

**THE EL PASO CITY EMPLOYEES' PENSION FUND  
BOARD MINUTES FOR THE REGULAR MEETING  
HELD WEDNESDAY, NOVEMBER 15, 2017, AT 8:30 A.M.  
CITY HALL, CITY COUNCIL CHAMBERS, 300 N. CAMPBELL**

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**Members in Attendance:**

Karl C. Rimkus, Chairman  
Rene Peña, Vice Chairman  
Rebecca L. Torres  
Jesus E. Garcia II  
Ed Archuleta  
Robert C. Studer

**Members Absent:**

Presi Ortega

**Others in Attendance:**

Eduardo Miranda, Attorney  
Luis Mier, Treasury Services Coordinator for the City of El Paso  
Robert Ash, Pension Administrator  
Patricia Hickman, Deputy Pension Administrator  
David Garcia, Payroll/Accounts Payable Specialist  
Karina Chavez, Retiree Coordinator/ Data Entry Clerk  
Alex Browning, Callan Associates  
Enrique Martinez, City's DoITS Director  
Richard Campos, City's DoITS Enterprise Applications Administrator  
Edward Ozogar, City's DoITS Project Manager  
Stephan Schmitz, Construction Consultant  
Ray Sanchez, Ghostlight  
Felicia Garcia, Ghostlight  
Araceli Guerra, DoITS  
Mary Michel, HR  
Brian Murphy, Portfolio Advisors

- Item 1. David Garcia, Payroll/Accounts Payable Specialist, called the meeting to order at 8:34 A.M. Garcia noted that the quorum was met.

The Board observed a moment of silence and recited the Pledge of Allegiance.

David Garcia, Payroll/Accounts Payable Specialist, read the Notice to the Public.

**MOMENT OF SILENCE**

**PLEDGE OF ALLEGIANCE**

## NOTICE TO THE PUBLIC

All matters listed under the CONSENT AGENDA will be considered by the Pension Board to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless members of the Pension Board or persons in the audience request specific items be removed from the CONSENT AGENDA to the REGULAR AGENDA for discussion prior to the time the Pension Board votes on the motion to adopt the CONSENT AGENDA.

### **CONSENT AGENDA**

Item 2. Approve the Minutes of the Regular Board meeting of October 18, 2017.

Item 3. Consideration and action on the following retirements:

	<u>NAME</u>	<u>DEPARTMENT</u>	<u>SERVICE TIME (EST)</u>
A.	Age & Service Retirement:		
1	Avila, Mary L.	Parks & Recreation	31 years 02 months
2	Cabrales, Ignacio	Mass Transit	17 years 00 months *
3	Calderon, Martha	Mass Transit	19 years 09 months *
4	Espinosa, Gloria	Municipal Court	09 years 02 months
5	Fargo, Peter J.	Fire	15 years 02 months
6	Guevara, Carlos A.	Parks & Recreation	24 years 02 months *
7	Murillo, Javier	EPWU	18 years 06 months
8	Najera, Javier S.	Mass Transit	10 years 08 months *
9	Saenz, Jose F.	Airport	33 years 02 months *
10	Villegas, Maria Del Carmen	Animal Services	11 years 03 months
B.	Early:		
1	Fuentes, Alberto	Library	09 years 09 months
2	Manrique, Gerardo	ESD	15 years 01 month
3	Mena Jr., Jesus	Mass Transit	09 years 07 months
C.	Deferred:		
1	Callan, Jennifer F.	Internal Affairs	12 years 10 months
2	Casarez, Monica	Human Resources	11 years 00 months

\* The 3-year average was used to calculate the final pension benefit.

\*\* The 12-month average was used to calculate the final pension benefit.

Item 4. Consideration and action on survivor benefit applications for:

- A. Del Toro, Martha survivor of employee: Jesus Mena, Jr.
- B. Perez, Felicita M. survivor of retiree: Enrique M. Perez
- C. Tamez, Maria Lourdes survivor of retiree: Rafael Tamez
- D. White, Patricia Ann survivor of retiree: Ray White, Jr.

