Florida West Coast Operating Engineers
Apprenticeship Trust Fund
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MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES OF THE
FLORIDA WEST COAST OPERATING ENGINEERS
APPRENTICESHIP TRUST FUND
WEDNESDAY, NOVEMBER 10, 2021
VIA VIDEOCONFERENCE

The following Trustees were present:

LABOR TRUSTEES	**MANAGEMENT TRUSTEES**
M. Schaunaman, Chairman	D. Carmack
J. Junecko	J. Dixon
D. Sherman	

Also present were:

K. Bates – Gramling and Haya, CPA's
T. DuBose – Legacy Wealth Management
N. Durkin – Associated Administrators, LLC
J. Herron – Associated Administrators, LLC
J. Ianniello – Associated Administrators, LLC
A. Lacey – Apprenticeship Director
E. Venable – Venable Law Firm, P.A.

I. CALL TO ORDER

Chairman Schaunaman called the meeting to order. The meeting commenced via videoconference.

II. MINUTES

The Trustees reviewed the minutes of the regular meeting held on August 11, 2021, which were circulated to the Trustees in advance of the meeting. After discussion, on Motion made and seconded, the Trustees voted unanimous approval of the following resolution:

> **RESOLVED to approve the minutes of the regular Board meeting held on August 11, 2021.**

III. AUDITOR'S REPORT

The Trustees welcomed Ms. Krista Bates from Gramling and Haya Certified Public Accountants to the meeting.

A. Financial Statement

Ms. Bates reviewed the draft Financial Statement for Plan years ended March 31, 2020 and 2019, a copy which is attached to and made a part of these minutes as Exhibit A. Ms. Bates expressed an unmodified (clean) opinion of the financial statements, meaning that in her opinion, the financial statements present fairly, in all material respects, the financial status of the Funds as of March 31, 2020 and 2019. Ms. Bates reviewed the draft audit and reported that the total liability and net assets as of March 31, 2020 were $2,816,044 compared to $2,774,848 as of March 31, 2019, which represented an increase of $41,196 in net assets. Ms. Bates reviewed the Notes to Financial Statements as of years ended March 31, 2020 and 2019.

On Motion made and seconded, the Trustees voted unanimous approval of the following resolution:

> **RESOLVED to accept the audited Financial Statements for the Plan years ended March 31, 2020 and 2019.**

IV. LEGACY WEALTH MANAGEMENT

The Trustees welcomed Mr. Tony DuBose of Legacy Wealth Management to the meeting.

Mr. DuBose reviewed a report titled "Portfolio Review," which is attached to and made a part of these minutes as Exhibit A. Mr. DuBose discussed key information from the report with the Trustees. As of October 29, 2021, the portfolio's market value was $825,690.47. The portfolio had investment returns of negative $1,884.81 for the period May 5, 2021 thru October 29, 2021. The internal rate of return for the portfolio was (0.23%) as compared to the Bloomberg Barclays U.S. Government 1 – 3 Year Index return of (0.25%).

Mr. DuBose said that the asset allocation as of October 29, 2021, was 72.4% in Short/Intermediate Term High Quality US Bonds, 10.8% in Intermediate-Long Term High Quality US Bonds, 10.7% in Short Term Bonds, 5% in Intermediate/Long Term High Yield Bonds, and 1.2% in cash and equivalents. Mr. DuBose said that the Fund's investments are in compliance with its Investment Policy Statement. Discussion ensued regarding permissible investments consistent with current asset allocations in the Investment Policy Statement. After further discussion, on Motion made and seconded, the Trustees voted unanimous approval of the following resolution:

RESOLVED to revise the Investment Policy Statement to reflect up to 60% of the Fund's assets to be allocated to investment grade United States Corporate Bonds as rated by Standard & Poor's.

The Trustees thanked Mr. DuBose and he was excused from the meeting.

V. APPRENTICESHIP DIRECTOR'S REPORT

Mr. Adrian Lacey presented the Director's Report dated November 10, 2021, a copy of which is attached to and made a part of these minutes as Exhibit B. He reported the following:

A. Apprentices

Six new apprentices joined the Program and six dropped out of the program since the previous Board meeting. A total of 41 apprentices are enrolled in the Program. All apprentices are working, with the exception of three apprentices who are currently unemployed.

