

**THE CITY OF WEST PALM BEACH RESTATED EMPLOYEES'
DEFINED BENEFIT RETIREMENT SYSTEM**

**MINUTES OF MEETING HELD
MARCH 26, 2013**

A regular meeting of the Board of Trustees was called to order at 1:35 by Secretary Bob Burd in the City Hall (5th Floor) Conference Room 5.19, 401 Clematis Street, West Palm Beach, Florida 33401.

Those Trustees present were:

Craig Kahle, Chairman (arrived 1:41PM)
Bob Burd, Secretary
Dorritt Miller, Trustee
Marta Vittini, Trustee
Leon Pinder, Trustee
Jeff Green, Trustee

Also present were:

Audrey Ross, Administrator – Resource Centers
Nancy Urcheck & Claudia McKenna, Attorneys – City of West Palm Beach
Brad Armstrong, Actuary – Gabriel, Roeder, Smith & Company (GRS)

PUBLIC COMMENTS

N/A

PRESENTATION OF THE SEPTEMBER 30, 2012 AUDITED FINANCIAL STATEMENTS – BRAD ARMSTRONG (GRS)

Mr. Armstrong stated that the contribution requirement for the fiscal year 2013/2014 considerably decreased. The required amount is \$1,350,431 if paid in a lump sum on October 1, 2013. Mr. Green confirmed that the City will continue to pay their contribution in a lump sum payment at the beginning of the fiscal year because it does give them a break on interest. Last year's contributions were \$2,050,355. Mr. Armstrong reported that as of the fiscal year ending September 30, 2012 the plan had 41 active members remaining, 153 retirees, and 10 vested members. He also noted that the Plan's funded ratio increased from 76% to 80% this year. Mr. Armstrong noted that he does have one recommendation to the board and explained that they should give some serious consideration to retaining some of the contribution decrease to help mitigate potential future adverse experience of the System and its impact on the future City contribution requirements.

Mr. Armstrong reviewed the Plan's current unfunded liability which is now up to \$11,482,467. The plan is making an annual payment of \$1,146,531 to the unfunded liability and this payment amount will continue over the next 9 years.

A motion was made by Jeff Green to approve the September 30, 2012 Actuarial Valuation as presented. The motion was seconded by Dorritt Miller and carried 6-0.

**THE CITY OF WEST PALM BEACH RESTATED EMPLOYEES
DEFINED BENEFIT RETIREMENT SYSTEM**

MARCH 26, 2013

The Trustees briefly discussed Valuations and how often they need to be completed. Mr. Armstrong stated that GASB only requires Valuations to be completed every other year, but he commented that he will check with the State's Actuary to see if there are any other requirements by the Division of Retirement that mandate a Valuation be completed every year. The Trustees also stated that if a Valuation was not completed every year then they would not get an accurate amount of contributions each year.

MINUTES

The Board reviewed the minutes from the regular meeting held on February 26, 2013.

A motion was made by Dorritt Miller to approve the minutes from the regular meeting held on February 26, 2013 as amended. The motion was seconded by Jeff Green and carried 6-0.

**ADMINISTRATIVE REPORT – RESOURCE CENTERS (PRESENTED BY:
AUDREY ROSS)**

- **DISBURSEMENTS**

The Board reviewed the disbursement list presented for the month of March 2013.

A motion was made by Jeff Green to approve the disbursements for the month of March 2013. The motion was seconded by Dorritt Miller and carried 6-0.

- **BENEFIT APPROVALS**

The board reviewed the preliminary applications for retirement for Gregory Rodgers & Cathy Lowe and the final application for retirement for Carolyn Wilkins.

A motion was made by Jeff Green to approve the preliminary applications for retirement for Gregory Rodgers and Cathy Lowe and the final application for retirement for Carolyn Wilkins. The motion was seconded by Bob Burd and carried 6-0.

- **FINANCIAL STATEMENTS**

Ms. Ross presented the Board with the statement of income and expense and the balance sheet through the end of February 2013.

The Board received and filed the financial statements through the end of February 2013.

**THE CITY OF WEST PALM BEACH RESTATED EMPLOYEES
DEFINED BENEFIT RETIREMENT SYSTEM**

MARCH 26, 2013

Ms. Ross presented the board with the draft RFP for Auditing Services. The Trustees reviewed and asked Ms. Ross to go ahead and issue the RFP.

**ATTORNEY REPORT –CITY OF WEST PALM BEACH (PRESENTED BY:
NANCY URCHECK)**

N/A

OTHER BUSINESS

Ms. Ross presented the board with the February 2013 market update from Bogdahn Group. She noted that for the month the plan is up 1.12% versus the market at 0.68%, which also puts them ahead for the fiscal year at 5.62% versus 4.93%.

Ms. Ross presented the board with the current summary plan description, which was last completed in 2007. The Trustees noted that none of the benefits have actually changed and therefore asked Ms. Ross to update any necessary administrative changes. Ms. Ross commented that she will make the necessary changes and will bring back a draft copy for the board to review at their next meeting.

Ms. Ross stated that she sent out the Auditor RFP following the February meeting and that all responses are due by Friday April 12, 2013 at 5PM.

ADJOURN

There being no other business, and the next regular meeting having been scheduled for April 23, 2013 the meeting was adjourned at 2:16PM.

Robert Burd, Secretary