

***City of Miami Springs Police and Firefighters'
Retirement System
Minutes of the Meeting Held
May 2, 2024***

The pension meeting of the Board of Trustees of the City of Miami Springs Police and Firefighters' Retirement System was called to order at 8:30 AM by Chairman Pete Baan.

TRUSTEES PRESENT

Pete Baan, Chairman
Claire Gurney, Secretary
Robert Gordon, Trustee
Jorge Capote, Trustee

OTHERS PRESENT

Amanda Kish, Pension Resource Centers
Adam Levinson, Klausner, Kaufman, Jensen & Levinson
Brendon Vavrica, Mariner Financial
Nicolas Lahaye, GRS
Andrew Freeman - CFLG Accountants

PUBLIC COMMENTS

INVESTMENT CONSULTANT REPORT: Mariner Financial (BRENDON VAVRICA)

Mr. Vavrica the letters regarding the acquisition of Mariner and the document that will require Board signature. He briefly reviewed the document.

Mr. Vavrica reviewed the market environment for the quarter ending March 31, 2024. He reviewed the equity markets and the return for the quarter. Mr. Vavrica reviewed the asset allocation for March 31, 2024, which was \$39,318,283. He stated that the total fund for the quarter was 5.36% and the plan placed in the (35th) percentile. Total Equity return for the quarter was 8.06% below the benchmark at 9.65%. Domestic Equity returned for the quarter to 9.63% below the benchmark 10.56%. Total Fixed Income return for the quarter was 1.05% above the benchmark at -0.42%. Total Real Estate return for the quarter was -2.22% above the benchmark -2.20%. Mr. Vavrica reviewed Polen Capital and Highland Capital under performance.

Mr. Vavrica reviewed the changes to the Investment Policy Statement. He briefly reviewed the changes with the Board.

MOTION: Ms. Gurney made a motion approving the Investment Policy Statement.

SECOND: Mr. Capote seconded the motion.

CARRIED: The motion carried 4-0

PRESENTATION OF THE 9/30/2023 ACTUARIAL VALUATION REPORT: GRS (Nicolas Lahaye)

Mr. Lahaye presented the Board with the 9/30/2023 Actuarial Valuation Report which sets the contribution requirement for the Fiscal Year End 9/30/2025. Mr. Lahaye briefly reviewed the employee contribution. There was a net actuarial loss of \$203,651 which means the plan had been an unfavorable experience than assumed. The loss was primarily due to the recognized

investment return loss. The loss was offset by higher mortality than expected. The plans funded ratio 101.4% which was higher than last year. Mr. Lahaye continued to review the report. He recommended an experience study for next year. The plan actuary informed the Board that the plan is in a great place and fully funded.

Mr. Lahaye reviewed the LD ROM new requirement on investments. They value the assets if the plan does not take any risk. He briefly reviewed the term and how it is being used in the valuation.

MOTION: Ms. Gurney made a motion approve the Annual Valuation

SECOND: Mr. Gordon seconded the motion.

CARRIED: The motion carried 4 -0.

MOTION: Ms. Gurney made a motion approving the investment return for long term, short-term and thereafter.

SECOND: Mr. Capote seconded the motion.

CARRIED: The motion carried 4-0.

**PRESENTATION OF THE 9/30/2023 AUDITED FINANCIAL STATEMENTS: CFLG, LLP
(Andrew Freeman)**

Mr. Freeman presented the 9/30/2023 Audited Financial Statements. He informed the Board that the September 30, 2023, audited Financial Statement rendered a clean opinion.

The Plan's net position increased by \$1,227,695 from the prior years. The Plan experienced a net investment gain of \$1,985,507 for the fiscal year 2023. The plan experienced an investment gain from the investment return. In addition, he reviewed and compared the Plan's expenses and contributions from year to year and commented that overall, the Plan is doing well. He reviewed this year's compliance letter and stated that there were no findings or material weaknesses found while performing the audit. Mr. Freeman found there were no disagreements with management. Lastly, he stated that he enjoyed working for the Board and appreciated their business.

Mr. Freeman briefly reviewed the audit representation letter.

MOTION: Mr. Gordon made a motion to approve the Audit Financial Statement for 2023 and the Audit Representation Letter.

SECOND: Ms. Gurney seconded the motion.

