

**TEQUESTA PUBLIC SAFETY OFFICERS' PENSION TRUST FUND
REGULAR BOARD MEETING MINUTES
FEBRUARY 7, 2011**

I. Call To Order and Roll Call

The Regular Quarterly Board Meeting of the Tequesta Public Safety Officers' Pension Trust Fund Board of Trustees was held at the Tequesta Village Hall, 345 Tequesta Drive, Tequesta, Florida, on February 7, 2011. The meeting was called to order at 8:00 a.m.

A roll call was taken by Pension Administrator, Dixie Martinez. In attendance at the meeting were: Chair Frank D'Ambra, Secretary Ray Giblin, Board Member Robert Young, and Board Member David Cooper.

Also in attendance were Attorney Bonni Jensen, Pension Administrators Scott Baur and Dixie Martinez, Investment Monitor Dan Johnson and Investment Manager Tony Brown.

II. Approval of Agenda

MOTION:

Secretary Giblin made a motion to approve the Agenda. Board member Cooper seconded the motion, which carried by unanimous 4-0 vote.

III. Approval of Minutes

1. Special Meeting Minutes - Tequesta Public Safety Officers' Pension Trust Fund Board of Trustees– October 1, 2010.
2. Regular Quarterly Meeting Minutes - Tequesta Public Safety Officers' Pension Trust Fund– November 1, 2010.
3. Special Meeting Minutes - Tequesta Public Safety Officers' Pension Trust Fund Board of Trustees– December 6, 2010.

MOTION:

Secretary Giblin made a motion to accept the minutes of the special meeting of October 1, 2010; regular quarterly meeting of November 1, 2010 and special meeting of December 6, 2010. Board member Young seconded the motion, which carried by unanimous 4-0 vote.

IV. PRESENTATIONS

4. Investment Manager – Tony Brown, Rockwood Capital Advisors

Tony Brown, Rockwood Capital Advisors, reported that there had been a pricing error which resulted in an error by 1 basis point. He reported that for 4th quarter 2010 the total beginning market was \$5,433,093 and the total ending market was \$6,031,900. The total change for this quarter was \$598,807 and the total fund return was 7.7%. He explained that the biggest change during this quarter was due to political changes and a recovering economy. He reported that during the year Rockwood Strategic Equity Fund appreciated 31.3% versus the index at 15.1%. He reported that the portfolio is overweighted in Consumer Discretionary, Industrials, and Technology and is underweighted in Consumer Staples and Healthcare. The Board had a discussion regarding the position of the fixed income portfolio if interest rates should rise.

5. Quarterly Presentation by Monitor – Dan Johnson, Bogdahn Consulting

Dan Johnson, Bogdahn Consulting, LLC commented on the economy. He reported that stocks did well during this quarter but bonds were negative this quarter. Mr. Johnson reported that for quarter ending December 31, 2010 the Plan's market value is \$6,668,820 and the asset allocations are Domestic Equity 48.8%, International Equity 9.6%, Fixed Income 38.8%, and Cash Equivalent 2.8%. The Plan was up by 7.48% versus the benchmark at 6.10%. Total Equity was up 13.93% versus the benchmark at 10.76%, Total Domestic Equity was up 15.67% versus the benchmark at 11.59%, Total International Equity was slightly behind at 5.76% versus the benchmark at 6.65%, and Total Fixed Income was at -0.65% versus -0.75%. Mr. Johnson reviewed the performance by manager; Rockwood Capital was up 15.67% versus the benchmark at 11.59%, Europacific Growth was at 5.76% versus the benchmark at 6.65, Rockwood Fixed Income was at -0.65% versus the benchmark at -0.75%.

Mr. Johnson reported that the portfolio has a limit to international investments and that this is dictated by the Ordinance. He explained that the limit for international investments used to be 15% but it has been changed to 25% therefore he recommends updating the Investment Policy Statement to reflect this change.

V. Unfinished Business

6. Self-directed DROP Provisions – Memorandum March 29, 2001 from the Division of Retirement- Discussion.

Attorney Jensen reported that this item was a follow up from two meetings ago. She explained that she had followed up with Patricia Shoemaker, from the Division of Retirement, regarding keeping assets in the Plan. She noted that the biggest question was regarding international investments. These investments would be Plan assets therefore it has to be monitored. Mr. Baur explained why these assets would have to be monitored. He explained that there are two ways that this can be done. They can simply watch and monitor and if it becomes an issue they would have to address it with the individual DROP participants. Secretary Giblin stated that he believes that members would want a fixed income rate to protect their principal and this is something that would have to be negotiated. The Board will table this item to an indefinite future.

7. Comparison & Contrast – ICMA- RC vs. Legend Group, Pension Administrator Scott Baur.

Chair D'Ambra suggested also tabling this item to an indefinite future.

VI. STANDING REPORTS (INFORMATION ITEMS)

There were no questions or comments regarding the information items below.

