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, AUGUST 12, 2020 VIA WEBEX CONFERENCE

The following Trustees were present:

LABOR TRUSTEES	MANAGEMENT TRUSTEES
M. Schaunaman, Chairman	P. Taylor, Secretary-Treasurer
J. Junecko	D. Carmack
D. Sherman	J. Dixon

Also present were:

D. Clutts - Associated Administrators, LLC
N. Durkin - Associated Administrators, LLC
T. DuBose - Legacy Wealth Management
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 WebEx conference.

II. MINUTES

The Trustees reviewed the minutes of the regular meeting held on May 13, 2020, 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 May 13, 2020.

III. LEGACY WEALTH MANAGEMENT

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

Mr. DuBose reviewed a report titled "Florida West Cost Operating Engineers Portfolio Review" dated July 29, 2020, a copy of which is attached to and made a part of these minutes as Exhibit A. Mr. DuBose reviewed key information from the report with the Trustees. As of April 29, 2020, the portfolio's market value was $962,587. The portfolio had investment returns of $18,918 for the period of April 29, 2020 through July 28, 2020 and a distribution of $100,000 to the Fund for expenses related to the Tower Crane installation. The ending market value on July 28, 2020 was $881,505. The internal rate of return for the portfolio was 2.12%. Mr. DuBose reported that one investment, a Pimco mutual fund, is on watch due to a declining yield. At the November 11, 2020 Board of Trustees meeting, Mr. DuBose will discuss recommendations for possible changes to the Investment Policy Statement.

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

IV. APPRENTICESHIP DIRECTOR'S REPORT

Mr. Adrian Lacey presented the Director's Report dated August 12, 2020, 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 since the previous Board meeting. A total of 44 apprentices are enrolled in the Program. All apprentices are working, with the exception of five apprentices who were laid off.

B. Upgrading the Training Program

Mr. Lacey completed his NCCCO recertification for Rigger Level 1 on August 7, 2020. He also assisted the IUOE National Training Center in Crosby, Texas as an instructor from June 6, 2020 through June 12, 2020, administering NCCCO tests to Operating Engineers. The IUOE National Training Center reimbursed the Fund for Mr. Lacey's wages for that week. Mechanic, Mr. Tommy Richards, attended a Welding course at the IUOE National Training Center from July 22, 2020 through July 26, 2020. The Potain Schematics and CCS 1 and 2 training course that Mr. Richards was to attend at Manitowoc was cancelled until further notice due to the pandemic.

Mr. Lacey reported that the concrete slab for Tower Crane testing was completed by Velez Concrete Construction. The NCCCO test weight was completed and certified. The Tower Crane had a third party inspection on July 28, 2020. Unfortunately, the Tower Crane was hit by lightning on that day. A tower technician from Sims Crane was hired to troubleshoot the damage. On August 5, 2020, the tower technician repaired the Tower Crane by replacing the transformer in the panel box at a cost of $700.

C. Apprentice Training

ETS study books were ordered and arrived for use by the apprentices. A total of eleven NCCCO mobile crane exams, five signal person exams and one Rigging Level 1 exam were administered on multiple dates since the last Board meeting. Five apprentices completed the forklift certification exam during the first quarter 2020. The training site was closed due to the COVID-19 outbreak on March 23, 2020. Since April 7, 2020, all apprentice classes have been held online and will continue virtually for the foreseeable future. Apprentices are able to electronically register for training courses.

Mr. Lacey reported that the Apprentice School will resume hands-on training with the equipment on Saturdays, starting on August 29th, with smaller groups of Apprentices. Mr. Eric Venable recommended that Mr. Lacey have the participating Apprentices fill out COVID questionnaires, to provide an additional safety measure. Mr. Lacey said he would create a COVID questionnaire and provide it to Mr. Venable for his review and input.

Mr. Lacey reported that the end of year party for graduating apprentices was held at Top Golf on July 25, 2020.

D. Equipment

The Grove RT630, Genie GTH-636, Link-Belt Crawler, Neck Breaker Lorain LRT110, Dozer D7 Caterpillar, Case Backhoe 580L, and Kubota Lawn Mower had various repairs and maintenance work completed. The John Deere Gator, Tractor, and Lift-Type Rotary Cutter had routine maintenance completed.

