

**Massachusetts Port Authority  
Employees' Retirement System  
Board Meeting Minutes  
March 26, 2020**

A meeting of the Massachusetts Port Authority Employees' Retirement Board was held by conference call pursuant to the procedures set out in the Governor's emergency order dated March 12, 2020, on Thursday, March 26, 2020. The following members of the Board were present:

James S. Hoyte, Chairman  
Michael A. Grieco, Vice Chairman  
Michael P. O'Brien, Board Member  
John P. Prankevicius, Treasurer-Custodian  
Betsy Taylor, Board Member

Also present were:

Irene Moran, Director of Retirement  
Kathryn Arazi, Retirement Board Coordinator  
Laura S. Barbosa, Retirement Member Services Specialist  
Nancy Bournival, MPAERS Controller  
Richard Heidlage, Massport Senior Legal Counsel, Retirement  
John Affuso, Massport Senior Legal Counsel, Transactions

Also in attendance were:

Stephen DiGirolamo, Wilshire Associates  
Stephanie Gallagher, KPMG LLP  
Scott Warnetski, KPMG LLP  
Kevin Mack, Massport IT Help Desk staff

1. **Open Meeting**

Chairman Hoyte opened the meeting at 9:00 a.m.

Chairman Hoyte noted that this meeting was held entirely by remote participation pursuant to the procedures set out in the Governor's emergency order dated March 12, 2020.

2. **Roll Call**

Ms. Moran read a roll call:

Member Hoyte "Here".  
Member Grieco "Here".  
Member O'Brien "Here".  
Member Prankevicius "Here".  
Member Taylor "Here".

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**3. Public Comments**

There were no public comments.

**4. KPMG**

KPMG was represented by:

Stephanie Gallagher  
Scott Warnetski

Mr. Warnetski presented KPMG's Required Communications including MPAERS Financial Statements for the years ended December 31, 2019 and 2018. Ms. Gallagher and Mr. Warnetski presented audit results and reviewed the significant audit areas noting an unmodified opinion of the MPAERS' financial statements. Mr. Warnetski noted that KPMG would be issuing an audit report on the GASB 67 and 68 schedules simultaneously with the financials. Mr. Warnetski complimented the staff on the handling of and preparations for a potential office closure due to the coronavirus pandemic. The Board thanked Ms. Gallagher and Mr. Warnetski for an informative presentation.

**5. Wilshire Associates**

Wilshire Associates was represented by:

Stephen DiGirolamo

Mr. DiGirolamo reported on Wilshire's response to the COVID-19 pandemic and discussed how the markets have been affected during this unprecedented time. He presented an overview of current market conditions reviewing the US Equity, Non-US Equity, and Fixed Income markets and also presented the MPAERS' Monthly Investment Summary for February 2020 reviewing total fund performance for the one-month, the quarter to-date, and the one-year. The total fund was down 3.5% for the one-month and quarter to-date and up 7.7% for the one-year with plan assets totaling approximately \$683.2 million as of February 29, 2020 as reported by Mr. DiGirolamo. He reviewed the US equity, international equity, fixed income, private equity, and real estate composites. Mr. DiGirolamo also presented Wilshire's Weekly Market Report and a plan update as of March 20, 2020.

**Ratification and Approval of Investments for the Month of February 2020**

Upon a motion duly made and seconded, it was:

**VOTED:** To ratify the investments as previously authorized by the Board, for the month of February as shown on the schedule submitted by People's United Bank, schedule attached.

Ms. Moran read a roll call:

Member Hoyte "Yes".

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Member Grieco "Yes".  
Member O'Brien "Yes".  
Member Prankevicius "Yes".  
Member Taylor "Yes".

Ms. Gallagher and Mr. Warnetski's participation in the meeting ended at 10:16 a.m.

**6. Ratification and Approval of Minutes of the Board Meeting held on February 25, 2020**

Upon a motion duly made and seconded, it was:

**VOTED:** To ratify and approve the Minutes of the Board Meeting held on February 25, 2020.

Ms. Moran read a roll call:

Member Hoyte "Yes".  
Member Grieco "Yes".  
Member O'Brien "Yes".  
Member Prankevicius "Yes".  
Member Taylor "Yes".