CARRIED: The motion carried 4-0

INVESTMENT MANAGER REPORT: HIGHLAND CAPITAL (Steve Stack)

Mr. Stack informed the Board of the uncertainties of the Market. He reviewed the global market environment and economic returns. Mr. Stack reviewed the top ten domestic equity holdings. The value of the portfolio was up 1.60%. The fiscal year return was 7.15%. The total asset allocation for the quarter was \$10,036,494.00. The portfolio is overweight to

finance. He reviewed the fund's performance as of March 31, 2023.

MINUTES

The Board reviewed the minutes of February 2024.

MOTION: Mr. Capote made a motion to approve February 2024

SECOND: Mrs. Gurney seconded the motion

CARRIED: The motion carried 4-0.

DISBURSEMENTS APPROVAL

Ratification of warrants processed since May 2, 2024, Meeting

| Disbursements Presented to Salem Trust | | |
|--|--------------|--------------|
| Warrant #405 | Amount | Warrant Date |
| Resource Center (Inv 20624 February 2024 Admin Fee) | \$ 1,750.00 | 2/7/2024 |
| Klausner Kaufman Jensen & Levinson (Inv 34462 dated 01/31/24; Legal Fees) | \$ 1,250.00 | 2/7/2024 |
| Highland Capital Management (Invoice 34368, services for QE 12/31/23) | \$ 6,398.04 | 2/7/2024 |
| Caballero, Fierman, Llerena & Garcia, LLP (Invoice 52486 dated 1/14/24 & 52588 dated 2/4/24) | \$ 10,000.00 | 2/7/2024 |
| | | |
| Warrant #406 | | |
| Resource Center (Inv 20685 March 2024 Admin Fee) | \$ 1,650.00 | 3/7/2024 |
| Klausner Kaufman Jensen & Levinson (Inv 34653 dated 02/29/24; Legal Fees) | \$ 1,250.00 | 3/7/2024 |
| Salem Trust Company (Services for QE 12/31/23) | \$ 4,618.45 | 3/7/2024 |
| Caballero, Fierman, Llerena & Garcia, LLP (Invoice 52731 dated 2/18/24) | \$ 4,000.00 | 3/7/2024 |
| FPPTA (Invoice 11502, 2019-2023 Recertification for Robert Gordon) | \$ 155.00 | 3/7/2024 |
| | | |
| Warrant #407 | | |
| Resource Center (Inv 20749 April 2024 Admin Fee) | \$ 1,650.00 | 4/5/2024 |
| Klausner Kaufman Jensen & Levinson (Inv 34856 dated 03/31/24; Legal Fees) | \$ 1,250.00 | 4/5/2024 |
| Polen Capital Management, LLC (Fees for QE 03/31/24) | \$ 10,659.55 | 4/5/2024 |
| Gabriel, Roeder, Smith & Company (Invoice 485932, dated 04/03/24) | \$ 8,574.00 | 4/5/2024 |
| Highland Capital Management (Invoice 34376, services for QE 12/31/23) | \$ 6,466.98 | 4/5/2024 |
| Andco Consulting, LLC (Invoice 47752_Fees for QE 03/31/24) | \$ 8,159.29 | 4/5/2024 |
| FPPTA (Invoice 11536, 2024 Membership Dues) | \$ 750.00 | 4/5/2024 |
| | | |
| Total Disbursements | \$ 68,581.31 | |

MOTION: Mrs. Gurney made a motion to approve warrants #405 through #407.

SECOND: Mr. Gordon seconded the motion.

CARRIED: The motion carried 4-0.

REPORTS

o **Chairman:**

o No Report

o **Administrator: PRC (Amanda Kish)**

Mrs. Kish informed the Board that she will be scheduling member appointments on a quarterly basis. The members can reserve an appointment using an online link.

o **Attorney: Klausner, Kaufman, Jensen and Levinson (Adam Levinson)**

Form 1:

Mr. Levinson provided a memo regarding form 1. Form 1 needs to be submitted online going forward.

1099 R Reporting of Disability Income:

Mr. Levinson presented the disability income memo. He reviewed the memo with the Board stating that the IRS recently made changes to the 1099 R forms to help clarify how disabilities are taxed.

NEXT MEETING DATE

Thursday, November 7, 2024 @ 8:30 AM

ADJOURN

There being no further business, a motion was made to adjourn the meeting at 9:45 AM.

Respectfully submitted,

Claire Gurney, Secretary