retired Members – Captain Jose Marti had inquired previously in the meeting as to why it was necessary to have the investment consultant monitor the DROP and SHARE plans. Chairman Haring explained it was a State requirement for the trustees to monitor these plans also.

11. Next Meeting Date/Adjournment. Chairman Haring announced the next regular meeting was scheduled for Thursday, May 26th, 2011 at 5:30 P.M. There being no further business before the board, Jose Monteagudo moved to adjourn at 6:40 P.M. Steve Liedman seconded the motion. The motion carried unanimously.

Respectfully submitted,

Servando Parapar, Secretary