

**Elk Creek Fire Protection District  
Pension Board of Trustees  
Regular Meeting Agenda**

**Thursday, July 8, 2021 – 1800 Hours  
Station 1: 11993 Blackfoot Road, Conifer, CO  
80433**

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call of Board Members
- IV. Additions or Deletions to, and Approval of the Agenda
- V. Review and approval of the April, 2021 Meeting Minutes
- VI. New Business
  - A. First Quarter 2021 Allocation Report
- VII. Old Business
  - A. David Solin Pension
- VIII. Any other business to be brought before the Board
- IX. Adjournment

**RECORD OF MINUTES**  
**Elk Creek Fire Protection District**  
**Pension Board Meeting**  
**Station One: 1993 Blackfoot Road, Conifer, CO**  
**April 8, 2021**

Director Barrett called the pension board meeting of the Board of Directors to order on April 8, 2021 at 18:02 hours.

**PLEDGE OF ALLEGIANCE**

Pledge led by Colt Thiel

**ROLL CALL**

Directors Present:

Gary Barrett  
Melissa Baker  
Sharon Woods  
Greg Pixley  
Kent Wagner  
Colt Thiel  
Kevin Devany

**Also Present:**

Jacob Ware, Fire Chief  
Scott Aronson, Deputy Fire Chief  
Barbara Stockton, District Administrator

**APPROVAL OF AGENDA**

**MOTION** (Gary Barrett seconded by Greg Pixley) to approve the agenda as submitted. **MOTION PASSED.**

**APPROVAL OF MINUTES** The minutes from the January 14th, 2020 pension board meeting were reviewed.

**MOTION** (Greg Pixley; seconded by Melissa Baker) to approve the January 14th pension board meeting minutes as submitted. **MOTION PASSED**

**NEW BUSINESS**

A. Fourth Quarter 2020 Allocation Report was reviewed. **MOTION** (Kent Wagner; seconded by Greg Pixley)

**MOTION PASSED**

**OLD BUSINESS**

B. David Solin Pension Retro-action - it was determined we cannot pay him retro-actively as it's against Colorado statutes. Chief Ware to reach out to David Solin to explain Colorado statutes.

**ADJOURNMENT**

**MOTION** (Kevin Devany; seconded by Greg Pixley) to adjourn the meeting. **MOTION PASSED.**

The meeting of the Board of Directors concluded at 18:10 hours

**BY ORDER OF THE BOARD OF DIRECTORS**  
**OF THE ELK CREEK FIRE PROTECTION DISTRICT**

**BY: /s/**                      Melissa Baker  
Secretary of the District

## MEMORANDUM

**To:** Affiliated FPPA Volunteer Pension Plan Employers  
**From:** Peggy Job, Senior Accountant  
**Re:** Three months ended March 31, 2021  
 Allocation Report, Annual Contributions Received & Direct Expense Allocation Summary  
**Date:** April 26, 2021

### *Allocation Report*

#### Investment Performance

Your plan assets are commingled for investment purposes in the Members' Benefit Investment Fund – Long Term Pool ("Pool"). Returns for the Pool are as follows (returns for periods longer than one year are annualized):

As of 3/31/2021	Quarter	Year to Date	1 Year	3 Years	5 Years
Total Pool Net of Investment Expense*	2.84%	2.84%	28.35%	10.25%	10.29%

\*FPPA Administrative Expenses are not included in the Total Pool Net of Investment Expense percentages.

The table below summarizes expenses as a percentage of net assets for the Pool:

Year	FPPA Administrative Expense*	Investment Management Expense	Total Expense Ratio
YTD 3-31-2021	0.03%	0.13%	0.16%
2020	0.13%	0.79%	0.92%
2019	0.13%	0.80%	0.93%
2018	0.16%	0.88%	1.04%
2017	0.23%	0.89%	1.12%
2016	0.24%	0.79%	1.03%

#### How to Calculate Your Plan Specific Expense Ratio

Your Allocation Report may reflect expenses specific to your plan such as actuarial expense and legal fees as well as expenses you directed FPPA to pay from your plan assets. These expenses are reflected in the line items *Plan Directed Expenses* and *Direct Expense Allocation*. As such, your plan's administrative expenses may differ from the Pool. In order to calculate your plan's administrative expense ratio, you will need to add the line items *Plan Directed Expenses*, *Direct Expense Allocation* and *Allocated Fees & Expenses* and divide by the *Ending Balance*.

