



**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 11, 2020  
VIA WEBEX CONFERENCE**

The following Trustees were present:

**LABOR TRUSTEES**

M. Schaunaman, Chairman  
J. Junecko  
D. Sherman

**MANAGEMENT TRUSTEES**

P. Taylor, Secretary-Treasurer  
D. Carmack  
J. Dixon

Also present were:

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

**II. MINUTES**

The Trustees reviewed the minutes of the regular meeting held on August 12, 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 August 12, 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 November 3, 2020, a copy of 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 November 2, 2020, the portfolio's market value was \$884,191. The portfolio had investment returns of \$499 for the period of August 12, 2020 through November 2, 2020. The internal rate of return for the portfolio was 0.06%, as compared to the Bloomberg Barclays U.S. Government 1 – 3 Year Index return of 0.05%. Mr. DuBose reported that the third quarter investment returns were flat, given the short duration of the investments and the negative effects of the Coronavirus on the market.

Mr. Dubose reported that a Citibank Certificate of Deposit in the amount of \$100,000 matures December 28, 2020. The Trustees discussed upcoming expenses of the Fund through the first quarter 2021. They directed Mr. DuBose to transfer \$60,000 to the Fund from the proceeds of the Certificate of Deposit at maturity, and to reinvest the remaining \$40,000. Mr. DuBose indicated he would work with the Fund Office to deposit the \$60,000 into the Fund's operating account. Mr. DuBose said he would send the Administrative Manager a one-year trailing report to be distributed to the Trustees for their review. Mr. DuBose stated that the Fund's investments are in compliance with its 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 November 11, 2020, a copy of which is attached to and made a part of these minutes as Exhibit B. He reported the following:

#### **A. Apprentices**

Four new apprentices joined the Program since the previous Board meeting. A total of 40 apprentices are enrolled in the Program. All apprentices are working, with the exception of four apprentices who were laid off.

#### B. Upgrading the Training Program

On August 14, 2020, ABC Action News aired a news segment about the Fund's Apprenticeship Program. Mr. Lacey reported that since the news story aired, the Apprenticeship Program has had a significant increase in inquiries and applications from the public. Mr. Lacey completed his NCCCO signalperson recertification on August 25, 2020. He received notification from the NCCCO on August 27, 2020, that he had completed his probation period as an NCCCO examiner. Mr. Lacey assisted the IUOE National Training Center in Crosby, Texas as an instructor from October 25, 2020 through October 30, 2020, administering NCCCO tests to Operating Engineers. The IUOE National Training Center will reimburse the Fund for Mr. Lacey's wages for that week. Mr. Lacey visited several contractors to review the progress of apprentices in the Apprenticeship Program. The Apprentice School also hosted McKenzie Contracting LLC for a tour of the training site. McKenzie Contracting LLC is considering participating in the Apprenticeship Program.

At the Apprentice School, the ice machine was repaired on August 20, 2020. On Friday, August 28, 2020, Bell Electric repaired outlets in the Apprentice School's offices.

#### C. Apprentice Training

On November 7, 2020, the Apprentice School held an NCCCO Rigger Level 1 and Signalperson class at the IUOE Local 487, District 925 union hall. A total of nine NCCCO mobile crane exams, three signal person exams and one Rigging Level 1 exam were administered since the last Board meeting. Fifteen apprentices completed the forklift certification exam during the third quarter 2020.

Since April 7, 2020, all weekday apprentice classes are being held online and will continue virtually for the foreseeable future. Apprentices may electronically register for training courses. The Apprentice School resumed hands-on training with equipment on Saturdays, with small groups of apprentices. As an additional safety measure, Mr. Lacey has the participants fill out COVID questionnaires and he checks their temperatures as they arrive.

#### D. Equipment

The Grove RT630, Genie GTH-636, Link-Belt Crawler, Neck Breaker Lorain LRT110, Dozer D7 Caterpillar, Case Backhoe 580L, Kubota Lawn Mower and John Deere Tractor had various repairs and maintenance work completed. The John Deere Gator and Lift-Type Rotary Cutter had routine maintenance completed. On October 5, 2020, the International Union of Operating Engineers

loaned a John Deere 450K Bulldozer and John Deere 75G Excavator to the Apprentice School, to be used for Apprentice training.

On Friday, August 28, 2020, Mr. Lacey set up and painted the NCCCO tower crane course.

E. Florida Department of Education

On Wednesday, September 2, 2020, Ms. Nadia Combs and Ms. Jessica Vaughn, candidates for the Hillsborough County School Board, toured the Apprentice School. Chairman Guido Maniscalco and Ms. Smith of the Hillsborough County School Board toured the Apprentice School on Monday, September 21, 2020. On Tuesday, September 29, 2020, Hillsborough County Commission District 6 candidate, Ms. Patricia Kemp also toured the Apprentice School.

Mr. Lacey reported that the Registered Apprenticeship Partners Information Database System ("RAPIDS") is presently up-to-date. 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.

