



# BIG SPRING FIREMEN'S RELIEF AND RETIREMENT FUND

## MINUTES OF A REGULAR MEETING OF THE BIG SPRING FIREMEN'S RELIEF AND RETIREMENT FUND BOARD OF TRUSTEES

DECEMBER 9, 2021

The Big Spring Firemen's Relief and Retirement Fund Board of Trustees held a regular called meeting on Thursday, December 9, 2021 at 9:00 a.m. at the Big Spring City Council located at 307 East 4<sup>th</sup> Street, Big Spring, Texas 79720, pursuant to notice.

**CALL TO ORDER:** Chairman Delk called the meeting to order at 9:10 a.m.

**ROLL CALL:**

**PRESENT:** Chairman Chanley Delk, Vice Chairman Jake Sparks, Trustees Paul Brown, Todd Darden, Sandra Smith, Cecil Cevallos and Chad Pederson

**ABSENT:** None

**ALSO PRESENT:** Plan Administrator Tom Ferguson; A.J. Weber and Amanda Secor, Lauterbach & Amen, LLP (L&A); Will Harrell, RHI

**APPROVAL OF MEETING MINUTES:** *November 18, 2021 Regular Meeting:* The Board reviewed the November 18, 2021 regular meeting minutes. A motion was made by Trustee Darden and seconded by Vice Chairman Sparks to approve the November 18, 2021 regular meeting minutes as written. Motion carried by roll call vote.

**AYES:** Chairman Delk, Vice Chairman Sparks, Trustees Brown, Darden, Cevallos, Pederson and Smith

**NAYS:** None

**ABSENT:** None

**REVIEW/APPROVE – LAUTERBACH & AMEN, LLP MONTHLY FINANCIAL REPORTS:** The Board reviewed the Monthly Financial Report for the medical subsidy fund for the eleven-month period ending November 30, 2021 prepared by L&A. As of November 30, 2021, the net position held in trust for pension benefits is \$753,487.18 for a change in position of \$68,839.84. The Board also reviewed the Cash Analysis Report, Revenue Report, Expense Report and the Vendor Check Report for the period November 1, 2021 through November 30, 2021 for total disbursements of \$3,418.08.

The Board reviewed the Monthly Financial Report for the retirement fund for the eleven-month period ending November 30, 2021 prepared by L&A. As of November 30, 2021, the net position held in trust for pension benefits of the retirement fund is \$16,505,788.41 for a change in position of \$1,489,682.81. The Board also reviewed the Cash Analysis Report, Revenue Report, Expense Report and the Vendor Check Report for the period November 1, 2021 through November 30, 2021 for total disbursements of \$17,572.61.

A motion was made by Vice Chairman Sparks and seconded by Trustee Pederson to accept the Monthly Financial Reports as presented and to approve the disbursements shown on the November 1, 2021 through November 30, 2021 Vendor Check Reports in the amounts of \$3,418.08 and \$17,572.61. Motion carried by roll call vote.

**AYES:** Chairman Delk, Vice Chairman Sparks, Trustees Brown, Darden, Cevallos, Pederson and Smith

**NAYS:** None

**ABSENT:** None

**INVESTMENT REPORT – RHI:** Mr. Harrell presented the Investment Performance and Asset Allocation Analysis for the medical subsidy fund for the period ending September 30, 2021. Mr. Harrell discussed the market environment, investment manager status report, summary of investment changes, total fund composite and performance by investment managers. As of September 30, 2021, the year-to-date total net return is (1.67%) for an ending market value of \$739,375.55. The current asset allocation is as follows: Fixed Income at 33.08%, Equity at 63% and Cash at 3.9%.

