

**CITY OF AVON PARK FIREFIGHTERS' RETIREMENT SYSTEM  
PENSION BOARD OF TRUSTEES QUARTERLY MEETING MINUTES  
Fire Department, 98 S. Delaney Ave., Avon Park, FL 33825**

Monday, July 25, 2022 – 1:30PM

**TRUSTEES PRESENT:** Warren West (via Zoom)  
Jonathan Prevatte  
Samantha Mootosammy  
Jason Simmons

**TRUSTEES ABSENT:** None

**OTHERS PRESENT:** Richelle Levy, Lorium, PLLC  
Chrissy Stoker, Foster & Foster  
Kerry Richardville, AndCo Consulting  
Doug Lozen, Foster & Foster  
Eric Leventhal, KSDT (via Zoom)  
Jim Barnard, Deputy Mayor

1. **Call to Order** – Chrissy Stoker called the meeting to order at 1:37PM and a quorum was determined.
2. **Roll Call** – As reflected above.
3. **Public Comments** – None.
4. **Approval of Minutes**

**The April 25, 2022, quarterly meeting minutes were approved as presented, upon motion by Jason Simmons and second by Warren West; motion carried 4-0.**

5. **New Business**
  - a. Proposed FY 2022-2023 budget
    1. Chrissy Stoker reviewed the budget requirement and each expenditure type.

**The Board approved the FY 2022-2023 budget as presented, upon motion by Samantha Mootosammy and second by Warren West; motion carried 4-0.**

1. **Reports**
  - a. KSDT, Eric Leventhal, Board Auditor
    1. September 30, 2021, audited financial statements
      - i. Eric Leventhal introduced himself and thanked the Board for their business. Eric commented he was present to review the results of the audit for the fiscal year ended 9/30/2021. Eric commented the audit being presented was a draft and though he did not anticipate any changes, it would not be considered final until approved by the Board.
      - ii. Eric Leventhal commented they were issuing an unmodified opinion.
      - iii. Eric Leventhal reviewed the statement of fiduciary net position as of 9/30/2021, compared to 9/30/2020. Eric reviewed the total net position restricted for pensions was \$8,455,137 as of 9/30/2021, compared to the total net position as of 9/30/2020, which was \$7,062,761.
      - iv. Eric Leventhal reviewed the statement of changes of fiduciary net position as of 9/30/2021, compared to 9/30/2020. Eric reviewed the additions and deductions over the fiscal year.

- v. Eric Leventhal reviewed the schedules of investment and administrative expenses as of 9/30/2021.
- vi. Eric Leventhal commented the additions to the Plan exceeded the deductions, which caused the net position to increase from \$7,062,761 to \$8,455,137.
- vii. Eric Leventhal commented the net pension liability was 98.25%. Eric commented this percentage was calculated by the GAAP, which was different from how the actuary calculated the funded ratio in the valuation.
- viii. Eric Leventhal commented they did not identify any significant deficiencies in internal control that they considered material weaknesses.

**The Board approved the September 30, 2021, audit as presented, upon motion by Warren West and second by Samantha Mootosammy; motion carried 4-0.**

**The Board voted to authorize and/or ratify the management representation letter, upon motion by Samantha Mootosammy and second by Jason Simmons; motion carried 4-0.**

- b. Foster & Foster, Doug Lozen, Board Actuary
  - 1. 25 & out cost study
    - i. Jonathan Prevatte requested Doug Lozen to attend the next Union meeting to review the 25 and out cost study more in-depth with the City. Richelle Levy commented if the Union wanted Doug to appear on behalf of the Plan, the Board needed to authorize the expense of his attendance.

**The Board voted to pay for the actuary to attend negotiations with the City Manager and the Finance Director on August 17, 2022, at City Hall to explain proposed plan changes, upon motion by Warren West and second by Jason Simmons; motion carried 4-0.**

- ii. Jonathan Prevatte asked why the funded ratio shown in the audit was different than what was reflected in the actuarial valuation. Doug Lozen explained the actuarial funded status was smoothed over four years whereas the auditor used the fair market value (one year of returns).
- a. AndCo, Kerry Richardville, Investment Consultant
    - 1. Quarterly Report through June 30, 2022
      - i. Kerry Richardville announced AndCo Consulting received a Greenwich Quality Leader award and thanked the Board for their support.
      - ii. Kerry Richardville gave an overview of the market environment over the quarter.
      - iii. The MVA as of 6/30/2022 was \$7,059,361.
      - iv. Kerry Richardville reviewed the asset allocation of the fund.
      - v. Kerry Richardville reviewed the asset allocation versus the targets commenting they were comfortably in line with the investment policy targets and she had no recommendations for rebalancing.
      - vi. The total fund net returns for the quarter were -11.17% outperforming the policy benchmark of -11.28%. The FYTD, 1-, 3- and 5-year trailing returns were -12.51%, -12.76%, 5.61%, and 6.55%, respectively. Since inception (4/1/1997) the total fund net returns were 5.61% underperforming the policy benchmark of 6.44%.
      - vii. Kerry Richardville reviewed the performance of each manager.
  - b. Lorium, PLLC, Richelle Levy, Board Attorney
    - 1. Operating Rules & Procedures
      - i. Richelle Levy commented she updated the Operating Rules to incorporate all changes and policies and update some old language.
      - ii. Richelle Levy reviewed the changes made. Richelle commented she added language for per diems and reimbursements. Richelle commented page 8 was changed to reflect trustee terms were for four years. Richelle commented she updated page 9 to read trustees were "encouraged" to get education as opposed to



- “required.” Richelle commented she removed provisions on credit card usage and added the travel policy that was instituted a few months ago.
- iii. The Board, Richelle Levy, and Jim Barnard discussed the vacancy on the pension board.
  - iv. Warren West asked if he was required to furnish his Form 1 to the City Clerk. Richelle Levy commented it was a public record so though he did not have to provide it to the City, the City Clerk could request it from the Commission on Ethics.

**The Board approved the updated Operating Rules & Procedures as presented, upon motion by Samantha Mootosammy and second by Warren West; motion carried 4-0.**

- 2. Summary Plan Description
  - i. Richelle Levy commented it had been two years since the last update to the Summary Plan Description (SPD) and she needed Board authorization to make the changes.
  - ii. Doug Lozen commented he would update the actuarial information page shown in Exhibit B.

**The Board voted to authorize the Plan Attorney to update the Summary Plan Description, upon motion by Jason Simmons and second by Samantha Mootosammy; motion carried 4-0.**

6. **Old Business** – None.

7. **Consent Agenda**

- a. Payment ratification
  - i. Warrants #31, #32 and #33
- a. Payment approval
  - i. None
- b. Fund Activity Report for April 19, 2022, through July 18, 2022

**The Board approved the consent agenda as presented, upon motion by Jason Simmons and second by Samantha Mootosammy; motion carried 4-0.**

9. **Staff Reports, Discussion and Action**

- a. Foster & Foster, Chrissy Stoker, Plan Administrator
  - i. Educational opportunities
    - a. Chrissy Stoker reviewed the upcoming FPPTA Fall Trustees school. Chrissy commented she would reach out to the trustees in the coming weeks to determine who planned to attend.

10. **Trustees' Reports, Discussion, and Action** – None.

11. **Adjournment** – The meeting adjourned at 2:56PM.

12. **Next Meeting** – October 24, 2022, at 1:30PM, Quarterly Meeting

Respectfully Submitted By:

  
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Chrissy Stoker, Plan Administrator

Approved By:

  
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Warren West, Chairman

Date Approved by the Pension Board:

October 24, 2022