

**CEMETERIES BOARD OF TRUSTEES**  
**CITY OF FORT LAUDERDALE**  
**City Hall 8<sup>th</sup> Floor Conference Room**  
**Thursday, March 2, 2006**  
**3:30 p.m.**

<u>Board Member</u>	<u>Attendance</u>	<u>Cumulative 2006</u>	
		<u>Present</u>	<u>Absent</u>
Connie Christensen	P	2	0
Barbara Falowski	P	1	0
Albert McWhite	A	0	2
Victoria Mowrey	P	2	0
Ann Platt, Vice Chair	A	1	1
Jose Portela	P	1	0
Larry Sherman	P	2	0
Mark Van Rees, Chair	P	2	0

**Also Present**

Julius Delisio, Cemetery Board Liaison  
John Moritz, Carriage Services  
Bill Avery, Carriage Services  
Trevor Jackson, Carriage Services  
Aaron Seaman, Carriage Services  
Clark Tuberville, City Project Manager  
Frank Snedeker, City Architect  
D.J. Williams-Persad, Assistant City Attorney  
Lisa Slagle, Business Enterprises  
Jamie Opperlee, Recording Clerk

The meeting was called to order by Chair Van Rees at 3:40

**A. Minutes Approval**

A. Meeting of January 2006

**Motion** made by Ms. Mowrey, seconded by Mr. Portela, to approve the minutes of the January 2006 meeting. In a voice vote, the motion passed unanimously.

B. Special Meeting of February 2006

**Motion** made by Mr. Sherman, seconded by Ms. Mowrey, to approve the minutes of the February 2006 special meeting. In a voice vote, the motion passed unanimously.

**2. Old Business**

A. Sunset Memorial Gardens Building Update (Discussion/Motion)

Mr. Delisio explained the change orders for the project:

- ❖ Replace a hedge with a 6' concrete wall; \$36,000.
- ❖ Install back door to the building; \$4,000
- ❖ Install cloth fence on north and west sides of Section 7: \$4,000.

Mr. Delisio stressed their desire to be a good neighbor regarding the cloth fence. Some Board members were concerned about the durability of the cloth and Mr. Delisio noted that all contractor work had a 1-year warranty. Mr. Delisio agreed to start by installing the fabric along the north side only, which would cost approximately \$1,200.

Mr. Delisio noted that these changes were not design issues, but items they wanted to add to the project. They were now at about \$42,000 to \$43,000 out of the \$90,000 that Carriage would contribute. Mr. Delisio added that they may need additional sod to cover areas where hedges had been removed.

Mr. Snedeker explained that the change order for water and sewer line work had been caused by out-of-date diagrams Keith and Schnars had submitted for the contract. Changes to the diagram were made through the county permitting process prior to the bid, but those changes had never been conveyed to the City. There were approximate \$50,000 in additional charges; they had already decided that the contractor would not be responsible for changes to the water lines, but were negotiating with Keith and Schnars about the sewer lines because there were discrepancies between the original drawings and details that affected the bid prices. Mr. Snedeker announced that they would meet with Keith and Schnars next week to discuss these items, noting that the City did not feel it should be responsible to pay for Keith and Schnars's errors. The Board agreed.

Mr. Snedeker informed the Board that there was another change order [which was already approved] for changes to phone service equipment per Bell South's recommendations.

Ms. Mowrey wanted them to set a precedent, if need be, to stop taking financial responsibility for errors that Keith and Schnars made. Mr. Snedeker agreed and Chair Van Rees said he would like a Keith and Schnars representative to attend the Board's May meeting to explain the errors.

Mr. Delisio asked for the Board's approval to go ahead with the concrete wall, fabric fence and back door change orders. He noted that only the \$36,000 concrete wall change order must be approved by the City Commission.

Per the Board's request, Mr. Snedeker had looked into pricing for a standby generator; the preliminary estimate was \$59,000. Chair Van Rees noted that the hub of operations was Lauderdale Memorial Park and perhaps they should prioritize that facility and put the generator for Sunset "on the back burner." Mr. Snedeker advised installing the transfer switches now while the electric service was being installed; he felt this would cost less than \$10,000 and they could then transfer to a generator if and when they needed. Mr. Delisio agreed, and said they could purchase a portable generator that could be used where and when needed.

**Motion** made by Ms. Mowrey, seconded by Ms. Christensen, to accept the changes that Carriage would cover with their \$90,000 contribution, less the cost of the cloth fence for the western perimeter of Sunset Memorial Gardens Cemetery, to reject the generator bid, and to make the building generator-ready by installing a transfer switch. In a voice vote, the motion passed unanimously.

B. Hurricane Clean-up Progress (Discussion)

Mr. Delisio informed the Board that staff had finished putting up the chain link fence, saving perhaps 50% of the costs that was quoted from a fence company. They were still waiting for the permit for the permanent fence to enclose the maintenance area.

3. New Business

A. Broward County Greenshade Grant (Discussion/Motion)

Mr. Delisio explained that they could use \$5,000 of Carriage funds to get \$10,000 in grant money for trees at Sunset and \$2,500 in Perpetual Care Funds to get \$5,000 in replacement trees at Lauderdale Memorial Park. He reminded them that the City Commission must approve their grant application. The deadline to submit the application to the county was April and the money would probably be available around July. Chair Van Rees suggested they prioritize Lauderdale Memorial and Sunset this year.

