

Request for Proposal
Investment Adviser to the Retirement Plan for Employees of the Monarch Fire Protection District, the Monarch Fire Protection District Section 457 Deferred Compensation Plan and the Monarch Fire Protection District Welfare Benefit Plan

Project Summary

The Monarch Fire Protection District is a political subdivision organized under Chapter 321, RSMo. to provide fire suppression and emergency medical assistance to the population resident within its boundaries.

The Monarch Fire Protection District (“*Monarch*”) is the sponsor of the Retirement Plan for Employees of the Monarch Fire Protection District (“*Defined Contribution Plan*”), the Monarch Fire Protection District Section 457 Deferred Compensation Plan (“*Deferred Compensation Plan*”), collectively, the “*Retirement Plans*” and the Monarch Fire Protection District Welfare Benefit Plan (the “*VEBA*”). The Board of Trustees of each of the Plans (or the Board of Directors of the District with respect to the VEBA) is the fiduciary body charged with oversight over the Retirement Plans and VEBA (collectively, the “*Board of Trustees*”).

The Board of Trustees has issued this Request for Proposal (“*RFP*”) to seek a fiduciary Adviser with expertise in providing investment advisory services for defined contribution, deferred compensation plans, and trusts associated with the VEBA in the municipal setting for investment advisory services including, but not limited to, identification and selection of investment options and investment platforms for the Retirement Plans and VEBA and appropriate services to be offered to employees participating in the Plans (“*Investment Adviser*”).

Background and Plan Characteristics

Monarch currently maintains the Defined Contribution Plan pursuant to a collective bargaining agreement between Monarch and the Professional Firefighters of Local 2665 Monarch Shop members (the “*Union*”). This is a defined contribution, individual account, profit sharing type plan which is wholly non-contributory and is established pursuant to Section 401 of the Internal Revenue Code. The Defined Contribution Plan provides retirement benefits for Union and non-union, management employees. Employer contributions are funded from a specific tax levy for the purpose of providing post-retirement benefits.

Additionally, Union and non-unionized employees have the opportunity to participate in the Deferred Compensation Plan. This is also a defined contribution, individual account, deferred compensation plan that is established pursuant to Section 457(b) of the Internal Revenue Code. The Plan is totally contributory providing employees the opportunity to make pre-tax deferrals of participant compensation into a tax exempt program structured to be compliant with Internal



Revenue Code Section 457(b), including the applicable trustee and custodial features. The Deferred Compensation Plan is funded exclusively through participant pre-tax compensation deferral contributions.

Further, Union and non-unionized employees are covered by the VEBA. The VEBA is organized as a tax-exempt trust under Code Section 501(c)(9) which is designed to provide various death, severance, medical, disability, and educational assistance benefits for Union employees and non-unionized employees. The VEBA is non-contributory and benefits are funded from a specific tax levy for the purpose of providing post-retirement entitlements.

All three of the plans are maintained by a political subdivision. Accordingly, none is subject to the provisions of the Employee Retirement Income Security Act of 1974 (“ERISA”) although all are subject to various provisions of the Internal Revenue Code, as applicable for the plans of a political subdivision.

Basic Plan Size and Participation Statistics

- **Assets Under Management.** Collectively, the Retirement Plans currently hold in excess of \$30 million in assets (\$25 million in the Retirement Plan and \$8.5 million in the Deferred Compensation Plan). In addition, the VEBA presently holds approximately \$5.5 million in assets.
- **Investment Structure of the VEBA.** While VEBA assets are, to a significant extent, allocated (by way of “book entry” to the accounts of participants with respect to sums contributed to the VEBA for medical expense reimbursement), assets are not individually managed by Participants. The Administrator/Trustees of the VEBA are responsible for centralized investment of all VEBA funds.
- **Investment Structure of the Retirement Plans.** Participants select the mix of investments in which their Retirement Plan accounts will be invested. Currently, participants have access to three types of investments: (1) a core menu of mutual funds; (2) professionally managed models that vary by risk; and (3) annuity contracts that provide a guaranteed income for life options. The Board selects the investment options available to participants but reserves the right to modify the investment options. The successful candidate should be conversant with the operation of all types of Retirement Plan investment alternatives, including the three investment types currently offered under the Retirement Plans.

The current mutual fund and investment option line up in each Plan and holdings as of 12/31/2017, are provided in attached Appendix A.



