



## ALACHUA COUNTY LIBRARY DISTRICT PENSION BOARD OF TRUSTEES AGENDA

**DATE:** THURSDAY – JUNE 14, 2018

**TIME:** IMMEDIATELY FOLLOWING JOINT GOVERNING BOARD – BOARD OF TRUSTEES WORKSHOP

**PLACE:** HEADQUARTERS LIBRARY, MEETING ROOM A, 401 EAST UNIVERSITY AVENUE, GAINESVILLE, FL

**I. APPROVAL OF AGENDA**

**II. MINUTES OF MEETINGS**

A. [Minutes of February 8, 2018](#)

**III. UNFINISHED BUSINESS**

A. [Resolution 18-04](#) – ACLD Pension Plan Amendment

B. [First Amendment to the ACLD District Pension Plan](#)

C. [ACLD Pension Plan Summary of Changes](#)

**IV. NEW BUSINESS**

(There were no items submitted in this category.)

**V. INFORMATIONAL ITEMS THAT REQUIRE NO ACTION**

(There were no items submitted in this category.)

**VI. CITIZEN COMMENT**

**VII. ADJOURNMENT**

**ALACHUA COUNTY LIBRARY DISTRICT  
PENSION BOARD OF TRUSTEES MEETING  
AGENDA ITEM SUMMARY**

<b>MEETING DATE</b>	February 8, 2018	<b>AGENDA ITEM NO.</b>	II.A.
<b>REGULAR AGENDA</b>	X	<b>CONSENT AGENDA</b>	

<b>ITEM</b>
Minutes of the February 8, 2018, Pension Board of Trustees Meeting.

<b>BACKGROUND</b>
The Minutes of the February 8, 2018, Pension Board of Trustees Meeting are attached for review and approval.

<b>RECOMMENDATION</b>
The Pension Board of Trustees approve the Minutes of the February 8, 2018, Pension Board of Trustees Meeting.

<b>APPROVED</b>

<b>DENIED</b>

<b>ADDITIONAL ACTION</b>

Thursday, February 8, 2018 - 10:30 AM  
Headquarters Library - Meeting Room A  
401 East University Avenue  
Gainesville, Florida

The Alachua County Library District Pension Board of Trustees met in regular session.

Present: Chair – Charles Goston, presiding Vice-Chair – Ken Cornell, Governors Lee Pinkoson and Helen Warren

Absent: Governors Charles S. "Chuck" Chestnut and Leanetta McNealy, Ph.D

Also Present: Library Director Shaney T. Livingston, Senior Assistant County Attorney Bob Swain, Clerk/Finance Director Todd Hutchison, Clerk of the Court JK "Jess" Irby, Minutes Clerk Stephanie Sisney

The meeting was not televised.

Chair Goston opened the meeting at 10:30 AM.

**I.** Approval of Agenda

**Governor Pinkoson moved** the adoption of the regular agenda. The motion carried 4-0 with Governor Chestnut and McNealy absent.

**II.** Minutes of Meetings

A. Minutes of February 9, 2017

**Governor Pinkoson moved** the adoption of the minutes of February 9, 2017. The motion carried 4-0 with Governor Chestnut and McNealy absent.

**III.** Unfinished Business

(There were no items submitted in this category)

**IV.** New Business

**A.** Alachua County Library District Employees' Pension Trust Fund Investment Performance Review Flash Report - Period Ended December 31, 2017 – Mr. Johnson, AndCo Consulting

Dan Johnson with AndCo Consulting presented the Employee's Pension Trust Fund Investment Performance Review Flash Report to the Governing Board.

Thursday, February, 2018 - 10:30 AM

**B. One-Time Portfolio Rebalancing – Mr. Johnson, AndCo Consulting**

Dan Johnson with AndCo Consulting presented the One-Time Portfolio Rebalancing to the Governing Board.

**Governor Pinkoson moved** to accept the Employee's Pension Trust Fund Investment Performance Review Flash Report. The motion carried 4-0 with Governor Chestnut and McNealy absent.

**C. Alachua County Library District Pension Plan Defined Benefit Actuarial Valuation Report as of October 1, 2017 – Ms. Daniels, USI Consulting Group**

Ms. Daniels with USI Consulting Group presented the Alachua County Library District Pension Plan Defined Benefit Actuarial Valuation Report to the Governing Board.

**Governor Cornell moved** to accept the Alachua County Library District Pension Plan Defined Benefit Actuarial Valuation Report. The motion carried 4-0 with Governor Chestnut and McNealy absent.

