

**SAN DIEGO CONVENTION CENTER CORPORATION  
BOARD OF DIRECTORS MEETING**

**THURSDAY, 27, 2020, 12:00 P.M.  
111 W. Harbor Drive, 2<sup>nd</sup> Floor, Executive Boardroom  
San Diego, California 92101**

**AGENDA**

- 1. Call to Order – Jaymie Bradford, Chair**
- 2. Non-Agenda Public Comments**

This portion of the agenda provides an opportunity for members of the public to address the Board on items of interest within the jurisdiction of the Board that are not on the posted agenda. Pursuant to the Brown Act, no discussion or action shall be taken by the Board on items not posted on the agenda.

**3. Presentations:**

**A. Employee(s) of the Month:**

**Susan Young, Public Safety & Guest Services Administrative Assistant, (December) presented by Todd Temple, Director of Public Safety & Guest Services**

**Robin Weid, Administrative Assistant (February) presented by Mardeen Mattix, CFO**

**4. Board Committee Reports and Board Action Items**

**Consent Agenda:**

- A. Approval of Minutes of Board Meeting of January 28, 2020**
- B. Acceptance of December Financial Reports from Chief Financial Officer**
- C. Authorization to Ratify Contracts for Emergency Repairs to Ballroom 6A Foyer**

**Closed Session**

- D. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**  
Significant exposure to litigation pursuant to Govt Code Section 54956.9(d)(2) (1 case)  
Existing facts and circumstances pursuant to Govt Code Section 54956.9(e)(1)

- E. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**  
CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to Govt Code Section 54956.9(d)(2) (1 case)  
Existing facts and circumstances pursuant to Govt Code Section 54956.9(e)(3)
- F. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**  
Pursuant to Govt Code Section 54956.9(d)(1) (2 cases)  
Case No. 37-2018-00060167-CU-BC-CTL  
Case No. 37-2020-00008163-CU-OE-CTL

**Action Item(s):**

- G. Executive Committee (Jaymie Bradford)**
- (1) **Authorization to Approve Resolution in Support of Participation in “Live-Well San Diego” Program**
- H. Budget Committee (Carol Kim)**
- (1) **Authorization to Award Contract for Installation of Fire Pump**
- (2) **Authorization to Award Contract for Attendee Guide Printing**
- (3) **Authorization to Purchase Waste Receptacles**
- I. Audit Committee (Allan Farwell)**
- (1) **Authorization to Consolidate Money Purchase Pension Plan and 403b Plan to a single 403b MPPP Plan Instrument and to Replace Current Retirement Funds to Proposed Fund Line-up advised by RBC Wealth Management**
6. **Chair’s Report (Chair Jaymie Bradford)**
7. **General Counsel Report (Jennifer Lyon)**
8. **President’s Report (Rip Rippetoe)**
9. **Chief Financial Officer’s Report (Mardeen Mattix)**
10. **Board Comment [Govt. Code § 54954.2(a)(2)]**

## Adjournment

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In compliance with Government Code section 54957.5, non-exempt written material that is distributed to the Board prior to the meeting will be available at the meeting or it may be viewed in advance of the meeting at the corporation's offices at 111 West Harbor Drive, San Diego, CA. Materials distributed to the board after the posting of this agenda also will be available. Please contact Pat Evans at (619)525-5131 or pat.evans@visitsandiego.com if you would like to pick up a copy of any material related to an item on this agenda.

**Action items on this agenda may be consolidated for voting purposes into a single vote of the Board, to the extent they are routine or otherwise do not require further deliberation. A Board member may comment on an action item before it is voted upon as part of the consolidated vote; however, if a Board member wishes to discuss an action item, that item will not be included in the consolidated vote. If a member of the public wishes to comment upon an action item, they should so advise the Board chair at or before the public comment portion of the meeting, in which case that item will not be included in any consolidated vote.**