- **Participation and Contribution Statistics.** The following numbers of employees and former employees participate with the specified levels of employee and employer contribution:

	<u>Section 457(b) Plan</u>	<u>Retirement Plan</u>
Active Employees Participating (Making Salary Deferrals in Section 457(b) Plan Or Eligible to Receive Allocations of Contribution In Retirement Plan)	44	121
Total Number of Participant Accounts	113	138
Contributions for 2017		
Employee Compensation Deferrals	\$441,826.33	Not Applicable
Employer Contributions	Not Applicable	\$1,603,541.42

- **Administrative Services Provider.** The Retirement Plans’ investment platforms are currently maintained pursuant to an administrative services agreement with Niles Lankford Group, Inc. and Ktrade. These entities support the investment platform and line up, provide recordkeeping and perform other related services.

The VEBA mutual funds and other investments are presently held in trust at a variety of custodians and a list will be provided upon request with the recordkeeping function being performed by EKON Actuarial Consultants.

- **Investment Adviser.** The Plan currently uses the services of National Financial Services as an Investment Adviser for the Retirement Plans and the VEBA.

Services Requested

The Board of Trustees seeks an Investment Adviser for the Retirement Plans and VEBA. The Investment Adviser should be qualified and actively be able to provide the following services:

- **General Plan Design and Administration.** The Adviser should be familiar with current defined contribution and VEBA plan designs, administrative arrangements and low cost, high value providers. The Adviser will be expected to evaluate and offer appropriate suggestions regarding improvements in administrators (particularly regarding obtaining



efficiencies in administrative cost) and investment platforms as well as elements of the Plans' investment line up. With respect to the VEBA, the Adviser will be responsible for providing the same type of supporting services; however, given the centralized investment responsibility held by the Administrator/Trustees, the function will primarily be in the nature of providing advice to the Administrator/Trustee relative to investment function.

- **Investment Advisory Services.** The Adviser will assist with, and will be the primary source of recommendations regarding, the selection of investment options and investment platforms for participants in the Retirement Plans to ensure that participants are positioned to create diversified portfolios with high-quality investment options that meet the various needs and investment objectives of the participants and the Retirement Plans. The Investment Adviser will review the existing investment options and investment platforms and make recommendations to the Board of Trustees therefrom. The Adviser's task with respect to the VEBA will be primarily to make recommendations to the Administrator/Trustees regarding the proper investment of VEBA funds given the VEBA's purpose, likely benefit disbursement timeline and expected cash flow obligations.

The Adviser is expected to function in the nature of a Section 3(21) and/or 3(38) investment manager (as if ERISA applied to the Retirement Plans, the VEBA and District) since the members of the Board of Trustees and VEBA Administrator/Trustees are not investment professionals. Accordingly, while the Adviser will be making recommendations to the Board of Trustees and VEBA Administrator/Trustees, the Adviser should develop recommendations from the perspective of expecting that those recommendations normally will be implemented.

- **Monitoring Services.** The Investment Adviser will be expected to provide regular reviews of the performance of investment options and investment platforms in the Retirement Plans' and VEBA's investment line up and make recommendations concerning the maintenance or replacement of options in the Plans' investment line up. The Investment Adviser will be expected to produce, at least on a quarterly basis, a detailed report to the Board of Trustees and VEBA Administrator/Trustees which will include, at a minimum: (1) comprehensive information regarding performance of all investment options in the Retirement Plans' investment lineup and the VEBA's investments, (2) development of benchmarks for all Retirement Plan options and VEBA investments, (3) comparison of performance of investment choices in the Retirement Plans' line up and VEBA investments with appropriate benchmarks and investment peers, (4) evaluation of qualitative changes in the investment funds for evaluation of the appropriateness of retention, (5) general economic and financial market information to inform the Board of Trustees' and VEBA Administrator/Trustees' decision making, (6) specific recommendations regarding special monitoring, replacement or addition of investment options which the Investment Adviser should expect to have implemented, and (7) monitoring and evaluation of administrative and recordkeeping costs, expenses and expense ratios to hold Retirement Plans' costs and VEBA investment expenses to a responsible and reasonable level.



- **Periodic Reporting.** The Investment Adviser will be expected to attend Board of Trustees' meetings (and meetings of the VEBA Administrator/Trustees which should coincide with the Board of Trustees for the Retirement Plans) on a schedule to be developed (at least semi-annually if not quarterly) and present the Adviser's monitoring findings and recommendations. The Adviser may be asked to attend other meetings and hearings as determined appropriate by the Board of Trustees or VEBA Administrator/Trustees and will be expected to provide investment advisory services in a prompt and efficient manner.
- **Group Educational Services and Investment Advice.** The Investment Adviser will also be expected to (a) conduct periodic group meetings with the participants in the Retirement Plans to provide investment education and direction, (b) conduct individual one-on-one meetings with participants on at least an annual basis and (c) provide phone or online assistance with investment questions from participants.
- **Investment Policy Statement.** The Adviser will also be expected to periodically evaluate, or assist in the development of, the Retirement Plans' and VEBA's investment policy statements.

