CITY OF PORT ORANGE
GENERAL EMPLOYEES DEFINED BENEFIT RETIREMENT PLAN
BOARD OF TRUSTEES QUARTERLY MEETING
1000 City Center Circle, Port Orange, FL 32129
2nd Floor Conference Room

Monday, March 2, 2026, 2:00PM

TRUSTEES PRESENT: Amanda Bonin
Sue Wang
John Baller
Tim Burman
Paul Salerno

TRUSTEES ABSENT: Peter Ferreira
Scott Stiltner

OTHERS PRESENT: Kandyce Moss, Foster & Foster
Brent Chudachek, Lorium Law (via Zoom)
David Leonard, BPAS
Michael Albino, BPAS (via Zoom)
Zach Chalifour, James Moore & Co.
Hilary Cyr, James Moore & Co. (via Zoom)
Jack Evatt, Mariner Institutional, Investment Consultant
Members of the Public

I. **Call to Order** – The meeting was called to order at 2:00PM by Amanda Bonin. Kandyce Moss conducted the roll call and a quorum was determined.

II. **Public Comments** – None.

III. **Approval of Minutes**
   a. December 1, 2025, quarterly meeting

The Board voted to approve the December 1, 2025, quarterly meeting minutes, upon motion by Tim Burman and second by Sue Wang; motion carried 5-0.

Note: Kandyce Moss requested consideration from the Board to change the order of the agenda as presenters had to leave after their presentation; the Board agreed by consensus.

IV. **Old Business** – None.

V. **New Business**
   a. Calculation Adjustment
      i. David Leonard advised in coordinating the census for the valuation, there was a review of the calculations completed the previous year.
      ii. David Leonard stated that for a member that retired in 2024, it had been discovered that his initial calculation was completed as an

estimate and through the census data, the salary had been off. The two factors made a difference of $0.10 in his final benefit.

iii. Brent Chudachek recommended correcting the benefit calculation and providing the corrected benefit to the member with any retro payments needed.

<u>The Board voted to approve making the benefit adjustments as needed, upon motion by Paul Salerno and second by Tim Burman; motion carried 5-0.</u>

VI. <u>Reports (Attorney/Consultants)</u>

a. BPAS, David Leonard, Board Actuary

i. October 1, 2025, Actuarial Valuation Report

1. David Leonard provided an overview of the October 1, 2025, valuation report.
2. David Leonard advised that the contribution rate had decreased from 25.7% to 22.4% of payroll. David commented that the reason for the decrease included the active population dropping by five members and the returns continued to do well.
3. David Leonard stated, of the 48 active members, 29 of them were eligible to retire, with 6 of them sitting at normal retirement.
4. David Leonard stated that the funded ratio increased from 89.80% to 92.31%.
5. Sue Wang asked as a closed plan, what impacted employer contributions. David Leonard commented that the investments of the Plan come in lower than the assumed rate of return.
6. Sue Wang asked about the DC account and voluntary contributions. David Leonard commented that the members had the option to contribute more money into a separate voluntary plan. David mentioned that this plan had no impact on their pension benefits.
7. David Leonard stated that there was a money purchase plan before 2003 which had been in place when he started working on the Plan. David mentioned there were currently 3 members in the Plan.

<u>The Board voted to approve the actuarial valuation report as presented, upon motion by Sue Wang and second by Paul Salerno; motion carried 5-0.</u>

8. Brent Chudachek advised that every year the State wanted the Board to declare their expected rate of return
9. Brent Chudachek commented that it was usually the assumed rate of return on the valuation report.

<u>The Board voted to approve the Declaration of Returns for the plan shall be 6.5% for the next year, the next several years, and the long-term thereafter net of</u>

<u>investment related expenses, upon motion by Sue Wang and second by Tim Burman; motion carried 5-0.</u>

- ii. Voluntary Plan
    1. David Leonard stated that his new company BPAS had completed the report and the statements for the voluntary plan.
    2. David Leonard advised the voluntary plan shared the same rate of return as the Plan.
- iii. Trust Accounting
    1. David Leonard provided a brief overview of the trust accounting.
- iv. BPAS Agreement
    1. David Leonard commented that an addendum was needed as Michael Albino was handling the services for the voluntary plan that was previously being provided by another vendor.
    2. Brent Chudachek advised that he had reviewed the agreement and it was good to execute.