**Agenda Item 4.A**

**MINUTES\***  
**SAN DIEGO CONVENTION CENTER CORPORATION**  
**THE BOARD OF DIRECTORS**

**BOARD MEETING OF JANUARY 28, 2020**

<b>BOARD MEMBERS PRESENT:</b>	Chair Jaymie Bradford and Directors, Gil Cabrera, Elvin Lai, Carol Kim and Allan Farwell
<b>BOARD MEMBER(S) ABSENT:</b>	Directors Carlos Cota and Xema Jacobson
<b>STAFF PRESENT:</b>	Rip Rippetoe Karen Totaro, Mardeen Mattix, Andy Mikschl, Terry Kurtenbach, Maren Dougherty, Rita de la Fuente, Corey Albright, DeeAnne Snyder, Bobby Ramirez and Pat Evans (Recorder)
<b>ALSO PRESENT:</b>	Jennifer Lyon, General Counsel

\*Audio copies of Board of Director meetings are available upon request. Please contact Pat Evans at (619)525-5131 or [pat.evans@visitsandiego.com](mailto:pat.evans@visitsandiego.com) to request a copy.

**1. Call to Order**

Chair Jaymie Bradford called the Board Meeting to order at 12:00 p.m. in the Executive Boardroom of the San Diego Convention Center Corporation, 111 West Harbor Drive, San Diego, CA 92101. All Directors were present except Directors Xema Jacobson and Carlos Cota.

Chair-elect Bradford thanked the Board of the opportunity to serve and addressed her goals for the Board for the upcoming year.

**2. Non-Agenda Public Comment – None**

**3. Presentations:**

**A. Employee(s) of the Month:**

**Susan Young, Public Safety & Guest Services Administrative Assistant, (December) will be presented at the February Board meeting.**

**Lance Young, HVAC Engineer (January) was presented by Marc LaHay, Director of Building Operations. Mr. Rippetoe also introduced Mr. LaHay**

who was recently promoted into the position of Director of Building Operations. Mr. Rippetoe welcomed Mr. LaHay to the team.

**5. Board Committee Reports and Board Action Items**

**Consent Agenda:**

- A. Approval of Minutes of Board Meeting of December 3, 2019**
- B. Acceptance of November 2019 Financial Reports from Chief Financial Officer**
- C. Authorization to Ratify Contract for Emergency Repair to Ruptured Waterline**
- D. Authorization to Ratify Purchase of Utility Vehicles for Operations/Sales Departments**
- E. Authorization to Purchase Staging Equipment**
- F. Authorization to Award Purchase Order to Mity-Lite, Inc. for Stacking Chairs and Wheeled Chair Trucks**

**Directors Lai and Farwell moved and seconded, respectively, to approve the Consent Agenda set forth hereinabove. Vote: Unanimous**

**AYES: 5                      NAYS: 0                      ABSTENTIONS: 0**

**Directors Jacobson and Cota were absent.**

**Action Item(s):**

- G. Executive Committee (Jaymie Bradford)**
  - (1) Authorization to Approve Resolution in Support of “Yes For A Better San Diego” Citizen Initiative**

**Directors Cabrera and Farwell moved and seconded, respectively, to authorize approval of a Resolution in Support of “Yes For A Better San Diego” Citizen Initiative. Vote: Unanimous**

**AYES: 5                      NAYS: 0                      ABSTENTIONS: 0**

**Directors Jacobson and Cota were absent.**

- H. Budget Committee (Carol Kim)**
  - (1) Authorization to Approve Modification of Digital Signage Contract with Digital Conventions**



- The SDTA long-term team is doing well; however, they are 20,000 room nights short of their year-to-date goal. There are approximately 1 million potential room nights in their business pipeline.
- Mr. Lai also discussed SDTA's strategic approach to customer retention and suggested that the Chair consider appointing an Ad Hoc committee to further delve into the issue to customer retention.

**5. Chair's Report:**

- Chair Bradford provided an overview of her attendance at the PCMA Convening Leaders conference in San Francisco in January, 2020. Director Lai also attended the conference and he noted that he received very positive feedback from clients regarding the center.

**6. General Counsel Report – None.**

**7. President's Report -** Mr. Rippetoe submitted a written report and highlighted the following items:

- Andy Mikschl has been promoted to Chief Sales & Revenue Officer.
- Julia Slocombe of Smart City Networks introduced the new in-house General Manager, Heidi Alcantara.
- Mr. Rippetoe reported that the Corporation has seen a 70% reduction in work days lost. This reduction in lost work days is attributable to the efforts of the Safety Manager, Becca Duyo and the safety and wellness programs she has initiated.
- Mr. Rippetoe also provided an update regarding the Compensation Study. He reported that H.R. has begun the process of slotting staff in accordance with the newly developed position parameters.
- The SDCCC Intern program has been able to place two temporary interns into permanent positions - The H.R. intern has joined the staff as a permanent hire and the Convention Services intern has also joined the team.
- Mr. Rippetoe also discussed the definition of "deferred maintenance."