#### Allocation Methodology

*Investment Expenses* and *Allocated Fees & Expenses* are separately allocated and separately reported in the Allocation Report. The *Investment Expenses* are allocated to each plan based on the plan's proportion of total assets. The *Allocated Fees & Expenses* are allocated based on the plan's proportion of total membership, including active, inactive and retired members as of December 31 of the prior year as defined by the guidelines within the Comprehensive Annual Financial Report. Member counts may be adjusted during the year for plan affiliation, disaffiliation, or reentry.

#### Review of the Report

Review the items *Member Contributions*, *Employer Contributions*, *Refunds*, *Affiliations*, *Net Benefits*, *Plan Directed Expenses* and *State Funding* and confirm that these amounts are correct year-to-date. **If any**

**amount is not correct, please send a written response to FPPA by May 31, 2021. If FPPA does not receive a response by May 31, 2021, you are confirming that these report items are correct.**

### ***Annual Contributions Received***

FPPA provides a schedule of your 2021 contributions received by FPPA year to date. This schedule compares contributions received in the current year to the actuarial required contributions for 2021. **Please be aware that this report shows contributions based on the date received by FPPA and does not consider if contributions relate to a prior year.** All required contributions were due to FPPA before December 31, 2021 to be included in this report. *Please be aware that most state matching funds received from DOLA for 2020 were received by FPPA in 2021. These will be included in the 2021 reports and support.*

### ***Direct Expense Allocation Summary***

#### **Direct Expense Allocation**

FPPA provides a summary of expenses directly allocated to your plan, payments received related to these expenses and the related annual budgeted amounts. These costs are identified as direct plan expenses and are charged directly to the plan as a reduction of plan assets. They are reflected in the *Direct Expense Allocation* row of your Allocation Report. You may contact me to request a detailed summary of these allocated expenses.

The direct expense allocation is comprised of costs for audit and actuarial services. The audit services relate to the SOC 1 Type 2 report over the operating effectiveness of FPPA's controls for processing data and transactions related to your plan. The SOC 1 Type 2 report has been provided since 2014 to assist employers in reporting in accordance with Governmental Accounting Standards Board Statement No. 68 (GASB 68), *Accounting and Financial Reporting for Pensions*. Actuarial services include the biennial funding valuation report (issued in odd years for Volunteer Firefighter plans and even years for Old Hire plans) and the annual GASB 68 report. Actuarial services are provided by Gabriel Roeder Smith & Co. Audit services are provided by Eide Bailly LLP.

The Colorado Revised Statutes allow FPPA to allocate expenses that are directly related to the administration of the local affiliated plans from those plan's assets. For additional information, please see C.R.S. 31-31-701(7)(a)(VI) for old hire plans and C.R.S. 31-31-705(2)(f) for volunteer fire plans.

#### **Payment of Settlor Expenses**

Please discuss these direct plan expenses with your legal counsel to determine if they are a "settlor" expense. The Department of Labor believes that the employer should bear the cost of settlor expenses. If you agree, you should reimburse the plan for these expenses. This payment is in addition to any employer contributions made to the plan or as determined by the actuary (the actuarially determined contribution).

To reimburse the plan for these costs, please send payment via ACH or wire to FPPA. These payments need to be identified separately from your actuarial required contribution in order to net out the expense. Please contact FPPA for ACH or wire Instructions.

If you have any questions regarding your allocation report or the direct allocated plan expenses, please call me at 303-770-3772 in Metro Denver or 800-332-3772 or email me at [pjob@fppaco.org](mailto:pjob@fppaco.org).