Nature of the Relationship and Expectations Regarding Adviser Background.

- **Professional Credentials.** Candidates must be licensed and in good standing as a Registered Investment Adviser under applicable federal, state and regulatory body statutes, rules and regulations including, but not limited to, the Investment Advisory Act of 1940, State of Missouri, FINRA, and if applicable, other SEC rules.
- **Background and Experience.** Candidates must be able to demonstrate substantial experience in all relevant areas of investment advisory services for defined contribution and deferred compensation plans, as well as demonstrating competence in a group trust investment environment without individual participant selection of investments (to accommodate group trust investment needs of the VEBA). Candidates will be expected to have performed the services described above for employers and plans of reasonably comparable size and composition, specifically including significant experience with governmental employers, and will be expected to provide references and examples of similar services provided upon request.
- **Facility With Governmental Plans and Other Plans.** Candidates will be expected to appreciate the peculiar impact upon the Plans of Missouri law and regulatory implications thereof and have had experience in dealing with them or resources readily available that have done so.
- **Stability of Structure.** Candidates should have been in the investment advisory business for a minimum of five (5) years and have a demonstrated record of accomplishment and clientele.



- **Contractual Relationship.** The Board of Trustees and the VEBA Administrator/Trustees anticipate an ongoing contractual relationship with the Investment Adviser that will be documented in a satisfactory investment advisory/manager agreement. While, the contractual arrangement between the Board of Trustees and VEBA Administrator/Trustees and the successful candidate is anticipated to be an open ended engagement, the Board of Trustees and VEBA Administrator/Trustees reserve the right to terminate the Investment Adviser and contractual relationship at will, in its sole discretion with thirty (30) days' written notice. The Investment Adviser will be expected to agree to incorporate by reference, into this contract, all representations and commitments made in the proposal process.
- **Assignment.** The purpose of the request for proposal is to identify an investment professional with whom the Plans, VEBA and District can establish a successful, long term relationship and which relationship is built upon the unique capabilities of the Investment Adviser. Accordingly, the successful candidate will be prohibited from assigning, transferring, conveying, subcontracting, or otherwise disposing of its rights and obligations under the investment advisory agreement or its power to execute such agreement to any other person, company or corporation without the previous consent and approval in writing of the Board of Trustees, VEBA Administrator/Trustees or their designee.
- **Insurance.** The successful candidate or firm shall be required to carry professional and fiduciary liability insurance in an amount commensurate with the services described above. Proposals must specify the carrier and coverage limits. The successful candidate or firm shall provide to the Board of Trustees and VEBA Administrator/Trustees a certificate of proof of insurance upon demand and at regular intervals and shall maintain required insurance coverage at all relevant times.
- **Continuing Education.** The successful candidate or firm will be required to provide the Board of Trustees with 6 hours of annual training pursuant to Missouri Revised Statutes 105.666 at no additional charge. As an alternative, the successful candidate may present the Board of Trustees with options for said training that may include fee based training.
- **Compliance Activities.** The successful candidate or firm will be required to advise the Board of Trustees, in concert with the Board of Trustees' and VEBA Administrator/Trustees' attorneys and other similar advisers about the Retirement Plans' and VEBA's documents in order to keep said documents up to date and in compliance with all applicable laws and regulations governing such documents.



Summary of Plan Designs

	457(b) Plan	401(a) Plan	VEBA
Number of Participants	113	138	179
Plan Assets	8,588,429.30	19,222,507.46	5,821,114.34
Plan Type	Governmental Eligible 457 Plan Corbel Base Plan and Adoption Agreement Individually Designed	Governmental Qualified Profit Sharing Plan Corbel Document Individually Designed	Individually Designed Welfare Plan Document Individually Designed VEBA Trust
Effective Date	January 1, 2002	January 1, 1970	October 1, 1997
Plan Year End	December 31	December 31	December 31
Valuation Frequency	Daily	Annual	Annual
Funding Medium	Custodial Accounts Participant Directed	Trust Participant Directed	Trust Trustee Directed
Contributions	Employee Pre-Tax Employee Roth Discretionary Employer Rollover	Discretionary Employer Rollover	Employer Contributions Necessary to Fund Benefits As Determined By Actuary
Vesting	100% All Accounts	6 Year Graded	100% Vested
Plan Loans	Yes	No	No
Hardship/Disability Withdrawals	Unforeseeable Emergency	Disability	Disability is now an insured benefit but participants that were in pay status at time of transition continue to receive disability benefits from the Trust.
In-Service Withdrawals	Rollover Account Only	No	No Post-Retirement Medical Benefits
Rollovers Accepted	Yes	Yes	No
Applicable Laws	Internal Revenue Code Missouri State Law	Internal Revenue Code Missouri State Law	Internal Revenue Code Missouri State Law



