



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 MAY 12, 2022

The Big Spring Firemen's Relief and Retirement Fund Board of Trustees held a regular called meeting on Thursday, May 12, 2022 at 9:00 a.m. at the Big Spring City Council located at 307 East 4th Street, Big Spring, Texas 79720, pursuant to notice.

CALL TO ORDER: Chairman Delk called the meeting to order at 9:04 a.m.

ROLL CALL:

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

ABSENT: Trustee Cecil Cevallos

ALSO PRESENT: A.J. Weber and Amanda Secor, Lauterbach & Amen, LLP (L&A); Will Harrel, RHI

APPROVAL OF MEETING MINUTES: *April 14, 2022 Regular Meeting:* The Board reviewed the April 14, 2022 regular meeting minutes. A motion was made by Trustee Pederson and seconded by Vice Chairman Brown to approve the April 14, 2022 regular meeting minutes as written. Motion carried by roll call vote.

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

NAYS: None

ABSENT: Trustee Cevallos

REVIEW/APPROVE – LAUTERBACH & AMEN, LLP MONTHLY FINANCIAL REPORTS: The Board reviewed the Monthly Financial Report for the medical subsidy fund for the three-month period ending March 31, 2022 prepared by L&A. As of March 31, 2022, the net position held in trust for pension benefits is \$719,434.29 for a change in position of (\$56,268.11). The Board also reviewed the Cash Analysis Report, Revenue Report, Expense Report and the Vendor Check Report for the period March 1, 2022 through March 31, 2022 for total disbursements of \$12,846.17.

The Board reviewed the Monthly Financial Report for the retirement fund for the three-month period ending March 31, 2022 prepared by L&A. As of March 31, 2022, the net position held in trust for pension benefits of the retirement fund is \$16,118,132.06 for a change in position of (\$896,039.12). The Board also reviewed the Cash Analysis Report, Revenue Report, Expense Report and the Vendor Check Report for the period March 1, 2022 through March 31, 2022 for total disbursements of \$2,858.19.

A motion was made by Trustee Smith and seconded by Trustee Pederson to accept the Monthly Financial Reports as presented and to approve the disbursements shown on the March 1, 2022 through March 31, 2022 Vendor Check Reports in the amounts of \$12,846.17 and \$2,858.19. Motion carried by roll call vote.

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

NAYS: None

ABSENT: Trustee Cevallos

INVESTMENT REPORT – RHI: Mr. Harrell presented the Investment Performance and Asset Allocation Analysis for the medical subsidy fund for the period ending March 31, 2022. Mr. Harrell discussed the market environment, investment manager status report, summary of investment changes, total fund composite and performance by investment managers. As of March 31, 2022, the year-to-date total net return is (6.7%) for an ending market value of \$719,434.29. The current asset allocation is as follows: Fixed Income at 33.36%, Equity at 64.9% and Cash at 1.7%.

Mr. Harrell presented the Investment Performance and Asset Allocation Analysis for the relief & retirement fund for the period ending March 31, 2022. Mr. Harrell discussed the market environment, investment manager status report,

summary of investment changes, total fund composite and performance by investment managers. As of March 31, 2022 the year-to-date total net return is (5.75%) for an ending market value of \$11,812,647.46. The current asset allocation is as follows: Fixed Income at 23.79%, Equity at 61.01%, Specialty Funds at 12.49% and Cash at 2.7%.

A motion was made by Trustee Sparks and seconded by Trustee Pederson to accept the March 31, 2022 investment reports as presented. Motion carried by roll call vote.

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

Potential Purchase and/or Sale of Securities, Rebalancing of Assets: There were no recommended purchases and/or sales of securities or rebalancing of assets required.

Review/Update Investment Policy: Mr. Harrell reviewed the investment policy in summary and advised the Board that no changes are required at this time.

APPROVAL OF MONTHLY EXPENSES, TRUSTEE TRAINING EXPENSES AND OTHER EXPENSES:
Trustee Training Registration Fees and Reimbursable Expenses for TEXPERS Annual Conference: The Board reviewed Trustee Pederson's reimbursement request in the amount of \$630 for the following expenses incurred during attendance at the TEXPERS Annual Conference:

- \$320 for per diem at the rate of \$64 for five days
- \$310 for mileage at the rate of \$0.585/mile x 530 miles

The Board reviewed Trustee Smith's reimbursement request in the amount of \$867.84 for the following expenses incurred during attendance at the TEXPERS Advanced Trustee Training:

- \$88.50 for per diem at the rate of \$44.25 for the first and last day
- \$150 for TEXPERS registration fee
- \$307.71 for mileage at the rate of \$0.585/mile x 526 miles
- \$321.63 for lodging

The Board reviewed Trustee Sparks' reimbursement request in the amount of \$273.78 at the rate of \$0.585/mile x 468 miles for the mileage expenses incurred during attendance at the TEXPERS Annual Conference.

L&A Invoice for Monthly Services: The Board reviewed L&A invoice #65291 dated April 20, 2022 in the amount of \$1,955 for professional services rendered in the month of March.

RHI Invoices: The Board reviewed the retainer for the Second Quarter for the Medical Subsidy Fund in the amount of \$899.29 and the retainer for the Second Quarter for the Relief and Retirement Fund in the amount of \$8,056.

A motion was made by Vice Chairman Brown and seconded by Trustee Smith to approve the reimbursement requests and payment of the additional invoices as presented. Motion carried by roll call vote.

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

OLD BUSINESS: *Approve Medical Subsidy Benefit – Robert Stapp:* The Board reviewed Robert Stapp's application for retiree medical subsidy benefits in the annual amount of \$6,360. A motion was made by Trustee Smith and seconded by Trustee Darden to table the approve of Robert Stapp's medical subsidy until all documentation is received. Motion carried by roll call vote.

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

APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM FUND: *Applications for Membership – Trevor Browning, Conner Cowart and Dawson Lourenco:* The Board reviewed the Application for Membership

submitted by Steven Wilkie. The Board noted the new members were not in attendance. A motion was made by Trustee Smith and seconded by Trustee Pederson to table the acceptance of Trevor Browning, Conner Cowart and Dawson Lourenco. Motion carried by roll call vote.

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

Contribution Refund – Matt Reynolds: The Board reviewed the contribution refund requests submitted by Matt Reynolds. A motion was made by Trustee Sparks and seconded by Trustee Pederson to approve Matt Reynolds' contribution refund. Motion carried by roll call vote.

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

APPROVE DROP RETIREMENT BENEFIT – RON PHILLIPS: The Board reviewed the DROP retirement benefit calculation for Ron Phillips and noted an adjustment needed for the final contribution. A motion was made by Chairman Delk and seconded by Trustee Darden to approve Ron Phillips DROP retirement benefit upon receipt on the revised calculation adjusting his final contribution for accumulated leave. Motion carried by roll call vote.

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

NEW BUSINESS: Vice Chairman Brown provided an update regarding TLFRA peer review and confirmed he will be in attendance. The Board discussed the PRB's meeting schedule and the review of the Funds' investment opportunities.

ADJOURNMENT: A motion was made by Trustee Sparks and seconded by Trustee Smith to adjourn the meeting at 10:02 a.m. Motion carried by roll call vote.

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

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

Chanley Delk, Chairman

Attest:

Sandra Smith, Secretary

Minutes approved by the Board of Trustees on _____

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