



Douglas County

Board of County Commissioners

Public Meeting Notice and Agenda

Mark Gardner
Sharla Hales
Nathan Tolbert
Wesley Rice
Danny Tarkanian

Thursday, September 18, 2025

10:00 AM

Historic Courthouse
1616 Eighth Street
Minden, NV 89423

The Board of County Commissioners sit jointly as the following boards: Liquor Board, License Board, Tahoe-Douglas Transportation District Board, Water District Board, and the Redevelopment Agency. Agenda items may be taken out of order, may be combined for consideration, or may be removed from the agenda at any time. All items designated “for possible action” may include discussion by the County Commissioners and they may take action to approve, modify, deny, take “no action,” or continue the item.

To Watch the Meeting: Members of the public may click on the following link to watch the livestream of the Board of County Commissioners meeting: <https://www.youtube.com/@douglascountynv>

Written Public Comment: To offer public comment before the Board meeting, members of the public may submit public comments online through the County’s public comment form by clicking on the following link:

https://www.douglascountynv.gov/government/board_of_county_commissioners/public_comment

Public Comment During the Meeting: Members of the public may attend the meeting in person at the address listed at the top of the agenda to provide public comment.

Supporting Materials:

Copies of supporting material can be requested in person from the Douglas County Clerk/Treasurer's Office, 1616 8th Street, Minden, Nevada or by calling Nicki Leeper at 775-782-9014. Electronic copies of the agenda and supporting materials are also available at the following websites:

State of Nevada Public Notices Website: <https://notice.nv.gov/>

Douglas County Meeting website: https://douglascountynv.granicus.com/ViewPublisher.php?view_id=1

Notice to Persons with Disabilities:

Members of the public who are disabled or require special assistance or accommodations are requested to notify the Douglas County Manager's Office in writing at Post Office Box 218, Minden, Nevada 89423 or by calling 775-782-9821 at least 20 hours in advance of the meeting.

Members of the public may call the County Manager’s office at 775-782-9821 to obtain help making public comment using any of the foregoing methods.

A copy of the finalized agenda is posted at the Minden Inn at 1594 Esmeralda Avenue, Minden Nevada.

DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FINAL AGENDA

September 18, 2025

LUNCH BREAK

The Board of County Commissioners may break for lunch at approximately noon and will reconvene after a break at the discretion of the Chairperson.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

Led by Commissioner Wesley Rice

3. PUBLIC COMMENT (No Action)

Forum Restrictions and Orderly Conduct of Business

The Board of County Commissioners conducts the business of Douglas County and its citizens during its meetings. The Board may impose reasonable, content-neutral restrictions on public comment such as comments that are on topics that are not within the jurisdiction, authority, or control of the Board of County Commissioners, or if the content of the comment is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational, or amounts to a personal attack or interfering with the rights of other speakers. The presiding officer may order the removal of any person whose statement or other conduct disrupts the orderly, efficient or safe conduct of the meeting. Warnings against disruptive comments or behavior may or may not be given prior to removal. Hand clapping, making remarks or gestures from the audience that may interrupt, interfere or prevent any speaker from commenting should not occur.

Responses to Public Comments

The Board of County Commissioners can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda as long as those matters are within the jurisdiction and control of the Board of County Commissioners. The Open Meeting Law does not expressly prohibit responses to public comments by the Commissioners. However, responses from Commissioners to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel, and to ensure the public has notice of all matters the Board of County Commissioners will consider, Commissioners may choose not to respond to public comments, except to correct factual inaccuracies, ask clarifying questions, or to ask that a matter be listed on a future agenda.

Public comment is limited to three minutes per speaker unless additional time is granted by the Board Chairperson. The Board of Commissioners uses timing lights to ensure that everyone has an opportunity to speak. You will see a green light when you begin, and then a yellow light which indicates that you have thirty seconds left and should conclude your comments. Once the light turns red, please sit down.

In addition to opening public comment, public comment will also be taken on administrative agenda items that are identified for possible action and closing public comment. If you plan to speak on a specific agenda item that is on the administrative agenda and identified for possible

action, then please provide your public comment when that agenda item is heard. Public comment will not be taken on Liquor Board agenda items. If you would like to provide public comment on Liquor Board agenda items, please provide your public comment during opening public comment or closing public comment.

