

**TEQUESTA PUBLIC SAFETY OFFICERS' PENSION TRUST FUND  
REGULAR BOARD MEETING MINUTES  
NOVEMBER 5, 2012**

**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 November 5, 2012. The meeting was called to order at 1:02 p.m.

A roll call was taken by Pension Administrator Dixie Martinez. In attendance at the meeting were: Chair Ed Sabin, Secretary Ray Giblin, Board Member Dave Cooper, and Board Member John Terzakis.

Also in attendance were Attorney Bonni Jensen, Pension Administrator Dixie Martinez, Investment Monitor Dan Johnson and Tyler Grumbles.

**II. Approval of Agenda**

**MOTION:**

**Secretary Giblin made a motion to approve the Agenda as presented. Board Member Terzakis seconded the motion, which carried by unanimous 3-0 vote**

Board Member David Cooper joined the meeting at 1:03 p.m.

**III. APPROVAL OF MINUTES**

**1. Quarterly Meeting Minutes- August 6, 2012**

**MOTION:**

**Secretary Giblin made a motion to accept the minutes of the regular quarterly meeting of August 6, 2012 as presented. Board member Terzakis seconded the motion, which carried by unanimous 4-0 vote.**

**IV. PRESENTATIONS**

**2. Quarterly Presentation by Monitor – Dan Johnson and Tyler Grumbles, Bogdahn Consulting, LLC.**

- a. Quarterly Performance Report**
- b. Rockwood Fee Review**
- c. Revised Investment Policy Statement Discussion**

Dan Johnson, Bogdahn Consulting, LLC introduced Mr. Grumbles to the Board. Mr. Grumbles introduced himself to the Board. He then reviewed the market environment

during this quarter. He reported that for the equity markets, the year to date performance through September is the best nine months in a calendar year since 2009. He reported that for quarter ending September 30, 2012 the Plan's market value was \$8,093,243 and the asset allocations were Domestic Equity 44.0%, International Equity 10.2%, Fixed Income 38.2%, and Cash Equivalent 7.6%. Mr. Grumbles reviewed the financial reconciliation of the Fund as of September 30, 2012. He reported that for fiscal year end the Plan's Total Fund (Gross) was at 15.26% versus the benchmark at 17.88%. Total Equity was 25.01% versus the benchmark at 27.21%, Total Domestic Equity was at 26.39% versus the benchmark at 30.20%, Total International Equity was at 18.57% versus the benchmark at 15.04%, and Total Fixed Income was at 4.14% versus the benchmark at 4.31%. Mr. Grumbles reported that for quarter ending September 30, 2012 the Plan's Total Fund (Gross) was at 3.77% versus the benchmark at 4.39%. Total Equity was at 5.86% versus the benchmark at 6.44%, Total Domestic Equity was 5.55% versus the benchmark at 6.23%, Total International Equity was at 7.38% versus the benchmark at 7.49%, and Total Fixed Income was at 1.04% versus the benchmark at 1.36%. Mr. Grumbles reviewed the financial reconciliation of the Fund as of September 30, 2012. He reviewed the performance of each manager individually. Mr. Grumbles reviewed the Rockwood's 1, 3, and 5 year performance. The Board expressed their concerns regarding Rockwood's performance. The Board had a lengthy discussion regarding Rockwood's and Manning & Napier's strategy. Mr. Johnson reported that he would be happy to bring a blend for the Board's review. Mr. Johnson recommended that attorney Bonni Jensen work on new fee agreement with Rockwood. The Board discussed at length their thoughts regarding the portfolio. The Board agreed that they would like to see a manager search at a Special meeting sometime in December. Ms. Martinez will work on scheduling a special meeting in December. Mr. Johnson will bring a manager search and review for the special meeting. The Board had a brief discussion regarding Rockwood's fee. Ms. Jensen recommended doing a revised Fee Addendum with Rockwood instead of negotiating a new contract. Mr. Johnson reported that the approval of the Revised Investment Policy Addendum may have to wait until the Village's counsel allows for it. Ms. Jensen reported the Board can approve the Revised Investment Policy Addendum dependent upon the approval of the Village's counsel.