**8. Board Comment [Govt. Code § 54954.2(a)(2)]:** Mr. Rippetoe will be attending the IAVM mid-year conference in Dallas and will be out to the office through January 31<sup>st</sup>.

There being no further business, the meeting adjourned at 1:14 p.m.

**CERTIFICATION**

I, Allan Farwell, Secretary of the Board of Directors of the San Diego Convention Center Corporation, Inc., do hereby certify that the foregoing is a true and correct copy of the minutes of the business transacted by the Board of Directors of the San Diego Convention Center Corporation, Inc., at a duly noticed meeting held on December 3, 2019 and that said minutes were approved by the Board of Directors on, February 27, 2020.

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Allan Farwell, Secretary

## Agenda Item 4.C

# SAN DIEGO CONVENTION CENTER CORPORATION M E M O R A N D U M

**TO:** Board of Directors

**FROM:** Carol Kim, Budget Committee Chair

**DATE:** For the Agenda of February 27, 2020

**RE:** Ratify Contracts Awarded to BSD Builders and American Scaffold for Emergency Ceiling Repair due to Water Intrusion

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### BACKGROUND

On December 4, 2019, a portion of the plaster ceiling in the 6A Lobby fell apart due to leaks in the west building roof. To ensure the safety of guests and employees, Corporation staff engaged American Scaffold to erect scaffolding that same evening in order to access the ceiling and prevent potential further risk of plaster failure. American Scaffold is a trusted vendor who has worked on other major projects at the Center. Simultaneously, Corporation staff identified a broken seam in the membrane of the roof that was causing the water intrusion and were able to patch the seam. Locating the seam was a challenge due to the three (3) inch clearance between the roof and underbelly of the equipment at this location.

### DISCUSSION

The initial assessment of the plaster saturation required further investigation. Our contracted Project Manager, Jennifer Baker, recommended that BSD Builders provide a professional assessment of the severity of the damage in order to provide a recommended mitigation plan.

Based on her prior experience working with BSD Builders and given their history of working in large facilities with busy schedules, Ms. Baker felt they would be able to allow business to function in a normal manner while working around our event and client activity to minimize disruption. After performing an initial inspection, Corporation staff engaged BSD Builders to demolish the saturated plaster and to further inspect the existing conditions. They subsequently determined the supporting structure was in good shape, and further recommended replacement only of the saturated plaster ceiling area. Corporation staff accepted the recommendation and contracted for demolition and plaster replacement on a time and materials basis with a not-to-exceed cost of \$148,888.04. The majority of the work occurred at night to minimize the impact to event activity.

BSD Builders completed all of their work on January 29, 2020 and American Scaffold removed the scaffolding on January 30, 2020, returning the space to normal conditions. The total cost for the scaffolding rental, erection and removal was \$23,524.00

The FY2020 approved budget included \$250,000.00 for water intrusion repair and maintenance costs. The contracted cost of this repair totaled \$172,412.04. Other water intrusion repairs have



already occurred throughout the year, and we anticipate the Repair and Maintenance line item budget will exceed its budgeted value.

STAFF RECOMMENDATION

- Approve ratification of contract award to BSD Builders for \$148,888.04 for the demolition and plaster ceiling replacement.
- Approve ratification of contract award to American Scaffold for \$23,524.00 for the rental, erection and removal of scaffolding.

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Carol Kim,  
Budget Committee Chair

**DRAFT**

**RESOLUTION NO. 2020-02  
Live Well San Diego Partnership**

**DRAFT**

**WHEREAS**, the health and well-being of citizens is of primary concern for the County of San Diego, and on July 13, 2010, the San Diego County Board of Supervisors adopted the *Live Well San Diego* vision, for achieving the county's vision of Building Better Health, Living Safely, and Thriving; and

**WHEREAS**, *Live Well San Diego* is the common thread between the work of public and private entities, faith-based and community-based organizations, cities, business community members, and other stakeholders toward a shared vision of a healthier, safe, and more self-sufficient communities; and

