

MINTURN CEMETERY DISTRICT
REGULAR MEETING AGENDA

September 14, 2026

4:00 p.m.

Minturn Cemetery Mausoleum
806 Cemetery Rd., Minturn, CO

I. Call to Order (4:00pm)

II. Roll Call

III. Public Comment

IV. Approval of Meeting Minutes from August 10, 2026

V. DISCUSSION (4:05pm)

Executive Session with attorney, Matt Mire, pursuant to:

1. C.R.S. §24-6-402(4)(a) - to consider the purchase, acquisition, lease, transfer or sale of real, personal or other property; and C.R.S. §24-6-402(4)(e) - to determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators on topic of a potential real property acquisition, and a certain access easement for the Old Edwards Cemetery; and
2. C.R.S. §24-6-402(4)(b) - to hold a conference with the Town Attorney, to receive legal advice on specific legal questions.

25 min

A. Administrator Report (4:30) - Sidney

Old Edwards Cemetery GPR Survey dates, signage
Minturn Cemetery – Holy Cross transmission line notice
Fee schedule price increase

10 min

B. Property Manager Report (4:40) – Ray

Old Edwards Cemetery update
Minturn property report

10 min

VI. Check and Document Signing (4:50)

5 min

VII. OTHER BOARD BUSINESS

TBD

VIII. Adjournment (4:55)

The next Minturn Cemetery District regular board meeting is TO BE DETERMINED.

MINTURN CEMETERY DISTRICT
REGULAR MEETING MINUTES
Minturn Cemetery Mausoleum Chapel

August 10, 2026

4:00 pm

Members Present:

Art Chavez

Travis Coggin

John Sheehan

Members Absent:

n/a

Staff:

Ray Sforzo

Sidney Harrington

Matt Mire

I. CALL TO ORDER

John called the regular meeting to order at 4:07 p.m.

II. ROLL CALL

Art, Travis, John, Ray and Sidney were present. Matt arrived a few minutes later.

III. PUBLIC COMMENTS

N/A

IV. APPROVAL OF MEETING MINUTES

Travis motioned to approve the meeting minutes from the July 13, 2026 regular meeting, Art seconded, and the motion to approve was 2-0.

V. DISCUSSION

A. Old Edwards Cemetery:

Regina O'Brien from the Eagle County government office reached out and asked if we could provide an update regarding the cemetery property as they have had some local residents wondering what is going on with the activity at the cemetery property.

Sidney shared an Old Edwards Cemetery memorandum in the meeting packet for board and staff to review prior to this meeting. The MEMO will be sent over to the Eagle County Board of Commissioners for presentation at their October 17th meeting. The board reviewed the MEMO which is prepared as a factual timeline of improvements including landscaping, GPR survey and Green Cemetery

addition. No additions to the MEMO were suggested by board members or staff. John said this is more than enough information to report at this time. Sidney will send it over to Regina.

Sidney will inform Regina that the public may access the property through the man-gate and will place a sign that restricts visitors to dawn-to-dusk hours.

Sidney reported that the GPR survey for the Green Cemetery is moving forward and payment will be mailed to Ramaker and Associates tomorrow morning.

Matt reported that the Eagle County School District held a meeting on August 6, 2026 whereby the subject of the Old Edwards Cemetery easement was supposed to be discussed; however, Matt has not heard any news yet.

B. Executive Session pursuant to:

C.R.S. § 24-6-402(4)(a) to consider the purchase, acquisition, lease, transfer or sale of real, personal or other property: and. § 24-6-402(4)(e) to determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations and instruct negotiators on the topic of the Old Edwards Cemetery.

C.R.S. §24-6-402(4)(b) - to hold a conference with the district's attorney, to receive legal advice on specific legal questions – Matt Mire

Travis made a motion to enter into executive session pursuant to the preceding Colorado statutes. John seconded and all were in favor.

The recording for the regular meeting was stopped during executive session.

Travis motioned to adjourn the executive session at 4:45pm, and all were in favor.

C. Property Manager Report:

Ray reported that the barbed wire fence was removed so people don't have to duck under the fence at risk of injury, and the drive-in and man-gate has been installed. Pest control continues at the property.

The cemetery recently replaced the water pump for our Minturn well with High County Well. Ray inquired about digging a well down in Edwards and was given a rough quote of \$15 - \$20 thousand dollars. Travis asked about a water utility. Ray just wanted to bring up the subject of the district owning water via a well instead of being under the control of ERWSD for future consideration.

