



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 OCTOBER 13, 2022

The Big Spring Firemen's Relief and Retirement Fund Board of Trustees held a regular called meeting on Thursday, October 13, 2022 at 8:30 a.m. at the Big Spring City Council located at 307 East 4th Street, Big Spring, Texas 79720, pursuant to notice.

CALL TO ORDER: Vice Chairman Brown called the meeting to order at 8:34 a.m.

ROLL CALL:

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

ABSENT: Chairman Chanley Delk

ALSO PRESENT: A.J. Weber and Sam Meyer, Lauterbach & Amen, LLP (L&A); Will Harrell, RHI

APPROVAL OF MEETING MINUTES: *September 8, 2022 Regular Meeting:* The Board reviewed the September 8, 2022 regular meeting minutes. A motion was made by Trustee Pederson and seconded by Trustee Sparks to approve the September 8, 2022 regular meeting minutes as written. Motion carried by roll call vote.

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

NAYS: None

ABSENT: Chairman Delk

REVIEW/APPROVE – LAUTERBACH & AMEN, LLP MONTHLY FINANCIAL REPORTS: The Board reviewed the Monthly Financial Report for the medical subsidy fund for the eight-month period ending August 31, 2022 prepared by L&A. As of August 31, 2022, the net position held in trust for pension benefits is \$667,893.90 for a change in position of (\$107,808.50). The Board also reviewed the Cash Analysis Report, Revenue Report, Expense Report, Payroll Journal and the Vendor Check Report for the period August 1, 2022 through August 31, 2022 for total disbursements of \$3,471.50.

The Board reviewed the Monthly Financial Report for the retirement fund for the eight-month period ending August 31, 2022 prepared by L&A. As of August 31, 2022, the net position held in trust for pension benefits of the retirement fund is \$14,135,415.97 for a change in position of (\$2,878,755.21). The Board also reviewed the Cash Analysis Report, Revenue Report, Expense Report and the Vendor Check Report for the period August 1, 2022 through August 31, 2022 for total disbursements of \$33,150.05.

A motion was made by Pederson and seconded by Trustee Sparks to accept the Monthly Financial Reports as presented and to approve the disbursements shown on the August 1, 2022 through August 31, 2022 Vendor Check Reports in the amounts of \$3,471.50 and \$33,150.05. Motion carried by roll call vote.

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

NAYS: None

ABSENT: Chairman Delk

APPROVAL OF MONTHLY EXPENSES, TRUSTEE TRAINING EXPENSES AND OTHER EXPENSES: *Trustee Training Registration Fees and Reimbursable Expenses:* The Board reviewed the following reimbursement requests:

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- Reimbursement submitted by Vice Chairman Brown in the amount of \$626.88 for per diem for the PRB meeting and per diem, lodging and mileage expenses for the TLFFRA conference.
- Reimbursement submitted by Trustee Cevallos in the amount of \$711.75 for the TLFFRA conference registration fee, per diem, mileage expenses.
- Reimbursements submitted by Chairman Delk in the amount of \$1,205.54 for lodging, per diem and mileage expenses incurred at the TEXPERS conference and \$685.50 for per diem, mileage and registration fee expenses incurred at the TLFFRA conference totaling \$1,891.04.
- Reimbursement submitted by Trustee Sparks in the amount of \$260 for the TLFFRA conference registration fee and lodging expenses.

A motion was made by Trustee Darden and seconded by Trustee Cevallos to approve the reimbursement requests as presented. Motion carried by roll call vote.

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

NAYS: None

ABSENT: Chairman Delk

L&A Invoice for Services: The Board reviewed L&A invoice #69749 dated September 20, 2022 in the amount of \$1,955 for professional services rendered in the month of August. A motion was made by Trustee Darden and seconded by Trustee Pederson to approve the L&A invoices for services rendered in the month of August. Motion carried by roll call vote.

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

NAYS: None

ABSENT: Chairman Delk

OLD BUSINESS: *Review/Approve – Annual Financial Audit:* The Board reviewed the draft Annual Financial Audit prepared by L&A at the August regular meeting. L&A will contact the actuary for the necessary schedules to file the finalized report.

Discussion/Possible Action – Commerce Bank Credit Card Cancellation: The Board noted that Commerce Bank has reinstated all Trustee credit cards. No further action is required.

Discussion/Possible Action – Ron Phillips DROP Benefit Overpayment: L&A informed the Board that Ron Phillips was contacted regarding the overpayment of his DROP benefit. A motion was made by Trustee Smith and seconded by Trustee Cevallos to send correspondence to Ron Phillips notifying him of his option to remit the full amount of his overpayment in one lump sum or the Board will act and deduct the amount from his pension benefit over the term of twelve months. Motion carried by roll call vote.

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

NAYS: None

ABSENT: Chairman Delk

APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM FUND: *Contribution Refunds – James Cassaro and Conner Cowart:* The Board reviewed the contribution refund request submitted by James Cassaro. A motion was made by Cevallos and seconded by Trustee Pederson to approve James Cassaro's contribution refund paid directly to himself. Motion carried by roll call vote.

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

NAYS: None

ABSENT: Chairman Delk

The Board reviewed the contribution refund request submitted by Conner Cowart. A motion was made by Trustee Sparks and seconded by Trustee Pederson to approve Conner Cowart's contribution refund paid directly to himself. Motion carried by roll call vote.

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

Applications for Membership – Chandler Norman, Gavin Wade and James Malinowski: The Board noted that Chandler Norman, Gavin Wade and James Malinowski were not in attendance. A motion was made by Trustee Cevallos and seconded by Trustee Smith to table this item until the next regular meeting. Motion carried by roll call vote.

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

NEW BUSINESS: *Designate Allocation to TerraCap Real Estate Fund:* Mr. Harrell discussed the allocation to the TerraCap Real Estate Fund with the Board and noted their current real estate exposure is 4%. A motion was made by Trustee Cevallos and seconded by Trustee Sparks to increase the Fund's current real estate exposure to 7%. Motion carried by roll call vote.

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

The Board discussed the possible legislation from the Pension Review Board regarding consolidating investments for any fund with an asset value below \$10,000,000. Updates will be provided as they become available.

ADJOURNMENT: A motion was made by Trustee Pederson and seconded by Trustee Sparks to adjourn the meeting at 9:21 a.m. Motion carried by roll call vote.

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

The next regular meeting is scheduled for November 10, 2022 at 8:30 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