**WHEREAS**, the San Diego Convention Center serves as the region's premier gathering place, has held over 5,900 events, and welcomed more than 23 million attendees to the City of San Diego since first opening its doors in 1989;

**WHEREAS**, the San Diego Convention Center fulfills the *Live Well San Diego* partner requirements by:

- Cultivating a green culture and going above and beyond when it comes to environmental responsibility in operating the San Diego Convention Center;
- Supporting the safety and well-being of our staff by providing wellness programs as well as regular education that addresses safety and security in the workplace, sensitivity and sensory inclusion, and;
- Giving back to the community by volunteering time to local causes and donating tons of food, clothing and other items to regional charities; NOW, THEREFORE,

**BE IT RESOLVED** that the San Diego Convention Center Board of Directors hereby approves the partnership with the County of San Diego's *Live Well San Diego* vision.

**PASSED, APPROVED and ADOPTED** this 27 day of February 27, 2020 by the following vote:

**AYES:  
NOES:  
ABSENT:  
ABSTAIN**

**DRAFT**

\_\_\_\_\_  
Jaymie Bradford, Chair

**ATTEST:**

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Allan Farwell, Secretary of the Board

**SAN DIEGO CONVENTION CENTER CORPORATION  
M E M O R A N D U M**

**TO:** Board of Directors

**FROM:** Carol Kim, Budget Committee Chair

**DATE:** For the Agenda of February 27, 2020

**RE:** Authorization to Contract for Fire Pump Replacement.

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BACKGROUND

On March 12, 2019, Corporation entered into a contract with Arrow Automatic Fire Sprinkler, Inc. for the replacement of a diesel fire pump. The contract was awarded on a lowest bidder basis. Arrow Automatic Fire Sprinkler, Inc. was unable to fulfill their obligations and this ultimately resulted in the Corporation and Arrow Automatic Fire Sprinkler, Inc. mutually terminating their contract on October 30, 2019. Arrow Automatic Fire Sprinkler, Inc. was compensated \$95,980.43 for the purchase of the fire pump, engineering, and the Air Pollution Control District permit. The anticipated cost of the original project was estimated not to exceed \$200,000.

The existing diesel fire pump system was installed in 1989 as part of the original Sails Pavilion construction project. The fire pump provides the necessary water pressure and flow to meet the demand requirements for the fire suppression system in the Sails Pavilion. The existing diesel fire pump and engine assembly have exceeded their useful life expectancy and these components are no longer manufactured, resulting in the necessity of a complete replacement.

DISCUSSION

Procurement Staff reissued a request for proposals with an amended scope of work to resume and complete the fire pump replacement project. Completing the project primarily consists of design, engineering, city permitting, and replacement of the existing diesel fire pump with the new diesel fire pump Corporation purchased from Arrow Automatic Fire Sprinkler, Inc. Bidder evaluation was based on a best value determination using the following criteria: Comparable Projects 40 points, Price 30 points, Key Personnel Resumes 10 points, Project Schedule 10 points, Interview Presentation (if shortlisted) 10 points.

Seven (7) contractors attended the mandatory site walk resulting in two (2) qualified bid responses. An evaluation committee was formed and it determined Bradshaw Engineering Corporation provided the best value with a proposal of \$293,080.

Despite the proposed cost being over the original project estimate, Staff assess Bradshaw Engineering Corporation's proposal to be fair and reasonable based on the complexities that resulted in the termination of the original contract. Staff recommends proceeding with Bradshaw Engineering Corporation with a 10% contingency for a not to exceed total of \$322,388. Inclusive of previous progress payments to Arrow Automatic Fire Sprinkler, Inc., the total project not-to-

exceed value would be \$418,368.43, not including costs for engineering oversight and project management.

STAFF RECOMMENDATION

Approve authorization to contract with Bradshaw Engineering Corporation for \$293,080 plus a 10% contingency for a total not to exceed contract value of \$322,388.

Approve authorization to amend the total project budget for the fire pump replacement project not to exceed \$450,000, including engineering oversight and project management.

