

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

MINUTES OF PUBLIC MEETING

April 3, 2023 – 11:00 AM

Video conference, Zephyr Cove, Douglas County, Nevada

Board Members Present:

Ross Rittiman, Chair
Shiralee (Sheri) Batten, Secretary
Teresa Chavez
Rich Kline

Others Present:

Steve McVicar, CPA
Lola Klarlund
Shervin Nadjafi

1. ACTION ITEM: Call meeting to order. Ross Rittiman called the meeting to order at 11:06 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 Rich Kline.
4. PUBLIC COMMENT: Shiralee Batten mentioned looking into the cleaning of roads.
5. ACTION ITEM: Approval of minutes of November 8, 2022 meeting. The reading of the minutes was waived and unanimously approved with a motion made by Ross Rittiman and seconded by Rich Kline.
6. ACTION ITEM: Review and approval of tentative budget for fiscal year ending June 30, 2024. Steve McVicar, CPA, presented the tentative budget for the fiscal year 2023-2024 and explained the budget summary and fund balances in detail for new board members. Ross Rittiman made a motion to approve the tentative budget which was seconded by Rich Kline. The vote was unanimous.
7. ACTION ITEM: Approval of disbursements to date: Steve presented the financial reports and disbursements which the board reviewed. Steve explained the Department of Taxation to new board members and why to file for exemption. Ross Rittiman made a motion to approve the disbursements to date which was seconded by Rich Kline. The vote was unanimous.
8. ACTION ITEM: Appointment of board member to fill vacancy. Susan Reynolds resigned from the board which left a vacancy. Ross introduced Shervin Nadjafi and made a motion to appoint him to the board which was seconded by Rich Kline; the vote was unanimous. Ross welcomed Shervin to the board.
9. ACTION ITEM: Officer appointment to fill Pete Baskin's vacancy as Treasurer. Pete Baskin resigned his treasurer duties. A discussion was held to see if a board member wanted to fulfill these duties or if it should be taken over by the accounting office. Ross discussed allowing \$200 on new software for the transition of treasurer. Pete agreed to

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meet with Teresa and Karen Andrews from McVicar CPA to discuss the best way to proceed with the accounting duties. Shiralee Batten made a motion to appoint Teresa Chavez as Treasurer and allow \$200 for software which was seconded by Rich Kline; the vote was unanimous.

10. ACTION ITEM: Update/Discussion on snow removal. Teresa voiced her worry of the blind spot created by snow on Lakeview Drive exit to Hwy 50 and if it could be removed. Ross said that it is an NDOT issue not a GID issue as the snow that is causing the obstruction is on Highway 50 not Lakeview Drive. Shiralee agreed and said the line of sight was terrible. Ross will email NDOT to find out answers. Pete suggested negotiating the \$14,000 snow removal contract since the entire budget will be spent on that. Shiralee suggested the possible increase of the property tax, or ask the residents to pay additional fees for snow removal. Ross would like to meet with the snow removal service and talk about the contract. No action was taken.
11. ACTION ITEM: Update/Discussion on street repairs. Shiralee mentioned taking photos of damage to streets and email to Ross for forwarding to Buckeye for a quote. No action was taken.
12. PUBLIC COMMENT: Pete said he would write checks for the meeting. Shiralee mentioned she will be away until May.
13. ADJOURNMENT: The meeting adjourned at 12:20 P.M. with a motion made by Ross Rittiman and seconded by Shiralee Batten. The vote was unanimous.

Respectfully submitted:
Lola Klarlund