

**U.A. Local 467  
Defined Contribution Plan Trust Fund  
Board of Trustees Meeting**

**March 12, 2013**

**Minutes**

1. Call to Order

The regular meeting of the Board of Trustees for the U.A Local 467 Defined Contribution Plan Trust Fund was called to order by Chairman Mike Swanson at the U.A. Local 467 Union Hall, 1519 Rollins Road, Burlingame, California. A quorum was present.

2. Roll Call

The following Trustees were present:

Employee

Mike Swanson, Chairman  
Mark Burri  
Gary Saunders  
Chris Collins

Employer

Scott Strawbridge, Co-Chairman  
Dan Larratt  
Michael Vlaming

Also Present

Marci Vukson and Sid Kaufmann; Kaufmann and Goble  
Dick Grosboll; Neyhart, Anderson, Flynn & Grosboll  
Steven Callow; New Century Partners  
Alex Miller; Hemming Morse Inc.  
James Bishop; White Star Advisors  
Pam Barrett, Judy Sargent and Debbie Wolfe and Theresa McCullough; UAS

3. Minutes

A. December 11, 2012

The Trustees reviewed the Minutes. Following review, it was **M/S/C** to approve the Minutes as presented.

5. Delinquency Report – Mike Swanson

Chairman Swanson distributed the Delinquency Report as of March 12, 2013 relating to several delinquent contractors for the payment of December 2012 fringe benefits due by January 20, 2013. He noted that four (4) contractors were 30 days or more past due and he continues to work closely with them to ensure payment.

- 1) Ayoob Mechanical owes December 2012 and January 2013
- 2) Northern Refrigeration owes December 2012 and January 2013
- 3) Pacific Plumbing owes December 2012 and January 2013
- 4) Robert's Fire Stop owes November, December 2012 and January 2013

Questions were raised about a few of the delinquencies and the follow-up action to be taken. Mr. Swanson noted that the employees of Robert's Fire Stop have been advised of their employer's delinquency.

Contractors referred for Collections:

- 1) Cal Pacific Plumbing
- 2) So. City Refrigeration & Air Conditioning
- 3) Dinelli

Legal Counsel indicated that a Motion for Default Judgment was granted in Cal Pacific.

Legal Counsel noted that a Judgment for \$35,245 was obtained against South City and that efforts to collect on that Judgment are being made.

Legal Counsel indicated that a Complaint was filed against Dinelli.

Ms. Sargent noted that December 2012 work hours are needed for the year end close. The Chairman requested that the Administrator wait to do the year end close for Ayooob Mechanical and Northern Refrigeration, which have sent their checks.

6. Report by Investment Consultant - Dick Grosboll

A. Status of IRS Application

Mr. Grosboll reported that the IRS had responded to the Favorable Determination Letter request (submitted in January 2010) and that he was providing additional documents to the IRS.

B. Status of Summary Plan Description

Counsel Grosboll will send to UAS and the Consultant a draft of the Summary Plan Description (SPD). He said he would present a draft of the document at a future meeting.

Legal Counsel also summarized the status of an issue raised in other defined contribution plan audits. A lengthy discussion ensued. No action was taken at this stage.

C. Collection Procedures

Mr. Grosboll distributed a First Draft for the revision of the Delinquency and Collection Procedures. This was reviewed and discussed with the Trustees. Discussion followed regarding Section C on page 1 regarding the "Responsibility Delegated to Chair and Co-Chair of the Trust", **M/S/C** amend this section to read that the employer become current as well as pay any unpaid principal and liquidated damages. The Chair will seek to keep the delinquencies to no more than 1 to 3 months of principal owing at any time.

7. Investment Consultant Report, New Century Partners - Steven Callow

Mr. Callow distributed portfolio appraisals as of December 31, 2012 and February 28, 2013.

The total market value as of December 31, 2012 was \$44,017,425, with \$27,820,154 in Mutual Funds, \$16,196,449 in Unit Trusts and \$823 in Cash & Equivalents. The total market value as of February 28, 2013 was \$45,651,151, with \$28,504,092 in Mutual Funds, \$17,146,244 in Unit Trusts and \$816 in Cash & Equivalents. Mr. Callow reviewed the investments in detail and responded to Trustee questions.

8. Assets and Expenses

A. Financial Statements

After a review and discussion, it was **M/S/C** to accept the financial statements for the months of October, November and December 2012 as presented.

B. Payment of Bills

The Trustees reviewed the itemized checks. It was **M/S/C** to accept Checks #3556 to 3577 for the payment of bills as presented.

9. Actuary/Consultant Report, Kaufmann & Goble - Sid Kaufmann

A. Participant Activity Report

Ms. Vukson distributed the U.A. Local Union 467 Defined Contribution Plan Participant Activity Report dated March 12, 2013 and reviewed Section 1 pages 8, 9 and 11 regarding Investment Options. She also reviewed Section 2 regarding the Hours History, Section 3 pages 26 and 27 regarding the movement between Investment Options, Section 4 page 30 and 38 regarding Asset Reconciliation History with the SubTA summary for the fourth quarter of 2012 credit to the Plan \$12,205. Ms Vukson offered to answer any further questions.

After discussion and questions, it was **M/S/C** to accept the Participant Activity Report for the Defined Contribution Plan as presented. The report is on file with the Administrative Office.

B. Actuarial Valuation

Mr. Kaufmann said he was still waiting for data in order to complete the Actuarial Valuation. The Trustees indicated that the Actuarial Valuation should move forward and not wait for the data on the delinquencies as that created unnecessary delays. It was **M/S/C** to close the year as of February 1st each year in the future to avoid delays in completing the Actuarial Valuation.

C. Engagement Letter

Mr. Kaufmann presented "Engagement Letter" for 2013 for the U.A. Local Union No. 467 Defined Contribution Trust Fund for the Plan Year beginning January 01, 2013. The fees will be \$5.25 for 2013 and \$5.50 for 2014 per member per month. This fee is for Recordkeeping. After discussion about the reasonableness of the fee and that the Trustees continue to be pleased with the Consultant's services, it was **M/S/C** to accept Kaufmann and Goble's Engagement Letter as presented.

10. Administrator Report, UAS

A. Distribution Reports

Following review and discussion regarding the list of Monthly Installments, New Installments, and Partial Lump Sum Distributions, Lump Sum Distributions, Lump Sum Additional Interest and New Loan Reports, it was **M/S/C** to approve the reports as presented. The reports are attached to these Minutes.

B. Summary Annual Report

The Trustees reviewed a copy of the Summary Annual Report for the period of January 1, 2011 through December 31, 2011 that was mailed to all members.

11. Old Business

None for this meeting.

12. New Business

A. Request for Proposal (RFP) for Third Party Administrator

Chairman Swanson asked that an RFP be prepared for Third Party Administrative Services. It was noted that no RFP had been sent for years and that determining the reasonableness of the fees and services was a good idea. It was **M/S/C** to approve this request.

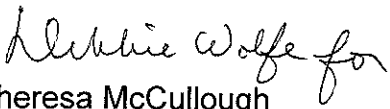
13. Next Meeting Date

The next regular meeting is scheduled on Tuesday, June 11, 2013 at the U.A. Local 467 Union Hall.

14. Adjournment

There being no further business, it was **M/S/C** to adjourn the Board of Trustees Defined Contribution Plan Trust Fund meeting.

Respectfully submitted,

  
Theresa McCullough  
Recording Secretary