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Carol Kim,  
Budget Committee Chair

**Agenda Item 4.H.2**  
**SAN DIEGO CONVENTION CENTER CORPORATION**  
**MEMORANDUM**

**TO: Board of Directors**

**FROM: Carol Kim, Budget Committee Chair**

**DATE: For the Agenda of February 27, 2020**

**RE: Authorization to Contract for Attendee Guide Printing Services.**

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BACKGROUND

Staff produce and publish an annual San Diego Attendee Guide for print and digital distribution to half a million out of town meeting and convention attendees. The San Diego Attendee Guide includes restaurants, shopping, attractions and arts and cultural, maps and other information and resources helpful to visitors. On average between 110,000 and 145,000 print copies are distributed annually.

Historically, Staff would request quotes on an annual basis from qualified printing firms and issue a single year contract. This is an anticipated requirement with \$89,200 budgeted in FY20.

DISCUSSION

Staff desires to enter a longer-term agreement with a qualified printing firm to publish annually the San Diego Attendee Guide. Procurement Staff issued a request for proposals seeking a one (1) year contract with four (4) single year options to extend annually. The pricing structure provided included "not to exceed" unit pricing for quantities in 10,000 copy increments up to 140,000+ copies with no minimum order guarantee. Bidder evaluation was based on a best value determination using the following criteria: Price 30 Points, References 30 Points, Similar Project Examples 20 Points, Company Resume 10 Points, Shortlist Interview (if shortlisted) 10 Points.

Staff received two (2) qualified bid responses. An evaluation committee was formed and determined L+L Printers Carlsbad, LLC provided the best value with fair and reasonable pricing across the various volume increments of 10,000 copies.

STAFF RECOMMENDATION

Approve authorization to award a contract to L+L Printers Carlsbad, LLC.

15/  
Carol Kim,  
Budget Committee Chair

**SAN DIEGO CONVENTION CENTER CORPORATION  
M E M O R A N D U M**

**TO: Board of Directors**

**FROM: Carol Kim, Budget Committee Chair**

**DATE: For the Agenda of February 27, 2020**

**RE: Authorization to Purchase Four Stream Waste Receptacles**

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BACKGROUND

The San Diego Convention Center Corporation has been a sustainability leader in the convention industry for decades. In continuing the commitment to host premier events, while minimizing their impact on the environment, Staff budgeted \$374,818 in FY20 for exhibit hall four stream waste bins and forecasted an additional \$240,000 in FY22 for lobby space four stream waste bins. The four stream waste bins are designed to sort plastics, mixed paper, organics/compost, and landfill garbage.

DISCUSSION

Corporation Staff has long been on the forefront of developing sustainability initiatives through using organizational, operational, and technological innovations. Utilizing this expertise, Staff evaluated various combinations of waste bins for lobby and exhibit hall locations assessing a number of circumstances. After an extensive study, Staff determined the best combination of four stream waste bins to be CleanRiver Recycling Solutions' Excel Stadium series bins for exhibit halls and Rubbermaid Configure series bins for the lobby spaces.

CleanRiver Recycling Solutions is the manufacturer and distributor of their own products. Therefore, Procurement Staff recommend single sourcing the requirement and obtained a quote directly from CleanRiver Recycling Solutions in the amount of \$339,037.53. Staff assess CleanRiver Recycling Solutions' quote to be fair and reasonable and it is \$35,780.47 below budget.

Rubbermaid is the manufacturer of the Configure series waste bins Staff determined as the best option for lobby spaces. Rubbermaid utilizes various distributors to market and sell on their behalf. Procurement Staff issued a request for proposals and received 13 bid responses. Waxie offered the lowest bid at \$262,203.53. While these items were originally budgeted for FY22, Staff believes the recently concluded lobby carpet replacement project warrants expediting the replacement of the existing waste bins to match the neutral color palette of the new carpet.

STAFF RECOMMENDATION

Approve authorization to purchase exhibit hall waste bins from CleanRiver Recycling Solutions for \$339,037.53.

Approve authorization to purchase lobby waste bins from Waxie for \$262,203.53.