Item 5. Consideration and action on invoices as follows:

<u>COMPANY</u>	<u>DESCRIPTION OF SERVICE</u>	<u>PERIOD</u>	<u>FEE DUE \$\$</u>
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A. Allianz Global Investors	Investment Fees	Qtr. Ended 09/30/17	\$289,738.10	**
B. AQR Emerging Equities Fund LP	Investment Fees	Mo. Ended 10/31/17	\$19,906.00	**
C. BNY Mellon	Custodial Fees	Qtr. Ended 09/30/17	\$43,398.75	
D. Eduardo Miranda	Legal Fees	Mo. Ended 10/31/17	\$1,075.00	
E. Franklin Templeton (CT432-327)	Investment Fees	Qtr. Ended 07/31/17	\$56,963.18	**
F. Franklin Templeton (CT910-75)	Investment Fees	Qtr. Ended 07/31/17	\$50,925.83	**
G. Gordon Davis Johnson & Shane PC	Legal Fees	Mo. Ended 09/30/17	\$6,458.40	
H. Gordon Davis Johnson & Shane PC	Legal Fees	Mo. Ended 09/30/17	\$8,248.50	
I. Gordon Davis Johnson & Shane PC	Legal Fees	Mo. Ended 09/30/17	\$3,065.80	
J. Gordon Davis Johnson & Shane PC	Legal Fees	Mo. Ended 10/31/17	\$4,482.40	
K. Gordon Davis Johnson & Shane PC	Legal Fees	Mo. Ended 10/31/17	\$11,552.40	
L. Gordon Davis Johnson & Shane PC	Legal Fees	Mo. Ended 10/31/17	\$2,067.21	
M. Heitman America RE Trust LP	Investment Fees	Qtr. Ended 09/30/17	\$85,703.00	**
N. Janus Henderson	Investment Fees	Qtr. Ended 09/30/17	\$44,367.41	
O. Lazard Asset Management	Investment Fees	Qtr. Ended 09/30/17	\$58,450.05	**
P. Riverbridge Partners	Investment Fees	Qtr. Ended 09/30/17	\$66,583.68	
Q. UBS Realty Investors	Investment Fees	Qtr. Ended 09/30/17	\$81,643.93	**
R. Wedge Capital Management	Investment Fees	Qtr. Ended 09/30/17	\$62,012.47	

\* To be paid by Directed Brokerage credits.

\*\* For Notation Only – to be withdrawn from the commingled account.

\*\*\* Performance based fee.

Item 6. Consideration and action on the following Committee reports/assignments:

- A. Actuary Committee
- B. Administrative Services Committee
- C. Audit Committee
- D. Facilities and Maintenance Committee
- E. Investment Committee

**Motion made by Ed Archuleta to accept the Consent Agenda; seconded by Rene Peña. The motion required polling:**

<b>Rebecca L. Torres</b>	<b>aye</b>
<b>Jesus E. Garcia II</b>	<b>aye</b>
<b>Ed Archuleta</b>	<b>aye</b>
<b>Robert C. Studer</b>	<b>aye</b>
<b>Rene Pena</b>	<b>aye</b>

**Motion carried.**

## REGULAR AGENDA

Item 7. Discussion and action regarding committee assignments.

Karl Rimkus, Chairman, reviewed the committee assignments. Rimkus revised the assignments for the Administrative Services Committee (ASC) and the Audit Committee. Rimkus assigned Jesus E. Garcia II to the Audit Committee. Rimkus removed himself as Chair of the ASC and assigned Rebecca L. Torres as Chair. Rimkus noted that the decision was based on previous Board discussion.

**No action was taken on this item.**

**Motion made by Robert C. Studer to move Item 13 above Item 8.** (No second received.) Karl Rimkus, Chairman, requested that Item 13 be presented after Item 8.

Item 8. Discussion and action regarding the Treasurer's Report for the month ended October 31, 2017.

Luis Mier, Treasury Services Coordinator for the City of El Paso, presented on behalf of Pat Degman, Comptroller; the Board received and reviewed the Treasurer's Report for the month ended October 31, 2017.

Mier reviewed the statement of net assets available for benefits. The unaudited totals in the statement are for the month ended October 31, 2017. Mier reviewed assets. Cash and investments have increased by about 4.6 million dollars. Unrestricted receivables increased by approximately 3.8 million dollars. Mier reviewed the Fund's liabilities. Total liabilities decreased by approximately 2.5 million dollars. Mier noted that the amount due for securities purchased increased by about 2.4 million dollars. The total net assets available for benefits increased by approximately 10.9 million dollars.

