



**Town of Longboat Key  
Town Hall  
501 Bay Isles Road  
Longboat Key, FL 34228  
(941) 316-1999  
(FAX) 316-1940**

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**- AGENDA -**

**POLICE OFFICERS' Retirement System Board of Trustees  
Quarterly Meeting**

8:00 A.M.

November 20, 2013

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Notice is hereby given that the Police Officers' Retirement System Board of Trustees of the Town of Longboat Key has called a meeting on Wednesday, November 20, 2013, at 8:00 a.m. in the Town Commission Chamber located at 501 Bay Isles Road, Longboat Key, Florida, for the purpose of discussing the following items:

**1. Call to Order**

**2. Oath of Office**

For Employee Elected Trustee John Martin, Seat 4 and the At Large Trustee, Peter Kasdan, Seat 5

**3. Approval of Minutes**

- a. Quarterly Meeting Minutes from August 21, 2013
- b. Special Meeting Minutes from September 30, 2013

**4. Public to Be Heard**

**5. Approval of Invoices**

To consider approval of the following invoices:

Christiansen & Dehner – Invoice # 23651	\$ 693.50
Christiansen & Dehner – Invoice # 23652	\$ 512.67
Morgan Stanley Smith Barney – 3rd Qtr. 2013 Investment Fees	\$2,000.00
Salem Trust Co - 2nd Qtr. 2013 Custodian Fees	\$1,125.00
Foster & Foster – Inv. #5219	\$5,356.00
Foster & Foster – Inv. #5491	\$1,065.00
Congress Management-3rd Qtr. 2013 Management Fees	\$1,977.53
Delaware Investments-3rd Qtr. 2013 Management Fees	\$ 653.60
GW Capital, Inc. – 3rd Qtr. 2013 Management Fees	\$ 752.91
HGK Asset Management-3rd Qtr. 2013 Management Fees	\$1,658.01
Madison Investments – 3rd Qtr. 2013 Management Fees	\$1,439.17
Oak Ridge Investments-3rd Qtr. 2013 Management Fees	\$ 697.53
Renaissance Investments-3rd Qtr.2013 Management Fees	\$ 571.87

**6. Reports**

- a. Graystone Consulting will present the 2013 3rd Quarter Report (to be distributed at the meeting)
- b. Doug Lozen with Foster & Foster
  - Discuss and update on the proposed timeline memo dated October 17, 2013 by the Finance Director, Susan Smith
  - Review of the letter received by the Florida Division of Retirement regarding the state acceptance of the Oct. 1, 2011 and the Oct. 1, 2012 Actuarial Valuations
- c. Human Resources Report  
Human Resources Manager Lisa Silvertooth has submitted the following documents for approval and execution:
  - New Employee Acknowledgement for Plan Membership and Beneficiary Form for John Majka and Raymond Wier.
  - Authorization for payment from funds for Monica Quarmby and Paul Bourdeaux.
  - Authorization for Cost of Living Adjustment for Richard Landis and Martin Sharkey.Human Resources Manager Lisa Silvertooth has submitted the following for informational purposes:
  - Pension List of Active Employees (to Secretary of the Board of Trustees)
  - Retirement List as of 11/20/13 (to Secretary of the Board of Trustees)

**7. New Business**

- a. FPPTA 2014 Membership Renewal
- b. Approval of the Records Management Compliance Statement

**8. Old Business****9. Attorney Comments**

- a. Approved 2014 Dates and a Proposal of new dates from Attorney for the Quarterly Pension Meetings

**10. Board Comments**

**REMINDER: NEXT QUARTERLY MEETING IS WED., FEB. 26, 2014 @ 8:00 A.M.**

**11. Adjournment**

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Fla. Stat.).

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Police Officers' Pension Board Quarterly Meeting

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In accordance with the Americans with Disabilities Act and Section 286.26, F.S., persons needing a special accommodation to participate in this proceeding should contact the Town Clerk's office at 941-316-1999 forty-eight (48) hours in advance of this proceeding. If you are hearing impaired, please call 941-373-7002.