



**APPROVED**

**CEMETERY SYSTEM BOARD OF TRUSTEES  
CITY OF FORT LAUDERDALE  
CITY HALL 8<sup>TH</sup> FLOOR CONFERENCE ROOM  
THURSDAY, MAY 10, 2018  
3:30 P.M.**

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

City Staff

Stacy Spates, Liaison/Recording Minutes

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 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.

**2. OLD BUSINESS**

**A. Single Private Mausoleum Crypt at Lauderdale Memorial – Update**

The City Commission approved the location of single private crypt for Mr. Thomas at its meeting on May 1, 2018.

**B. Irrigation Pump Upgrades at Lauderdale Memorial and Sunset – Update**

**Commission** approved awarding the contract to Sullivan & Electric, Inc. in the amount of \$233,783.00

**C. Amendments to Cemetery Rules & Regulations (Discussion/Motion)**

This item was tabled.

**3. NEW BUSINESS**

**A. Welcome New Board Member – Patricia Zeiler**

**B. Appreciation to Sun Trust for Investment Training**

Appreciation to SunTrust for providing investment training to the Cemetery Board and Cemetery Liaison to satisfy fiduciary duties as outlined Florida Statute 218.415 (14).

**C. Approval of Meeting Minutes for March 1, 2018 (Discussion/Motion)**

**Motion** to approve minutes of the March 1, 2018 meeting made by Ms. Mowrey and seconded by Mr. Powell. In a voice vote, the motion passed unanimously.

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

Mark Hall is rejoining SunTrust in his previous role.

As of April 30, 2018, the balance of the Trust Fund is \$29,969,882. Markets are in a transition period with higher volatility throughout the year. However, it has provided a healthy reset to pricing of equities.

We expect to see moderating equity returns. There are less positive returns than last year. Corporate profits remain very strong. The fundamental drivers of the market, rising profits and solid global growth remain intact, that should support an overall continuation of the bull market.

We have not made any changes to the portfolio. We continue to watch Federated in the large cap equity space because of underperformance in January and February vs. S&P. Federated and ishares are dividend strategies that provide nice income to the portfolio used for maintenance reimbursements. The dividend yield is 3.8% for Federated and 3.2% for ishares. Both strategies have been under pressure, which are sensitive to interest rate increases, but they are continuing to provide good dividends.

One option is to remove Federated and add those assets to the ishares space (passively managed dividend strategy). A determination by SunTrust will be made in the next month or two. Strong performance is now being muted combined with negative returns.

Negative returns YTD on investment grade bonds. As they mature, we are buying new bonds. Ms. Krause will provide a summary report on investment grades bonds at the meeting on July 12, 2018.

#### **E. Cemetery Manager Reports (Discussion)**

Memorial Day program is ready for distribution once the City Manager gives his final approval of the program.

##### **Digital Conversion of Maps:**

Ms. Reina stated that she spoke with the surveyors the morning of May 10, 2018. There is a two-week estimate completion of Evergreen and then we will proceed to Sunset Memorial and Lauderdale Memorial.

Ms. Hayes questioned if the new digitized maps will follow the plats as recorded online with Broward County. Mr. Elliott stated that the board would have the opportunity to review the maps at the next meeting on July 12, 2018. Ms. Hayes distributed a copy of the plats of Evergreen to Ms. Reina and Mr. Elliott for verification and confirmation.

Carriage is selling lots that do not match the plats of Broward County. Mr. Elliott said Carriage is spending around \$21,000 for the maps of Evergreen. The company engaged to provide this service is Police Surveyors.

Mr. Van Rees asked for the next steps after the digitization of maps are completed. How will the maps be utilized? Will the maps provide any information as to the ownership of plot? Will the plats be part of a digital mapping system? Mr. Elliott stated that the new maps would be a newer, cleaner version of the old maps. The maps will not interface with a geospatial system to provide any information as to details of the plot owner.

Mr. Elliott could not confirm or deny whether plots are being sold according to the plats of Broward County.

##### **Cemetery Contract Management System:**

Mr. Elliott – CFS (“Carriage”) took over in 1999. There was an HMIS system in place at the time, which served as the contract management system. Carriage implemented its own contract management system called CFFS in 2012. CFFS is Carriage’s propriety software in-house. According to Mr. Elliott, there is contract data dating back to May 1993 for all three (3) cemeteries. In total, there is data for 28,800 contracts for Lauderdale, 36,500 contracts for Sunset and 3,200 contracts for Evergreen in CFFS.

