

**VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION**

**BOARD OF RETIREMENT**

**BUSINESS MEETING**

**JUNE 21, 2004**

**MINUTES**

**DIRECTORS** William W. Wilson, Chairman, Public Member  
**PRESENT:** Tracy Towner, Vice Chairman, Safety Employee Member  
Lawrence L. Matheney, Treasurer, Ex-officio Member  
Albert G. Harris, Public Member  
Judy Mikels, Public Member  
John J. Crossan, Public Member  
Jim Wall, General Employee Member  
Robert Hansen, General Employee Member  
Wayne Larroque, Retiree Member  
Chris Johnston, Alternate Employee Member  
Vern Markley, Alternate Retiree Member

**STAFF** Van Perris, Administrator  
**PRESENT:** Tim Thonis, Assistant Administrator  
Lori Nemiroff, Assistant County Counsel

**PLACE:** Ventura County Employees' Retirement Association  
Second Floor Boardroom  
1190 South Victoria Avenue  
Ventura, CA 93003

**TIME:** 9:00 a.m.

**ITEM:**

**I. INTRODUCTION OF MEETING**

Chairman Wilson called the Business Meeting of June 21, 2004, to order at 9:00 a.m.

**II. APPROVAL OF AGENDA**

Mr. Harris moved, seconded by Ms. Mikels, to approve the Agenda.

Motion passed.

**III. APPROVAL OF MINUTES**

- A. Disability Meeting of June 7, 2004.

Ms. Mikels moved, seconded by Mr. Harris, to approve the Minutes for the Disability Meeting of June 7, 2004.

Motion passed. Mr. Wall abstained.

**IV. CONSENT AGENDA**

- A. Delta Asset Management Investment Report for the Month Ended May 31, 2004.
- B. Wasatch Advisors Investment Report for the Month Ended May 31, 2004.
- C. LSV Asset Management Investment Report for the Month Ended May 31, 2004.
- D. Barclays Global Investors Report for the U.S. Equity Index Fund, Extended Equity Market Fund and U.S. Debt Index Fund for the Month Ended May 31, 2004.
- E. Capital Guardian Trust Company Investment Report for the Month Ended May 31, 2004.
- F. Sprucegrove Investment Management Investment Report for the Month Ended May 31, 2004.
- G. Western Asset Management Investment Report for the Month Ended May 31, 2004.
- H. Reams Asset Management Investment Report for the Month Ended May 31, 2004.
- I. INVESCO Real Estate Advisors Quarterly Status Summary as of March 31, 2004.
- J. Regular and Deferred Retirements and Survivors Continuances for the Month of May 2004.

**IV. CONSENT AGENDA (Continued)**

- K. Statement of Plan Net Assets, Statement of Changes In Plan Net Assets, Summary of Investments & Cash Equivalents, Statement of Reserves and Schedule of Investment Management Fees for the Month Ended May 31, 2004.
- L. Report of Checks Disbursed in May 2004.
- M. Budget Summary for the Month Ended May 31, 2004.

Mr. Harris moved, seconded by Ms. Mikels, to approve the Consent Agenda Items A through M.

Motion passed.

**V. INVESTMENT INFORMATION**

- A. Wasatch Advisors Annual Investment Presentation, Ryan Snow and Kitty Swenson.

Ms. Swenson updated the Board on the Wasatch organization including new staff and investment products. Mr. Snow reviewed investment performance.

- B. Real Estate Investment Review; Transition of Separate Real Property Assets to Commingled Fund, Staff Recommendations to:
  - 1. Approve Prudential Investment Management Agreement for the Management of Separate Properties.

Mr. Matheney moved, seconded by Mr. Hansen, to approve the Investment Management Agreement.

Motion passed.

- 2. Approve PRISA Insurance Company Separate Account Contract.

Mr. Matheney moved, seconded by Ms. Mikels, to approve the PRISA Separate Account Contract.

Motion passed.

**V. INVESTMENT INFORMATION (Continued)**

**B. Real Estate Investment Review; Transition of Separate Real Property Assets to Commingled Fund, Staff Recommendations (Continued)**

3. Approve Authorizing Staff to Retain CB Richard Ellis to Perform Property Appraisals.

Mr. Matheney moved, seconded by Mr. Harris, to authorize staff to retain CB Richard Ellis to perform any required appraisals

Motion passed.

4. Approve Commitment of Funds to PRISA Real Estate Commingled Fund.

Mr. Matheney moved, seconded by Mr. Hansen, to approve notifying Prudential Real Estate Investors that \$65 million cash was being committed for investment in PRISA.

Motion passed.

**C. Ennis Knupp & Associates, Kevin Vandolder, CFA.**

1. Preliminary Investment Performance Summary as of May 31, 2004.

Mr. Vandolder reviewed investment performance for periods ending May 31, 2004.

Mr. Harris moved, seconded by Ms. Mikels, to receive and file the preliminary investment report for May 2003.

Motion passed.

**VI. OLD BUSINESS**

**A. Review of the Provisions for the Payment of the Vested \$108.44 Monthly Supplemental Benefit; Memorandum From County Counsel – Confidential – Attorney Client Privilege.**

Ms. Mikels moved, seconded by Mr. Towner, to table discussion of this matter until the July 12, 2004, Disability Meeting.

Motion passed.

**VII. NEW BUSINESS**

A. Annual Renewal of Referee Service Agreements.

Ms. Mikels moved, seconded by Mr. Matheney, to approve the renewal of the Referee Services Agreements.

Motion passed.

B. Recommendation to Approve Contract With CMP & Associates for Systems Support Services.

Discussion centered on the increase in cost from \$75.00 to \$95.00 per hour.

Mr. Matheney moved, seconded by Mr. Harris, to approve the contract with CMP & Associates and direct staff to develop a plan to reduce the cost of IT services.

Motion passed.

C. Request to Attend Institutional Investor Institute Consultants Roundtable, October 4-5, 2004, New York.

Ms. Mikels moved, seconded by Mr. Matheney, to approve this request.

Motion passed.

**VIII. INFORMATIONAL**

A. Publications (Available in Retirement Office)

1. Institutional Investor
2. Pensions and Investments

B. Letter from State Association of County Retirement Systems Regarding SACRS Photo Directory.

No action taken on Information Items.

**IX. PUBLIC COMMENT**

Mr. Perris advised the Board that Mr. Angelo from The Segal Company would be present at the July 12 Disability Meeting to discuss the upcoming actuarial valuation.

**X. BOARD MEMBER COMMENT**

None

**XI. ADJOURNMENT**

There being no further business before the Board, Chairman Wilson adjourned the meeting at 10:15 a.m.

Respectfully submitted,

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VAN PERRIS  
Administrator

Approved:

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WILLIAM W. WILSON  
Chairman