VI. BILL PAYING

The following electronic funds transfers were made:

8/1/2026	eft	Vail Honeywagon	95.50
8/4/2026	eft	Xcel Energy	533.99
8/10/2026	eft	Centurylink	238.66

The Following check payments were made:

8/10/2026	3925	American Construction Trades	8,660.00
8/10/2026	3936	Defina Construction, Inc.	1,570.00
8/10/2026	3927	Double M Asphalt & Coatings, Inc.	24,907.00
8/10/2026	3931	Hoffmann, Parker, Wilson & Carberry, P.C.	432.00
8/10/2026	3922	High Country Pump Services	785.97
8/10/2026	3932	The Home Depot	1,876.33
8/10/2026	3920	Marchetti & Weaver, LLC	1,602.60
8/10/2026	3929	Mountain Valley Ventures, Inc.	4,000.00
8/10/2026	3930	MW Window Cleaning, Inc.	375.00
8/10/2026	3934	Peggy Peters	1,540.00
8/10/2026	3921	Ramaker	5,633.00
8/10/2026	3924	Rocky Mountain Custom Landscapes	2,107.44
8/10/2026	3926	Sforzo, Enterprises Inc.	8,672.50
8/10/2026	3928	Sidney Harrington	6,399.00
8/10/2026	3933	Vail Valley Landscape Supply	280.00
8/10/2026	3935	Vail Valley Pest Control	800.00

VII. OTHER BOARD BUSINESS

n/a

VIII. ADJOURNMENT

At 4:52 p.m. John motioned to adjourn the regular board meeting, Travis seconded and all were in favor.

The next regular board meeting date and time will be September 14, 2026 at 4 pm.

Respectfully Submitted:
Sidney Harrington
Administrator

ATTEST:

Travis Coggin
Minturn Cemetery District
Secretary / Treasurer

MINTURN CEMETERY DISTRICT
BALANCE SHEET/STATEMENT OF NET POSITION
For the periods indicated

Printed:

Printed:

12/31/2025

8/31/2026

<u>ASSETS</u>	Total	GENERAL FUND
Cash in Checking - FirstBank	25,922	51,060
Cash in Savings - ColoTrust	0	0
Cash in Savings - CSAFE	5,757,622	6,333,079
Property Taxes Receivable	840,373	9,890
Accounts Receivable	200	0
Prepaid Expense	12,778	0
Deposit- concrete work		
Property and Equipment	4,119,681	4,119,681
Accumulated Depreciation	(2,641,398)	(2,641,398)
TOTAL ASSETS	8,115,177	7,872,311
<u>LIABILITIES</u>		
Accounts Payable	37,359	3,403
Retainage Payable	-	-
Accrued Interest Payable	-	
Lease Obligations	-	
Bonds Payable	-	
TOTAL LIABILITIES	37,359	3,403
<u>DEFERRED INFLOWS</u>		
Deferred Property Tax Revenue	836,423	9,890
TOTAL DEFERRED INFLOWS	836,423	9,890
<u>NET POSITION</u>		
Investment in Assets Net	1,478,283	1,478,283
Fund Balance	5,763,112	6,380,736
TOTAL NET POSITION	7,241,395	7,859,019
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	8,115,177	7,872,311
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No assurance is provided on these financial statements and substantially all disclosures required by GAAP have been omitted.

