

MINTURN CEMETERY DISTRICT
REGULAR MEETING MINUTES
March 12, 2024

Members Present:

Art Chavez
John Sheehan

Members Absent:

n/a

Staff:

Sidney Harrington
Ray Sforzo
Ken Marchetti

I. CALL TO ORDER

John called the regular meeting to order at 4:01 p.m. at the Riverview Cemetery Mausoleum, Minturn, CO.

II. ROLL CALL

John, Art and Sidney, Ken and Ray were present.

III. PUBLIC COMMENTS

n/a

IV. APPROVAL OF MEETING MINUTES

John motioned to approve the meeting minutes from the February 13, 2024 regular meeting, Art seconded, and all were in favor.

V. DISCUSSION

A. 2023 DRAFT Financial Audit Review Presentation – Ken Marchetti

Ken attended the meeting to present and discuss the 2023 financial audit report prepared by McMahon and Associates. Board members received the draft audit documents in the meeting packet prior to this meeting. Ken reported to the board of directors and staff that once again the Minturn Cemetery District has a “clean” audit opinion and financial position. Ken went on to say that the auditors noted no transactions entered into during the year for that which there is a lack of authoritative guidance or consensus and that there were no difficulties encountered when dealing with management to perform and complete the audit.

The Minturn Cemetery District is in a favorable financial position and the 2024 revenue prediction increase is 34.09% based on Eagle County property tax income forecasting.

Because the financial position looks as good as it does, Ken addressed the board about the idea of lowering the cemetery district mill levy; however, all agreed that there is no need to do so at this time.

Board and staff asked Ken what the special district capital improvement project price limit is for the RFP public process per Colorado state statute, and he reported that the current project value is \$120,000. There were no further questions for Ken.

John motioned to approve the 2023 financial draft audit, Art seconded and all were in favor. Ken will file the audit documents with the State of Colorado.

B. Shed Building Project – Pedro Campos

Pedro attended the meeting to provide an update on the shed building project that is still awaiting a final review with the Minturn Town Council. Though the project was approved unanimously by Minturn Planning and Zoning Commission, the Minturn Town Council “called up” the project for further review pending elk migration concerns in the area. In response to this, Minturn Cemetery District attorneys issued a letter to the Town of Minturn regarding the legality of the “call up” as it was not done so in accordance to Colorado state statute. Because of this misstep by the Town of Minturn, the project must now be reviewed at a later date. That date is set for May 1.

Pedro went on to report the project’s status with regards to Minturn zoning ordinances, project engineering documents, construction bid collection, project staging and facilitation. Pedro will get started on all of these items along with preparing the bid packet and language for the RFP public process. He will consult with Ken Marchetti to ensure compliance with special district standards.

C. Property manager report:

Ray has been clearing snow and managing melt-off piles throughout the cemetery. It looks like we may have an early spring.

VI. BILL PAYING

The following electronic funds transfers were made:
n/a

The Following check payments were made:

3/12/2024	3399	ABC Parts Inc.	161.83	
3/12/2024	3400	Anderson Notarianni McMahan LLC	602.59	
3/12/2024	3401	CenturyLink	276.95	
3/12/2004	3402	FirstBank	370.15	
3/12/2024	3405	Mountain West Insurance	6,603.33	
3/12/2024	3403	Marchetti & Weaver, LLC	4,672.89	
3/12/2024	3409	MW Window Cleaning, Inc.	350.00	
3/12/2024	3410	Rocky Mountain Custom Landscapes	2,961.20	

3/12/2024	3398	Sforzo Enterprises, Inc.	4,733.80
3/12/2024	3411	Sidney Harrington	4,293.00
3/12/2024	3412	Superior Alarm & Electronics	420.00
3/12/2024	3413	Vail Honeywagon	86.56
3/12/2024	3414	Vail Valley ACE Hardware	21.83
3/12/2024	3408	Xcel Energy	2,801.65

VII. FUTURE AGENDA ITEMS

Old Edwards Cemetery, shed building project, future cemetery acreage

VIII. ADJOURNMENT

At 5:49 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 April 9th at 4 pm.

Respectfully Submitted:
Sidney Harrington
Administrator

ATTEST:

Art Chavez
Minturn Cemetery District
Vice President