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## **Allocation Report Descriptions**

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*This report provides the beginning of year plan balance, year-to-date totals, and an ending plan balance as of the report date*

<b>Beginning Balance</b>	Plan assets at the beginning of the year
<b>Plan Direct Inflows and Outflows</b>	
Member Contributions	Member Contributions made to the plan
Employer Contributions	Employer Contributions made to the plan
Contributions from the SWDD Plan	Contributions received for a member on disability rolling to a normal retirement
Refunds	Member withdrawal of funds from the plan
Affiliations/(Disaffiliations)	Plan affiliation or disaffiliation or idle funds distribution (typically a Volunteer Fire Plan matter)
Net Benefits	Benefits paid to retired members
Plan Directed Expenses	Payments from plan assets directed by the department Examples: legal, actuarial, and insurance expense
State Funding	State funding for volunteer plans
<b>Plan Direct Inflows and Outflows Sub-Total</b>	Sub-Total of the above activity
<b>Allocated Income and Expense</b>	
Interest*	Interest on investments
Dividends*	Dividends on investments
Other Income*	Other investment income
Net Change Accrued Income*	Change in accrued earnings for interest and dividends
Unrealized Gain/Loss*	Unrealized Gain/Loss on investments
Realized Gain/Loss*	Realized Gain/Loss on investments
Defined Contribution Earnings (Net)	Not applicable for Defined Benefit plans
Investment Expenses	Allocated share of FPPA investment expense
Direct Expense Allocation	Expenses directly allocated to the plan Examples: actuarial and audit fees
Other Expenses	Allocated share of FPPA administrative expense
<b>Allocated Income and Expense Sub-Total</b>	Sub-Total of the above activity
<b>Ending Balance</b>	Plan assets at period end

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*\* Allocated from the Fire & Police Members' Benefit Investment Fund – Long Term Pool.*

# Fire and Police Pension Association

## Volunteer Fire Pension Plan Contributions ELK CREEK FPD 7102-5

For the Reporting Period: 01/01/2021 through 03/31/2021

<b>Deposit Date</b>	<b>Employer Contributions</b>	<b>State Matching Funds</b>	<b>Total Remittance</b>
01/20/2021	\$0.00	\$24,000.00	\$24,000.00
01/20/2021	\$12,489.00	\$0.00	\$12,489.00
<b>Total Remittance</b>			\$36,489.00
<b>Calculated Contribution per the 01/01/2019 Actuarial Study</b>			\$12,489.00
<b>Difference Over/(Under)</b>			<b>\$24,000.00</b>

*Note: The Calculated Contribution amount is due to FPPA before 12/31/2021*

**Fire and Police Pension Association  
 Direct Expense Allocation Summary  
 Elk Creek FPD 7102-5  
 For the Three Months Ending March 31, 2021**

Type of Expense	2021 Budget	Year-to-Date Expenses	Payment of 2021 Expenses
Actuarial Expenses	\$1,316.52	\$219.42	
Audit Expenses	\$146.43	\$157.59	
Other Asset Allocation Study Expenses			
<b>Total Direct Allocated Expenses &amp; Payments</b>	<b>\$1,462.95</b>	<b>\$377.01</b>	

*Actuarial expenses may exceed the budget related to asset allocation studies and implementation.*

**Contact Peggy Job at 720-479-2345 to obtain a detailed expense listing.**

**Fire and Police Pension Association  
Elk Creek FPD 7102-5  
For the Three Months Ending March 31, 2021**

Beginning Balance	\$3,023,726.67
Plan Direct Inflows and Outflows	
Member Contributions	
Employer Contributions	\$12,489.00
Contributions from the SWDD Plan	
Refunds	
Affiliations/(Disaffiliations)	
Plan Transfers	
Net Benefits	(\$51,414.00)
Plan Directed Expenses	
State Funding	\$24,000.00
Plan Direct Inflows and Outflows Sub-Total	<u>(\$14,925.00)</u>
Allocated Income and Expense	
Interest	\$1,829.01
Dividends	\$3,294.84
Other Income	\$1,647.45
Net Change Accrued Income	\$170.77
Unrealized Gain/Loss	\$16,301.31
Realized Gain/Loss	\$64,274.78
Defined Contribution Earnings (Net)	
Investment Expenses	(\$3,915.66)
Direct Expense Allocation	(\$377.01)
Other Expenses	(\$3,799.55)
Allocated Income and Expense Sub-Total	<u>\$79,425.94</u>
Ending Balance	<u><u>\$3,088,227.61</u></u>