

**City of Cooper City Police Officers Pension Fund
Summary of Minutes from Regular Meeting Minutes
December 12, 2018**

Chairman Smith called to order the special meeting of the City of Cooper City Police Officers' Pension Fund at 9:06 a.m. at the Cooper City Police Department training room.

TRUSTEES PRESENT: Chairman Andrew Smith, Richard Sharpe, Leonard Athas, Robert Beckmann and Gregg Gurdak

ABSENT AND EXCUSED:

OTHERS PRESENT:

Attorney Pedro Herrera of Sugarman & Susskind, Mr. Michael Stanley of Fiduciary Management, Inc. and Livia Giuliani of Benefits USA, Inc.

Approval of Minutes:

Regular Meeting of September 12, 2018

Trustee Beckmann moved to approve the regular meeting minutes and Trustee Sharpe seconded the motion. The motion carried.

Special Meeting of November 16, 2018

Chairman Smith noted that on the special meeting minutes that actuary's name was not correct. The Administrator noted that she inadvertently used Melissa's maiden name and would make the change accordingly. Trustee Athas moved to approve the regular meeting minutes and Trustee Beckmann seconded the motion. The motion carried.

PUBLIC COMMENTS:

There were no public comments at this meeting.

Consent Agenda:

For Approval Warrant #133

Benefits USA, Inc. (Flat Monthly Fee for November 2018)	\$1,250.00
Benefits USA, Inc. (Bookkeeping Fee for November 2018)	\$250.00
FPPTA (2019 Annual Membership Dues)	\$600.00
FPPTA (2018 Re-Certification Fee for Gregg Gurdak)	\$30.00
Sawgrass Asset Mgmt (Q318 Mgmt Fee-Inv #ccpol1c7s-093018 dated 10/5/18)	\$5,339.25
Sawgrass Asset Mgmt (Q318 Mgmt Fee-Inv #ccpol112s-093018 dated 10/5/18)	\$6,952.59
Sugarman & Susskind (Legal Fees-Invoice #133627 dated 12/5/18)	\$4,360.00
Total for Approval	\$18,781.84

Trustee Beckmann moved to approve Warrant #133 and Trustee Gurdak seconded the motion. The motion carried.

For Ratification: Warrants #131 & 132

Benefits USA, Inc. (Flat Monthly Fee for September 2018)	\$1,250.00
Benefits USA, Inc. (Bookkeeping Fee for September 2018)	\$250.00
GRS (Services rendered through 9/30/18; Invoice #441748 dated 10/1/18)	\$6,368.00
Sugarman & Susskind (Legal Fees-Invoice #132368 dated 10/3/2018)	\$2,500.00
Total	\$10,368.00

Benefits USA, Inc. (Flat Monthly Fee for October 2018)	\$1,250.00
Benefits USA, Inc. (Bookkeeping Fee for October 2018)	\$250.00
Benefits USA, Inc. (Submission of 2018 Audit File-Inv #IGTAX3348 dated 11/14/18)	\$555.50
Dahab Assoc. (Q3-18 Mgmt Fee-Invoice #CP0918 dated 9/30/18)	\$5,250.00
KSDT (Progress billing re: 9/30/18 audit; invoice #65567 dated 9/30/18)	\$420.00
RhumbLine (Q3-18 Mgmt Fee-Invoice #gcooper2018Q3)	\$1,250.00
Sugarman & Susskind (Legal Fees-Invoice #133103 dated 11/2/2018)	\$2,500.00
Wilmington Trust (Q2-18 Custodian Fee-Invoice #20180630-56536-A)	\$3,169.25
Wilmington Trust (Q2-18 Custodian Fee-Invoice #20180930-56536-A)	\$3,267.00
Total	\$17,911.75

Trustee Gurdak moved to approve Warrants #131 & 132 and Trustee Sharpe seconded the motion. The motion carried.

Pension Payments for Approval:

Andrew Smith (Retroactive DROP exit payments from 1/1/18-12/31/18)	\$106,797.07
Andrew Smith (Monthly Benefit Payments effective 1/1/19)	\$8,677.61
Trustee Sharpe moved to approve the retroactive and monthly payments for Andrew Smith and Trustee Beckmann seconded the motion. The motion carried.	

For Ratification:

Wayne Alloy (Monthly Benefit Payments effective 12/1/18)	\$7,434.78
Trustee Sharpe moved to approve the monthly benefit payments for Wayne Alloy and Trustee Gurdak seconded the motion. The motion carried.	