Mier reviewed the statement of changes in net assets available for benefits. The unaudited totals reflect the month ended October 31, 2017. The net change in fair value of investments increased for the month by about 7.7 million dollars. Mier reviewed additions. Contributions for the month were about 3.3 million dollars. Interest and dividends were about 812 thousand dollars. Mier reviewed deductions. Benefits paid to retirees totaled approximately 4.8 million dollars.

Mier reviewed the quarterly statement of changes in net assets available for benefits. The unaudited totals reflect the two months ended October 31, 2017. Mier reviewed additions. Contributions averaged about 3.5 million dollars per month. The net appreciation in fair value of investment increased by about 16.4 million dollars: 1.5 million dollars from venture capital income, 6.4 million dollars from net realized gains and 8.5 million dollars from net unrealized gains.

Mier reviewed the investment income analysis. The year-to-date net investment return is 2.28 percent, about 30 percent of the target rate for the fiscal year. Mier noted that the target rate of 7.5 percent, which is approximately 58.5 million dollars.

Karl Rimkus, Chairman, requested additional information on benefits paid to retirees for the quarter. Rimkus noted that the discrepancy in the average from the previous quarter. Mier advised he will research and respond. Mier noted that the average should be approximately 4.8 million dollars per month. Rimkus noted the new high-water mark for the Fund of about 790 million dollars available for benefits. Robert Ash, Pension Administrator, confirmed and noted the volatility of the market.

**Motion made by Rene Peña to accept the Treasurer's Report; seconded by Jesus E. Garcia II. Motion carried.**

Item 9. Discussion and action regarding current IT issues and the potential involvement of ADP in resolving those issues.

Richard Campos, City's DoITS Enterprise Applications Administrator, reviewed the current IT issues. Campos listed the status of pending items:

1. Periodic processing has been completed for June; July processing is in progress. August processing is expected to begin this week. All pending periodic processing should be completed by November 30, 2017. When prompted by the Chairman Karl Rimkus, Robert Ash, Pension Administrator, provided an overview of the ongoing issues with periodic processing. The City has not timely completed periodic processing. Periodic processing should be completed monthly as part of the payroll processing. The August periodic processing, which is still pending, must be completed in order for the Fund's auditors to extract necessary data to complete their audit. Additionally, periodic processing must be completed to allow for the transition to the new pension administrative system. Ash noted that that Pension Administration has expressed their concerns to the City's Comptroller.
2. The data extraction from the PERMIS database, a system that predates the current PeopleSoft system, is in progress. DoITS is creating screenshots of pages and correlating sample data to send to PTG to determine the exact data required by PTG for importing.
3. A DoITS employee identified an issue regarding their consolidated hours. After review, DoITS identified 15 personnel with the same issue. DoITS notified Pension Administration; Pension is resolving the issue.

**Motion made by Robert Studer to retire into Executive Session to discuss Item 9 and for consultation with the Fund's attorney; seconded by Jesus E. Garcia III. Motion carried.**

Discussion ensued. Karl Rimkus, Chairman, requested to proceed with the agenda and to combine discussion for Item 9 with Item 19. Eduardo Miranda, Attorney, advised of the active motion and noted that the motion must be reconsidered in order to proceed with the Regular Agenda. Additionally, the Board must take action to move the item into Executive Session. Ash noted that City staff members are present to discuss Item 9 in Executive Session. Rimkus requested that discussion for Item 9 be moved to Item 19 and suggested that the City staff return when Item 9 is discussed.

**Motion made by Ed Archuleta to reconsider the motion to retire into Executive Session; seconded by Robert C. Studer. Motion carried.**

**Motion made by Rene Peña to authorize the Pension Administrator to discuss the Fund's contract with PTG; seconded by Jesus E. Garcia III. Motion carried.**

- Item 10. Discussion and action regarding a report from the Fund's construction consultant (Stephan Schmitz.)

Item 10 was presented before Item 9 as directed by Karl Rimkus, Board Chairman.

The Fund's Construction Consultant, Stephan Schmitz, presented; the Board received and reviewed the Jobsite Inspection Report and Update. Schmitz noted that he provides weekly reports to the Board Chairman and Pension Administrator.

