



**Florida West Coast Operating Engineers
Apprenticeship Trust Fund**
911 Ridgebrook Road
Sparks, MD 21152-9451
Phone: 877-291-2387
www.associated-admin.com

**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES OF THE
FLORIDA WEST COAST OPERATING ENGINEERS
APPRENTICESHIP TRUST FUND
WEDNESDAY, FEBRUARY 10, 2021
VIA WEBEX CONFERENCE**

The following Trustees were present:

LABOR TRUSTEES

M. Schaunaman, Chairman
J. Junecko
D. Sherman

MANAGEMENT TRUSTEES

P. Taylor, Secretary-Treasurer
J. Dixon

Also present were:

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

II. 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 February 2, 2021, the portfolio's market value was \$830,357.97. The portfolio had investment returns of \$6,475.05 for the period November 3, 2020 through February 2, 2021. He reported that a \$60,000 distribution was paid out since the last reporting period. The internal rate of return for the portfolio was 2.77%, as compared to the Bloomberg Barclays U.S. Government 1 – 3 Year Index return of 1.64%.

Mr. DuBose said that the asset allocation as of February 2, 2021 was 67% in Short/Intermediate Term High Quality US Bonds, 18.6% in Intermediate-Long Term High Quality US Bonds, 12.2% in Treasury Notes, and 2.2% in cash and equivalents. Mr. DuBose stated that the Fund's investments are in compliance with its Investment Policy Statement.

Mr. DuBose said that he reviewed correspondence received from Eaton Vance regarding a request for a proxy vote, and advised the Trustees that the Fund does not typically respond to such requests. He will put Eaton Vance on watch since corporate changes are under consideration.

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

III. MINUTES

The Trustees reviewed the minutes of the regular meeting held on November 11, 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 November 11, 2020.

IV. APPRENTICESHIP DIRECTOR'S REPORT

Mr. Adrian Lacey presented the Director's Report dated February 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

Five new apprentices joined the Program since the previous Board meeting. A total of 42 apprentices are enrolled in the Program. All apprentices are working, with the exception of five apprentices who are currently unemployed.

B. Upgrading the Training Program

Bell Electric repaired lights at the Training Center on November 18, 2020. A tower crane workshop was hosted on January 7, 2021 and January 8, 2021 for those interested in becoming NCCCO practical examiners. NCCCO written exams will be administered on March 7, 2021 for mobile cranes and tower cranes. NCCCO written tests will be administered on March 28, 2021 for rigger level 1 and signalperson.

The 2008 Grove RT 530E-2 Crane was purchased on December 10, 2020 for \$109,500 with a grant from the Union. It was delivered to the Apprentice School on January 12, 2021 and was added to the Fund's commercial insurance policy effective January 12, 2021.

Mr. Lacey assisted the IUOE National Training Center in Crosby, Texas as an instructor from January 31, 2021 through February 5, 2021 as an instructor administering NCCCO practical exams. The IUOE National Training Center will reimburse the Fund for Mr. Lacey's wages for that week.

C. Apprentice Training

Nineteen NCCCO mobile crane exams, three signalperson exams, and one rigging level 1 exam were administered on multiple dates. Two apprentices were awarded forklift certification during this quarter.

D. Florida Department of Education

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 are up to date.

E. Equipment

Routine maintenance was completed on the Grove RT630, 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.

F. New Business

A quote has been requested for repainting the crawler crane, although Mr. Lacey said that repainting is not immediately needed. Mr. Lacey presented a quote in the amount of \$29,903.35 from Alto Construction Company to furnish equipment, materials, labor, and supervision to complete crushed asphalt improvements around the equipment test pads at the Training Center. Chairman Schaunaman said that the NCCCO is changing its requirements related to barrels during practical testing, and the improvements are needed to put the crane on a safe level and to prevent knocking over barrels during the NCCCO practical tests. Trustee Junecko suggested getting a bid from Municipal Contractors, Inc., a signatory with the Operating Engineers that is working in the area. After discussion, on Motion made and seconded, the Trustees voted unanimous approval of the following resolution:

RESOLVED to solicit a bid from Municipal Contractors, Inc. for crushed asphalt improvements around the equipment test pads at the Training Center; to authorize Chairman Schaunaman and Secretary-Treasurer Taylor to review bids from Alto Construction Company and Municipal Contractors, Inc.; and to approve the expense not to exceed \$30,000.

Mr. Lacey said that he will contact Municipal Contractors, Inc. to obtain a bid.