Requirements for Submission

Respondents to this RFP are asked to submit a Proposal containing, and responding to, the following questions. A number of these questions pertain to recordkeeping services. To the extent that your offering includes any of these recordkeeping services, please respond to those questions. If you do not provide the specific services of inquiry, please respond with “DNP” (Do Not Provide) to those questions.

A. Your Organization

1. Provide a description of your business, including the following:
 - a. The ownership and structure of your firm;
 - b. Your qualifications and licensure to provide the services described above;
 - c. The total number of employees at your firm;
 - d. Any other information that may differentiate your firm

2. Information about the personnel who will participate in the oversight and development of plan investment options and platforms and the individuals responsible at your firm for providing participant investment education and support including names, contact information, experience with Missouri governmental plans and VEBAs, and proximity in miles and driving time of the office of the Board of Trustees and VEBA Administrator/Trustees located at 13725 Olive Boulevard, Chesterfield, Missouri 63017. Specifically, please include the following:
 - i. Information regarding the average number of clients managed by the proposed plan administrator or team leader responsible for the Retirement Plans and VEBA;
 - ii. The type of training for your staff, including training for new employees before they are permitted to work on client plans;
 - iii. Describe the training provided to our staff members who will work with your team.
 - iv. The number of your employees who work on defined contribution plans, including a breakdown by functional area.

3. Information about similar work provided to other fire districts, municipalities, political subdivisions and clients for your work including a chart in the following format.

	457(b) Plans			401(a) Plans			VEBAs		
	Plans	Participants	Assets	Plans	Participants	Assets	Plans	Participants	Assets
Employees									
Under 100									
Over 100									



4. Indicate how many years your company has been active in the defined contribution business, i.e., 401(k), profit sharing, 457, etc. (Indicate the period of time for each service, if different, such as investment management for X years, recordkeeping for Y years, trustee/fiduciary services for Z years.)
5. Indicate the total value of assets for which you provide recordkeeping services.
6. What is the average asset size for defined contribution plans with which you work? What percentage of plans with which you work have assets the same amount (or an approximately similar amount) of assets as or larger than those held in our plan?
7. Provide description of any litigation or regulatory action involving the services provided by your organization that are related to this RFP within the past five years including any individuals from your firm who have ever been disciplined by any government regulator for unethical or improper conduct.
8. Is your retirement division, on a stand alone basis, profitable?
9. Your client retention statistics for each of the last three years.
 - a. For those who left, what percentage left due to service related issues?
 - b. What is your average client relationship tenure?

B. Client Service / Quality Assurance

1. Describe your service standards. Where are Customer Service Centers located and what are the hours?
2. Provide a description of any service guarantees that you are willing to provide including the amount of fees you would be prepared to put at risk for these guarantees.
3. Please describe the team that would deal directly with us during the transition and on an ongoing basis. Indicate staff size, experience and turnover rates as well as plan size they generally service (assets and participants).
4. Are telephone inquiry calls made to your customer service center recorded so that any discrepancy between a participant's recollection of the call and the customer services notes may be confirmed?

C. Recordkeeping / Administration

1. What checks and balances do you have in place to assure plan administration integrity and accuracy including participant account data?



2. Describe your privacy policies, security measures and systems in place and any breaches that have occurred.
3. Describe in detail how your system:
 - a. allocates earnings.
 - b. processes contributions.
 - c. processes in-service withdrawals including hardship withdrawals
 - d. processes withdrawals
 - e. processes lump-sum and installment distributions including average processing time
 - f. processes rollovers to another plan or an IRA
4. Are contribution sources (employer, employee pre-tax, employee Roth and rollover) tracked separately?
5. Describe in detail your system's vesting capability, including your ability to maintain and update vesting when hours worked are submitted on a payroll by payroll basis.
6. Describe in detail how your system handles Federal and State tax reporting and whether you prepare 1099-R tax form preparation and filing services.
7. Describe in detail how you administer Qualified Domestic Relations Orders (QDRO).
8. What methods of data transmission are available?
9. How are beneficiaries designated and tracked?
10. What is your process for forfeitures?
11. Are there tracking procedures to ensure contribution limits are not exceeded? Please provide a description.
12. Describe your experience with HELPS Act distributions and your ability to administer the same.