Schmitz noted that the inspection report began on the date the Board approved the quotation from F.T. James, August 16, 2017. Schmitz reviewed the construction progress and the status of pending items:

1. On October 5th, the building permit was approved, which initiates the construction timeline. In accordance with the contract, the contractor has 210 days for completion. Therefore, the completion date is May 3, 2018. Schmitz advised that the contractor has not provided a construction schedule. Schmitz expects to have the schedule within a

week. When prompted by the Rimkus, Schmitz advised that the Fund is entitled to liquidated damages if the contractor exceeds 210 days.

2. Schmitz advised that there had been three weeks of inactivity on the site. Schmitz noted that the contractor completed the dirt work early. Schmitz expects the activity to pick-up as the plumbing rough is in place.
3. The concrete subcontractor is expected to begin today, November 15, 2017.
4. Schmitz noted the items for discussion with the contractor including a water meter for landscaping and underground lines as requested by DoITS. Schmitz is scheduled to meet with the contractor today, November 15, 2017.

**No action was taken on this item.**

- Item 11. Discussion and action regarding the receipt of a report from Ghostlight Creative regarding rebranding.

Ray Sanchez and Felicia Garcia of Ghostlight presented the proposed logo and seal. Discussion ensued. Sanchez advised that the firm recommends that the Board adopt the logo with the name City of El Paso Employees Retirement Trust as the Board falls under the City's umbrella. Sanchez acknowledged that the name in the logo is not the name that was approved by the Board. Trustees Karl Rimkus, Rebecca L. Torres, and Ed Archuleta agreed with the firm's recommendation. Trustees, Robert Studer and Jesus E. Garcia III, disagreed with the firm's recommendation and requested to keep the approved name "El Paso, City Employees' Pension Fund". Trustee, Robert Studer, questioned the layout of the wording in the logo for "El Paso, City Employees Retirement Trust" and expressed his disapproval of the development process. Studer advised that it was discussed by the Board that the wording "City Employees Retirement Trust" be placed together. Studer advised that of the two logos presented he preferred the logo with "City of El Paso". However, Studer expressed his disapproval that Ghostlight did not develop a logo based on the name approved by the Board. Trustee, Rene Peña, concurred with Studer. Rimkus advised that during a recent meeting with Ghostlight, the firm had not developed a logo with the approved name. Rimkus requested that Ghostlight apply the approved name to the same design. When promoted by Archuleta, Sanchez advised that the name of the Fund should exactly match the name on the logo. Rimkus advised that further discussion on the name is necessary. Eduardo Archuleta, Attorney, recommended that the City approve the new name before proceeding with the logo design.

The Board discussed the design of the seal and the slogan. Trustees, Rebecca L. Torres and Ed Archuleta advised that they preferred a word other than "Trust" in the slogan. Archuleta suggested "Investment". Sanchez reviewed the creative process and the influence of the Latin translation.

Rimkus directed Ghostlight to suspend any further development. Rimkus advised that the Board will reconsider the name in the December Board Meeting; Rimkus invited Ghostlight to attend.

**No action was taken on this item.**

- Item 12. Discussion and action to accept the resignation of Deputy Administrator and approve ASC recommendations to fill the position.

Robert Ash, Pension Administrator, advised that Patricia Hickman, Deputy Administrator, submitted her letter of resignation on October 30, 2017. Hickman's last day of work will be January 4, 2018. Ash discussed Hickman's contribution to the Fund and noted her work history.

Ash congratulated Hickman and expressed his gratitude for her service to the Board. Karl Rimkus, Chairman, on behalf of the Board expressed his gratitude for Hickman's dedication to the Fund. Hickman thanked the Board and requested an invitation to the grand opening of the facility. Rimkus noted that Hickman will be presented with a service award at the following Board meeting.

Rimkus discussed the succession plan and the proposed changes to the job descriptions of Deputy Administrator. Rimkus advised that the Administrative Service Committee (ASC) will recommend amending the titles of Pension Administrator and Deputy Administrator to Executive Director and Deputy Executive Director, respectively, pending legal review. Rimkus requested Board direction to recruit a Deputy Executive Director over the following three weeks. The position can be posted on the City website and on the TEXPERS website. Rimkus advised that the job description was amended with his recommendations. Rimkus listed some of his recommendations including a degree requirement.