MINTURN CEMETERY DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET, ACTUAL AND FORECAST FOR THE PERIODS INDICATED

Printed: 09/10/26

MODIFIED
ACCRUAL
BASIS

	Cal Year 12/31/2025 Audited Actuals	Cal Year 2026 Adopted Budget	Cal Year 2026 Forecast	8 Months Ended 08/31/26 Actuals	8 Months Ended 08/31/26 Budget	Variance Favorable (Unfavor.)	2027 Preliminary Budget
REVENUES							
Minturn Cemetery Net AV - Change	1,773,526,000 -0.31%	1,858,718,440 4.80%					1,918,798,920 3.23%
Mill levy Rate	0.450	0.450	0.450				0.450
Temporary mill levy credit		0.000	0.000				0.000
Net mill levy		0.450	0.450				0.450
Property Taxes-Operating .45 Mills	798,773	836,423	836,423	826,504	823,877	2,627	863,460
Property Taxes-Backfill	-	-	-	-	-	-	-
Specific Ownership Taxes	42,652	37,789	37,789	22,362	22,043	319	43,173
Burial Plot Revenue	17,100	12,000	12,000	1,050	5,050	(4,000)	12,000
Masoleum Revenue	18,502	9,600	24,418	23,195	6,400	16,795	20,000
Other Income - TOM Reimb	6,389	6,100	14,775	14,775	6,100	8,675	6,100
Interest Income	241,649	203,597	203,597	147,460	135,731	11,729	207,283
TOTAL REVENUES	1,125,065	1,105,509	1,129,002	1,035,346	999,202	36,144	1,152,016
OPERATING EXPENDITURES							
Cemetery Administrator	53,580	56,792	76,792	51,192	37,861	(13,331)	80,632
Accounting	19,732	17,761	17,761	14,446	12,000	(2,446)	18,471
Audit	6,000	6,300	6,300	6,300	6,300	-	6,552
Insurance	9,977	20,000	12,778	12,778	15,000	2,222	15,000
Legal	19,256	40,000	40,000	19,919	21,666	1,747	40,000
Office Overhead & Expense	12,722	11,500	11,500	1,429	5,308	3,879	11,500
Office - Database Software/Website	3,054	11,500	11,500	3,176	5,200	2,025	11,500
Operations - Direct Expense	8,911	19,000	19,000	10,767	10,667	(100)	19,000
Ops - Contract Labor - Property Mgmt	39,054	45,004	45,004	30,010	26,253	(3,757)	46,804
Ops - Contract Labor - Burials	13,988	12,000	12,000	3,025	6,000	2,975	12,600
Ops - General Labor	-	-	-	-	-	-	1,050
Ops - Grave Site Services	3,935	11,500	11,500	578	4,500	3,923	11,500
Ops - Snowplow Services	11,990	28,366	28,366	13,403	13,400	(3)	29,784
Ops - Landscape Maintenance	61,921	100,000	100,000	45,915	56,150	10,235	100,000
Operations - Weed & Feed	16,552	13,487	13,487	9,584	8,743	(841)	13,487
Operations - Pest Control	2,400	4,160	4,160	1,900	2,500	600	4,160
Operations - Water & Septic Maintenance	10,067	11,908	11,908	15,698	11,908	(3,790)	12,503
Operations - Equip Repair & Maint	5,610	7,200	7,200	402	2,100	1,698	7,200
Operations - Bldg Repair & Maint	-	7,200	7,200	-	-	-	7,200
Operations - Roadway Maintenance	-	7,200	7,200	-	-	-	7,200
Operations - Utilities	30,432	48,045	48,045	16,750	23,000	6,250	48,045
Security Monitoring	507	5,242	5,242	1,437	3,494	2,058	5,242
Eagle County Treasurer's Fees	23,999	25,093	25,093	24,818	24,716	(102)	25,904
Contingency	-	20,000	20,000	-	-	-	20,000
TOTAL OPERATING EXPENDITURES	353,687	529,257	542,035	283,525	296,766	13,242	555,334
CAPITAL EXPENDITURES							
Road Improvements	-	-	29,788	29,788	-	(29,788)	-
Retaining Wall - Niches	32,028	-	-	-	-	-	-
Landscape	8,750	25,000	25,000	8,178	8,200	22	25,000
Monument Improvements- ground radar	-	10,000	10,000	-	-	-	10,000
Lighting/Security	-	10,000	10,000	4,566	4,500	(66)	10,000
Maintenance Building	342,053	-	613	613	-	(613)	1,000
Utilities Extension	-	100,000	100,000	-	-	-	100,000
Mechanical Gate & Security	-	-	-	-	-	-	-
Old Edwards Cemetery	50,405	200,000	200,000	88,747	92,000	3,253	200,000
Mausoleum	810	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Master Planning	-	50,000	50,000	-	-	-	50,000
Restroom	-	-	2,305	2,305	-	(2,305)	-
Misc & Other Contingency	-	475,000	-	-	-	-	475,000
TOTAL CAPITAL EXPENDITURES	434,046	870,000	427,706	134,197	104,700	(29,497)	871,000
TOTAL OPERATING & CAPITAL EXPENDITURES	787,733	1,399,257	969,741	417,721	401,466	(16,255)	1,426,334
REVENUE OVER (UNDER) EXPEND.	337,332	(293,747)	159,261	617,624	597,735	(19,889)	(274,318)
FUND BALANCE - BEGINNING	5,425,780	5,817,057	5,763,112	5,763,112	5,817,057	(53,945)	5,922,373
FUND BALANCE - ENDING	5,763,112	5,523,310	5,922,373	6,380,736	6,414,792	(34,056)	5,648,055

No assurance is provided on these financial statements and substantially all disclosures required by GAAP have been omitted.