Public comment must be limited to matters that are within the jurisdiction and control of the Board of County Commissioners. Public comment must be addressed to the Chairperson and not to members of the public so that the Board may take future action on the issues that are raised by the public.

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Board of County Commissioners.

4. APPROVAL OF AGENDA

For possible action. Approval of the proposed agenda. The Board of Commissioners reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove items from the agenda or delay discussion relating to items on the agenda.

5. APPROVAL OF PREVIOUS MINUTES

For possible action. Discussion to approve the draft minutes of the August 21, 2025, regular meeting of the Board of County Commissioners.

CONSENT CALENDAR

Items appearing on the Consent Calendar are items that can be adopted with one motion unless an item is pulled by a Commissioner or a member of the public. Members of the public who wish to have a consent item placed on the Administrative Agenda shall make that request during the public comment section at the beginning of the meeting and specifically state why they are making the request. If items are pulled for discussion by a vote of the Board of County Commissioners, they will automatically be placed on the Administrative Agenda to be heard at the discretion of the Chairperson or may be continued until another meeting.

6. CONSENT ITEMS

- A. For possible action. Discussion to retroactively authorize and accept a \$592,054 Federal Aviation Administration Airport Infrastructure Grant, with a required local match of \$29,603, for the Airport Master Plan Update and authorize the County Manager or Airport Manager to sign any required paperwork; and augment the Fiscal Year 2025-26 Airport Budget by the amount of the grant. (Heather MacDonnell, Airport Manager)
- B. For possible action. Discussion to approve changes to the Fiscal Year 2025-26 secured and unsecured property tax rolls as recommended by the Douglas County Assessor pursuant to NRS 361.765 and/or NRS 361.768 to adjust the assessed values of the affected properties for a total increase in net assessed value of \$178,621, authorize Chairwoman Hales to execute an Order to Adjust Tax Bills and Correct Secured and Unsecured Tax Rolls, and direct the Douglas County Treasurer to correct the error in the tax roll pursuant to Nevada law. (Trent Tholen, Assessor)
- C. For possible action. Discussion on the Douglas County Treasurer's Monthly Statement for

July 2025 submitted per Nevada Revised Statutes 354.280(2). (Amy Burgans, Clerk-Treasurer)

- D. For possible action. Discussion on the Douglas County July 2025 Investment Report submitted per Douglas County Code 3.02.040. (Amy Burgans, Clerk-Treasurer)
- E. For possible action. Discussion to accept the cumulative voucher sheets submitted under NRS 244.210 for checks and electronic fund transfers issued for the 7/2/25 Payables, 7/3/25 Payables, 7/11/25 Payables, 7/11/25 Payroll, 7/18/25 Payables, 7/25/25 Payables, 7/28/25 Utility Refunds and 7/25/2025 Payroll. (Amy Burgans, Clerk-Treasurer)
- F. For possible action. Discussion to (1) accept a Department of Agriculture Award for the National School Lunch Program (NSLP), School Breakfast Program (SBP), and Afterschool Snack Program (ASP) to reimburse the China Spring Youth Camp for qualifying meals provided to youth; and (2) approve **Resolution 2025R-083**, a resolution augmenting the Department 242, 2025-26 Fiscal Year Budget in the amount of \$75,000. (Jessica Stocking, Director of Juvenile Camp Services)
- G. For possible action. Discussion to approve the Douglas Area Transit (DART) Title VI Plan as required by Nevada Department of Transportation (NDOT) for compliance and grant funding purposes. (Brook Adie, Community Services Director)
- H. For possible action. Discussion to approve the Douglas Area Transit (DART) Title VI Public Participation Plan as required by Nevada Department of Transportation (NDOT) for compliance and grant funding purposes. (Brook Adie, Community Services Director)
- I. For possible action. Discussion to approve the Douglas Area Transit (DART) Title VI Limited English Proficiency (LEP) Plan as required by the Nevada Department of Transportation (NDOT) for compliance and grant funding purposes. (Brook Adie, Community Services Director)
- J. For possible action. Discussion to accept a \$25,038 Federal 5339 Bus and Bus Facilities Grant issued by the Nevada Department of Transportation (NDOT) for the time period of July 24, 2025, through September 30, 2027, to support Douglas Area Rural Transit (DART) operations. (Brook Adie, Community Services Director)
- K. For possible action. Discussion to accept an \$88,398 Family Planning grant from the Nevada Department of Health and Human Services for the time period of July 1, 2025, through June 30, 2026, and authorize the County Manager to sign the grant award and all related grant documents. (Brook Adie, Community Services Director).
- L. For possible action. Discussion to accept the auditor's report on Douglas County's general ledger cash balances through August 15, 2025, per Nevada Revised Statute 251.030. (Kathy Lewis, Chief Operating Officer)
- M. For possible action. Discussion to approve Fiscal Year 2024-25 budget transfers totaling \$2,247,132 for numerous funds. (Kathy Lewis, Chief Operating Officer)
- N. For possible action. Discussion to adopt **Resolution 2025R-084** to augment the Airport Enterprise Fund budget by \$69,434 for Fiscal Year 2025-26 due to greater-than-anticipated revenues. (Kathy Lewis, Chief Operating Officer)