Robert Ash, Pension Administrator, reviewed the proposed changes to the job description of Deputy Executive Director/Deputy Administrator noting that the changes are extensive. Ash listed some of the enhanced responsibilities including supervisory duties, performance evaluation duties, increased requirements in education with a masters preferred, and relevant work experience including but not limited to information technology, actuarial and accounting. Ash believes the proposed changes adequately reflect the expectations of a Deputy Executive Director and noted that he consulted with Hickman. Trustee, Ed Archuleta, requested that in the job description under Education and Experience that degree in finance be added and that the statement "or related field" be removed. Rimkus disagreed with removing "or related field" and provided some examples of plausible degrees. Eduardo Miranda, Attorney, suggested alternate language. Archuleta withdrew the request to remove "or related field".

Discussion ensued. Rimkus reviewed the recruitment process. After the post for the position is closed (about three weeks), the Administrator and his staff will choose 10 applicants. Those 10 applicants will be reviewed by the ASC. Then the ASC will choose three finalists and provide those recommendations to the Board, likely in January. The Board would make the final decision. Rene Peña, Vice Chairman, expressed his concern, advising that the Board had not previously taken that responsibility. Rimkus stated that if the Board approved the proposed job description, he believes the new process would also be approved. Rimkus advised that the Board recently delegated additional authority to the Administrator regarding performance evaluations. However, the evaluations for the Administrator and Deputy are subject to the Board's oversight. Rene Peña, Vice Chairman, recommended that the Board including the ASC act only as advisors to the Pension Administrator during the recruitment process. Peña expressed that neither the Board nor the ASC should direct the Administrator as hiring staff is a function of the Administrator. He requested additional information from the Fund's Attorney, Eddie Miranda. Miranda advised that the proposed changes would amend an existing position. Miranda acknowledged that the positions of Administrator and Deputy Administrator are in the purview of the Board. Trustee, Robert Studer, requested clarification regarding the function of the Board during the recruitment. Miranda advised that because of the succession that may be involved, he believes the Board should have input in the recruitment. Rimkus noted that there is not a mandate that the Board hire the Deputy Administrator. When prompted by Studer regarding the hiring authority, Miranda advised that the Pension Administrator will make a recommendation to the Board. Ash advised that the current Personnel Rules authorize the Administrator to hire any position outside of his own position. Ash advised that he requested that the ASC assist in vetting the applicants. Ash clarified that if the Board approves the proposed changes to the position of Deputy Administrator, the evaluation of the Deputy Administrator would continue to be performed by the Administrator and presented to the

Board for approval. Just as, the evaluation of the Administrator is performed by the Chairman and is presented to the Board for approval. Ash further clarified that he will present his recommendation in consultation with the ASC to the Board for ratification. Rimkus requested that three finalists be reviewed by the Board in Executive Session and from that discussion Ash will make a final recommendation.

**Motion made by Ed Archuleta to add [degree in] finance to the job description and approve the recommendations to fill the vacancy in accordance with the discussion and accept the resignation of Patricia Hickman, Deputy Administrator; seconded by Rene Peña. Motion carried.**

- Item 13. Discussion and action regarding the receipt of an investment manager report from Portfolio Advisors (Brian Murphy, Portfolio Advisors.)

Item 13 was presented after Item 8 as directed by Karl Rimkus, Board Chairman.

Murphy noted his medical emergency and thanked the Board for allowing him to present earlier than scheduled.

Brian Murphy, Portfolio Advisors, presented; the Board received and reviewed an investment manager report from Portfolio Advisors.

Murphy provided an overview of the firm including administration, products, and assets under management. The employee-owned firm was founded over 20 years ago. The firm has approximately 21 billion dollars of assets under management. Murphy reviewed the senior team.

Murphy noted the firm's private markets products and services: client advisory, funds management and portfolio administration. Murphy reviewed Portfolio Advisors' investment philosophy including risk management and diversification. Murphy noted that the Fund has participated in two of the firm's products, private equity and secondary funds. Murphy defined secondary investments. Secondary investments are used partnerships in which Portfolio Advisors provides liquidity in an illiquid partnership, which generally allows the firm to purchase the assets below fair market value.