Investment Reports: Quarter Ending 09/30/2018

Fiduciary Management

Mr. Stanley thanked the Board for the opportunity to present. He reported on the returns as of November 30, 2018 noting that for the year to date, the fund returned 0.46% vs. the Russell 2000 index of 0.98%. For the 1, 3 and 5 year periods the fund returned 0.74%, 9.90% and 8.31% vs. the Russell index of 0.57%, 10.08% and 7.50%, respectively. Since inception of March 2010, the fund returned 11.12% vs. the index of 11.25%. Mr. Stanley reported on what helped the fund noting that First Cash returned 23%; Broadridge Financial returned 47% and Robert Halt returned 28%. What hurt the account was underweighting and underperformance in Technology with Manpower declining 31%, MEDNAX declining 18% and ViaSat, Inc., declining -14.%. He noted that these returns were for the quarter ending 9/30/18. Mr. Stanley once again thanked the Board for its business.

Dahab Associates

Mr. Lee reported that the GDP growth was 4.2% for Q2 and 3.5% for Q3. The Fed raised the fed funds rate ¼ % from 2.05% to 2.25% and is expected to raise rates again 3 to 4 times next year. Commodities were down 2% for the quarter, the Dow Jones returned 9.6%, the S&P returned 7.7% and the NASDAQ returned 7.4%. Large Cap Growth out performed Value in each period. - The Russell 1000 Growth returned 9.2% while the Russell 1000 Value returned 5.7%. Small cap followed with the Russell 2000 Growth index returned 5.5% vs. only 1.6% for the Russell 2000 Value index. The GDP was down to 3.5%, from last quarter of 4.2%; the CPI was 2.3% from 2.7%; Unemployment rate went down further to 3.7% and the US dollar continues to strengthen. International returned 1.4% and Emerging markets were down -0.9%. The total fund returned 3.2 for the quarter, 8.4% for the 1-year period; 10.2% for 3 years and 8.2% for the 5-year period. LC Equity returned 8.0%; Mid Cap returned 3.9%; Small Cap returned 3.8%; International Equity was down -1.0% Real Estate returned 2.2% and Fixed income returned 0.1%. Mr. Lee reported on the managers' performance noting the Sawgrass portfolio returned 3.7%; Fiduciary returned 3.5% and Wells Fargo was down -1.0% American Realty returned 2.2%.

Mr. Lee apologized stating that they have to reprint the report because the cash amount is recorded incorrectly and should be \$1.3 million. He noted that the asset allocation is on target and that he has no recommendations at this time.

Review/Approve the DROP Net Return

The Chairman asked for a motion to approve the DROP net return for the fiscal year ending 9/30/18. Trustee Beckmann moved to approve the DROP Net return of 3.1% and Trustee Athas seconded the motion and it carried.

NEW BUSINESS:

Supplemental Benefit

The Attorney reported that the excess contribution received from the State would be allocated to a Share plan reserve. The attorney said he has contacted the City Manager regarding this issue and he got no response. It was determined that the share plan payments would be made to active and DROP members, however, it was not determined if the retirees would receive it. The attorney will be researching this issue.

Beneficiary Forms

The Administrator provided a copy of both beneficiary forms noting that she created the one for the fire fund and the one provided by the previous Administrator did not list percentages. The Chairman asked for the document in Word so that he can make the necessary changes.

FPPTA 2019 Annual Membership Dues

The administrator reported that the FPPTA membership is due by December 31, 2018. It was noted that this item was on the Warrant for approval. Trustee Gurdak requested that he be registered for the Winter School being held at the Rosen Center in February. The Administrator noted that she would do so.

Letter to Wilmington Trust for R&D account

The administrator reported that Wilmington Trust needed to have an authorization letter signed in order to begin using the Receipt and Disbursement account and that she is working on this with the Consultant as to how much should be kept in the account.

UNFINISHED BUSINESS:

There was no unfinished business discussed.

REPORTS:

Attorney –

The attorney reported on the Educational opportunities noting that the FPPTA Trustees School was scheduled for February 2-6, 2019 at the Rosen Center Hotel in Orlando and the Division of Retirement School is scheduled for April 30 - May 2, 2019 in Tallahassee.

Administrator-

The administrator asked when the annual pension letters should be sent out and it was noted that they should be sent out in January, however the disability retirees are required to send in their tax forms which would not be available until later in the year. The attorney advised that he was going to send a form to the administrator to be able to obtain the tax forms for the disability retirees.

TRUSTEES COMMENT:

The Trustees had nothing further to report.

NEXT MEETING DATE:

The Administrator reported that the next meeting date is March 13, 2019 at 9:00 a.m.

ADJOURNMENT:

Trustee Beckman moved to adjourn and Trustee Athas seconded the motion. The meeting was adjourned at 10:35 am.



Secretary

3/13/19

Date