D. Regulatory and Compliance Services

1. The plan is subject to a unique set of Missouri state laws. Please describe your expertise with applicable Missouri law.
2. Are you willing to be a named fiduciary? If so, are there any limitations?
3. How do you keep Plan Sponsors informed and updated on any regulatory and legislative changes? Do you offer periodic seminars and learning opportunities (at no additional cost) for Plan Sponsors?



4. Please provide a sample services agreement or contract.

E. Plan Loans

1. Describe in detail your loan processing capabilities including the flexibility in your loan repayment processing (i.e., additional payments, multiple loans, missed payments) and how you handle defaulted loans.
2. Do you have paperless loan capabilities? If so, please describe.
3. Provide sample copies of promissory notes and security agreements, or describe the process for handling the legal requirements of loans.

F. Reporting

1. Specifically, describe how your fees will be disclosed on participant statements and on the participant web portals?
2. Describe your standard participant-level statements and documents (provide samples).
3. Does your firm mail statements to participant and beneficiaries and/or provide an optional electronic statement in lieu of a mailed statement?, monthly or quarterly?
4. Do Plan Sponsors have access to an employer level portal that will enable them to create ad hoc reports on demand? If so, please describe.

G. Voice Response System (VRS) and Participant Internet Access

1. Voice Response System: Describe the services available through your voice response system including the following:
 - a. How are participant-initiated transactions processed through the VRS? Are confirmations sent?, electronically and/or via U.S. Mail?
 - b. How is data is secured within the VRS system (i.e., PIN, audit trail, confirmations).
 - c. Describe the level of customization available within your VRS. Does the VRS provide hearing-impaired assistance?
 - d. What are the standard hours of operation?
 - e. Are there any transactions that cannot be processed through the voice response system?
 - f. Can a participant elect to move from the VRS to a representative? If so, what are the limitations?
 - g. Please identify your 1-800 number service standards, including response time, percentage of calls handled without subsequent follow-up, etc. Please include for each of the last three calendar quarters, statistics related to actual performance:



- i. Number of calls
 - ii. Average length of calls
 - iii. Average response time
 - iv. Percentage of calls requiring follow-up
 - v. Call abort rate
 - vi. Percentage of incoming calls totally handled via VRS versus 1-800 live operator assistance
2. Participant Internet Access: Describe the services available through your Participant Internet Access including the following:
- a. The account services and transaction capabilities available through your participant website. Please provide a demo participant website and log-in instructions.
 - b. Are there any transactions that cannot be processed through your web site?
 - c. Describe how data is secured within your internet services (i.e., PIN, audit trail, confirmations).
 - d. Describe the level of customization available for clients using your internet services.
 - e. How are website transactions processed and documented?
 - f. How often is the data on the website updated?
 - g. How does the website interface with the recordkeeping system?
 - h. Please identify your website account access and transactional availability statistics (average availability per month as a percentage).

H. Communication and Education

1. Provide description of the employee education program that you will provide to the Retirement Plans' participants and your position as to whether you will be providing investment education or investment advice to the participants.
2. Do you create all of your communication and education material in-house or through third-parties?
3. Does your organization provide any services (e.g., personal questionnaires, software) that would help individual participants with financial planning? Describe any electronic education tools you provide, both software-based and web-based and whether or not there are additional fees for these services.
4. Provide samples of initial enrollment and on-going communication and education materials.

I. Conversion

Explain your conversion process, including the following:



1. Describe process and timing for the “black-out” period, including mapping methodology. If you do not believe a “black-out” period will be required, explain why.
2. Do you have any limitations as to the format/media of conversion records?
3. How are investments handled during the conversion process?
4. How does your system handle conversion/set-ups of pre-existing loans from another recordkeeping system?
5. Do you have a dedicated conversion team?
6. Describe your process to ensure accurate conversion of all historical data?