Murphy provided an update on current investments. The Fund has committed 115 million in four different strategies: PAPEF VII in 2011, PASF II in 2012, PAPEF VIII in 2013 and PASF III in 2016. Murphy provided an overview of each strategy and reviewed performance. The capital drawn from the Fund is about 51.1 percent. The capital distributed to the Fund is approximately 37.9 percent. The internal rate of return is about 15.2 percent.

Karl Rimkus, Chairman, requested additional information on the percent of commitment and target date for complete commitment. Murphy reviewed the firm's investment process. Murphy noted that early liquidity is used to fund some of the commitments. At the end of the investment period approximately nine or ten years, the Fund should be 80 to 90 percent invested. At that time, Portfolio Advisors will release the reserves and there will not be any additional capital calls to the Fund. Murphy noted that the firm's fees are taken from the gains of the portfolio not the capital.

**No action was taken on this item.**

- Item 14. Discussion and action regarding a report from Callan LLC (Alex Browning, Callan.)



Robert Ash, Pension Administrator, advised that Alex Browning of Callan is standing in for Paul Erlendson. This is Browning's first time presenting to the Board. Ash advised that Paul Erlendson recently replaced Bill Howard when Howard left the firm.

Browning presented; the Board received and reviewed the monthly "flash" report for the period ended October 31, 2017, and the quarterly report. Browning noted that both he and Erlendson in Callan's Denver office will handle the Fund's portfolio. Browning advised of the firm's name change from Callan Associates to Callan LLC. Browning advised that former CEO, Ron Peyton, is being succeeded by Greg Allen, President of the firm. Browning noted that the succession marks the third generation of employee-owners.

Browning provided a market update. Browning reviewed factors affecting domestic markets. On the short end of the treasury curve, the Federal Reserve is raising interest rates. The weakening dollar has boosted exports. There is historically low unemployment which has historically correlated with inflation. Commodity prices have stabilized and are rising. Browning noted global markets. Browning reviewed performance by asset class and sector in the third quarter and year-to-date.

Browning reviewed the quarterly report. Browning advised that Mellon is in the middle of a merger with two other companies, Standish and The Boston Company. Callan does not currently have any concerns regarding the merger. Browning reviewed actual and target asset allocation. Browning reviewed the relative attribution effects for the quarter. Active management had a negative effect for the quarter. Karl Rimkus, Chairman, questioned the necessity for active management. Browning noted the volatility of the market and advised that the quarter totals may not be reflective of firms' performance. Browning advised that Callan monitors the active managers and noted manager on "watch", Lazard. Browning advised that active management should add value over the long term. If not, it would be correct and prudent to question the fees paid for active management. Robert Studer, Trustee, noted the effect of diversification.

Browning reviewed the monthly "flash" report for the period ended October 31, 2017. Browning noted that all the totals are net of fees. Browning noted that the actual asset allocation is close to the target. Browning reviewed the balance sheet. Browning reviewed the composite returns by asset class. Browning noted the historical compound average return of equities. The growth of the Fund will largely be funded through equity. For the month, the fund underperformed the benchmark. The five-year return is below the strategic benchmark but exceeds the target rate of 7.5 percent.

Browning reviewed the volatility in the MLPs' market. MLPs continue to detract value. Browning noted the correlation benefits and recommended to continue the allocation. Jesus E. Garcia III, Trustee, requested a peer review. Ash advised that the firm is in the 48<sup>th</sup> percentile for the last year and in the 46<sup>th</sup> percentile for the last three years. Rimkus questioned the continued allocation in MLPs. Browning responded. MLPs have a high-income component that buffers the volatility. Browning advised that the strategy's sensitivity to commodities has negatively impacted performance. The Fund in consulting with Callan has to determine if the volatility is balanced by the high-income component. Browning noted that MLPs are not a crucial part of the Fund's portfolio with a small allocation. When prompted by Rimkus, Browning advised that Harvest and Tortoise, single strategy firms, have recently been acquired.

Browning noted that he will be presenting next month along with Erlendson and Gary Robertson. Robertson will provide the private equity pacing schedule for new private equity commitments if necessary.

**No action was taken on this item.**

Item 15. Discussion and action regarding the employee wellness program.

Karl Rimkus, Chairman, addressed the Board. Rimkus advised that the City has allowed Pension staff to participate in the City's wellness program. Rimkus noted the programs and incentives. Rimkus encouraged Pension employees to participate.

