

CEMETERIES BOARD OF TRUSTEES
CITY OF FORT LAUDERDALE
CITY HALL 8TH FLOOR CONFERENCE ROOM
THURSDAY, MAY 8, 2008
3:30 p.m.

<u>Board Member</u>	<u>Attendance</u>	Cumulative Attendance 2/2008 through 1/2009	
		<u>Present</u>	<u>Absent</u>
Mark Van Rees, Chair	P	2	0
Victoria Mowrey, Vice Chair	P	2	0
Alfred Calloway	P	2	0
Larry Ott	P	1	0
Anne Platt	A	1	1
Jose Portela	P	2	0
Dolores Sallette	P	2	0
Larry Sherman	P	2	0
Susan Telli	A	1	1

Also Present

Julius Delisio, Cemetery Board Liaison
Cate McCaffrey, Director, Fort Lauderdale Business Enterprises
Frank Snedaker, Chief City Architect
John Banas, Carriage Services
Trevor Jackson, Carriage Services
Ken Dear, KDI
John Miller, U.S. Trust
Justin Clark, U.S. Trust
Penelope Smith, U.S. Trust
H. Testa, Recording Secretary

The meeting was called to order by Chair Van Rees at 3:43 pm.

1. Minutes Approval

○ **Meeting of 3/13/2008**

Ms. Mowrey stated on page five, she wanted it made clear that the Board had voted on a conceptual plan, not a building plan.

Motion made by Ms. Sallette, seconded by Ms. Mowrey, to approve the minutes of the March 13, 2008 meeting as amended. In a voice vote, the motion passed unanimously.

[The board agreed to discuss Item 2C out of order]

2. Old Business

A. Property Rights sold by Type 2005-2007

Mr. Delisio explained there were two categories: at-need and pre-need. He believed some of the fluctuation at Sunset was due to the price increases they had enacted in 2004 and 2005. Ms. Mowrey noted that the fluctuations were not very severe. Mr. Delisio said they had wanted to examine this information from a planning perspective. Chair Van Rees pointed out that Sunset was an at-need park, and there were challenges to getting the pre-need sales. Mr. Delisio anticipated an increase in at-need sales in Sunset, and noted that they now had an additional 10 acres open.

Mr. Delisio stated internments at Lauderdale and Evergreen were fairly consistent. He explained to Chair Van Rees that internments were down everywhere.

B. Cemetery Master Plan

Mr. Delisio reminded the Board that a Master Plan had been created in 2000. He noted there were many things in that Master Plan that had never been funded. Mr. Delisio remarked that there were some things on the Master Plan that were already happening or would happen, such as the building at Sunset, entrances, and landscaping. He stated they would need to reallocate some of the dollars and should discuss this at a future meeting.

Mr. Delisio said the entranceways at Sunset were a priority. He wondered if \$50,000 would be enough to create a significant entryway. Chair Van Rees asked if funding was available through grants. Mr. Delisio felt State funds would be very difficult to obtain, and it would be difficult to obtain General Fund dollars for capital projects.

Ms. Mowrey wanted to dedicate a Board meeting to discussion of available funding from Carriage, and to prioritizing what they wanted to focus on for the next five years. She suggested Board members look over the 2000 Master Plan and discuss what they wanted to accomplish and how they could secure funding. Mr. Delisio agreed that their next meeting could concentrate on this. They could then return to Carriage to inform them of items they needed and wanted. The Board agreed to dedicate their next meeting to this discussion. Chair Van Rees said they must also discuss the new Master Plan.

Mr. Delisio believed they could easily agree on the maintenance building, but the entranceways may prove to be contentious. He wanted to concentrate on

coming to an agreement conceptually regarding what they wanted to accomplish first.

Ms. Sallette confirmed that they would examine and prioritize the Capital Improvement Plan at their July meeting,

C. Cemetery Projects Under Development

[This item was taken out of order]

Mr. Frank Snedaker, Chief Architect for the City, reported that while working on the Sunset Memorial project, staff had discovered there was a code violation. The City required that a non-residential property be separated from a residential property by a durable wall, which had not been included in the project.

Mr. Snedaker stated there was funding for the wall, and staff was considering a variety of possible solutions, taking into consideration that they wanted to do as little work below ground level as possible. He presented examples of prefabricated walls that could be used which were unobtrusive to the existing property. Mr. Snedaker anticipated that by the date of the Board's next meeting this would be out to bid. He explained to Mr. Delisio that they could select a finish for the panels once the bid was accepted.

Mr. Snedaker confirmed for Mr. Calloway that the wall would withstand 140 mph winds, which was required by Broward County. He did not know if any manufacturer guaranteed walls to withstand 150 mph winds.

Mr. Delisio clarified that the fence would be installed only on the north side of the cemetery.

[The Board discussed other items and returned to this item later in the meeting]

Mr. Delisio informed the Board that a resident was performing landscaping on the north side of Evergreen as a volunteer. The Contractor had provided \$1,000 to purchase landscaping. Mr. Delisio stated the resident was doing an "absolutely gorgeous job." Mr. Delisio agreed to bring the resident to a future meeting to introduce him and present him with some recognition.

