

Regular Meeting Minutes
Board of Trustees of the City of Winter Garden
Pension Plan for General Employees
December 5, 2017

A **REGULAR MEETING** of the Board of Trustees of the Pension Plan for General Employees was called to order by Chairman Theo Graham at 3:32 p.m. in Conference Room 213 at 300 West Plant Street, Winter Garden, Florida 34787-3009.

PRESENT: Chairman Theo Graham, Vice-Chairman Mark Griffith, Secretary Daniel Kuhl, Board Member Michael Caines (arrived at 3:35p), John Thinnes of AndCo Consulting, Scott Christiansen of Christiansen & Dehner, P.A., Grant McMurray & Todd Wishnia of Highland Capital Management, LLC., Mark Rhein of Salem Trust Co., and Ariel Kenon of City Staff.

APPROVAL OF MINUTES

Approval of minutes of the regular meeting dated September 5, 2017. **Motioned by Secretary Kuhl to approve the minutes. Seconded by Vice-Chairman Griffith and carried 3-0.**

INVESTMENT REPORTS

Grant McMurray & Todd Wishnia of Highland Capital Management, LLC presented their firm's investment review for the Quarter Ending September 30, 2017. The Highland portfolio had a market value of \$10.47 million at the end of the quarter. Returns were 4.63% for the period, 16.84% fiscal year to date, and an annualized return of 11.76% for the past five years. The market value allocation of the Highland portfolio was 5.2% in Cash & Equivalents, 62.8% in Common Stock, and 32% in International Equity.

John Thinnes of AndCo Consulting presented his firm's investment performance review for the Period Ending September 30, 2017. The fund experienced net inflows of \$58,482 and investment gains of \$644,284 resulting in an ending balance of \$26,963,045 as compared to the previous quarter of \$26,260,278. The current net rate of return for the quarter is 2.88% compared to the policy index of 3.43%. Fiscal year to date and for the past year, 3 years, 5 years, and since inception, the fund has had annualized returns of 10.80%, 10.80%, 6.36%, 8.78% and 5.83%, respectively. Mr. Thinnes also handed out information regarding new investment managers to discuss at the next meeting as possible replacements for Sawgrass Asset Management, LLC. In addition, Mr. Thinnes plans to review the current Investment Policy Statement to suggest changes to the Plan's target allocations.

Mark Rhein presented Salem Trust Co's service report for the period ending September 30, 2017 as well as their continuing efforts to protect the data they hold for the plan. He also discussed changes to the services they provide for securities monitoring. Mr. Christiansen offered to provide information to the Board of an alternate law firm to provide the same services at the next meeting and they agreed to discuss it then.

OLD BUSINESS

The Board inquired as to whether beneficiary Scott Reichert returned a completed PF-11. Mr. Kenon confirmed that it had been received.

NEW BUSINESS

The Board discussed the benefit calculation and selection for William Anthony's entry into DROP. **Motioned by Vice-Chairman Griffith to approve William Anthony's entry into DROP. Seconded by Secretary Kuhl and carried 4-0.**

The Board discussed the return of contributions to non-vested member Ryan Craig. **Motioned by Vice-Chairman Griffith to approve the return of contributions to Ryan Craig. Seconded by Secretary Kuhl and carried 4-0.**

The Board discussed the 2018 meeting dates. **Motioned by Secretary Kuhl to approve the return of contributions to Ryan Craig. Seconded by Vice-Chairman Griffith and carried 4-0.**

MATTERS OF THE CHAIRMAN AND BOARD MEMBERS

Secretary Kuhl requested to be allowed to complete the Florida Public Pension Trustees Association (FPPTA) trustee certification program. Vice-Chairman Griffith suggested making the option available to all trustee's that would like to pursue the program. Mr. Christiansen suggested a motion allowing this for Mr. Kuhl as well as changes to the Board's operating procedures to allow this for current and future trustees.

Motioned by Vice-Chairman Griffith to update the operating procedures allowing all trustees to pursue certification through the FPPTA. Seconded by Secretary Kuhl and carried 4-0

Motioned by Vice-Chairman Griffith to allow Secretary Kuhl's enrollment into the certification program. Seconded by Member Caines and carried 3-0

ATTORNEY'S REPORT

Mr. Christiansen inquired whether Secretary Kuhl was reappointed by the commission and whether Member Caines and former member Michael Cotton filed financial disclosure forms. Member Caines confirmed that he did submit a financial disclosure form and Mr. Kenon confirmed that Secretary Kuhl had been reappointed but would follow up with Mr. Cotton on the status of his Form 1F.

Mr. Christiansen reminded the Board that pension letter #2 (PL-2) along with information regarding the assets owned by the plan need to be distributed to the City Commission.

Mr. Christiansen informed the Board that his firm was reducing the number of clients they serve to reduce travel but it would affect them.

BILLS AND EXPENSES FOR APPROVAL

The following bills and expenses were presented to the Board for Approval:

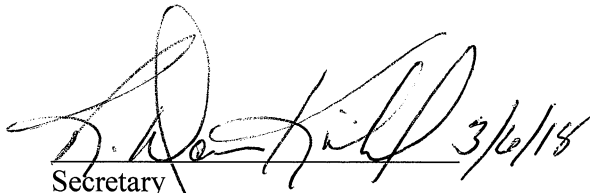
- A. AndCo Consulting invoice 23395 dated 09/22/2017 in the amount of \$5,625.00
- B. Christiansen & Dehner, P.A. invoice 31005 dated 07/31/2017 in the amount of \$297.50.
- C. Christiansen & Dehner, P.A. invoice 31165 dated 08/31/2017 in the amount of \$127.50.
- D. Christiansen & Dehner, P.A. invoice 31276 dated 09/30/2017 in the amount of \$1,085.50
- E. Foster & Foster invoice 10966 dated 08/14/2017 in the amount of \$725.00.
- F. FPPTA 2018 Membership Dues in the amount of \$600.00
- G. Garcia, Hamilton, & Associates Invoice 28412 dated 10/03/2017 in the amount of \$3,844.70.
- H. Highland Capital Management Invoice 16738 dated 10/04/2017 in the amount of \$10,469.00.
- I. Salem Trust fee advice dated 10/04/2017 in the amount of \$3,478.73.
- J. Sawgrass Asset Management statement dated 10/10/2017 in the amount of \$10,701.42.

Motioned by Secretary Kuhl to approve the bills and expenses as presented. Seconded by Board Member Caines and carried 4-0.

ADJOURNMENT

Meeting was adjourned at 4:34 pm


Chairman


Secretary