**D. Alachua County Library District Pension Plan – Accounting GASB Disclosure Report for Fiscal Year Ending September 30, 2017 - Ms. Daniels, USI Consulting Group**

Ms. Daniels with USI Consulting Group presented the Alachua County Library District Pension Plan – Accounting GASB Disclosure Report to the Governing Board.

**Governor Pinkoson moved** to accept the Alachua County Library District Pension Plan – Accounting GASB Disclosure Report. The motion carried 4-0 with Governor Chestnut and McNealy absent.

**E. Alachua County Library District Pension Plan – Actuarial Impact Statement as of October 1, 2017 – Ms. Daniels, USI Consulting Group**

Library Director Livingston and Ms. Daniels presented the Alachua County Library District Pension Plan – Actuarial Impact Statement to the Governing Board.

**V. Informational Items that Require No Action**

(There were no items submitted in this category)

**VI. Citizen Comment**

Thursday, February, 2018 - 10:30 AM

Joanne Auth presented comments to the Governing Board.

**VII.** Adjournment

There being no further business before the Governing Board, Chair Goston called the meeting to an end at 11:14 A.M.

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J. K. "Jess" Irby, Clerk to the  
Library District Governing Board

# AGENDA ITEM SUMMARY

<b>MEETING DATE</b>	February 8, 2018	<b>AGENDA ITEM NO.</b>	III.A.
<b>REGULAR AGENDA</b>	X	<b>CONSENT AGENDA</b>	

<b>ITEM</b>
Resolution 18-04 – Pension Plan Amendment.

<b>BACKGROUND</b>
Attached for your review and approval is Resolution 18-04 amending the Alachua County Library District Pension Plan.

<b>RECOMMENDATION</b>
The Pension Board of Trustees adopt Resolution 18-04.

<b>APPROVED</b>

<b>DENIED</b>

<b>ADDITIONAL ACTION</b>

**ALACHUA COUNTY LIBRARY DISTRICT  
PENSION BOARD OF TRUSTEES MEETING  
AGENDA ITEM SUMMARY**

**RESOLUTION 18-04**

A RESOLUTION OF THE GOVERNING BOARD OF THE ALACHUA COUNTY LIBRARY DISTRICT AMENDING THE ALACHUA COUNTY LIBRARY DISTRICT PENSION PLAN; PROVIDING A SPECIAL ONE TIME LUMP SUM BENEFIT DISTRIBUTION OPTION; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Governing Board of the Alachua County Library District wishes to amend the Alachua County Library District Pension Plan to offer a Special One Time Lump Sum Benefit distribution option to Vested Terminated Members, Deferred Alternate Payees, Deferred Beneficiaries and any terminated former Members who elected to transfer to the FRS Plan;

WHEREAS, the One Time Lump Sum distribution option is in lieu of an annuity retirement benefit;

WHEREAS, the One Time Lump Sum distribution is available if eligible member employment terminated before February 8, 2018; eligible member has not begun receiving Vested Accrued Benefit as of September 1, 2018; and the present value of eligible member Vested Accrued Benefit does not exceed \$25,000

WHEREAS, eligible member is required to deliver election in writing to the Plan Administrator during the Election Window Period – no earlier than July 9, 2018 and no later than August 24, 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE ALACHUA COUNTY LIBRARY DISTRICT:

1. That the Governing Board of the Alachua County Library District hereby approves the amendment to the Alachua County Library District Pension Plan as stated.
2. That this resolution shall take effect on July 1, 2018.

DULY ADOPTED in regular session, this 14<sup>th</sup> day of June, A.D., 2018.

GOVERNING BOARD OF THE ALACHUA  
COUNTY LIBRARY DISTRICT

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By: Ken Cornell, Chair

ATTEST:

J. K. "Jess" Irby, Clerk

APPROVED AS TO FORM



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Alachua County Attorney

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(SEAL)



<b>MEETING DATE</b>	February 8, 2018	<b>AGENDA ITEM NO.</b>	III.B.
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<b>REGULAR AGENDA</b>	X	<b>CONSENT AGENDA</b>	
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<b>ITEM</b>
First Amendment to the Alachua County Library District Pension Plan.

<b>BACKGROUND</b>
Ms. Daniels, USI Consulting Group, presented background information on the lump sum payment option at the February 8, 2018 Pension Board of Trustees Meeting. Attached for the Pension Board of Trustees' review and approval is the First Amendment to the Alachua County Library District Pension Plan.

<b>RECOMMENDATION</b>
The Pension Board of Trustees approve the attached First Amendment to the Alachua County Library District Pension Plan. Authorize the Chairperson to sign the Amendment.