Mr. Lacey requested approval to attend the 62nd Annual Florida Apprenticeship Conference in Key Largo, Florida on July 12 -16, 2021, at a cost of approximately \$2,500. On Motion made and seconded, the Trustees voted unanimous approval of the following resolution:

RESOLVED to approve Mr. Lacey's attendance at the 62nd Annual Florida Apprenticeship Conference in Key Largo, Florida on July 12 - 16, 2021, at a cost not to exceed \$2,500.

The Trustees thanked Mr. Lacey for his report.

V. ATTORNEY'S REPORT

Mr. Eric Venable presented a Conflict of Interest Policy, a copy of which is attached to and made a part of these minutes as Exhibit C. He recommended that the Trustees adopt it, replacing the current Conflict of Interest Policy. He said that the revised Conflict of Interest Policy identifies Employee Trustees from the Union and Employer Trustees as signatories to the Policy. If approved, the Conflict of Interest Policy would need to be signed by each of the Trustees. Thereafter, the Certification of Compliance should be signed annually confirming each Trustee's compliance. On Motion made and seconded, the Trustees voted unanimous approval of the following resolution:

RESOLVED to approve the Conflict of Interest Policy as presented.

Mr. Venable requested that the Trustees print, sign and return the newly adopted Conflict of Interest Policy to the Fund Office.

VI. ADMINISTRATIVE MANAGER'S REPORT

A. Income and Expense Statement

Ms. Clutts reviewed the Income and Expense Statement for December 31, 2020, a copy of which is attached to and made a part of these minutes as Exhibit D. Ms. Clutts reported total assets for the month of December 2020 of \$3,015,791.88, total liabilities of \$9,496.31, and total equity of \$3,006,295.57. She reported that for the month of December 2020, the Fund had total income of \$140,426.09 and total expenses of \$29,559.73, resulting in a surplus of \$110,866.36 for the month.

B. Disbursements

Ms. Clutts presented the expense check register for December 2020 which indicated total disbursements of \$128,955.82. She reviewed the payroll check register for December 2020 which indicated total payroll of \$14,863.20.

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. Grant from International Union of Operating Engineers Local 487 ("IUOE Local 487")

The Trustees were polled between Board meetings and agreed to accept a grant in the amount of \$109,500 from the IUOE Local 487 to purchase a 2008 Grove crane. On Motion made and seconded, the Trustees voted unanimous approval of the following resolution:

RESOLVED to ratify the decision to accept a grant in the amount of \$109,500 from the IUOE Local 487 to purchase a 2008 Grove crane.

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

The Trustees were polled between Board meetings and approved a sub-committee recommendation to change the Fund's Payment/Reimbursement Procedures effective December 1, 2020 to reimburse Local 487-District 925 members up to \$250 per member per year for out-of-pocket costs for obtaining or maintaining their NCCCO certifications. On Motion made and seconded, the Trustees voted unanimous approval of the following resolution:

RESOLVED to ratify the decision to approve the sub-committee's recommendation to change the Fund's Payment/Reimbursement Procedures effective December 1, 2020 to reimburse Local 487-District 925 members up to \$250 per year for their costs for obtaining or maintaining their NCCCO certifications.

C. Workers Compensation Insurance Policy

The Fund's Workers Compensation insurance policy was renewed for the period March 23, 2021 to March 23, 2022 for a premium of \$897.

D. Fiduciary Liability Insurance Policy Renewal

The Fund Office received a quote to renew the fiduciary liability insurance for the policy period March 14, 2021 to March 14, 2022 for a cost of \$6,144, plus \$175 waiver of recourse premium for the Trustees and Apprentice Director, representing no increase in premium. After discussion, on Motion made and seconded, the Trustees voted unanimous approval of the following resolution:

RESOLVED to approve renewal of the Fiduciary Liability Insurance Policy for the period of March 14, 2021 to March 14, 2022 at a cost of \$6,144 plus \$175 waiver of recourse premium for the Trustees and Apprenticeship Director.

E. Annual Audit and Form 990

Ms. Clutts informed the Trustees that the Fund's auditor, Ms. Krista Bates, was unable to attend the meeting due to illness. Ms. Bates was in touch to confirm that she will complete and file the Form 990, due to be filed on extension by February 15, 2021. The Fund's annual draft audit and financial statements will be completed by Ms. Bates and presented to the Trustees at a later meeting.

VIII. 2021 MEETING DATES AND LOCATION

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

- May 12, 2021 – 10 a.m. – location to be determined

The remaining 2021 quarterly Board meeting dates were scheduled for:

- 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,

Chairman

Secretary-Treasurer

These Minutes were adopted on _____.

Attachments:

Exhibit A: Legacy Wealth Management FWCOE Portfolio Review – February 3, 2021
Exhibit B: Apprenticeship Director's Report – February 10, 2021
Exhibit C: Conflict of Interest Policy
Exhibit D: Income and Expense Statement – December 31, 2021