**Motion** made by Ms. Christensen, seconded by Mr. Sherman, to use \$5,000 from Carriage and \$2,500 from the Perpetual Care Trust for their portion of the matching funds to apply for the Greenshade grant. In a voice vote, the motion passed unanimously.

B. Maintenance Reimbursement Sept – Dec 2005 (Discussion/Motion)

Mr. Delisio noted that annually, the maintenance reimbursement should come to about \$500,000, this reimbursement of \$177,830, is high for a quarter, however last quarter it was only \$83,950. He remarked that most hurricane-related items were not included here, but were paid

out of the corporate office. The properties are now in pre-hurricane condition less the tree loss and damage to the trees still standing.

**Motion** made by Ms. Mowrey, seconded by Ms. Christensen, to pay the maintenance reimbursement for September through December 2005. In a voice vote, the motion passed unanimously.

C. General Price List and Comparison (Discussion/Motion)

Mr. Delisio explained the pricing structures he had distributed. Ms. Mowrey remarked that their prices were very competitive and Mr. Delisio explained that the resident discounts did not have the impact they might think based on the analysis presented. He also did not feel that their prices were encouraging people to purchase pre-need. The Board agreed that prices could be increased across the board and discussed various possible structures; Mr. Delisio felt that a flat \$100 increase would not be unreasonable. The Board agreed that pricing at all the City's cemeteries should be equalized as well. Mr. Delisio informed the Board that this must appear before the City Commission to adopt the general price list; Chair Van Rees noted that the Board should attend this Commission meeting as well.

**Motion** made by Ms. Christensen, seconded by Mr. Sherman, to alter the price structure, to be effective June 1, 2006, as follows:

- ❖ Increase property at Lauderdale Memorial to \$1,995 - \$3,495;
- ❖ increase property at Evergreen to \$4,395 - \$4,695;
- ❖ increase property at Sunset to \$1,595 - \$3,495, and
- ❖ increase interment service charges [opening/closing] by \$100 across the board.

In a voice vote, the motion passed unanimously.

D. Capital Improvements/Contract Extension (Discussion/Motion)

Regarding the Board's questions about the contract with Carriage being renewed without bidding, Mr. Delisio explained that in 1999, the City Commission had made the terms of the contract renewals to read that every 5 years, both parties would have the option to deny renewal with 6 months' notice.

Ms. Mowrey lauded Carriage and Mr. Delisio for their work and said she felt they were working together well. Mr. Delisio noted that Carriage had agreed to all the suggestions the Board had made for future capital improvements.

Mr. Delisio briefly described the capital improvements and reminded the Board that specific options and proposals would be brought to the Board for their approval such as design of gardens, mausoleums and gate entrances. He advised the Board to consider their priorities for

the capital improvement projects. In the agreement we will establish dates for certain items to be completed by.

Regarding new mausoleum construction, Mr. Delisio explained that they wanted to be 90% sold in available mausoleum crypts before they began new mausoleum construction; this would happen much sooner at Lauderdale Memorial since we currently almost sold out the last building that was completed in September 2005.

Mr. Delisio had provided the Board with photos of cremation gardens and design concepts and agreed to bring specific designs back to the Board for their consideration once the agreement was extended.

Regarding the Board's question last month about parking on the north side of Evergreen, Mr. Delisio explained that the City Engineering Department was researching this and would report back to the Board. Regarding the lake line where the trees had fallen, Jamie Barretto from the Engineering Department said there were no additional issues, such as erosion. Regarding vacation of roads, Mr. Delisio recommended vacating all of the unpaved roads since several years ago the Board asked they all be blocked to traffic. He advised the Board to add this request for vacation to the list of proposed capital improvements since this will eventually add in the area of 300 burial plots.

Mr. Delisio felt that the new entryways at both cemeteries would be priority. Designs for the cremation garden would be the priority for Lauderdale Memorial based on the market demand.

Mr. Delisio then explained the estimated CPI increases since 1993 and noted that the 2% annual increase would not alter things appreciably, but it would provide Carriage a better way to manage their money for the annual management payment. Also the \$3M cash percentage had not been changed since 1993, and should be moved to \$3.5M. He agreed to return in May with more specific parameters with the draft agreement.

**Motion** made by Ms. Mowrey, seconded by Ms. Christensen, to extend the contract with Carriage another five (5) years, per Mr. Delisio's suggestions to forward their plan to the City Manager, and return to the Board in May with a draft agreement. In a voice vote, the motion passed unanimously.

E. Election of Chair and Vice Chair (Nominations/Motion)

**Motion** made by Ms. Mowrey, seconded by Mr. Sherman, to nominate Chair Van Rees as Chair. In a voice vote, the motion passed unanimously.

**Motion** made by Ms. Christensen, seconded by Mr. Sherman, to nominate Ms. Mowrey as Vice Chair. In a voice vote, the motion passed unanimously.

4. **Adjournment**

There being no further business to discuss, the meeting was adjourned at 5:55 p.m.