

**TAHOE DOUGLAS FIRE PROTECTION DISTRICT**  
**POST-RETIREMENT TRUST**  
**BOARD OF TRUSTEES MEETING**  
February 13, 2017

**Those Present:**

Chairperson Ben Sharit  
Secretary/Treasurer Bill Johnson

Trustee Scott Baker  
Office Manager Kate Warner

Note: In preparing the meeting minutes, it was discovered that the posted agenda incorrectly stated January 13, 2017, the meeting was held on February 13, 2017. The error was repeated on the taped recording.

**1. Call to order.**

The meeting was called to order at 9:00 am by Chairman Sharit.

**2. Pledge of Allegiance.**

Pledge of allegiance was led by Trustee Baker.

**3. Roll call.**

Trustees Baker, Johnson and Sharit were present. Quorum confirmed.

**4. Approval of agenda.**

A motion was made by Trustee Johnson to approve the agenda, seconded by Trustee Baker. Motion carried 3-0.

**5. Public Comment:**

None.

**6. For Possible Action: Approval of Consent Calendar.**

- a. Approval of Minutes 10/24/16
- b. Quarterly Expense Report
- c. 2017 Post-Retirement Trust Meeting Schedule

A motion was made by Trustee Baker to approve the Consent Calendar items, seconded by Trustee Johnson. Motion carried 3-0.

**7. For Possible Action: Consent Calendar moved forward.**

None.

**8. Report: Discussion of the Post Retirement Trust Plan Return of Organization Exempt from Income Tax December 31, 2015 Tax Filing – EideBailly.**

Secretary/Treasurer Bill Johnson

Note: Trustee Johnson requested that Items 8, 9 & 13 be covered at the same time. Permission was granted by Chairman Sharit.

**Audit – December 31, 2015**

A telephone conference was held with *EideBailly* regarding the 2015 Income Tax Return and the 2015 Audit. The audit firm handled some items differently than the Trust's previous auditors with regards to some of the bottom line adjustments and the way they were showing the some income and expense items. Overall, we were satisfied with the audit and the preparation of Form 990.

*EideBailly* agreed to conduct the 2016 PRT Audit which is scheduled to begin in March and be completed by May, a much tighter timeline that our first year. The fee for the 2015 preparations was \$9500.00, there would be a 3% increase for 2016, so \$9800.00.

The Trustees agreed to initiate a conversation with *Bickmore* (GASB45 Actuarial Consultants) with regards to were the fire district is as far as funding. Are we close? Will be ever be fully funded? What does it mean if we transfer another \$1,000,000? That phone call will be set up at a later date.

**Investment - RBIF**

Balance as of 12/31/16 was \$8,200,000. Performance is still strong.

**Cash in Bank – Edward Jones**

With changes to investment laws, Edward Jones has discontinued serving accounts like the Trust's, and we were notified that our account would be closed (with a balance of \$252.08). A new account will be set up with one of our banks, for the purpose of paying our administrative fees with checks.

Chairman Sharit noted that the new account will also need to be able to transfer the funding deposits to RBIF as well as provide checking account functions. Trustee Johnson agreed that RBIF would be consulted in the process to ensure transfer information is set up properly.

***Anticipated Expenditures***

A *Bickmore* expense of \$564.00 was paid for an update of GASB45 report for the 2015 audit. GASB75 update will be required for January 2018, discussion has already been held with *Bickmore* with regards to that timeline.

Chairman Sharit noted on Form 8879-EO, Scott Baker is listed as the Treasurer. Trustee Johnson clarified that it was for signing purposes only.

Office Manager Warner added that the reason *Bickmore* was consulted during the audit, was because PEBP expenses had been reported in the past as part of the fire district covered expenses for retirees. The Trust documents do not cover the PEBP retirees and the auditors asked that the OPEB report be updated to reflect that change.

- 9. Report: 2015 Annual Audit – Financial Statements and Report of Independent Certified Auditors – EideBailly.**  
Secretary/Treasurer Bill Johnson

This item was addressed above.

- 10. For Possible Action: Discussion and possible action to adopt an Investment Policy.**  
Chairman Ben Sharit

Chairman Sharit noted that research had been conducted with other agencies when drafting this document and that the Trust mirrors the RBIF Investment Policy. Trustee Baker noted that this policy only applies to the Trust investments, this was a discussion point during the 2015 audit and this serves to memorialize the past practices.

A motion was made by Trustee Johnson to approve the Investment Policy as presented, seconded by Trustee Baker. Motion carried 3-0.

- 11. For Possible Action: Discussion and possible action to direct the Chairman to transfer trust investment funds of up to \$1,000,000 into the Retirement Benefit Insurance Fund (RBIF) by June 30, 2017.**  
Chairman Ben Sharit

The fire district approved the transfer of funds on Resolution #01-2017.

Trustee Baker sought clarification that the Resolution stipulates that the Fire Chief transfer the funds, when the new bank account is opened for the Trust; then the Chairman Sharit will coordinate the transfer into the RBIF.

Trustee Johnson requested that an additional \$15,000 be transferred as the operational funds have been depleted. Office Manager Warner noted that the request may need to be approved by the fire board.

A motion was made by Trustee Johnson to approve the \$1,000,000 as presented, seconded by Trustee Baker. Motion carried 3-0.

**12. Report: Update on the 2017 Insurance Benefits.**  
Fire Chief Scott Baker

Trustee Baker noted the letter addressed to the Union President Nathan Johnson stating the fire district followed the Collective Bargaining Agreement and provided the same level of benefit coverage as the prior year (80/20) which resulted in reductions to the EMPR H.S.A. contributions as negotiated.

An optional 70/30 plan, with not reduction to the H.S.A. EMPR contributions was also provided, and 23 members selected that coverage.

Discussion was held with regards to future increases and the possibility that the EMPR H.S.A. contributions may not be able to cover the full amount of the annual premium increases. Market-wide employers reported increases of 20-30% increases. Other fire agencies are also being consulted about their coverage and expenses.

Warner noted that in the Trust plan, the board should be submitting an annual budget to the fire district. She requested that Johnson provide a budget document to support the action item for the additional \$15,000 for operating expenses.

**13. Report: Treasurer's Report.**  
Secretary-Treasurer Johnson

This item was addressed above.

**Confirm next meeting, Monday, June 19, 2017 and possible agenda items.**

**Possible agenda items:**

- 2016 Annual Audit & Form 990 – Tax Return

***Adjourn.***

Trustee Johnson motioned to adjourn the meeting. Trustee Baker seconded the motion. No discussion, motion carried 3-0.

The meeting was adjourned at 09:19 am.

The meeting was recorded.

**Kate Warner  
Office Manager  
Tahoe Douglas Fire Protection District**

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