CFFS captures data but does not have the physical contracts. The physical contracts are in the file room at the cemeteries. Mr. Elliott is not aware of any initiative to go back and capture data from the other programs.

Mr. Van Rees noted that the City was never notified of the conversion from the HMIS program to CFFS. CFFS does not have mapping capabilities.

**Monthly Interment Report:**

Mr. Van Rees is requesting that Ms. Reina provide a monthly interment report to the Cemetery Board at every meeting. The reports are given to the board on a sporadic basis.

**Police Traffic Detail at Sunset Memorial:**

Mr. Kurtz voiced concerns over the lack of traffic control/direction by the Police detail at Sunset Memorial on Saturdays. The Police detail is utilized to direct traffic exiting the cemetery. Mr. Kurtz stated he has spoken to several staff members at the cemetery including the Sales Manager. However, this situation remains a problem on Saturdays.

Ms. Reina claims to have no knowledge that there is a problem with the traffic detail and requests that Mr. Kurtz contact her directly on the next occurrence.

**Quarterly Expense Report:**

Ms. Reina misspoke at the last meeting. Fees for the Police detail at Sunset on Saturday's are not listed under the category of "Security". It is under General Labor (1099 contract employee). We do not seek reimbursement from the City for these services.

**Iguanas at Evergreen:**

Mr. Ulmer voiced his concerns over the amount of iguanas at Evergreen. Ms. Reina stated that a trapper is at Evergreen twice per week to capture iguanas. The fee for this service is categorized as General Labor for reimbursement.

**F. Quarterly Maintenance Reimbursement for January thru March 2018 (Discussion/Motion)**

**Motion** to approve the Quarterly Maintenance Reimbursement to Carriage Services for the period of January thru March 2018, in the amount of **\$180,352.48** was made by Ms. Mowrey and seconded by Mr. Kurtz. In a voice vote, the motion passed unanimously.

**G. Nomination/Acceptance of Chair and Vice Chair (Discussion/Motion)**

Ms. Mowrey nominated Dr. Michael Ruddy as Chair, second by Mr. Powell. In a voice vote, the motion passed unanimously.

Ms. Mowrey nominated Patricia Hayes as Vice Chair, second by Mr. Powell. In a voice vote, the motion passed unanimously.

**H. Other Business**

**Storing of Records:**

Carriage is storing customer files without any regard to the preservation of records and in violation of compliance with HIPAA/FIPA (Health Insurance Portability and Accountability Act/Florida Information Protection Act) laws. Contract records are being stored in the maintenance shed at Lauderdale Memorial and Sunset Memorial.

Mr. Van Rees presented photos of file boxes stored on a loft in the maintenance shed. Ms. Reina is unaware that the current method of storing of records is improper or in violation.

Currently, there are no safeguards of stored or archived records onsite at Lauderdale Memorial or Sunset Memorial. This practice could lead to identity theft among other things.

**Double Depth Garden, Section 3, Sunset Memorial:**

Sunset Memorial Garden – Section 3 contains double depth burials or lawn crypts. Mr. Kurtz and Mr. Van Rees stated that section 3 did not come before the board for a recommendation to the City Commission to obtain approval.

This section is not elevated like some of the other cemeteries. Chair Ruddy asked that Ms. Reina report on this inquiry.

**North Woodlawn Cemetery:**

Ms. Zeiler reported on the following:

There is a new lynching museum in Montgomery, Alabama. Our own Ruben Stacey has a hanging symbol in the museum.

- A ceremony for the Jar collection of lynching victims derived from soil will occur at Woodlawn Cemetery. The jar will then be sent back to the museum in Alabama.
- A separate ceremony will take place for the placement Historic marker at Woodlawn.

**Special Meeting Requests:**

Special meeting to discuss amendments for Cemetery Rules and Regulations - June 7, 2018 and June 21, 2018 @ 3:30 pm.

**I. Communication to the City Commission**

None.

There being no further business before the Board, the meeting adjourned at 4:55 p.m.

Minutes prepared by: S. Spates, Liaison