<b>APPROVED</b>

<b>DENIED</b>

<b>ADDITIONAL ACTION</b>

**ALACHUA COUNTY LIBRARY DISTRICT  
PENSION BOARD OF TRUSTEES MEETING  
AGENDA ITEM SUMMARY**

<b>MEETING DATE</b>	February 8, 2018	<b>AGENDA ITEM NO.</b>	III.C.
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**FIRST AMENDMENT  
TO  
ALACHUA COUNTY LIBRARY DISTRICT PENSION PLAN**  
(As Amended and Restated Effective October 1, 2012)

**WHEREAS**, Alachua County Library District (the “Employer”), a Special Independent Tax District operating the Alachua County Library System, heretofore established a defined benefit pension plan known as Alachua County Library District Pension Plan (the “Plan”); and

**WHEREAS**, the Plan was most recently amended and restated in its entirety effective October 1, 2012 in order to comply with the IRS cumulative list of plan changes and all other applicable laws and regulations, was submitted for review and received a favorable determination letter from the IRS; and

**WHEREAS**, the Employer now wishes to amend the Plan to offer a Special One Time Lump Sum Benefit distribution option to Vested Terminated Members, Deferred Alternate Payees, Deferred Beneficiaries and any terminated former Member who elected to transfer to the FRS Plan (collectively referred to as “Vested Terminated Members”) and excluding Inactive Members and currently employed former Members who elected to transfer to the FRS Plan; and

**WHEREAS**, the Employer is authorized to amend the Plan pursuant to the terms thereof;

**NOW, THEREFORE**, the Plan is hereby amended in the following manner.

Effective July 1, 2018, Article VI – Optional Forms of Retirement Benefits of the Plan, is hereby amended by the addition of a new Section 2., to read as provided hereinafter.

2. Special One Time Lump Sum Benefit

- a) Any other provision in this Article VI to the contrary notwithstanding, a Vested Terminated Member may, during the election period described in Subsection 6 below, elect to receive a Special One Time Lump Sum Benefit distribution payment in lieu of and in full satisfaction of any other retirement benefit provided under the Plan if he/she meets the following criteria:
- (1) has terminated employment with the Employer prior to February 8, 2018 and has a Vested Accrued Benefit with a present value of less than or equal to \$25,000, calculated as of September 1, 2018;
  - (2) is not a former Member who is currently an employee of the Employer who elected to transfer to the FRS Plan;
  - (3) has not commenced payment of his Vested Accrued Benefit as of September 1, 2018 (the “Special One Time Lump Sum Distribution Date”); and

- (4) if a Vested Terminated Member whose Normal Retirement Age, as defined in Section 22 of Article I and Article III of the Plan, has passed and if he/she has been permitted to delay commencement of his benefit no later than his Required Beginning Date (as described in Plan Section 8.6), he/she may elect, pursuant to this Section 2, a Special One Time Lump Sum Benefit; provided, however, that his/her Vested Accrued Benefit as of his/her Normal Retirement Age shall not be actuarially increased from his/her Normal Retirement Age through the Special One Time Lump Sum Distribution Date.
- (a) Notwithstanding the foregoing, an eligible "Vested Terminated Member" shall include, for purposes of this Amendment, (A) a Vested Terminated Member whose Accrued Benefit is subject to a Qualified Domestic Relations Order; (B) a Deferred Alternate Payee; (C) a surviving Spouse or Deferred Beneficiary with respect to a Vested Terminated Member; and a terminated former Member who elected to transfer to the FRS Plan.
- (5) In lieu of a Special One Time Lump Sum Benefit distribution, a Vested Terminated Member who has reached his Early Retirement Date, as defined and determined pursuant to Article I, Section 10 and Article III, Section 1.b. of the Plan, may elect any Optional Form of payment available to him/her under Article IV of the Plan. The immediate annuity benefit will be calculated pursuant to the Early Retirement provisions of Section 1.b. of Article III of the Plan.
- (6) The Plan Administrator shall inform affected Vested Terminated Members of this Special One Time Lump Sum Benefit distribution option and shall allow such Vested Terminated Members to elect such benefit during a limited window opportunity, provided that any such election must be made no earlier than July 9, 2018 and no later than August 24, 2018 (the "Election Window Period"). Provided, however, the Plan Administrator may determine a later date for receipt of the election that is permissible pursuant to the "administrative delay" rule described in Treasury Regulations Sections 1.401(a)-20, Q&A 10(b)(3) and 1.417(b)(3)(vii) and further, shall be subject to the spousal consent requirements of the Plan, as applicable.
- (7) Payments elected pursuant to this Section 2 shall be made or commence on or about the Special One Time Lump Sum Distribution Date.
- (8) For purposes of determining the present value of Vested Accrued Benefit for any Special One Time Lump Sum Benefit distribution that is payable under Section 2 of the Plan, the method for determining the amount of each such lump sum distribution amount shall be calculated by multiplying such Vested Accrued Benefit payable at the Vested Terminated Member's Normal Retirement Age by a present value factor deferred to Normal Retirement Age, or, if later, the Vested Terminated Member's age as of the Special One Time Lump Sum Distribution Date. Present value factors shall be determined using a pre-/post-retirement

interest rate of 7.0% and the RP-2000 Combined Healthy Participant Mortality Tables, by gender, with generational projections using Scale BB. Further, Cost of Living Increases shall not be taken into account in the determination of the present value lump sum amount.