F. New Business

Tower Crane Practical Examiner Workshop

Mr. Lacey proposed that the Apprentice School host an NCCCO Tower Crane Practical Examiner Accreditation Workshop, with attendance closed to the public. The fee to host the workshop is \$6,000. Each candidate will be charged \$900 to participate. After discussion, on Motion made and seconded, the Trustees voted unanimous approval of the following resolution:

**RESOLVED to approve the scheduling of an NCCCO Tower Crane Practical Examiner Accreditation Workshop at a cost not to exceed \$6,000 and to provide refreshments at the workshop at a cost not to exceed \$1,000.**

RT Crane

Mr. Lacey requested that the Trustees consider the purchase of an RT Crane to be used to further the training of apprentices at the Apprentice School. He estimated the cost to purchase an RT crane to be about \$150,000. Mr. Lacey said the crane would need to be 50 tons or less to use the school's current NCCCO test pad. The Trustees discussed the need for a newer RT crane

for the Apprentice School and determined it would be prudent to monitor the Fund's hours and cash flow over the next quarter, tabling the request until the next Board of Trustees meeting.

#### Cranes for Training

Mr. Lacey discussed the possibility of the Apprentice School renting cranes from some of the Fund's contractors, to expand the exposure of the apprentices to different equipment used by operating engineers in the field. He said that Maxim Crane is willing to lend the Apprentice School various cranes and will only charge the school for the wages of two employees to transport and man the crane, plus the fuel expenses. Kelley Equipment Services also expressed interest in participating. Mr. Lacey anticipates only renting equipment for training purposes on a periodic basis. Chairman Schaunaman requested that Mr. Lacey obtain a price sheet of different equipment available to rent and present it at the next Board meeting.

#### Apprentice Driving History

Mr. Lacey discussed the need to check the driving records of apprentices before they are referred to employers. Chairman Schaunaman said the South Florida Operating Engineers Apprentice Program uses a service that provides an apprentice's driving history over the past seven years. Secretary Taylor also indicated that some of the apprentices have background checks completed by the Florida Union Contractors and Subcontractors Association. Mr. Lacey will explore these options as a means to complete the driving record checks.

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 September 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 September 2020 of \$2,888,486.93, total liabilities of \$9,527.87, and total equity of \$2,878,959.06. She reported that for the month of September 2020, the Fund had total income of \$25,919.98 and total expenses of \$33,034.08, resulting in a deficit of \$7,114.10 for the month.

B. Disbursements

Ms. Clutts presented the expense check register for September 2020 which indicated total disbursements of \$18,935.03. She reviewed the payroll check register for September 2020 which indicated total payroll of \$14,533.65.

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. Annual Audit

Ms. Clutts informed the Trustees that the Fund auditor is conducting the annual audit virtually, given the safety concerns of travel due to COVID-19.

B. Payroll Audits

Random payroll audits are underway for Maxim Crane, Moretrench Environmental Services ("Moretrench"), and North American Crane & Rigging, LLC ("North American"). Ms. Bates communicated to the Administrative Manager that Maxim Crane and Moretrench have provided payroll records electronically through Drop Box. North American continues to be uncooperative. Mr. Venable will send North American a letter advising the Company of their responsibility to participate in the payroll audit process.

C. Payment/Reimbursement Procedures for DOT Physical, TWIC Card and NCCCO Certification

Ms. Clutts said a question had been raised about the reimbursement rate for the NCCCO tests, given the number of sub-tests and increasing fees to the members to obtain their required NCCCO certifications. The Trustees discussed the matter and appointed a sub-committee of Chairman Schaunaman, Trustees Sherman and Junecko, and Apprentice Director Lacey to review the current reimbursement procedures and make recommendations for changes to the Trustees between Board meetings.

D. Hillsborough County School District

The Fund Office received a check for \$24,014.25 from the Hillsborough County School District, in keeping with their agreement with Fund's Apprenticeship Program.

E. United Members Insurance Commercial Policy

Seven pieces of equipment at the Apprentice School were added to the commercial insurance policy at an additional cost of \$1,676.00.

F. Reemployment Tax Notice of Benefits Paid

The Fund Office received a notice from the Florida Department of Revenue that two former employees of the Apprentice School had filed for and had been approved to receive unemployment benefits.

G. International Foundation of Employee Benefit Plans "IFEBP" Membership

The Fund's IFEBP membership renewal notice was received at a cost of \$1,065 for 2021. After discussion on Motion made and seconded, the Trustees voted unanimous approval of the following resolution:

**RESOLVED to renew the IFEBP membership for 2021 at a cost of \$1,065.**

**VIII. 2021 MEETING DATES AND LOCATION**

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

- February 10, 2021 – 10 a.m. – location to be determined

The remaining 2021 quarterly Board meeting dates were scheduled for:

- May 12, 2021
- August 11, 2021
- November 10, 2021

## IX. ADJOURNMENT

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

Respectfully submitted,

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Chairman

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Secretary-Treasurer

These Minutes were adopted on

### Attachments:

Exhibit A: Legacy Wealth Management FWCOE Portfolio Review – November 3, 2020

Exhibit B: Apprenticeship Director's Report – November 11, 2020

Exhibit C: Income and Expense Statement – September 30, 2020