B. Upgrading the Training Program

Mr. Lacey reported on Thursday August 12, 2021, revised standards were submitted to the Florida State Representative for approval. On August 23, 2021, Mr. Lacey received the title for the 90 ton Lorain Crane. On September 13, 2021, Alfredo Brito and Jeff Bowman participated a teaching techniques class in Crosby, Texas. An online testing kit (Testmoz) was purchased in September 2021, to give the apprentices the opportunity to take quizzes and exams. On October 4th, they installed a new crane boom sign holder. Mr. Lacey also reported they installed a new 60'x 60' test pad with power poles for training setting poles for all power companies. On November 1, 2021 Mr. Lacey received a letter from National Training Fund ("NTF") letting the Fund know that the Excess Property Program was being terminated. The United States Department of Labor agreed to transfer all remaining property over to the Fund. The Fund now own the 7.5 ton Lorain Crane and the D7 Dozer. After discussion, on Motion made and seconded, the Trustees voted unanimous approval of the following resolution:

RESOLVED to accept the equipment that was released to the Fund from the NTF Excess Equipment Program.

Mr. Lacey reported that Bell Electric repaired the breaker in the shop and recommended that the entire panel be replaced. After discussion, on Motion made and seconded, the Trustees voted unanimous approval of the following resolution:

RESOLVED to approve purchasing a new breaker box not to exceed $4,500.00.

Mr. Lacey requested approval for a new sign cabinet for the office. After discussion, on Motion made and seconded, the Trustees voted unanimous approval of the following resolution:

RESOLVED to approve purchasing a new sign cabinet not to exceed $4,500.00.

C. Apprentice Training

Three NCCCO Mobile Crane Exams and one Signal Person Exam were administered. Twenty apprentices earned forklift certification during the third quarter.

D. Equipment

Routine maintenance was completed on the Grove RT530E-2, Genie GTH-636, Link-Belt Crawler, Neck Breaker Lorain LRT110, Dozer D7 Caterpillar, Case Backhoe 580L, Kubota Lawn Mower, John Deere Gator, John Deere tractor, and John Deere Lift-Type Rotary Cutter. Other maintenance included installation of two new batteries on the Link-Belt Crawler LS138H-II, changing of fuel filters and replacement of tank drain and cleaning on Dozer C7 Caterpillar, and installation of a new battery on the Kubota Lawn Mower.

E. New Business

Mr. Lacey reported that Sierra Lacey would no longer be able to help him in the office. He asked the Board to replace her with a part time position, working no more than 25 hours a week. After discussion, on Motion made and seconded, the Trustees voted unanimous approval of the following resolution:

RESOLVED to approve hiring a part time secretary, the selection to be approved by the Chairman and Secretary.

The Trustees thanked Mr. Lacey for his report.

VI. ATTORNEY'S REPORT

Mr. Venable reported that he had nothing to address at this time.

VII. ADMINISTRATIVE MANAGER'S REPORT

A. Income and Expense Statement

Mr. Ianniello reviewed the Income and Expense Statement for September 30, 2021, a copy of which is attached to and made a part of these minutes as Exhibit D. Mr. Ianniello reported total assets for the month of September 2021 of $2,882,210.80, total liabilities of $11,348.65, and total equity of $2,870,862.15. He reported that for the month of September 2021, the Fund had total income of $58,448.24 and total expenses of $45,243.33, resulting in a net income $13,204.91 for the month.

B. Disbursements

Mr. Ianniello presented the expense check register for September 2021 which indicated total disbursements of $22,180.58. He reviewed the payroll check register for September 2021 which indicated total payroll of $22,036.36.

On Motion made and seconded, the Trustees voted unanimous approval of the following resolution:

> **RESOLVED to accept the Administrative Manager's Report as presented.**

VIII. OTHER FUND BUSINESS

Mr. Ianniello reported the following:

A. IFEBP MEMBERSHIP FEES

On motion made and seconded, The Trustees voted unanimous approval of the following solution:

> **RESOLVED to pay the IFEBP membership renewal fee of $1,100.00.**

Mr. Schaunaman reported the following:

A. DIRECTOR PAY

On motion made and seconded, the Trustees voted unanimous approval of the following situation:

> **RESOLVED to approve reimbursing the Apprenticeship Director with pension contributions for instructor hours worked not to exceed $6,000.00 for the time period November 2018 through October 2021.**

IX. MEETING DATES AND LOCATIONS

After discussion, the Trustees selected the following date and location for the next Board meeting:

- February 9, 2022– 10 a.m. – Zoom Call

The remaining 2021 Quarterly Board meeting dates were scheduled for:

- May 11, 2022
- August 10, 2022
- November 9, 2022

X. ADJOURNMENT

There being no further business to come before the Board of Trustees, the meeting was adjourned.

Respectfully submitted,

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Chairman

____

Secretary-Treasurer

These Minutes were adopted on ________________.

Attachments:

Exhibit A: Financial Statement for Plan Years Ended March 31, 2020 and 2019
Exhibit B: Legacy Wealth Management Portfolio Review – November 1, 2021
Exhibit C: Apprenticeship Director's Report – November 10, 2021
Exhibit D: Attorney's Report
Exhibit E: Income and Expense Statement – September 30, 2021