

**City of Cooper City Firefighters Pension Fund Meeting
September 6, 2023 Summary of Minutes**

The regular meeting of the City of Cooper City Firefighters Pension Plan was called to order by the Administrator at 8:34 a.m. at the Fire station #28 located at 10550 Stirling Road.

TRUSTEES PRESENT: Michael Bufalo, Michael Jurgrau, Greg Butler, Kevin Donnelly and Sam Saad

OTHERS PRESENT: Attorney Madison Levine of Sugarman, Susskind Braswell & Herrera, Frank Wan of Burgess Chambers & Associates, and Livia Giuliani of Benefits USA, Inc.

APPROVAL OF MINUTES:

June 7, 2023 Regular meeting minutes

Trustee Butler moved to approve the regular meeting minutes as presented and Trustee Jurgrau seconded the motion and it passed.

PUBLIC COMMENTS:

There were no public comments at this meeting.

INVESTMENT REPORTS FOR QUARTER ENDING 6/30/2023

Burgess Chambers & Associates

Mr. Wan reported briefly on the economy noting that a survey by the National Association of Home Builders (NAHB) reported that 39 million households cannot afford a home priced above \$150,000 as the median single-family home is \$425,786 as of March 2023. The national average of a 30-year mortgage is now 7.4% an increase from one year ago at 5.7% which results in a 30% growth in interest rates diminishing the word affordability. Renters are also facing similar problems with the growing rental rates which is causing individuals and families to relocate to cheaper areas leading to longer commutes and higher transportation costs.

Mr. Wan reported on the returns noting that for the quarter, the Fund was up 2.2%. The best performing asset classes were large cap growth returning 10.1%, small cap equity returning 5.3% and mid-cap equity returning 4.8%. The Vanguard Value ETF returned 3.5% vs. the Russell 1000 index of 4.1%. Sawgrass Large cap Growth underperformed the benchmark returning 10.1% vs. 12.8%. Cohen & Steers portfolio was liquidated in June. The Vanguard mid-cap returned 4.8% in line with the benchmark. The Vanguard small-cap returned 5.3% vs. the Russell 2000 of 5.2%. Europacific returned 2.3% and Vanguard FTSE returned 2.9 vs. the MSCI of 2.7%. MEPT was behind the benchmark -4.5% vs. 2.7%. Over the last 5 years, MEPT returned 6.3%. On January 19th \$16,842 of the \$500k partial redemption was received and to date, \$61,980 was redeemed. Sawgrass Fixed income was transitioned to LDI in December 2022. LDI returned -0.3% for the quarter while the combined core bonds and LDI returned 3.3% for the one-year period and fixed income averaged 2.0% per year over the five-year period.

Mr. Wan had nothing further to report. That being said, Trustee Butler moved to accept the Consultant's report as presented and Trustee Donnelly seconded the motion and it passed.

Unfinished Business:

Cynthia Scorgie

The Administrator reported that per the request of the Board at the last meeting, she sent a letter to Ms. Scorgie-Lamendola regarding the Share plan and a copy of the letter is in the meeting packet. The Administrator noted that she has not heard back from Ms. Lamendola.

New Business:

Proposed Administrative Budget

The administrator proposed a Budget for \$123,490 for fiscal year ending 2023. Trustee Butler moved to approved the administrative budget and Trustee Jurgrau seconded the motion and it passed.

Benefits USA, Inc. New Bookkeeper

The Administrator noted that due to illness of the previous bookkeeper, Benefits USA, had to engage the services of another bookkeeping firm Accounting Controller at a rate of \$55/hr. The Administrator also noted that for the time being, we will continue to charge a flat rate and will provide a credit for the previous billings from March of 2023 through the current period once the hourly analysis has been completed.

CONSENT AGENDA: For Approval: Warrant #351

Benefits USA, Inc. (Flat monthly fee for August 2023)	\$1,500.00
Benefits USA, Inc. (Bookkeeping fee for August 2023)	\$225.00
Kevin Donnelly (tolls & mileage expense for FPPTA Annual Conference)	\$254.57
Total	\$1,979.57

For Ratification: Warrants #348-350

Sugarman, Susskind ETAL (Legal Fees- Invoice #179228 dated 6/8/2023)	\$1,750.00
Total	\$1,750.00

Benefits USA, Inc. (Flat monthly fee for July 2023)	\$1,500.00
Benefits USA, Inc. (Bookkeeping fee for July 2023)	\$225.00
Salem Trust (Q1-23 Custodian Fee-Invoice # M65714 dated 4/12/2023)	\$3,442.30
Salem Trust (Q2-23 Custodian Fee-Invoice # M65714 dated 7/14/2023)	\$3,457.17
Sawgrass Asset Mgmt. (Q1-23 Mgmt Fee-Inv #ccf1c7s-033123 dated 4/10/23)	\$13,592.09
Total	\$22,216.56

Benefits USA, Inc. (Flat monthly fee for August 2023)	\$1,500.00
Benefits USA, Inc. (Bookkeeping fee for August 2023)	\$225.00
Gregory Butler (Per diem for FPPTA FTS)	\$240.00
Kevin Donnelly (hotel & per diem for FPPTA FTS)	\$932.82
FPPTA (FTS Registration for Greg Butler & Kevin Donnelly)	\$1,700.00
GRS (Q2-23 Actuary fee; Invoice #479792dated 7/5/2023)	\$5,968.00
Sugarman, Suskind ETAL (Legal Fees-Invoice #180726 dated 8/3/2023)	\$1,750.00
Total	\$12,315.82

Trustee Butler moved to approved the consent agenda and Trustee Jurgrau seconded the motion and it passed.

ATTORNEY'S REPORT:

Attorney Levine reported on House Bill 3 noting that this bill requires managers or consultants who are authorized to invest, make investment decisions based solely on pecuniary factors for retirement systems or plans and prohibiting the consideration of ESG factors. This bill also requires specified compliance reports to be prepared every 2 years and requires the Department of Management Services to report any noncompliance to the Attorney General. Attorney Levine also noted that an amended Investment Policy Statement needs to be prepared. The Consultant noted that he will have it for the next meeting.

ADMINISTRATOR'S REPORT

The Administrator reported on the FPPTA Trustees School scheduled for October 1-4, 2023 at the Sawgrass Marriott in Ponte Vedra. It was noted that Trustees Butler and Donnelly were attending.

TRUSTEES COMMENTS:


A discussion ensued regarding how the investment decisions affect the distribution of 175 monies between the city and the plan to pay off the debt. There were several questions that the Board wants answers to. How that money can be used by the city? How much the city/share plan is funded? How this is affected by the actuarial assumption rate of return? Currently there is a 50/50 split of the money between city and plan. They also asked if they should lower the assumption rate and what the impact would be on the city? Will this increase or lower the city contribution amount as covered by 175 monies. The Chairman asked the Administrator to contact GRS and to place these questions on the agenda for the next meeting. The administrator noted that she would do so.

NEXT MEETING DATE:

The Administrator noted that the next meeting is on December 6, 2023 at 8:30 am. She also reported on the **meeting dates for 2024: March 6, 2024, June 5, 2024, September 4, 2024 & December 4, 2024; all beginning at 8:30 am.**

ADJOURNMENT:

Trustee Butler moved to adjourn and Trustee Jurgrau seconded the motion. The meeting was adjourned at 9:57 am.



Secretary



Date