J. Systems Capability and Hardware

Describe the hardware platform and software system you use to record keep and administer defined contribution plans including the following:

1. Was the software developed internally, leased, or bought from another provider? Who has the ultimate responsibility/authority to make sure the software remains current to laws, regulations, client needs, etc.?
2. How often is the system upgraded?
3. Describe your data and document disaster recovery plan. Provide copy of plan. How often do you test your recovery system?
4. Describe your maintenance and backup procedures including daily backups, retention timetable and off-site backup storage approach.
5. Are internal controls of your recordkeeping system audited by an independent accounting firm on an annual or more frequent basis? If so, please provide a copy of the most recent report.
6. Does the system allow for plan sponsor customization/limits such as:
 - a. transfer frequency
 - b. minimum/maximum contribution percentages
 - c. withdrawal frequency
 - d. salary deferral and investment election changes
 - e. other
7. Describe your system’s maximum limits with regards to the following:
 - a. investment funds
 - b. money types



- c. loans
- d. transfers
- e. other

K. Investments

1. Provide a description of the tools used by your firm to evaluate investment funds and managers, including proposed benchmarks and the team that will be providing these services and the frequency with which review meetings will be provided.
2. Discuss your organization's ability to provide investment vehicles for defined contribution plans. Be sure to disclose if you are providing these vehicles in-house or through external managers.
3. What is your solution for a self-directed brokerage account?

L. Trustee Services

1. Will you allow us to self-trustee the plan?
2. Describe “checks and balances” employed in your trust accounting system.
3. Is your trust accounting system integrated with your recordkeeping system?

M. References

Provide a list, and contact information, of at least three references that we may contact including one that is no longer a client.

N. Compensation

1. Describe the proposed cost to provide the above-described services. The proposal should include a very clear statement expressing, in a single location in the proposal, all of the methods by which the Investment Adviser expects to be compensated and an estimate (or precise statement in one place in the proposal) of the cost of services to be provided including any compensation that you would receive, directly or indirectly, from companies or individuals whose products or services you may refer or recommend. Although the Retirement Plans and VEBA are not governed by ERISA, we suggest that the type of information required to be provided by service and investment providers pursuant to ERISA Section 408(b)(2), be provided here at a minimum.
2. Provide a description of the extent, and manner, by which you would be able to offset the proposed fees by any 12b-1 or other similar fees that are embedded within the investment products.



Time is of the essence for this project and the Board of Trustees is hoping to have a service provider selected by February 2019.

Interested bidders may request a RFP from the Board of Trustees whose administrative offices are located at 13725 Olive Boulevard, Chesterfield, Missouri 63017, or by telephone or electronic mail to the attention of Michelle DePew, Controller of the Monarch Fire Protection District, (314) 514-0900, x301, depew.m@monarchfpd.org.

Proposals of respondents must be sealed and clearly marked, "Board of Trustees: Investment Adviser for the Retirement Plan for the Monarch Fire Protection District, the Monarch Fire Protection District Section 457 Deferred Compensation Plan and the Monarch Fire Protection District Welfare Benefit Plan". Respondents must submit an original proposal and seven (7) copies. Submissions may be made electronically.

Proposals are due by 4:00 p.m. CST on January, 02, 2019. Any proposals received by the Board of Trustees after January 02, 2019 will not be accepted and will be returned to the bidder.

The Board of Trustees and VEBA Administrator/Trustees reserve the right to accept or reject any or all bids. Should the Board of Trustees and VEBA Administrator/Trustees receive only one (1) proposal by January, 02, 2019, the Board of Trustees and VEBA Administrator/Trustees reserve the right to reject said proposal and/or extend the submission deadline. If the proposal is rejected, bids will be opened publicly at the next public meeting of the Board of Trustees that occurs after the time of bid deadline. The bidder may be represented at bid opening if so desired.



APPENDIX A

MONARCH FIRE PROTECTION DISTRICT WELFARE BENEFIT PLAN

Value Asset in the Welfare Benefit Plan as of September 30, 2018

ATEL IX	\$ 15,200.00
ATEL X	\$ 27,000.00
Washington National	\$ 1,120,162.96
Bright house	\$ 1,024,518.36
American Funds	\$ 537,704.65
Phillips Edison	\$ 175,963.43
AM Realty HC	\$ 132,168.73
Americo Annuity	\$ 1,665,304.47
Coraires Grand Moission	\$ 201,714.78
PCS Funds	\$ 331,277.27
Athene Annuity	\$ 215,915.18
CION	\$ 202,597.70
Welfare Benefit Plan Total	\$ 5,649,527.53