- O. For possible action. Discussion to approve the removal of certain assets with a total aggregate book value of \$114,533.25 that have been sold, replaced, donated or retired in accordance with Douglas County Policy from the Douglas County Capital Asset Inventory from July 1, 2024, through June 30, 2025. (Kathy Lewis, Chief Operating Officer)
- P. For possible action. Discussion to authorize the Douglas County Sheriff's Office to accept a \$28,000 State of Nevada Department of Public Safety (DPS) Traffic Safety Joining Forces Project Agreement Grant for Fiscal Year 2025-26 with a 25% matching requirement of \$7,000 (totaling \$35,000) for the grant period of October 1, 2025, through September 30, 2026; and to authorize Sheriff Dan Coverley to sign the agreement. (Undersheriff Elges)
- Q. For possible action. Discussion to accept a \$10,480 State Homeland Security Program (SHSP) grant through the Nevada Office of Emergency Management; augment the Emergency Operations budget in the amount of the grant award; and authorize the Director of Emergency Management to sign all related documents. (Kara Easton, Director of Emergency Management)

ADMINISTRATIVE AGENDA

The Chairperson will read the agenda title into the public record and will have the discretion to determine how the item will be presented. Agenda items may be considered ahead of or after the schedule indicated by this agenda. Public comment will be taken on items that are identified for possible action.

7. ITEM(S) PULLED FROM THE CONSENT AGENDA WILL BE HEARD AT THIS TIME

PRESENTATIONS

- 8. For presentation only. Ceremonial presentation of an employee service award to Doug Ritchie for 15 continuous years of service to Douglas County. (District Attorney Mark Jackson)

COMMUNITY SERVICES

- 9. For possible action. Discussion to approve an amendment to a special use permit between the United States Department of Agriculture, Forest Service and Douglas County for the operation and maintenance of existing bike paths, restrooms, parking areas and associated features previously authorized under Special Use Permits TOI100602 and TOI100609, and the new construction related to the Kahle Drive Complete Street Project. (Wendy Lang, Assistant County Manager)

COUNTY MANAGER

- 10.1 For possible action. Discussion to approve a Road Maintenance and Use Agreement with Knox Excavation, Inc. to define maintenance responsibilities on a portion of China Springs Road from US395 to the entrance of the China Springs Mine (approx. 0.57 miles of roadway), and authorize the County Manager to sign the agreement. (Wendy Lang, Assistant County Manager)
- 10.2 For presentation only. Announcements/reports/updates from County Commission members, including updates on the various boards and/or commissions that they may be a member of or

a liaison to, or any other meetings/functions they have attended, and any request by a Commissioner for discussion of a future agenda item. (Chairwoman Sharla Hales)

11. CLOSING PUBLIC COMMENT (No Action)

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Board of Commissioners or those agenda items where public comment has not already been taken.

12. ADJOURNMENT