E. Florida Department of Education

The Florida Department of Education appointed Ms. Lisa Boyette as the representative for apprentice programs on May 21, 2020, replacing Mr. Stephen Seville.

Mr. Lacey reported that the RAPIDS is presently up-to-date. RAPIDS training sessions are now on-line. All new apprentice applications have been filed with the State. The Apprenticeship Standards were updated and submitted to the State of Florida for approval and signature.

Mr. Lacey obtained a fully executed copy of the Hillsborough County Educational Agreement and provided a copy to the Fund Office. The Apprentice Program will receive income of approximately $96,000 during the contract year.

The Trustees thanked Mr. Lacey for his report.

V. Attorney's Report

Mr. Eric Venable indicated he did not have anything to report to the Trustees.

VI. ADMINISTRATIVE MANAGER'S REPORT

A. Income and Expense Statement

Ms. Clutts reviewed the Income and Expense Statement for June 30, 2020, a copy of which is attached to and made a part of these minutes as Exhibit C. Ms. Clutts reported total assets for the month of June 2020 of $2,883,371.74, total liabilities of $10,099.50, and total equity of $2,873,272.24. She reported that for the month of June 2020, the Fund had total income of $34,609.72 and total expenses of $28,372.16, resulting in a gain of $6,237.56 for the month.

B. Disbursements

Ms. Clutts presented the expense check register for June 2020 which indicated total disbursements of $84,604.86. She reviewed the payroll check register for June 2020 which indicated total payroll of $14,846.11.

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

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

VII. OTHER FUND BUSINESS

Ms. Clutts reported the following:

A. IRS Form 990

The Fund was granted an extension of time to file the IRS Form 990, with a due date of February 15, 2021.

B. Annual Audit

Ms. Clutts informed the Trustees that the Fund auditor would like to conduct the annual audit virtually, working with the Fund Office, given the safety concerns of travel due to COVID-19. The Trustees were amenable to this request.

C. Payroll Audits

Random payroll audits are underway for Maxim Crane, Moretrench Environmental Services, and North American Crane & Rigging, LLC.

D. Union Liability Policy

The Union Liability policy was renewed for the policy period June 21, 2020 to June 21, 2021 for a premium of $2,822.

E. Workers Compensation Premium Audit

A workers compensation premium audit was completed, resulting in an additional premium of $635 for the policy period of March 23, 2019 through March 23, 2020.

F. Tower Crane

The Tower Crane was added to the Fund's commercial insurance policy for the policy period April 28, 2020 through April 28, 2021, for an additional cost of $2,765.

G. Waiver of Service Fees

Costello Brothers Marine Construction requested a waiver of service fees in the amount of $6.28 which was considered and granted by the Collections Committee between Board meetings.

H. Apprenticeship Ordinance

Trustee Junecko said he has been working with other unions and City Council in the City of Tampa, along with the County Commission in Hillsborough County, to pass an apprenticeship

ordinance modeled after the ordinance in the City of St. Petersburg. The ordinance would require the employment of apprentices from programs registered with the State of Florida on construction projects covered by certain government contracts. IUOE Local 487 District 925 would be the only source for Crane Operator apprentices. This ordinance is anticipated to be presented to Tampa City Council on October 1, 2020.

VIII. MEETING DATE AND LOCATION

The next quarterly Board meeting was scheduled for Wednesday, November 11, 2020 at 1:00 p.m., location to be determined.

IX. EXECUTIVE SESSION

The Trustees went into Executive Session with Fund counsel to discuss a potential legal claim. The legal matter has been resolved. The Trustees approved the payment of legal fees from outside counsel, Ms. Kathleen Phillips.

X. ADJOURNMENT

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

Respectfully submitted,

_____
Chairman

_____
Secretary-Treasurer

These Minutes were adopted on _____.

Attachments:

Exhibit A: Legacy Wealth Management FWCOE Portfolio Review – July 29, 2020
Exhibit B: Apprenticeship Director's Report – August 12, 2020
Exhibit C: Income and Expense Statement – June 30, 2020