- 8. New applicants for participation in Pension Plan:**
Diane Astrella- from part-time to full time Police Officer effective 1-3-11

MOTION:

Secretary Giblin made a motion to accept Diane Astrella into the Pension Plan. Board member Cooper seconded the motion, which carried by unanimous 4-0 vote.

- 9. Request for withdrawal of contributions (employees terminating employment with Village of Tequesta) – Ratification of withdrawals made since the last meeting on two signature basis: None**
- 10. Terminated Employees who have not taken their contributions - None**

VII. PAYMENTS TO BE RATIFIED (PAYMENTS MADE SINCE LAST MEETING)

MOTION:

Board Member Cooper moved to approve the ratification of payments made since the last meeting and approval of payments to be reviewed and approved. Board Member Young seconded the motion, which carried by unanimous 4-0 vote. Therefore, agenda items 11 and 12 listed below were approved as presented.

VIII. PAYMENTS TO BE REVIEWED AND APPROVED

11. Pension Resource Centers – Adm. Fee August – November	\$3,800.00
Rockwood Capital Advisors – Inv. Mgt. Fees 3 rd Quarter	\$7,401.80
Perry & Jensen, LLC. - Services through 11/15/10	\$1,508.30
Pension Resource Centers – Adm. Fee December	\$1,050.00
Bogdahn Consulting, LLC – Services through 09/30/10	\$3,750.00
Perry & Jensen, LLC. - Services through 12/15/10	\$1,595.15
FPPTA – Annual Membership	\$ 600.00

VIII. PAYMENT TO BE REVIEWED AND APPROVED

12. Pension Resource Centers – Adm. Fee January	\$ 950.00
GRS- Actuarial Services Rendered through 10/31/10	\$2,378.00
GRS- Actuarial Services Rendered through 12/31/10	\$1,223.00
Ellen Schaffer – Computer Programming Services	\$ 302.50
Perry & Jensen, LLC. - Services through 1/15/10	\$ 883.40
Pension Resource Centers – Adm. Fee February	\$ 950.00

IX. BUDGET REPORT

13. Quarterly Budget Report – Income Statement & Expenditure Report, Finance Director Forsythe.

Finance Director Forsythe reviewed the quarterly budget report. She reported that Ms. Monica Rahim is no longer working for the Village.

Ms. Forsythe reported that the Village Manager had asked about the use of 185 monies. She noted that the Village supports a change to allow municipalities to use 185 money to offset Village contributions without jeopardizing the receipt of premium tax money.

X. NEW BUSINESS

14. Memorandum, HB 303 & SB 290, Attorney Bonni Jensen

Attorney Bonni Jensen reported that House Bill 303 has been withdrawn. She reported that Senate Bill 290 is applicable to FRS and it's an interesting look at where the government intends to go. It reduces the multiplier for elected officials.

15. IRS Mileage Rates for 2011, Attorney Bonni Jensen.

Attorney Bonni Jensen reported that the mileage rate has changed to .51 cents.

16. Status of Ordinance Amendment Update, Attorney Bonni Jensen.

Attorney Bonni Jensen reported that counsel passed the Ordinance amendment. She has filed it with the State of Florida.

17. Beneficiary Form, Pension Administrator Scott Baur.

Administrator Scott Baur reported that the beneficiary form has been updated to allow for a contingent beneficiary. The Board reviewed the updated form.

MOTION:

Secretary Giblin moved to approve the updated beneficiary form. Board Member Young seconded the motion, which carried by unanimous 4-0 vote.

18. Benefit Approval – DROP Charles Burnsed, Pension Administrator Scott Baur.

Administrator Scott Baur presented to the Board the following benefit applications for approval: Application to enter DROP for Charles Burnsed.

MOTION:

Secretary Giblin made a motion to approve the Benefit Approval which included the Application to Enter DROP for Charles Burnsed. Board Member Young seconded the motion, which carried unanimous 4-0 vote

19. Request to Close Checking Account with First Citizens Bank, Pension Administrator Dixie Martinez.

Administrator Dixie Martinez reported that the new checking account with First Southern has been opened. She explained that the Board needed to authorize the closing of the old account with First Citizens Bank.

MOTION:

Secretary Giblin made a motion to approve closing the checking account with First Citizens Bank. Board Member Cooper seconded the motion, which carried unanimous 4-0 vote.

20. Status of Agreement with Manning & Napier, Pension Administrator Scott Baur.

Chair D'Ambra reported that the agreement has been signed and executed. Mr. Johnson asked the Board if they would like to have Manning & Napier come to present at the next Pension Board meeting and have Rockwood Capital come to the August Pension Board meeting. The Board agreed.

XI. ANY OTHER MATTERS

There were no other matters.

XII. COMMUNICATIONS FROM CITIZENS

There were no communications from citizens.

XIII. Adjournment

There being no further business, the meeting was adjourned at 9:45 a.m.

Respectfully submitted,

Dixie Martinez
Administrator
Village of Tequesta Public Safety Officers' Pension Plan