**MONARCH FIRE PROTECTION DISTRICT SECTION 457 DEFERRED
COMPENSATION PLAN**

<u>Accounts</u>	<u>Balance</u>
<i>DEUTSCHE REAL ASSETS A (AAAAX)</i>	\$63,601.25
<i>iShares CORE TOTAL US BOND MKT ETF (AGG)</i>	\$653,303.19
<i>TD AMERITRADE SDBA (AMIDA)</i>	\$929,541.55
<i>ALGER SMALL CAP GROWTH INS R (ASIRX)</i>	\$17,025.54
<i>VANGUARD TOTAL INTL BD ETF (BNDX)</i>	\$40,864.25
<i>SPDR BARCLAYS CAP INTL TREAS (BWX)</i>	\$35,867.53
<i>DEUTSCHE GLOBAL MARCO A (DBISX)</i>	\$4,080.94
<i>DEUTSCHE CROCI US FD CL A (DCUXA)</i>	\$40,615.94
<i>SPDR DOW JONES IND AVG ETF TR (DIA)</i>	\$345,607.44
<i>FRANKLIN DYNATECH R (FDNRX)</i>	\$40,217.22
<i>TD AMERITRADE MONEY MARKET (FTCIMA)</i>	\$16,940.86
<i>DEUTSCHE GNMA FUND CLASS A (GGGGX)</i>	\$4,510.85
<i>ISHARES U.S. UTILITES (IDU)</i>	\$76,976.50
<i>iShares Barclays 7-10 Year Treas (IEF)</i>	\$481,262.28
<i>ISHARES TR S&P MDCP 400 ETF (IJH)</i>	\$394,966.71
<i>iShares S&P 500 Growth Ind Fund (IVW)</i>	\$313,164.58
<i>iShares Russell 2000 Index (IWM)</i>	\$411,835.02
<i>ISHARES DOW JONES HEAL CARE (IYH)</i>	\$370.24
<i>ISHARES DOW JONES US INDUSTRIAL (IYJ)</i>	\$83,216.95
<i>ISHARES DJ US TECN SEC (IYW)</i>	\$80,456.86
<i>PRUDENTIAL JENNISON MIDCAP GRO R (JDERX)</i>	\$86,422.45
<i>DEUTSCHE EQUITY DIVIDEND (KDHAX)</i>	\$71,529.96
<i>DEUTSCHE DREMAN SMALLCAP VALUE A (KDSAX)</i>	\$67,368.87
<i>DEUTSCHE GLOBAL SMALL CAP (KGDAX)</i>	\$15,966.74
<i>DEUTSCHE HIGH-INCOME A (KHYAX)</i>	\$121,311.96
<i>LOAN</i>	\$245,620.47
<i>DEUTSCHE MID CAP VALUE A (MIDVX)</i>	\$65,402.16
<i>MFS TOTAL RETURN R2 (MTRRX)</i>	\$124,433.74
<i>OPPENHEIMER MAIN ST SM&MID CAP N (OPMNX)</i>	\$19,098.04
<i>POWERSHARES EM MAR SOVRG (PCY)</i>	\$36,436.75
<i>POWERSHARES PREFERRED PORT (PGX)</i>	\$35,260.30
<i>PIMCO TOTAL RETURN INSTL (PTTRX)</i>	\$138,585.43
<i>Powershares QQQ Trust Series 1 (QQQ)</i>	\$1,511.64
<i>AF EUROPACIFIC GROWTH R3 (RERCX)</i>	\$235,333.90
<i>AF GROWTH FUND OF AMERICA R3 (RGACX)</i>	\$358,309.92
<i>T ROWE PRICE GROWTH STOCK R (RRGSX)</i>	\$120,825.21
<i>DEUTSCHE REAL EST SEC A (RRAX)</i>	\$43,405.81
<i>SCHWAB US SM-CAP ETF (SCHA)</i>	\$334,967.27
<i>SCHWAB EMRG MKTS EQ EFT (SCHE)</i>	\$312,286.95
<i>SCHWAB INTERNATIONAL EQUITY (SCHF)</i>	\$308,880.17
<i>SCHWAB US REIT (SCHH)</i>	\$82,166.32
<i>SPDR S&P 500 (SPY)</i>	\$590,310.34
<i>DEUTSCHE HEALTH & WELLNESS (SUHAX)</i>	\$24,460.59
<i>DEUTSCHE S&P 500 INDEX FUND - A (SXPAX)</i>	\$126,058.30
<i>Vanguard Small Cap Growth EFT (VBK)</i>	\$314,258.34
<i>VANGUARD SMALL CAP VALUE EFT (VBR)</i>	\$337,465.81
<i>Materials Select Sector SPDR (XLB)</i>	\$336,326.16
Grand Total Account Balances for Section 457 Deferred Compensation Plan	\$8,588,429.3