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Carol Kim,  
Budget Committee Chair

## Agenda Item 4.I.1

# SAN DIEGO CONVENTION CENTER CORPORATION M E M O R A N D U M

**TO:** Board of Directors

**FROM:** Carlos Cota, Defined Contribution Committee Liaison

**DATE:** For the Agenda of February 27, 2020

**RE:** Authorization to Recommend Consolidation of Money Purchase Pension Plan and 403b Plan to a single 403b MPPP Plan Instrument and to Replace Current Retirement Funds to Proposed Fund Line-up advised by RBC Wealth Management

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### BACKGROUND

On August 8, 2019, the Board authorized Corporation to replace Wells Fargo and Mass Mutual investment advisory role with RBC Wealth Management (“RBC-WM”) services to provide better pricing, fund options and education to employees. In 2019, Principal Financial Group acquired Wells Fargo Institutional Retirement Trust Services and noticed SDCCC of the requirement to convert platforms to the new institution during 2020. Staff used this opportunity to evaluate new administrative and custodial service providers for all retirement plans through a competitive RFP process lead by RBC Wealth Management.

### DISCUSSION

A Request for Proposal (“RFP”) for record-keeping and custodial services was issued in September 2019 by RBC-WM serving as an independent advisory. Based on the submissions received from the RFP, a total of seven (7) vendors responded and were short-listed down to four (4) for candidates.

The evaluation team was led by the RBC-WM investment advisor with Board Director Cota, Chair Mattix as CFO, COO, Executive Director Human Resources, Director of Procurement and Contracts, Director of Finance, Staff Account/Plan Admin support and two (2) Retirement Committee representatives. Based on staff short-list, two (2) bundled providers and two (2) un-bundled candidates were invited to provide a formal presentation and to answer questions from the staff committee. Bundled providers offer administrative and custodial services centralized through one company whereas unbundled providers offer a boutique or specialized administrative service with a separate custodian of assets. A second round of interviews were conducted after staff discussion with T. Rowe Price (bundled) and Randall & Hurley with Charles Schwab Trust (unbundled).



All of the firms exhibited outstanding record-keeping services, including comprehensive participant education and participant fund accessibility through website and app access. The bundled services offered robust online tools and comprehensive marketing materials for employee engagement without as much individualized consultative plan advice as the unbundled service providers offered. After much consideration, the evaluation team felt the transition to a new plan design and the support required to convert legacy plans would require a “hands-on” approach and education campaign specialized to our needs. The team selected and contracted to move forward with Randal & Hurley (“R+H”) as an “un-bundled” provider with exclusive focus on record-keeping consulting services separate from Charles Schwab Trust Bank as the custodial services of the plan. An un-bundled approach ensures no conflict of interest of proprietary funds and produces with full transparency of plan expenses.

Wells Fargo and Mass Mutual have been notified of Corporations intent to transition services to the new plan providers. R+H will lead the transition efforts by obtaining census information from existing plans to map out a detailed conversion timeline, preparing restated plan documents, de-conversion from existing platform and transition strategy to prepare for employee education and transitional support. RBC-WM will lead the efforts of investment policy restatement and recommended investment fund line up.

Investment advisory (RBC-WM) with supporting recommendation from R+H, advise Corporation to consider:

1. Consolidation of existing three (3) plans to two (2): offer a 403b MPP Plan and 457 Plan
  - a. The 403(b) investment plan allows employers to contribute to the plan with more flexible options than a Money Purchase Pension Plan.
  - b. Reduce plan administrative costs paid by participants to maximize return yields.
  - c. Recommend maintaining a 10% employer contribution
  - d. Allow ROTH option on both plans
  - e. Recommend participant auto-enrollment to encourage retirement readiness best practices. Employees may opt out with no effect of maintaining a 10% contribution.
  - f. Restatement of plan documents are required
2. Accept recommended fund line up
  - a. Higher quality investment options with fair and transparent expense ratios
  - b. RBC – WM assisting in establishing an Investment Policy Statement (IPS) used to evaluate our existing funds and to recommend fund changes as well as to monitor and benchmark the funds on an on-going basis
  - c. Mapping of existing funds to new fund line up provided
  - d. Existing balances and future contributions will be mapped to the equivalent fund
3. Recommend hybrid allocation of plan administrative fees to participants
  - a. Plan administrative fee per participant – flat quarterly rate

- b. Pro-rata plan expense fees for investment and custodial fees based on plan asset value.

STAFF RECOMMENDATION

- 1) Approve authorization for consolidation of the Money Purchase Pension Plan into the 403(b) plan,
- 2) Approve authorization of recommended fund line up options for all retirement plans, and
- 3) Approve authorization of plan administrative fee allocation to participants

  /s/    
Carlos Cota,  
Defined Contribution Committee Liaison