

**Joint Meeting Minutes**  
**Dukes County Pooled OPEB Trust**  
**July 19, 2019**  
**Dukes County Administration Building, Edgartown, MA**

**Members Present:** James Hagerty, Edgartown; Curtis Schroeder, MV Commission; Cheryl Sashin, Oak Bluffs; Kathy Logue, West Tisbury; Jonathan Snyder, Chair, Tisbury; Amy Tierney, MV Schools Business Administrator; Lauren Thomas, MV Transit Authority; Noreen Flanders, Dukes County; Melanie Becker, Chilmark

**Also present:** Sander Shapiro, West Tisbury, OPEB Financial Advisory Committee

**Members not present:** Sibel Sumin, Aquinnah

Jonathan convened the meeting at 9:04 am

**Approve minutes of May 23, 2019 meeting**

Unanimously approved as corrected.

**Chairman's report on portfolio – additional commitment to TA Realty**

Jonathan distributed the market values report for the Trust's various funds as of June 30, 2019. He said the that cash was higher than its allocation because TA Realty Core Property has not called for all of the money that we allocated to them. Discussion followed about the less fluid nature of real estate investments. Jon said that when the real estate share of our portfolio is fully funded then we will be close to our target allocation. There was consideration discussion about our options for having all the trust's assets invested, with the exception of a small amount of operating funds held locally. **At conclusion, a motion was made by Melanie, seconded by Kathy, that Jon will consult with David Lee of DAHAB for a strategy to fully invest, including the considerable money expected to be coming this month at the beginning of the fiscal year, while maintaining significant liquidity to be able to fund TA Realty when the fund are called for. All ayes.** Noreen asked that Jon send an email before transferring the money letting the group know David's recommendations.

**Policy of Asset Allocation- Second Reading**

**Policy on Expenses Allocation – Second reading**

Kathy explained that or by-laws include the policy that a proposed by-law change be read at two prior meetings before coming for a vote. It was noted that Asset Allocation changes were slight tweaks to the policy recommended by David Lee. But when it became apparent that no one had brought a copy of the of the two proposed policies, Jon recommended that the vote be postponed.

**Approve revised budget for FY2020**

Curtis distributed copies of the draft for FY2020 budget. Jon explained that Curt and Kathy are in the process of her taking over as our Treasurer. Kathy noted the Actuarial Study budget line is at \$33,000. Since our contract with KMS calls for this reval year to be \$30,000; Curt explained that he added an additional \$3,000 to cover KMS travel expenses. **Kathy suggested we plan on the completion interview with Linda Bournival be done via Skype; eliminating any need for travel expenses. Melanie moved, seconded by Noreen to reduce the Actuarial Study budget to \$30,000. All ayes.**

Kathy said that the allocations per unit were based on the census of the prior Actuarial study and we will have to wait for Linda to complete the current study for updated census numbers. Kathy also raised the subject that Linda had suggested that the board consider having a minimum cost per unit for the Actuarial Study rather than allocating purely by percentage of members which results in some smaller units getting an actuarial study done for only a few hundred dollars; something that would be impossible if they were contracting independently. Cheryl asked about the sequence scheduling of the audits and actuarial studies. Kathy said that GASB requirements are that an audit be done annually and our price that from CliftonLarsonAllen is \$17,000 to \$18,000 annually; a full actuarial study is required only every other year and our current contract price with KMS is \$30,000. Every other year is a 'rollover' year requiring that the units supply updated census data but no full study; the contract price for that is \$9,900. Fiscal 2021 will be a rollover year and the final year of our KMS contract. There was discussion about waiting for more updated numbers before voting the budget. Curtis said that there was question about continuing with a cloud-based version of Quick Books and he included \$400 in the miscellaneous expense line for that; however he determined that the Pooled Trust could continue to use the Martha's Vineyard Commission's licensed version even after he is no longer Treasurer. It was agreed to reduce the miscellaneous line from \$500 to \$100. Those two reductions brought the total proposed budget to \$60,852.

**Amy said that changes and corrections to the prior year totals would not affect the budget and she moved, seconded by Melanie, to approve the Fiscal Year 2020 budget as amended. Motion was carried with eight ayes, one nay.**

There was discussion about coordinating our next meeting with the date that David Lee would be on-island attending the Dukes County Retirement System meeting so that we could have a face to face Investment Review with him. There was also consideration that we should meet next when we have a draft of the Actuarial Study from KMS. It was decided that Jon will look into those issues, poll the group for availability and set a date.

The meeting was adjourned at 9:50 pm

Respectfully submitted, Melanie Becker, Secretary/Clerk  
Approved: November 14, 2019

Documents attached:  
Chairman's Portfolio Report as of 6/30/2019  
Dukes County Pooled OPEB Trust FY2020 draft budget