**No action was taken on this item.**

Item 16. Discussion and action regarding the receipt of the death verification analysis.

Robert Ash, Pension Administrator, presented; the Board received and reviewed the death verification audit. Ash advised that the report is completed every other month in order to find unreported deaths. The report did not identify any unreported death.

**No action was taken on this item.**

Item 17. Discussion and action regarding a report from the Pension Administrator.

Robert Ash, Pension Administrator, reported on the following:

- Ash advised that the Pension newsletter is in process. The Board received a draft newsletter for review. Ash noted that the newsletter will be translated into Spanish. Ash requested that the Board submit their comments and requests to Pension Administration.
- The Audit Committee is scheduled to meet on December 4, 2017, at 3:30 P.M. for an exit conference. The audit is ongoing pending actuarial data. The data should be available within the week. The Actuary Committee may meet to review that information. The audit may be completed by the December Board meeting. The auditor's field work is ongoing.
- The job posting for Deputy Executive Director will be posted on the City's site.
- Pension staff will work eight hour days for the week of Thanksgiving with full coverage from 7:00 A.M. to 6:00 P.M. The office will be closed on Thursday and Friday.
- There will not be an Investment Committee Meeting in December. The December Board meeting will be held on December 14<sup>th</sup>.
- The website is being redeveloped. Pension Administration has met with DoITS. Ash listed some of the content changes including design and video capability.
- The Fund received a capital call from Portfolio Advisors of 247 thousand dollars.

**No action was taken on this item.**

Item 18. For Notation:

A. Directed brokerage credit balance for month ended September 30, 2017: \$130,451.79

B. Property Development Cost:

1. Stephan Schmitz	October Consultant Services	\$ 2,083.33
2. F.T. James Construction	Inv. #0015	\$ 7,879.74

C. Pension Software:  
     1. Pension Technology Grp.      PensionPro Inv. #1579      \$75,000.00

D. Refund of Contributions:

	<b>NAME</b>	<b>DEPARTMENT</b>	<b>TOTAL REFUND</b>	
1	Aburto, Samantha	Fire	1,388.80	
2	Aguilar, Ernesto	Animal Services	4,836.50	
3	Aguon, Melissa	Fire	442.44	
4	Aldavaz, Rogelio	Zoo	417.23	
5	Aleman, Sofia T.	Tax	269.07	
6	Alvarez, David	OMB	2,013.76	
7	Aparicio, Christian	Health	6,235.93	
8	Arnold, Michael	EPWU	1,443.11	
9	Balderrama, Guillermo	Mayor & Council	1,179.56	
10	Barrera, Miguel	ESD	19,280.68	*
11	Burciaga, Philip	EPWU	2,231.69	
12	Butler, Victoria	Health	2,950.71	
13	Cain, Dylan	Mass Transit	1,666.61	
14	Chavez, Samantha A.	Parks & Recreation	2,749.90	
15	Contreras, Paul	Mass Transit	29,738.51	
16	Corral, Enrique	EPWU	4,202.28	
17	Cruz, Gisela	Parks & Recreation	627.82	*
18	Elmer, Francesca	Animal Services	3,475.13	
19	Eoff, Briana	Fire	987.17	
20	Estrada, Veronica	Health	10,254.36	
21	Flores, Alejandra	Health	489.21	
22	Fuentes, Nadia	Fire	53.88	
23	Gamboa, Leonardo	Health	1,916.65	
24	Garcia, Rosalva	Municipal Clerk	2,036.05	
25	Greene, Reba	Municipal Clerk	2,331.95	
26	Gonzales, Cecelio	Mass Transit	404.77	
27	Gonzalez, Ramon G.	SAM	2,529.47	
28	Greiner, Damien	Zoo	6,183.15	
29	Guereca, Victor	ESD	897.32	
30	Hajaistron Jr., Aramis	Fire	484.71	
31	Haynes, Alyssa	Police	1,239.43	
32	Hernandez, Cesar	ESD	984.48	
33	Hernandez, Joshua	SAM	12,925.26	
34	Herrera, Valerie M.	P & I	8,408.76	
35	Hipolito, Debbie	Health	1,584.87	
36	Lopez, Christian	SAM	1,089.76	

