

**Regular Meeting
Board of Administration
Tacoma Employees' Retirement System**

1:00 p.m., Thursday, December 12, 2024
Tacoma Public Utilities
Administration Building North
Conference Room LT1
3628 S. 35th Street
Tacoma, Washington 98409

Minutes

Call to Order

Andy Cherullo, Second Vice Chair, called the meeting to order at 1:00 p.m. on Thursday, December 12, 2024.

Roll Call

Members Present: Justin Angove
 Andy Cherullo
 Katie Johnston
 Michael Hall
 Gordon Cavanaugh
 Tammy Liddle Lobban
 Kim Moore
 Tosha Siebert
 Michael Sterling

Members Absent: Mayor Victoria Woodards

Others Present: Catherine Marx, Retirement Director
 Samuel Bencoter, Assistant Retirement Director
 Tim Atwill, Chief Investment Officer
 Adora Peters, Recording Secretary
 Debra Casparian, Deputy City Attorney

Community Comments

Will be accepted in written form at TERSretirement@cityoftacoma.org and will receive written acknowledgment upon receipt. There were none received.

Consent Agenda

Motion: Upon motion by Michael Hall and seconded by Gordon Cavanaugh, the Board of Administration accepted and approved the Administrative Consent Agenda to include the drafted minutes of the November 14, 2024, Retirement Board meeting.

Old Business

Investment Update

Chief Investment Officer Tim Atwill presented investment and manager contract updates to the Board. Additionally, he relayed comments from the Investment Advisory Committee regarding Wilshire's presentations. The IAC recommended Wilshire shorten their commentary and reverse the timetables in the future. All questions that arose during the discussion were addressed and answered.

New Business

Adoption of New Actuarial Factors

Retirement Director Catherine Marx presented the recommended update on option and annuity factors for TERS retirement calculations, which were recalculated based on the actuarial assumptions adopted in the 2020-2023 Experience Study report provided by Milliman dated September 9, 2024. The changes would take effect January 1, 2026, to allow for members to have time to make decisions.

Motion: Upon motion by Katie Johnston and seconded by Michael Hall, the Board of Administration accepted and approved the updated Option and Annuity Factors, effective January 1, 2026.

Retirement Director's Delegation of Authority Update

Retirement Director Catherine Marx reviewed the updated Director's Delegation of Authority document with the Board, emphasizing revisions that clarify the affidavit process. The retirees' conference checklist was also updated to reflect the affidavit requirements. All questions from the Board were addressed and answered.

Motion: Upon motion by Kim Moore and seconded by Gordon Cavanaugh, the Board of Administration accepted and approved the Retirement Director's Delegation of Authority.

Investment Policy Update

Chief Investment Officer Tim Atwill presented an updated TERS Investment Policy Statement to the Board, highlighting simplified language, clarified terms, and revised asset allocation parameters. He reviewed the changes and addressed all questions.

Motion: Upon motion by Michael Sterling and seconded by Justin Angove, the Board of Administration accepted and approved the revised Investment Policy Statement as presented.

Records Retention Training

Deputy City Attorney Debra Casparian reviewed public records retention education training with the Board. All questions from the Board were answered and addressed.

Retirement Director's Report

Retirement Director Catherine Marx presented the Retirement Director's Report to the Board. This report serves as an addendum to the minutes. Catherine Marx then passed off to Tim Atwill who reviewed the estimate fair value funded status. Then Assistant Director Sam Benscoter reviewed the number of remaining affidavits that were not returned and were suspended. Additionally, Sam Benscoter provided an update on the SAP support pack UAT and preparation for the SAP upgrade. Retirement Director Catherine Marx then informed the Board that the annual employee survey was noted to have 100% participation from TERS employees. One area noted for improvement is communication. Lastly, the January 2025 TERS Board meeting will be canceled, with the next regularly scheduled meeting being the February 13, 2025 quarterly meeting.

Good of the Order

Retirement Transactions Report – November 2024

The Retirement Transactions Report for November 2024 was provided electronically to the Board in the Board Packet.

Training and Education Opportunities

Board Member Michael Sterling requested to attend the Wilshire Client Conference from April 8th to 9th, 2025 in Rancho Mirage, California.

Motion: Upon motion by Katie Johnston and seconded by Gordon Cavanaugh, the Board of Administration accepted and approved Michael Sterling to attend the 2025 Wilshire Client Conference in Rancho Mirage, California.

Asset Class Primer: Cryptocurrency

Chief Investment Officer Tim Atwill provided education and information about cryptocurrency to the Board, allowing for questions and discussion to occur. All questions from the Board were addressed and answered.

Terms of Office Update

The updated Terms of Office document was provided electronically to the Board.

2025 Board Meeting Calendar

The 2025 TERS Board Meeting calendar was provided to the Board.

Adjourn

Andy Cherullo, Second Vice Chair, adjourned the meeting at 2:09 p.m.

Adora Peters

Adora Peters
Recording Secretary

Victoria R. Woodards

Mayor Victoria Woodards
Board Chair