



**APPROVED**

**CEMETERY SYSTEM BOARD OF TRUSTEES  
CITY OF FORT LAUDERDALE  
CITY HALL 8<sup>TH</sup> FLOOR CONFERENCE ROOM  
THURSDAY, JANUARY 11, 2018  
3:30 P.M.**

<b>Members</b>	<b>Attendance</b>	<b>Cumulative Attendance</b>	
		<b>2/2017 through 2/2018 Present</b>	<b>Absent</b>
Michael Ruddy, Chair	P	6	0
Patricia Hayes, Vice Chair	P	5	1
Damon Adams	A	5	1
Victoria Mowrey	P	5	1
Allen Powell	P	6	0
John Sykes	P	5	1
Mark Van Rees	P	6	0
Myrna Pototsky	P	5	1
Dennis Ulmer	P	6	0
Richard Kurtz	P	4	2

**City Staff**

Stacy Spates, Liaison/Recording Minutes  
Kimberly Cunningham Mosley, City Attorney's Office  
Carl Williams, Parks and Recreation

**Guests**

Yamilet Reina, Carriage Services  
Trevor Jackson, Carriage Services  
Chris Manceaux, Carriage Services  
Michael Elliott, Corporate Counsel for Carriage Services  
Kim Krause, SunTrust

**CALL TO ORDER**

Chair Ruddy called the meeting to order at 3:30 p.m.

A. Roll Call

B. City Ordinance No. C-09-05, Quorum Requirement (Discussion)  
Roll was called and it was determined a quorum was present.

The board elected to reschedule the March 8, 2018 meeting to March 1, 2018. Motion to approve made by Mr. Sykes and seconded by Mr. Van Rees. In a voice vote, the motion passed unanimously.

## **2. OLD BUSINESS**

### **A. Short Term Maintenance Plan Update (Discussion)**

Ms. Reina stated that all trees have been cut down and stump grinded that were determined to be dead. Nineteen (19) trees were purchased as replacements for all cemeteries, excluding Woodlawn. Mr. Van Rees asked if the trees were purchased according to arborist standards set by the County/City. Ms. Reina responded that Carriage paid \$5,000.00 to an Arborist for consultation on the type of trees to purchase and where they should be planted. Mr. Ruddy inquired as to the type of trees purchased. However, Ms. Reina could not provide specific details on the description of trees.

Mr. Ulmer asked about projected dates regarding the resodding of Evergreen and Woodlawn cemeteries. Ms. Reina stated that resodding of Evergreen and Woodlawn is completed, but it is an ongoing process.

Ms. Mowrey inquired about the iguanas at Evergreen. Ms. Reina stated that \$11,000 was spent on a trapper to assist in controlling the population.

### **B. Cemetery Plats (Discussion/Motion)**

Parks and Recreation met with Ms. Reina and Mr. Elliott (by telephone) to discuss the conditions of the paper maps used to identify the availability of plots, features, etc. Mr. Elliott informed the City Commission at its meeting on 11/21/2017 that all cemetery maps are in the process of being converted into a digital format. Ms. Reina stated that the maps have been submitted to the vendor responsible for the conversion. However, this is a work in process.

### **C. Cemetery Master Plan Update (Discussion/Motion)**

**Motion** made by Mr. Ulmer: "The Cemetery System Board of Trustees, finding that a Cemetery Master Plan would be beneficial to us in managing the cemeteries within the City of Fort Lauderdale, approves the funding of up to \$240,000 for a Cemetery Master Plan", seconded by Ms. Mowrey. In a voice vote, the motion passed unanimously.

### **D. Irrigation Pump Upgrades Update (Discussion)**

An Invitation of Bid was conducted that produced one bidder. In reviewing the bid, Procurement discovered a discrepancy in pricing within the proposal. Procurement contacted the bidder regarding the discrepancy and the bidder admitted to an error in pricing. However, the bidder would not honor the pricing in the bid. Therefore, an ITB will be re-bid for another three weeks.

## **3. NEW BUSINESS**

### **A. Approval of Meeting Minutes for 11/09/2017 (Discussion/Motion)**

This item was tabled due to incomplete minutes. Motion by Ms. Mowrey and seconded by Mr. Kurtz. In a voice vote, the motion passed unanimously.

**B. Trust Fund Investment Review/Sun Trust Bank (Discussion/Motion)**

Ms. Krause distributed the investment report as of December 31, 2017 in a new format. It was very strong year with a net return of 12%. All equity markets contributed positively with 20%+. Market value is now at \$30.2 million and short-term cash is now at \$2.9 million. \$1.8 million in cash was raised for upcoming capital projects.

Beginning market value in January 2017 was \$27.2 million with net withdrawals of \$322,000 and income to the portfolio of \$861,000. There was a significant market appreciation of \$2.4 million. There have been fourteen straight months of positive global equity returns, which is highly unusual.

In summary, US estimate of the GDP will be 3% for 2018 and globally we think about 3.5% or 3.6%. We could see an uptick in inflation. More than likely to see FEDS raise rates three times this year. We have a positive outlook based on global growth with anticipated pull back.

The growth of the portfolio from December 2014 at \$25.8 million to \$30 million today. The yield is 2.8% and the annual estimated income of \$860,000.

**C. Cemetery Board Investment Training Requirement (Discussion/Motion)**

Ms. Krause will provide investment related training to the Cemetery Board on February 8, 2018 (4 hours) and March 8, 2018 (4 hours) for a total of eight (8) to comply with the Florida Statute. Each session will occur between the hours of 1:00 p.m. to 5:00 p.m. An issuance of certification is not required.

**D. Cemetery Audit (Discussion/Motion)**

**Motion** to approve an extended audit made by Mr. Van Rees and seconded by Ms. Hayes. In a voice vote, the motion passed unanimously.

**Amended Motion** to allocate up to \$37,000 for an expanded audit made by Mr. Van Rees and seconded by Ms. Mowrey.

The forensic audit will cover Fiscal Years 2013, 2014 and 2017.

**E. Cemetery Rules and Regulations Re-write/Amendments**

The review and discussion of revisions to the Cemetery Rules and Regulations will take place on March 1, 2018 at a time TBD.

**Dr. Powell left the meeting at 5:19 p.m.**

**F. Cemetery Manager Reports (Discussion)**

Ms. Reina distributed the availability report for each cemetery as of January 9, 2018. Mr. Van Rees questions the accuracy of the availability report provided. This report does not include an interment count. Mr. Van Rees asked Ms. Reina to provide an interment report showing actual services provided, etc.

**G. Proposed General Price List (GPL) for June 1, 2018 (Discussion/Motion)**

**This item was tabled.** Motion by Mr. Van Rees and seconded by Mr. Ulmer. In a voice vote, the motion passed unanimously.

**H. Other Business**

Woodlawn Cemetery is now added to the National Register of Historic Places.

**I. Communication to the City Commission**

None.

There being no further business before the Board, the meeting adjourned at 5:41 p.m.

Minutes prepared by: S. Spates, Liaison