37	Luna, Luis A.	Fire	1,180.70	
38	Maguregui, Julio	SAM	4,898.75	
39	Marin, Gerardo	ESD	69,824.35	
40	Marquez, Andres	ESD	994.70	
41	Morales, Erika	Health	15,821.34	*
42	Moreno, Cristina L.	QDRO	160,179.02	
43	Natividad, Miguel A.	EPWU	33,187.39	
44	Navarrette, Denise	Airport	701.52	
45	Nilsen, Timothy	EPWU	26,235.52	
46	Olivas, Marlene	Fire	850.88	
47	Ornelas, Juan	Animal Services	10,692.74	
48	Ortega, Elsa	QDRO	29,852.77	
49	Overstreet, Paula	Mass Transit	10,847.81	
50	Piña, Graciela	Police	1,653.36	
51	Ramirez, Maria	QDRO	58,592.68	
52	Reyes, Joshua	Parks & Recreation	3,550.78	*
53	Rivera, Ruben A.	Capital Improvement	5,500.62	
54	Rodriguez Jr., Jose D.	EPWU	4,971.35	
55	Romero, Sergio	EPWU	10,041.39	
56	Salazar, Monica	QDRO	112,036.92	
57	Sanchez, Lizeth	Health	436.91	
58	Serrano, Deidra L.	Animal Services	9,351.76	
59	Sierra, Alicia	Health	22,300.63	
60	Solis Jr., Jesus	Mass Transit	1,929.90	
61	Soto-Ruiz, Walter	Fire	15,256.49	*
62	Sutherland, Raquel	Health	4,489.69	
63	Talamantes, Micaela	Health	1,590.77	
64	Timmer, Eileen	Health	21,244.85	
65	Torres, Adrian	Fire	13,392.75	
66	Torres, Angel Marini	Tax	4,603.08	
67	Train, Adam	P & I	8,049.80	
68	Tromer, Andrew	Mass Transit	2,644.75	
69	Valdez, Enrique	EPWU	1,357.72	
70	Wagoner, Ashley	Library	2,438.58	
71	Walter, Hubert Glen	EPWU	9,791.03	
72	Wilcox, Courtney E.	Zoo	110.77	
		<b>TOTALS</b>	<u>\$820,555.05</u>	**

\* Eligible for Early Retirement

\*\* Additional interest/contributions due

**For notation, no action required on this item.**

David Garcia, Payroll/Accounts Payable Specialist, noted that no one has signed up to address the Board during the Open Comment Period.

### **OPEN COMMENT PERIOD**

The Board of Trustees will allow speakers from the audience to comment on any pension-related issue that is not on the agenda. During the Open Comment Period of the meeting, audience members who sign up to address the Board will be given an opportunity to address the Board. Unless modified by the Chair, speakers will be allowed three (3) minutes for their comments. For more information, please contact Karina Chavez at the Pension Office at (915) 212-0112.

**Motion made by Robert C. Studer to retire into Executive Session to discuss Items 9 and 19 and items under Sections 551.071-551.076 and Section 551.078; seconded by Rebecca L. Torres. Motion carried at 11:02 A.M.**

**Motion made by Rene Peña to reconvene from Executive Session; seconded by Robert C. Studer. Motion carried at 11:32 A.M.**

- Item 19. The Board will retire into EXECUTIVE SESSION pursuant to the Texas Government Code, Sections 551.071-551.076 and Section 551.078 to discuss any of the following:

**Section 551.071 CONSULTATION WITH ATTORNEY**  
**Section 551.072 DELIBERATION REGARDING REAL PROPERTY**  
Section 551.074 PERSONNEL MATTERS  
Section 551.075 CONFERENCE WITH EMPLOYEES  
Section 551.076 DELIBERATION REGARDING SECURITY DEVICES  
Section 551.078 DELIBERATION REGARDING DISABILITY APPLICANT'S MEDICAL RECORDS

A. **Section 551.071 and 551.072**

Discussion and action regarding the property located at 1039 Chelsea.

**Motion made by Ed Archuleta to authorize the Pension Administrator to publically advertise the vacant property at 1039 Chelsea in accordance with the discussion in Executive Session; seconded by Rene Peña. Motion carried.**

- Item 20. Adjournment

**Motion made by Rene Peña to adjourn the El Paso City Employee's Pension Fund Board Meeting on November 15, 2017; seconded by Ed Archuleta. Motion carried at 11:33 A.M.**