

MINTURN CEMETERY DISTRICT
REGULAR MEETING AGENDA

May 11, 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 April 13, 2026**
- V. DISCUSSION (4:05pm)**
 - A. 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.

20 min.
 - B. Administrator Report (4:25) – Sidney**
 - Old Edwards Cemetery – Peterson parcel
 - Updates to rules and regulations
 - Miscellaneous

5 min.
- VI. Check and Document Signing (4:30)**

5 min.
- VII. OTHER BOARD BUSINESS**

TBD
- VIII. Adjournment (4:35)**

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

MINTURN CEMETERY DISTRICT
REGULAR MEETING MINUTES
Minturn Cemetery Mausoleum Chapel

April 13, 2026

4:00 pm

Members Present:

Art Chavez

John Sheehan

Travis Coggin

Members Absent:

n/a

Staff:

Ray Sforzo

Sidney Harrington

Matt Mire

Ken Marchetti

Maria Galardo

I. CALL TO ORDER

John called the regular meeting to order at 4:02 p.m.

II. ROLL CALL

John, Art, Travis, Ken Marchetti, Maria Galardo, Matt, Ray and Sidney were present.

III. PUBLIC COMMENTS

No persons in attendance.

IV. APPROVAL OF MEETING MINUTES

Art motioned to approve the meeting minutes from the March 9, 2026 regular meeting, John seconded, and all were in favor.

V. _____

A. 2025 Audit Presentation and Financial Statement:

Ken Marchetti and Maria Galardo from Marchetti & Weaver, PC attended the meeting to present the 2025 draft financial audit. A copy of the audit, prepared by independent auditors, McMahan and Associates, was distributed in the regular board meeting packet for review prior to this presentation.

Ken and Maria gave a brief management assessment and analysis opinion

\$1.1M with cemetery operations spending for the year coming in well under budget. The auditors reported no difficulties performing the audit and they encountered no disagreements with management to complete the audit.

John asked about statement 103 and Ken confirmed that there will be a new financial reporting model for 2026 directly relating to how Ken and staff report financials and will not have much of an impact to staff.

Sidney will work directly with Maria to iron out some minor reporting items and how those are reported in 2026.

Travis motioned to approve the 2025 draft audit, John seconded and all were in favor.

B. Executive Session 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. § 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.
2. 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 motioned to go into executive session citing the Colorado statute as stated at 4:26 pm, John seconded and all were in favor. The recording was stopped while the executive session took place.

John motioned to adjourn the executive session at 5:08 pm, Travis seconded and all were in favor.

VI. BILL PAYING

The following electronic funds transfers were made:

4/1/2026	eft	Vail Honeywagon	97.56
n/a	eft	ERWSD	0.00
3/25/2026	eft	Xcel Energy	1,345.52

The Following check payments were made:

4/13/2026	3817	American Construction Trades	3,000.00	
4/13/2026	3813	Anderson Notarianni McMahon LLC	77.00	
4/13/2026	3824	Centurylink	224.74	
4/13/2026	3822	Firstbank	128.77	
4/13/2026	3816	Hoffmann, Parker, Wilson & Carberry, P.C.		8,026.61
4/13/2026	3815	MW Window Cleaning, Inc.	485.00	
4/13/2026	3820	Peggy Peters	450.00	
4/13/2026	3814	Ramaker	787.50	

4/13/2026	3819	Sforzo, Enterprises Inc.	4,300.28	
4/13/2026	3821	Sidney Harrington	11,397.00	
4/13/2026	3823	Superior Alarm & Electronics	564.00	
4/13/2026	3818	Vail Valley ACE Hardware	10.88	

VII. OTHER BOARD BUSINESS

Sidney asked Matt about updating our district bylaws. Sidney and Matt will connect later about this item.

VIII. ADJOURNMENT

At 5:28 p.m. John motioned to adjourn the regular board meeting, Art seconded and all were in favor.

The next regular board meeting date and time will be May 11, 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 **4/31/2026**

<u>ASSETS</u>	<u>Total</u>	<u>GENERAL FUND</u>
Cash in Checking - FirstBank	25,922	325,137
Cash in Savings - ColoTrust	0	0
Cash in Savings - CSAFE	5,757,622	5,763,917
Property Taxes Receivable	840,373	502,069
Accounts Receivable	200	161
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	<u>8,115,177</u>	<u>8,069,566</u>
<u>LIABILITIES</u>		
Accounts Payable	37,359	5,713
Retainage Payable	-	-
Accrued Interest Payable	-	
Lease Obligations	-	
Bonds Payable	-	
TOTAL LIABILITIES	<u>37,359</u>	<u>5,713</u>
<u>DEFERRED INFLOWS</u>		
Deferred Property Tax Revenue	836,423	502,069
TOTAL DEFERRED INFLOWS	<u>836,423</u>	<u>502,069</u>
<u>NET POSITION</u>		
Investment in Assets Net	1,478,283	1,478,283
Fund Balance	5,763,112	6,083,501
TOTAL NET POSITION	<u>7,241,395</u>	<u>7,561,784</u>
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	<u>8,115,177</u>	<u>8,069,566</u>
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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: 05/05/26