**7. Approval of March Vouchers listed below:**

The Director presented March vouchers with attachments for approval; please see attached warrant report for detail:

Funds Wired to Bank of America on 3/30/2020	\$ 3,017,696.33	Retiree Payroll
Funds Wired to Massport Payroll Account on 3/30/2020	\$ 60,718.04	
Funds Wired to People's United Checking on 3/30/2020	\$ 190,154.97	
Funds Wired to Bank of America Checking on 3/30/2020	\$ 23,719.07	Lease
Total	----- \$3,292,288.41	

Following a review of the vouchers on the attached warrant report and upon a motion duly made and seconded, it was:

**VOTED:** That March Vouchers are hereby approved in the total amount of \$3,292,288.41.

**RESOLVED FURTHER:** That the Treasurer-Custodian is hereby authorized to make payment upon the aforesaid vouchers.

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Ms. Moran read a roll call:

Member Hoyte "Yes".  
Member Grieco "Yes".  
Member O'Brien "Yes".  
Member Prankevicius "Yes".  
Member Taylor "Yes".

**8. Vote to Approve Pending Retirement**

• **Superannuation Retirement – Yuri Herwagen**

The Director of Retirement presented the Superannuation Retirement Application of Yuri Herwagen, former Unix Systems Administrator, Group 1, in the Information Technology Department at the Logan Office Center.

Upon a motion duly made and seconded, it was:

**VOTED:**

**WHEREAS**, Yuri Herwagen, former Unix Systems Administrator, Group 1, in the Information Technology Department, currently age 74 years with 11 years and 2 months of creditable service, has applied for Superannuation Retirement, Option C, under the provisions of M.G.L. Chapter 32.

**WHEREAS**, Yuri Herwagen, has been found upon investigation by the Director of Retirement to qualify for such retirement, effective on March 1, 2020.

**NOW, THEREFORE**, To approve the application for Superannuation Retirement, Option C, under the provisions of M.G.L. Chapter 32, of Yuri Herwagen, former Unix Systems Administrator, Group 1, in the Information Technology Department, currently age 74 years with 11 years and 2 months of creditable service effective on March 1, 2020 subject to certification to be issued by the Commonwealth of Massachusetts Division of Public Employee Retirement Administration Commission.

Ms. Moran read a roll call:

Member Hoyte "Yes".  
Member Grieco "Yes".  
Member O'Brien "Yes".  
Member Prankevicius "Yes".  
Member Taylor "Yes".

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9. **Director's Report**

March 17<sup>th</sup> email to members

Ms. Moran reported that staff is currently operating almost 100% remotely during the novel coronavirus pandemic. She updated the Board on the remote operations of the System and the communication to members. The Board congratulated staff for a job well done during this unprecedented time.

MPAERS awarded Certificate of Achievement for Excellence in Financial Reporting for 2018 CAFR – 20<sup>th</sup> year

Member Prankevicius commended staff on this great accomplishment. The Board echoed Member Prankevicius's sentiments.

10. **New Business**

PERAC Memo # 15 – 2020 Coronavirus: Contingency Planning

PERAC Memo # 16 – 2020 Coronavirus Update

PERAC Memo # 17 – 2020 Coronavirus Impact

11. **Adjournment**

Upon a motion duly made and seconded, it was:

**VOTED:** To adjourn the meeting at 10:30 a.m.

Ms. Moran read a roll call:

Member Hoyte "Yes".  
Member Grieco "Yes".  
Member O'Brien "Yes".  
Member Prankevicius "Yes".  
Member Taylor "Yes".

12. **Documents and Exhibits**

Agenda – March 26, 2020

Cash Disbursements 03/01/2020 – 03/31/2020 and Warrant Number 03/2020 AP

Cash Disbursements Warrant – Warrant Number 03/2020 AP

KPMG Audit Results – March 26, 2020

Wilshire Associates – Monthly Performance Summary, February 29, 2020

Wilshire Associates – Weekly Market Report, March 20, 2020

Wilshire Associates – Plan Update as of March 20, 2020

Regular Meeting Minutes – February 25, 2020

PERAC Annual Statement draft

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MPAERS Fund Composite – February 2020

Retiree and Survivor Payroll Reconciliation – March 2020

People's United Bank Checking Account Reconciliation – February 2020

People's United Bank Replacement Plan Checking Account Reconciliation – February 2020

Bank of America Checking Account Reconciliation – February 2020

Trial Balance – 1/1/2020 – 1/31/2020

Cash Disbursements Report – 1/1/2020 – 1/31/2020

Cash Receipts Report – 1/1/2020 – 1/31/2020

Adjustments Report – 1/1/2020 – 1/31/2020

PERAC Memo #15 – Coronavirus: Contingency Planning

PERAC Memo #16 – Coronavirus Update

PERAC Memo #17 – Coronavirus Impact

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James S. Hoyte  
Chairman

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Michael A. Grieco  
Vice Chairman

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Michael P. O'Brien  
Board Member

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John P. Prankevicius, CPA  
Treasurer-Custodian

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Betsy Taylor  
Board Member

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Irene Moran  
Director of Retirement