<u>The Board voted to approve the BPAS agreement addendum as presented, upon motion by Tim Burman and second by Sue Wang; motion carried 5-0.</u>

VII. <u>New Business (Cont.)</u>

- a. Update on Trustee Seat
    - i. Kandyce Moss advised that there were two nominations held since the last meeting; the first had no nominations, but the second one had 3 nominations.
    - ii. Kandyce Moss commented that an election was held and John Baller was selected to replace Paul Salerno's member appointed seat.
    - iii. Kandyce Moss welcomed John Baller to the Board.
- b. Are you alive letters
    - i. Kandyce Moss stated that the previous administrator would send out letters each year to the retirees to sign and return. This was done to see if the retiree was still alive. If the letter was not returned, the benefit may be stopped until a response was received.
    - ii. Kandyce Moss advised the letter process was outdated. Additionally, there was always the possibility that a letter would be received but the member passed away the week after they returned the form.
    - iii. Kandyce Moss inquired with the custodian, First State, who advised they conduct a death audit check each quarter that was included in their processing fee. Kandyce made a recommendation to discontinue sending the are you alive letters and just receive the information from First State.

iv. Brent Chudachek commented that quarterly is not ideal but better than the letters going out. Brent recommended checking to see if there is an additional cost to complete the checks monthly and also have the Plan Administrator search for other vendors.
v. The Board requested that Kandyce Moss look into 3rd party vendors who conduct death searches.

c. Employee Pension Conference
   i. Kandyce Moss stated that the annual pension conference was scheduled for the next quarterly meeting. This usually occurred prior to the quarterly meeting.
   ii. Kandyce Moss provided an overview of the previous conference and asked if there were any other topics that the Board would like to have at the meeting.
   iii. Amanda Bonin requested to have a flyer sent out to active and retirees.

VIII. <u>Reports (Attorney/Consultants) (Cont.)</u>

a. James Moore & Co, Hilary Cyr, Board Auditor
   i. Hilary Cyr stated that it was a smooth transition with Foster & Foster from BUSA and thanked the Plan Administrator and the Finance Department for their assistance with the audit.
   ii. Hilary Cyr commented that they had issued an unmodified report with no issues making it a clean audit.
   iii. Hilary Cyr provided an overview of the financial statements and the audit report.
   iv. Hilary Cyr stated that there were no recommendations for the Plan.

<u>The Board voted to accept the audit as presented, upon motion by Paul Salerno and second by Sue Wang; motion carried 5-0.</u>

b. Mariner Institutional, Jack Evatt, Investment Consultant
   i. Quarterly report as of December 31, 2025.
      1. Jack Evatt provided a market overview and reviewed the quarterly report by asset class, fund performance, and financial reconciliation.
      2. As of December 31, 2025, the total Market Value of Assets (MVA) was $41,279,147. The total net returns as of December 31, 2025, for the quarter, and the 1, 3, 5, and 10-year periods were 1.57%, 10.81%, 9.45%, 6.07%, and 8.49%, respectively as compared to the policy index for the same periods, 2.17%, 13.69%, 11.65%, 7.17%, and 8.80%, respectively.
      3. Jack Evatt advised the international equity manager had a different allocation than the benchmark and stated that he would look at alternatives that were more in line with the benchmark.
      4. Jack Evatt advised he saw some mismatches in the Investment Policy Statement (IPS) with the portfolio vs. the policy and would bring an update to the next meeting.

5. Jack Evatt commented that Newton had been on watch but was having a better quarter.
6. Sue Wang asked Jack Evatt to provide an overview of Atlantic Capital and the strategy they were focused on. Sue commented that their returns were not close to the benchmark and questioned why that was. Jack commented that he would get more information for the Board.
7. Jack Evatt commented that TA Realty a portfolio manager left for another firm. Jack commented that he would provide an update at the next meeting.

ii. Large Cap Manager Review

1. Jack Evatt stated they had been watching Newton for a year.
2. Jack Evatt reviewed the passive and active manager options as well as their fees noting that this space was difficult for active management.
3. Jack Evatt recommended closing Newton and moving 100% to the Fidelity Large Cap Growth Index.

The Board voted to approve closing Newton and investing in the Fidelity Large Cap Growth Index, upon motion by Sue Wang and second by Tim Burman; motion carried 5-0.

c. Lorium Law, Brent Chudachek, Board Attorney

i. New Trustee Duties

1. Brent Chudachek provided the new Trustee with an overview of the Board duties and advised that he would need to file Form-1.

IX. Consent Agenda

a. Payment ratification

i. Warrant #15 & #16

b. New invoices for payment approval

i. None.

c. Fund activity report for November 25, 2025, through February 23, 2026

The Board voted to approve the consent agenda as presented, upon motion by Tim Burman and second by Sue Wang; motion carried 5-0.

X. Staff Reports, Discussion, and Action

a. Foster & Foster, Kandyce Moss, Plan Administrator

i. Educational Opportunities

1. Kandyce Moss reviewed the upcoming educational opportunities available to the Board and advised the Board of the registration process.

XI. Trustee Reports, Discussion, and Action – None.

XII. Adjournment – The meeting adjourned at 3:38PM

XIII. **Next Meeting Date** – June 1, 2026, at 2:00PM, with the pension conference beginning at 1:00PM

Respectfully submitted by:

Kandyce Moss

Kandyce Moss, Plan Administrator

Approved by:

Peter Ferreira

Peter Ferreira, Chairperson

Date Approved by the Pension Board: 6/1/2026