**MODIFIED
ACCURAL
BASIS**

	Cal Year 12/31/2025 Pre-Audit Actuals	Cal Year 2026 Adopted Budget	Cal Year 2026 Forecast	3 Months Ended 4/31/2026 Actuals	3 Months Ended 4/31/2026 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%					1,858,718,440 0.00%
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	334,341	333,733	609	836,423
Property Taxes-Backfill	-	-	-	-	-	-	-
Specific Ownership Taxes	42,652	37,789	37,789	9,459	9,447	12	37,789
Burial Plot Revenue	17,100	12,000	12,000	-	-	-	12,000
Masoleum Revenue	18,502	9,600	20,000	24,418	3,200	21,218	9,600
Other Income - TOM Reimb	6,389	6,100	6,075	6,075	6,100	(25)	6,100
Interest Income	241,649	203,597	203,597	68,576	67,866	711	203,597
TOTAL REVENUES	1,125,065	1,105,509	1,115,884	442,869	420,346	22,524	1,105,509
OPERATING EXPENDITURES							
Cemetery Administrator	53,580	56,792	76,792	25,596	18,931	(6,665)	80,632
Accounting	19,732	17,761	17,761	8,372	7,000	(1,372)	18,471
Audit	6,000	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	11,792	11,866	74	40,000
Office Overhead & Expense	12,722	11,500	11,500	1,768	2,833	1,065	11,500
Office - Database Software/Website	3,054	11,500	11,500	1,976	2,400	425	11,500
Operations - Direct Expense	8,911	19,000	19,000	3,631	4,251	620	19,000
Ops - Contract Labor - Property Mgmt	39,054	45,004	45,004	15,009	15,001	(7)	46,804
Ops - Contract Labor - Burials	13,988	12,000	12,000	165	1,500	1,335	12,600
Ops - General Labor	-	-	-	-	-	-	1,050
Ops - Grave Site Services	3,935	11,500	11,500	-	1,000	1,000	11,500
Ops - Snowplow Services	11,990	28,366	28,366	13,265	13,200	(65)	29,784
Ops - Landscape Maintenance	61,921	100,000	100,000	1,560	1,650	90	100,000
Operations - Weed & Feed	16,552	13,487	13,487	-	-	-	13,487
Operations - Pest Control	2,400	4,160	4,160	-	-	-	4,160
Operations - Water & Septic Maintenance	10,067	11,908	11,908	110	-	(110)	12,503
Operations - Equip Repair & Maint	5,610	7,200	7,200	-	600	600	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	9,325	10,000	675	48,045
Security Monitoring	507	5,242	5,242	984	1,747	763	5,242
Eagle County Treasurer's Fees	23,999	25,093	25,093	10,031	10,012	(19)	25,093
Contingency	-	20,000	20,000	-	-	-	20,000
TOTAL OPERATING EXPENDITURES	353,687	529,257	542,035	116,361	116,991	630	554,523
CAPITAL EXPENDITURES							
Road Improvements	-	-	-	-	-	-	-
Retaining Wall - Niches	32,028	-	-	-	-	-	-
Landscape	8,750	25,000	25,000	-	-	-	25,000
Monument Improvements- ground radar	-	10,000	10,000	-	-	-	10,000
Lighting/Security	-	10,000	10,000	-	-	-	10,000
Maintenance Building	342,053	-	613	613	-	(613)	-
Utilities Extension	-	100,000	100,000	-	-	-	100,000
Mechanical Gate & Security	-	-	-	-	-	-	-
Old Edwards Cemetery	50,405	200,000	200,000	-	-	-	200,000
Mausoleum	810	-	3,202	3,202	-	(3,202)	-
Equipment	-	-	-	-	-	-	-
Master Planning	-	50,000	50,000	-	-	-	50,000
Misc & Other Contingency	-	475,000	475,000	-	-	-	475,000
TOTAL CAPITAL EXPENDITURES	434,046	870,000	873,815	6,120	0	(6,120)	870,000
TOTAL OPERATING & CAPITAL EXPENDITURES	787,733	1,399,257	1,415,850	122,480	116,991	(5,490)	1,424,523
REVENUE OVER (UNDER) EXPEND.	337,332	(293,747)	(299,966)	320,389	303,355	(17,034)	(319,014)
FUND BALANCE - BEGINNING	5,425,780	5,817,057	5,763,112	5,763,112	5,817,057	(53,945)	5,817,057
FUND BALANCE - ENDING	5,763,112	5,523,310	5,463,146	6,083,501	6,120,412	(36,911)	5,498,043

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