South Florida Operating Engineers
Apprentice & Training Fund
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MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES OF THE
SOUTH FLORIDA OPERATING ENGINEERS
APPRENTICE AND TRAINING FUND
THURSDAY, February 13, 2025
VIA VIDEOCONFERENCE
(DRAFT)

The following Trustees were present:

LABOR TRUSTEES	MANAGEMENT TRUSTEES
M. Schaunaman, Chairman	J. Turk, Secretary-Treasurer
C. Potter	S. Alfele
W. Utreras	D. Short

Also present were:

T. Dubose – Legacy Wealth Management
J. Herron - Associated Administrators, LLC
J. Ianniello - Associated Administrators, LLC
K. Phillips - Phillips, Richard & Rind, PA
M. Smith - Apprenticeship Director

I. CALL TO ORDER

A quorum being present, Chairman Schaunaman called the meeting to order.

II. MINUTES

The Trustees reviewed the minutes of the regular meeting held on November 14, 2024, 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 14, 2024, as presented.

III. INVESTMENT CONSULTANT'S REPORT

The Trustees welcomed Mr. Tony Dubose from Legacy Wealth Management to the meeting.

A. Performance Report

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 vital information from the report with the Trustees. As of February 4, 2025, the portfolio's market value was $1,595,642. The portfolio had an investment gain of $21,290 from October 31, 2024, through February 4, 2025.

Mr. DuBose said that the asset allocation as of February 4, 2025, was 75.56% in bonds, 12.40% in US stocks, 6.19% in cash, 4.96% in non-classified, 0.22% in non-US stocks, and 0.68% in other. Mr. DuBose said the Fund's investments comply with its Investment Policy Statement.

IV. DIRECTOR'S REPORT

Mr. Michael Smith presented the Director's Report dated February 13, 2025, a copy of which is attached to and made a part of these minutes as Exhibit B. He reported the following:

A. Apprentices

Since the last board meeting, fifteen new apprentices joined the Apprenticeship Program, six graduated, and four were terminated. One Hundred Two apprentices are enrolled in the Apprenticeship Program.

B. Upgrading the Apprenticeship Program

Mr. Smith reported that 40 applications were received for the Apprenticeship Program. Due to the high demand from contractors needing apprentices, advertising is done on Indeed and Google. Mr. Smith continues to visit with contractors to discuss the apprenticeship training program and the apprentices.

Mr. Smith attended the 2025 Institute for Apprenticeship, Training & Education conference held on January 13-15, 2025, in Orlando, Florida. Mr. Smith updated all practical examiner certifications with NCCCO on January 19, 2025. The pre-apprenticeship standards have been submitted to the Florida Department of Education and are still awaiting approval from the state. Mr. Smith reported all cranes were inspected and received a pass rating. Mr. Smith continues to go to PCJAC and UJAC meetings.

Mr. Smith requested approval to purchase an Automated Dispatch Application & Apprenticeship Management System for $4,500.00.

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

> **RESOLVED, to approve purchasing the Automated Dispatch Application & Apprenticeship Management System for $4,500.00.**

Mr. Smith asked to purchase a 2012 Terex BT26106 Boom Truck Crane for $165,000.00. This would be purchased and reimbursed from the DOC grant funds.

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

> **RESOLVED, to approve the purchase of the 2012 Terex BT26106 Boom Truck Crane to be reimbursed through the DOC grant Funds, subject to reaching agreement and compliance with grant requirements.**

Mr. Smith reported that the Apprenticeship Program received a Pathways Grant for $239,552.00. Mr. Smith has been working with Fund Counsel and Associated Administrators, LLC, on a spending/reimbursement plan for the grant money. Mr. Smith would like to purchase the following items using the Grant money: a Bobcat T450 compact track loader for $69,793.00, a Bobcat E26 R series compact excavator for $57,890.00, an Airgas Lincoln 300C advanced educational one-pak multi-process welder for $18,223.00, Southern Carlson toolkits for the apprentices for $5,332.90, and a Broderson IC-80-3L Industrial Crane in the amount of $178,568.00.

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

> **RESOLVED, to approve the purchase of the Bobcat T450, Bobcat E26R, Airgas Lincoln 300C welder, Southern Carlson toolkits, and Broderson IC-80-3L using the spending/reimbursement plan developed by Fund Counsel and Associated Administrators, LLC**

C. Apprenticeship Classes

Twenty-seven NCCCO practicals were administered, with twenty-three passing and four failing. A Suicide Awareness Class was held on December 2, 2024, and sixty-six apprentices attended. Seventy-seven apprentices participated in a Domestic Violence Advocacy class on December 3, 2024. Twenty-one apprentices attended a Backhoe Trench and Safety class on January 4, 2025. Twenty-one apprentices participated in a Forklift class on January 18, 2025. NCCCO Event Online Test (EOT) was held at the Training Center on January 19 and 25, 2025, in which forty-six apprentices tested, taking ninety-two written exams. A rigging class was held on February 1, 2025, and 14 apprentices attended; the practical will be held on February 15, 2025. A CPR class was held on February 1, 2025. Seventeen apprentices participated in a CPR class held on February 1, 2025.