MONARCH FIRE PROTECTION DISTRICT 401(a) RETIREMENT PLAN

<u>Accounts</u>	<u>Balance</u>
<i>DEUTSCHE REAL ASSETS A (AAAAX)</i>	\$146,779.17
<i>iShares CORE TOTAL US BOND MKT ETF (AGG)</i>	\$1,659,769.14
<i>TD AMERITRADE SDBA (AMIDA)</i>	\$3,253,767.91
<i>ALGER SMALL CAP GROWTH INS R (ASIRX)</i>	\$105,327.50
<i>VANGUARD TOTAL INTL BD ETF (BNDX)</i>	\$141,200.52
<i>SPDR BARCLAYS CAP INTL TREAS (BWX)</i>	\$108,390.82
<i>DEUTSCHE GLOBAL MARCO A (DBISX)</i>	\$31,772.43
<i>DEUTSCHE CROCI US FD CL A (DCUAX)</i>	\$81,753.66
<i>SPDR DOW JONES IND AVG ETF TR (DIA)</i>	\$895,250.73
<i>FRANKLIN DYNATECH R (FDNRX)</i>	\$86,805.64
<i>TD AMERITRADE MONEY MARKET (FTCIMA)</i>	\$69,411.72
<i>DEUTSCHE GNMA FUND CLASS A (GGGGX)</i>	\$35,029.97
<i>ISHARES U.S. UTILITIES (IDU)</i>	\$210,585.95
<i>iShares Barclays 7-10 Year Treas (IEF)</i>	\$783,893.58
<i>ISHARES TR S&P MDCP 400 ETF (IJH)</i>	\$595,181.57
<i>iShares S&P 500 Growth Ind Fund (IVW)</i>	\$811,532.43
<i>iShares Russell 2000 Index (IWM)</i>	\$619,586.93
<i>ISHARES DOW JONES HEAL CARE (IYH)</i>	\$10,330.27
<i>ISHARES DOW JONES US INDUSTRIAL (IYJ)</i>	\$227,869.17
<i>ISHARES DJ US TECN SEC (IYW)</i>	\$220,309.20
<i>PRUDENTIAL JENNISON MIDCAP GRO R (JDERX)</i>	\$239,080.09
<i>DEUTSCHE EQUITY DIVIDEND (KDHAX)</i>	\$83,615.17
<i>DEUTSCHE DREMAN SMALLCAP VALUE A (KDSAX)</i>	\$108,385.47
<i>DEUTSCHE GLOBAL SMALL CAP (KGDAX)</i>	\$15,208.11
<i>DEUTSCHE HIGH-INCOME A (KHYAX)</i>	\$148,323.19
<i>DEUTSCHE MID CAP VALUE A (MIDVX)</i>	\$88,491.29
<i>MFS TOTAL RETURN R2 (MTRRX)</i>	\$346,160.63
<i>OPPENHEIMER MAIN ST SM&MID CAP N (OPMNX)</i>	\$25,421.21
<i>POWERSHARES EM MAR SOVRG (PCY)</i>	\$110,273.64
<i>POWERSHARES PREFERRED PORT (PGX)</i>	\$106,481.49
<i>PIMCO TOTAL RETURN INSTL (PTTRX)</i>	\$262,874.64
<i>PowerShares QQQ Trust Series 1 (QQQ)</i>	\$26,177.80
<i>AF EUROPACIFIC GROWTH R3 (RERCX)</i>	\$361,082.12
<i>AF GROWTH FUND OF AMERICA R3 (RGACX)</i>	\$404,848.01
<i>T ROWE PRICE GROWTH STOCK R (RRGSX)</i>	\$280,069.40
<i>DEUTSCHE REAL EST SEC A (RRRAX)</i>	\$46,214.58
<i>SCHWAB US SM-CAP EFT (SCHA)</i>	\$867,659.25
<i>SCHWAB EMRG MKTS EQ EFT(SCHE)</i>	\$809,697.70



<i>SCHWAB INTERNATIONAL EQUITY (SCHF)</i>	\$800,083.64
<i>SCHWAB US REIT ETF(SCHH)</i>	\$225,160.65
<i>SPDR S&P 500 (SPY)</i>	\$892,114.82
<i>DEUTSCHE HEALTH & WELLNESS (SUHAX)</i>	\$63,719.19
<i>DEUTSCHE S&P 500 INDEX FUND - A (SXPAX)</i>	\$256,058.67
<i>Vanguard Small Cap Growth ETF (VBK)</i>	\$814,371.34
<i>VANGUARD SMALL CAP VALUE ETF (VBR)</i>	\$874,502.23
<i>Materials Select Sector SPDR (XLB)</i>	\$871,884.82

Grand Total Account Balances in Section 401(a) Retirement Plan	\$19,222,507.46
Allianz Annuity Policies. More information will be provided upon request)	5,958,506.00
Grand Total Account Balances in Section 401(a) Retirement Plan	\$25,181,013.46

