



APPROVED MINUTES

**CEMETERY SYSTEM BOARD OF TRUSTEES
CITY OF FORT LAUDERDALE
CITY HALL 8TH FLOOR CONFERENCE ROOM
THURSDAY, MARCH 1, 2018
2:00 P.M.**

Members	Attendance	Cumulative Attendance	
		2/2018 through 2/2019	
		Present	Absent
Michael Ruddy, Chair	P	1	0
Patricia Hayes, Vice Chair	P	1	0
Victoria Mowrey	P	1	0
Allen Powell	P	1	0
John Sykes	P	1	0
Mark Van Rees	P	1	0
Dennis Ulmer	P	1	0
Richard Kurtz	P	1	0

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
Michael Elliott, Corporate Counsel for Carriage Services
Kim Krause, SunTrust

CALL TO ORDER

Chair Ruddy called the meeting to order at 2:01 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.

2. OLD BUSINESS

A. Short-Term Maintenance Plan Update (Discussion)

The short-term maintenance plan is now completed.

B. Cemetery Board Investment Training Update: Thursday, March 8, 2018 – 1:00 to 5:00 p.m.

The board confirmed participation for the upcoming training.

3. NEW BUSINESS

A. Approval of Meeting Minutes for 11/09/2017 & 01/11/2018 (Discussion/Motion)

Motion to approve minutes of the November 9, 2017 meeting, with noted corrections, made by Ms. Mowrey and seconded by Mr. Van Rees. In a voice vote, the motion passed unanimously.

Motion to approve minutes of the January 11, 2018 meeting, made by Ms. Mowrey and seconded by Mr. Van Rees. In a voice vote, the motion passed unanimously.

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

The report is through the end of January. The board was presented with a handout covering February's portfolio performance and the investment policy discussed during the investment training. January 2018 proved to be a strong month for markets with a portfolio value of \$30,637,824. The portfolio lost some value in February 2018 due to a pullback in equity markets and fixed income is under pressure. The portfolio value now stands at \$29,884,546.06.

There are no changes to the portfolio managers. We are looking closely at one of the large cap managers "Federated", a dividend strategy that provides income to the portfolio. "Federated" has been under a bit of pressure this year in January and February as interest rates have moved up. The performance has not been so well. We are looking at another manager for a possible replacement of this current manager, but we are keeping a close eye on the performance. However, "Federated" tends to have a higher yield than most other equity dividend strategies with a yield close to 4.5%.

The total yield of the portfolio including bonds is just under 2.7%. No other changes anticipated in the portfolio. Bonds continue to produce good income, but interest rates have moved up so the prices of bonds have gone down. The total return has been negative for the year to date period.

We are expecting to see four (4) FED rate increases this year. Likely to see negative fixed income returns for the whole year. Keep in mind, bonds are providing yield to the portfolio. Inflation rate is close to 2%.

Preliminary performance through the end of February, the total net of fees is negative 1.5%. Portfolio returns were slightly negative because of the Federated strategy and partly because of the ishares dividend strategy. Fixed income returns were negative 1.97 versus the index of negative 2.09, averages out to

negative 1.45. The portfolio is \$3.1 million in cash. We have seen market volatility, but overall we expect an upward trend.

SunTrust provided the board with recommendations of revisions to the current Investment Policy.

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

Motion made to table the item. In a voice vote, the motion passed unanimously.

D. Cemetery Manager Reports (Discussion)

The available inventory report was provided to the board. Mr. Van Rees requested that the interment report should be provided at each board meeting.

The board questioned the validity of the numbers stated in the inventory report. The total spaces changed from the report provided on May 9, 2017. Ms. Reina stated that Carriage only has records from 2005. Records prior to 2005 are entered manually into the system as we go along, but not in totality. Administration staff only enters contracts into CIFUS in their spare time.

Digital conversion of the maps - We have completed two gardens – cremation garden and garden 37 at Lauderdale Memorial.

The board reviewed photos of trees planted at Lauderdale Memorial Park.

10 mph speed signs have been posted at Lauderdale Memorial Park and Sunset.

Mr. Elliott could not provide an answer on whether the maps match the plats. The answer to this question has been outstanding since November 2017.

E. Quarterly Maintenance Reimbursement for October thru December 2017 (Discussion/Motion)

Motion to approve the Quarterly Maintenance Reimbursement to Carriage Services for the period of October thru December 2017, in the amount of **\$264,488.04** was made by Mr. Van Rees and seconded by Mr. Sykes. In a voice vote, the motion passed 7 -1.

Security services – several false alarms occurred. According to Ms. Reina, this is a reason for an increase in service. This amount also includes security details at Sunset. Police officers are now required to staff the detail.

The board requested invoices to support the charges by the contractor from this point forward. Ms. Reina and Mr. Elliott concurred with the request.

F. Other Business

G. Communication to the City Commission

None.

There being no further business before the Board, the meeting adjourned at 4:00 p.m.

Minutes prepared by: S. Spates, Liaison