**MOTION:**

**Board Member Terzakis made a motion to approve the Revised Investment Policy Addendum contingent upon the approval of the Village's counsel. Secretary Giblin seconded the motion, which carried by unanimous 4-0 vote.**

**V. UNFINISHED BUSINESS**

None

**VI. STANDING REPORTS (INFORMATION ITEMS)**

**3. New applicants for participation in Pension Plan:**

None

- 4. 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

- 5. Terminated Employees who have not taken their contributions**

Diane Astrella

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

<b>6.</b>	PRC – Adm. Fees for August & postage reimbursement\$	\$961.75
•	Rockwood Capital Advisors- 2 <sup>nd</sup> Q 2012	\$6,585.97
•	Perry & Jensen – Legal Services through 08/15/12	\$1,698.90
•	Manning & Napier – Management Fees 2 <sup>nd</sup> Q 2012	\$3,186.47
•	Gehring Group- Fiduciary Liability Ins. 10/1/12 to 10/1/13	\$3,402.37
•	The Bogdahn Group – Consulting Fees 3 <sup>rd</sup> Q 2012	\$3,750.00
•	PRC – Administrative Fees for September 2012	\$950.00
•	Perry & Jensen – Legal Services through 09/15/12	\$505.50

**MOTION:**

**Board Member Cooper made a motion to approve the payments to be ratified as presented. Board Member Terzakis seconded the motion, which carried by unanimous 4-0 vote.**

**VIII. PAYMENTS TO BE REVIEWED AND APPROVED**

<b>7.</b>	PRC– Administrative Fees for October 2012	\$ 950.00
•	Perry & Jensen – Legal Services through 10/15/12	\$ 247.50

**MOTION:**

**Secretary Giblin made a motion to approve the payments to be reviewed and approved as presented. Board Member Cooper seconded the motion, which carried by unanimous 4-0 vote.**

**IX. BUDGET REPORT**

- 8. Quarterly Budget Report – Income Statement & Expenditure Report, Finance Staff.**

Finance Staff was not available to review the budget report.

**X. NEW BUSINESS**

- 9. 2012 Restatement Amendment Opt Out of 185 and HB 538, Attorney Bonni Jensen.**

Attorney Bonni Jensen reviewed the most recent amendments to the Plan. She reported that the Village has decided to move forward and close the Plan to new Police Officers. She reported that they will no longer receive the Chapter 185 State Funds. There will be a defined contribution Plan for new Police Officers hired after the change date. Ms. Jensen reviewed the changes to the Plan.

Ms. Martinez reported that she has sent several requests to Ms. Jennifer McClain requesting that she submit the forms needed for her disability request. She explained that so far Ms. McClain has not submitted the forms necessary for her to move on with her disability request.

Ms. Jensen explained why the cost of the Impact Statement needed for the Ordinance amendment is the Plan's cost. She noted that the Village reimburses the Plan for all costs.

Ms. Jensen reported that the Board does not need to take any action at this time.

#### **10. Salem Trust Class Action Processing, Attorney Bonni Jensen.**

Attorney Bonni Jensen reviewed letter dated October 1 2012 from Salem Trust. In the letter Salem Trust notified the Board that they would be delegating the class action monitoring and processing to a third party vendor with an additional charge of 20% of all class action recoveries, which Salem had previously included in their service as part of their asset based fee. Subsequently on October 11, 2011 Salem Trust sent another letter to the Board in which they explained that they would not be delegating the class action monitoring and processing to a third party vendor at this time. Therefore they will continue to provide the class action processing services just as they have in the past. Ms. Jensen reported that the Board does not need to take action at this time.

#### **11. GRS Letter dated 10-15-12 RE: Palmquist Retirement, Administrator Dixie Martinez.**

Dixie Martinez, Pension Resource Centers (PRC), reported that Mr. Palmquist will be retiring December 31, 2012. He has recommended Mr. Jeffrey Amrose to be the new representative.

#### **12. Signature Cards, Administrator Dixie Martinez**

Dixie Martinez, Pension Resource Centers (PRC), reported that the signature cards need to be updated due to the recent changes on the Board of Trustees.

#### **13. Class Action Reports for periods 07-01-12 to 09-30-12, Administrator Dixie Martinez**

Administrator Dixie Martinez reported that there have been no class actions filed on the Plan's behalf during the last quarter.

### **XI. ANY OTHER MATTERS**

There were no other matters.

## **XII. COMMUNICATIONS FROM CITIZENS**

There were no communications from citizens.

## **XIII. Adjournment**

### **MOTION:**

**Secretary Giblin moved to adjourn. Board Member Terzakis seconded the motion which carried by unanimous 4-0 vote.**

There being no further business, the meeting was adjourned at 2:26 p.m.

Respectfully submitted,

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

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Board Member  
Village of Tequesta Public Safety Officers' Pension Plan