Mr. Harrell presented the Investment Performance and Asset Allocation Analysis for the relief & retirement fund for the period ending September 30, 2021. Mr. Harrell discussed the market environment, investment manager status report, summary of investment changes, total fund composite and performance by investment managers. As of September 30, 2021, the year-to-date total net return is (0.91%) for an ending market value of \$16,220.859.38. The current asset allocation is as follows: Fixed Income at 24.32%, Equity at 61%, Specialty Funds at 12.48% and Cash at 2.2%.

*Potential Purchase and/or Sale of Securities, Rebalancing of Assets:* Mr. Harrell discussed the relief & retirement and medical subsidy portfolios and reviewed research conducted for seven potential managers to replace the Vanguard MidCap Growth Fund. Mr. Harrell recommended terminating the Vanguard MidCap Growth Fund and replacing the manager with Clearbridge MidCap Growth Fund. A motion was made by Vice Chairman Sparks and seconded by Trustee Pederson to execute the trade recommendations for both the relief & retirement and medical subsidy funds as discussed. Motion carried by roll call vote.

AYES: Chairman Delk, Vice Chairman Sparks, Trustees Brown, Cevallos, Darden, Pederson and Smith  
NAYS: None  
ABSENT: None

*Review/Update Investment Policy:* This item was not discussed.

**APPROVAL OF MONTHLY EXPENSES, TRUSTEE TRAINING EXPENSES AND OTHER EXPENSES:** *Approve TEXPERS Membership Renewal Fee:* The Board discussed the TEXPERS Membership Renewal Fee and noted that payment is due in the amount of \$81.11 prior to December 31, 2021. A motion was made by Trustee Brown and seconded by Vice Chairman Sparks to approve payment of the TEXPERS Membership Renewal Fee upon receipt of the invoice. Motion carried by roll call vote.

AYES: Chairman Delk, Vice Chairman Sparks, Trustees Brown, Darden, Cevallos, Pederson and Smith  
NAYS: None  
ABSENT: None

**OLD BUSINESS:** There was no old business to discuss.

**APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM FUND:** There were no applications for membership or withdrawals from the Fund.

**APPROVE REGULAR RETIREMENT BENEFITS – DUSTIN SHELHAMER:** The Board noted that deferred pensioner Dustin Shelhamer will begin collecting his benefit with the January payroll cycle. L&A will contact Mr. Shelhamer to ensure he has returned all necessary documents to Frost Bank.

**NEW BUSINESS:** *Establish 2022 Board Meeting Dates:* The Board established the 2022 Board meeting dates as: January 13, 2022, February 10, 2022, March 10, 2022, April 14, 2022, May 12, 2022, June 9, 2022, July 14, 2022, August 11, 2022, September 8, 2022, October 13, 2022, November 10, 2022 and December

8, 2022 at 9:00 a.m., to be held at the Big Spring City Council located at 307 East 4<sup>th</sup> Street, Big Spring, Texas 79720.

*Discussion/Approve – Designation of Account Signatory Authority for Frost Bank:* The Board reviewed the current authorized signers on the Frost Bank account and will submit updated paperwork to Frost Bank to remove Tom Ferguson and add Amanda Secor and Trustee Sandra Smith as designated account signers.

The Board expressed their sincerest gratitude to Mr. Ferguson for his forty-seven years of service to the Big Spring Relief and Retirement Fund and Fire Department and presented Mr. Ferguson with a plaque to acknowledge his dedication.

**ADJOURNMENT:** A motion was made by Trustee Darden and seconded by Vice Chairman Sparks to adjourn the meeting at 10:34 a.m. Motion carried by roll call vote.

AYES: Chairman Delk, Vice Chairman Sparks, Trustees Brown, Darden, Cevallos, Pederson and Smith  
NAYS: None  
ABSENT: None

The next regular meeting is scheduled for January 13, 2022 at 9:00 a.m.

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Chanley Delk, Chairman

Attest:

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Chad Pederson, Secretary

Minutes approved by the Board of Trustees on \_\_\_\_\_

*Minutes prepared by Amanda Secor, Plan Administrator, Lauterbach & Amen, LLP*