

**ZEPHYR KNOLLS GENERAL IMPROVEMENT DISTRICT  
BOARD OF TRUSTEES**

**MINUTES OF PUBLIC MEETING**

November 18, 2024 – 11:00 AM

Video conference, Zephyr Cove, Douglas County, Nevada

**Board Members Present:**

Ross Rittiman, Chair  
Shiralee Batten  
Teresa Chavez  
Shervin Najafi

**Others Present:**

Steve McVicar, CPA  
Karen Andrews  
Cheryl Beraldi  
Rollie Rohnow  
Donna Rohnow  
Mike Edmundson

1. ACTION ITEM: Call meeting to order. Chairman Ross Rittiman called the meeting to order at 11:02 A.M.
2. ACTION ITEM: Roll Call. (See above)
3. ACTION ITEM: Approval of Agenda. The agenda was unanimously approved with a motion made by Ross Rittiman and seconded by Shiralee Batten.
4. PUBLIC COMMENT: None.
5. ACTION ITEM: Approval of May 29, 2024 minutes. The minutes were unanimously approved with a motion made by Ross Rittiman and seconded by Shiralee Batten.
6. ACTION ITEM: Consideration and approval of Petition and Resolution for Exemption for fiscal year 2025-26. Steve McVicar, CPA, presented the Petition and Resolution for Exemption. Shiralee Batten made a motion to approve which was seconded by Teresa Chavez; the vote was unanimous. Ross Rittiman gave permission to sign.
7. ACTION ITEM: Review and approval of Compilation Report Financial Statements for the year ended June 30, 2024. Steve McVicar, CPA, presented the report with statements. Shervin Najafi and Shiralee Batten inquired about determining roadwork, longevity, and reserves; Steve McVicar explained revenue, grants, legal representation, and assessments; Ross Rittiman said there were 75 homes in the district and crack sealing as being most beneficial; Rollie Rohnow made a comment on reserve funds. Ross Rittiman made a motion to approve the compilation report and financials which was seconded by Shiralee Batten; the vote was unanimous.
8. ACTION ITEM: Approval of disbursements to date. Steve presented the financial reports and disbursements which the board reviewed. Ross commented that crack sealing would be done in the spring and on the snow removal cost increase. Ross Rittiman made a motion to approve which was seconded by Shiralee Batten; the vote was unanimous.
9. ACTION ITEM: Appointment of board members for the new term commencing January 1, 2025 through December 31, 2026. Ross Rittiman asked if there were any

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other potential candidates interested in serving on the board. Hearing no other candidates, Ross made a motion to re-appoint the current board – Ross Rittiman, Shiralee Batten, Teresa Chavez, Rich Kline, Shervin Najafi – to serve two-year terms. Shiralee Batten seconded the motion; the vote was unanimous.

10. ACTION ITEM: Appointment of officers – Chairperson, Secretary, Treasurer – for the new term. Ross Rittiman made a motion to re-appoint the current officers for the new term – Ross Rittiman, Chairperson; Shiralee Batten, Secretary; Teresa Chavez, Treasurer – which was seconded by Shervin Najafi; the vote was unanimous
11. ACTION ITEM: Review/approval of snow removal contract. Ross Rittiman went over the fees and contract submitted by Buckeye. Teresa commented that Buckeye provides good service. Ross Rittiman made a motion to approve the contract which was seconded by Shervin Najafi; the vote was unanimous.
12. PUBLIC COMMENT: Shiralee Batten reported that she was getting bids from Buckeye regarding retaining wall repairs. Ross Rittiman noted items for the next agenda: crack sealing, sweeping/cleanup of roads, and retaining wall repair. Teresa Chavez confirmed locations for posting the agenda.
13. ADJOURNMENT: The meeting adjourned at 11:47 AM with a motion made by Ross Rittiman and seconded by Shiralee Batten. The vote was unanimous.

Respectfully submitted:  
Karen Andrews