Mr. Delisio informed the Board they were in the process of running irrigation lines in the cremation garden in Lauderdale to help the grass to grow. They were also going through section six at Sunset, re-leveling the ground and bringing the markers up.

Mr. John Banas, Carriage Services, reported they were in the final stages of signing a contract to build the mausoleum. He explained that the plan was to

complete construction by December 31. Mr. Banas had brought samples for the granite, brick and bronze selection.

Mr. Ken Dear, Carriage Services, showed the Board the samples. Mr. Banas stated there was also a cultured stone available, which was easier to install and more consistent in color. Mr. Banas believed they would use the cultured stone.

Mr. Banas stated the bronze would be used on the crypt fronts. He agreed to bring a photo to the Board's next meeting demonstrating the use of the bronze for custom-made plaques on the crypt fronts. Families would have the option of including a stainless steel photo inset or bronze bust on the plaque. Mr. Banas pointed out that this simplified pricing for the crypts.

Mr. Dear explained to Mr. Calloway that the roof would be built-up bitumen, and would be guaranteed for ten years. Mr. Banas said the design was similar to what they currently had. It was two crypt buildings with tiled hip roofs that were joined by a chapel area.

Chair Van Rees recommended rethinking the use of stamped concrete in the drive-through area because of the thumping sound this would cause when driving over it. Mr. Delisio stated alternatives would be shown to the Board at their next meeting.

Mr. Banas informed the Board that Mr. Dear's bid had been accepted because the company was Florida-based, and from his experience, this company could provide the quality they desired.

Mr. Banas explained they had selected concrete barrel tile for the roof in a color that would be compatible with the earth tones of the building.

Ms. Mowrey asked Board members to consider revisiting the cremation gardens issue as part of their 5-year plan discussion at the next meeting. Mr. Delisio remarked that they should consider funding as well. He stated they had some new designs that would prove to be more affordable than others they had previously considered.

3. New Business

A. U.S. Trust Bank of America Quarterly Performance

[This item was taken out of order]

Mr. John Miller, U.S. Trust, reported that in the past twelve months, all of the markets were down. He stated they had \$1.5 million waiting for an opportunity to invest it.

Mr. Miller reminded the Board that U.S. Trust must comply with the Investment Policy Statement. Any changes to this policy must be approved by the Board.

Mr. Miller drew the Board's attention to Asset Allocation, and stated at the beginning of the year, the account was at \$17.2 million and they had added \$250,000 since then, from Perpetual Care funds. The ending market value was \$16.7 million. Mr. Miller remarked that this was not a large loss. The account was down 2.4 % in the first four months, and was down 11% in mid-March, but had recovered in April.

Mr. Miller stated they had 48% of the portfolio, \$8 million, invested in stocks; 43% of this was large-cap stocks. They had completely moved out of small and mid-cap stocks, but he was ready to move back into these. They had 5% invested in international stocks, which he intended to increase later in the year. Bonds were 48% of the portfolio at \$6.8 million and cash was at \$1.7 million. Mr. Miller stated he intended to move the account to 60% equity and 40% bonds.

Mr. Miller reminded the Board that the current yield represented what the dividends paid only. They averaged a 3.5% dividend and interest yield. Total income was approximately \$574,000. Mr. Miller pointed out that the value of their bonds had held up well.

Mr. Miller believed that the Federal Reserve had erred last year when it announced it would cut interest rates because "the world's about to end." He noted that the Fed was now maintaining better communication and using rational language.

Mr. Miller explained that the March/April market rally was credit-related. Money had moved from the credit market to U.S. Treasury bonds. Mr. Miller believed there were opportunities in other credit markets now.

Mr. Miller stated they were now in the "eye of the storm" regarding the stock market. After a brief calm, he felt foreign banks would report ugly items on their balance sheets and this would create a slight downswing in the market.

Mr. Miller believed the market would finish up for the year at 5% – 6%. He advised he would wait until late summer to invest in international stocks, and he recommended purchasing municipal bonds.

B. Maintenance Reimbursement Jan - March 2008

Chair Van Rees could not understand why "Grounds, markers, repair and replacement" had jumped from less than \$1,000 to over \$5,000 at Lauderdale Memorial within one month. He believed this was an avoidable expense.

Mr. Banas explained this leap had resulted from his tour of the cemetery identifying items that were broken and needed replacement.

Motion made by Ms. Mowrey, seconded by Ms. Sallette, to approve the maintenance reimbursement. In a voice vote, the motion passed unanimously.

C. Election Chair and Vice Chair

Motion made by Mr. Calloway, seconded by Mr. Sherman, to continue with the current leadership: Mr. Van Rees as Chair and Ms. Mowrey as Vice Chair. In a voice vote, the motion passed unanimously.

Announcements

Mr. Delisio informed the Board that there would be a Memorial Day service at Lauderdale Memorial Park on May 26. He described the events and attendees, and stated it would begin at 9:00 A.M.

Chair Van Rees informed the Board that Alice Watkins, Sharon Navarro's mother, had recently passed away and the service would be held on Saturday at Lauderdale Memorial Park.

4. Adjournment

The Board's next regular meeting was scheduled for July 10, 2008.

There being no further business to discuss, the meeting was adjourned at 5:46 p.m.

Minutes prepared by: J. Opperlee, Prototype Services