D. School Board of Broward County ("SBBC")

Mr. Smith received a check for $13,968.00 from SBBC, which has been transmitted to the administrator.

E. Equipment

Batteries, hoses, and hydraulic cylinder packing kits remain the most frequently repaired equipment parts.

F. Training Center

Mr. Smith reported that nineteen NCCCO practical exams were administered during the fourth quarter of 2024. Seventy visitors signed the on-site visitor list during the fourth quarter of 2024. The Fort Lauderdale Fire Department used the training site for training drills on February 6, 2025. The Union Picnic was held at the Training Center on February 2, 2025.

V. ATTORNEY'S REPORT

Ms. Phillips distributed the "Trustees Report" dated February 13, 2025, a copy of which is attached to and included in these minutes as Exhibit C.

A. Delinquency and Collections

Ms. Phillips provided an update on delinquency and collection matters involving

1. **PCI Energy Services, LLC** – Requested a waiver of late fees and attorney fees in the total amount of $5,461.89 due to unforeseen technical issues that resulted in the late remittance of the March 2024 contributions. PCI Energy Services is eligible for a waiver per the collection policy of the Trust.

   After discussion, on Motion made and seconded, the Trustees voted unanimous approval of the following resolution:

   > **RESOLVED, to waive the fund's pro rata share of fees in the amount of $5,461.89.**

2. **M.J. Harrison Leasing, Inc.** – Requested a waiver of late fees and attorney fees in the total amount of $4,748.92 due to unforeseen technical issues that resulted in the late remittance of the March 2024 contributions. Harrison Leasing is eligible for a waiver per the collection policy of the Trust.

   After discussion, on Motion made and seconded, the Trustees voted unanimous approval of the following resolution:

   > **RESOLVED, to waive the fund's pro rata share of the fees in the amount of $4,748.92**

B. Payroll Audit Selection

Five companies were randomly selected for this year's payroll audits. They will receive letters to notify them.

1. **Concrete Erectors**
2. **Betancourt Construction**
3. **Keller North America**
4. **Chuck's Back Hoe Services**
5. **Gold Coast Crane**

C. <u>Williams Industrial Services</u>

Ms. Phillips reported receiving correspondence regarding Williams Industrial Services' bankruptcy. After researching, she found that the Fund does not need to act on the notice now.

VI. <u>ADMINISTRATIVE MANAGER'S REPORT</u>

A. <u>Income and Expense Statement</u>

Mr. Ianniello reviewed the Income and Expense Statement for December 31, 2024, a copy of which is attached to and made a part of these minutes as Exhibit D. He reported that total assets on December 31, 2024, were $7,507,896.52 compared to $5,535,587.95 in December 2023. He presented a comparative income statement for the twelve months ending December 31, 2024. He reported that in December 2024, the Fund had total receipts of $94,078.78 and total expenses of $55,623.91, resulting in a $38,454.87 gain.

B. <u>Disbursements</u>

Mr. Ianniello presented the expense check register for December 2024, which indicated total disbursements of $48,114.54. He reviewed the payroll check register for December 2024, which showed a total payroll of $22,501.90.

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. <u>OTHER FUND BUSINESS</u>

Mr. Ianniello reported the following:

A. Union Liability Renewal

A quote for $4,555.10 was received for the renewal of the Union Liability Policy for one year from March 1, 2025, to March 1, 2026.

> **RESOLVED to approve the renewal of the Union Liability Policy from March 1, 2025, to March 1, 2026.**

B. Chairman Mark Schaunaman's Retirement

Mr. Ianniello reported that he received a communication that Chairman Schaunaman was retiring effective March 27, 2025. Chairman Schuanaman is appointing Mr. Wally Utreras as the Chairman of the Board.

Mr. Ianniello requested the Board of Trustees approve any signature changes needed to remove Chairman Schaunaman and add Mr. Utreras.

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

> **RESOLVED, to approve any signature changes needed to make Mr. Wally Utreras Chairman of the Board of Trustees.**

C. Tower Crane Grant from the Union

Between meetings, the Trustees approved a $355,000.00 grant from the Union to purchase a Tower Crane.

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

> **RESOLVED, to approve the grant for $355,000.00 from the Union to purchase a Tower Crane.**

D. Conflict of Interest Form

Conflict of Interest forms were sent to the Trustees via DocuSign on January 23, 2025.

VIII. MEETING DATES AND LOCATION

The next quarterly Board meeting was scheduled for Thursday, May 15, 2025, at 9 a.m., via videoconference.

IX. ADJOURNMENT

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

Respectfully submitted,

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Jonathan Turk, Fund Secretary

These Minutes were adopted on:

Attachments:

Exhibit A: Legacy Wealth Management Investment Report February 13, 2025
Exhibit B: Director's Report, February 13, 2025
Exhibit C: Trustees Report from Fund Counsel, February 13, 2025
Exhibit D: Income and Expense Statement, December 31, 2024