Finally, except as provided in this Amendment, the Plan provisions shall remain in full force and effect.

**IN WITNESS WHEREOF**, this Amendment has been executed on this \_\_\_\_ day of \_\_\_\_\_, 2018.

**ALACHUA COUNTY LIBRARY DISTRICT**

By: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

APPROVED AS TO FORM

\_\_\_\_\_  
J.K. "Jess" Irby, Clerk

  
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Alachua County Attorney

**REGULAR AGENDA**

X

**CONSENT AGENDA**

**ITEM**

Summary of Alachua County Library District Plan Changes.

**BACKGROUND**

Attached for your review is the Summary of Plan Changes.

**RECOMMENDATION**

The Pension Board of Trustees accept the attached Summary of Plan Changes.

**APPROVED**

**DENIED**

**ADDITIONAL ACTION**

# ALACHUA COUNTY LIBRARY DISTRICT PENSION PLAN

## SUMMARY OF PLAN CHANGES

*July 2018*

The Alachua County Library District (the “Employer” or “Library”) recently amended (“Amendment”) the Alachua County Library District Pension Plan (the “Plan”) in order to permit Vested Terminated Members who meet certain requirements described below to elect to receive a Special One Time Lump Sum distribution option in lieu of an annuity retirement benefit. A Special One Time Lump Sum benefit was not previously available under the Plan. As a result of the Amendment, you will be eligible to elect to receive the Special One Time Lump Sum Benefit distribution option if: you terminated employment with the Library **before February 8, 2018**; you have not begun receiving your Vested Accrued Benefit as of September 1, 2018; and the present value of your Vested Accrued Benefit does not exceed \$25,000. If you are an eligible Vested Terminated Member, you are required to deliver your election in writing to the Plan Administrator during the Election Window Period, prior to receiving the Special One Time Lump Sum Benefit distribution. The Plan Amendment has caused the following changes to the information contained in your Summary Plan Description:

The section “**UNDER WHAT CONDITIONS WILL A LUMP SUM PAYMENT BE MADE?**” is amended in by the addition of the following new section immediately preceding the paragraph entitled *Tax Treatment of Distributions from the Plan*:

### ***Special One Time Lump Sum Benefit Distribution Election Following Termination of Employment Prior to February 8, 2018***

If you are a Vested Terminated Member who terminated employment before February 8, 2018 and you meet the following criteria, you may be eligible to elect to receive a Special One Time Lump Sum Benefit retirement payment in lieu of an annuity or other optional form of retirement benefit payable under the Plan. The eligibility criteria are as follows:

- (1) You are a Vested Terminated Member and the present value of your Vested Accrued Benefit (determined according to the provisions of the Amendment) is less than or equal to \$25,000;
- (2) You have not commenced payment of your vested Accrued Benefit as of September 1, 2018 (the “Special Lump Sum Distribution Date”); and
- (3) You are: (A) a Vested Terminated Member whose Vested Accrued Benefit is subject to a Qualified Domestic Relations Order; (B) a Deferred Alternate Payee; (C) a surviving spouse or other Deferred Beneficiary with respect to a Vested Terminated Member; or (D) a terminated former Member who elected to transfer to the FRS Plan *and* you have met the criteria in paragraphs (1) and (2) above.

**Election Window Period.** You will have 45 days to make the election as prescribed by the Plan Administrator, provided that any such election must be made no earlier than July 9, 2018 and no later than August 24, 2018, which is the Election Window Period.

If you are a Vested Terminated Member and have reached your Early Retirement Date as of the Special Lump Sum Date and you meet *all* of the criteria above, you may elect to receive the Special One Time Lump Sum Benefit, or you may elect any Optional Form of payment available under the Plan. See the section entitled “***How Will My Retirement Benefit Be Paid At My Retirement?***”

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In all other respects, the Plan remains unchanged. Please retain this Summary of Material Modifications as a supplement to your current Summary Plan Description. If you have questions regarding these changes to the Plan, please contact the Plan Administrator.