



Douglas County

Board of County Commissioners

Public Meeting Notice and Agenda

Sharla Hales
Mark Gardner
Wesley Rice
Danny Tarkanian
Nathan Tolbert

Thursday, November 20, 2025

10:00 AM

Historic Courthouse
1616 Eighth St.
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

November 20, 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 Clerk-Treasurer Amy Burgans

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 October 16, 2025, regular meeting of the Board of County Commissioners.

6. RECESS AS BOARD OF COUNTY COMMISSIONERS CONVENE AS DOUGLAS COUNTY LIQUOR BOARD

DOUGLAS COUNTY LIQUOR BOARD

7. For possible action. Discussion to approve the Non-Restricted Gaming License for United Coin Machine Co., dba Century Gaming Technologies, to conduct business as a Slot Route Operator in Douglas County. United Coin Machine Co., dba Century Gaming Technologies, is represented by Vice President Timothy W. Cogswell. United Coin Machine Co. is located 600 Pilot Road, Suite E., Las Vegas, Nevada 89119. (Captain Storke)

8. ADJOURN AS DOUGLAS COUNTY LIQUOR BOARD RECONVENE AS 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.

9. CONSENT ITEMS

- A. For possible action. Discussion to approve a month-to-month T-hangar lease, Lease G-10, at the Minden-Tahoe Airport with Paul M. West, beginning November 1, 2025, and authorize the Public Works Director to sign the agreement. (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 decrease in net assessed value of \$185,522, 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 an interlocal contract between Douglas County and the Nevada Secretary of State's (SOS) Office, effective upon approval through June 30, 2026, for Voter Registration and Election Management Services (VREMS) provided by KnowInk, LLC for \$51,270.33, and authorize the Douglas County Clerk-Treasurer to sign the contract. (Amy Burgans, Clerk-Treasurer)
- D. For possible action. Discussion on the Douglas County September 2025 Investment Report submitted per Douglas County Code 3.02.040. (Amy Burgans, Clerk-Treasurer)
- E. For possible action. Discussion on a \$72,950.00 contract with Lumos & Associates for design and construction assistance for the Pamela Place Flood Control Detention Basin, and authorize the Chair to sign the contract document(s) and to approve change orders up to 10% of the contract amount. (Courtney Walker, Stormwater Program Manager)
- F. For possible action. Discussion to accept a \$52,643.70 Aging and Disability Services Division (ADSD) Transportation Grant Award for the period of July 1, 2025, through June 30, 2026, and authorize the County Manager to sign the grant award and all related documents. (Brook Adie, Community Services Director)
- G. For possible action. Discussion to approve the Amended Interlocal Contract between the Nevada Health Authority, Nevada Medicaid, Department of Human Services, Social Services and Douglas County Social Services effective July 1, 2025. This amendment changes the name of Public Entity #1 from Department of Health and Human Services, Division of Health Care Financing and Policy to Nevada Health Authority, Nevada Medicaid and Public Entity #2 from Department of Health and Humans Services, Division of Welfare and Supportive Services to Department of Human Services, Division of Social Services. The contract amount and terms remain the same as the previously approved contract (July 5, 2025). (Brook Adie, Community Services Director)
- H. For possible action. Discussion to approve the revised Parks and Recreation 2026 Program and Facilities Manual. (Brook Adie, Community Services Director)
- I. For possible action. Discussion to accept Amendment 1 to the Title X Grant Award, in the total grant amount of \$31,861, for the period of July 1, 2025 through March 31, 2026, to provide an additional \$16,786 in funding that was allocated by the Federal Government; and authorize the Board Chairwoman, County Manager, and Social Services Manager to each sign the amended grant award. (Brook Adie, Community Services Director)

- J. For possible action. Discussion to accept the auditor's report on Douglas County's general ledger cash balances through October 15, 2025, per Nevada Revised Statute 251.030. (Kathy Lewis, Chief Operating Officer)
- K. For possible action. Discussion to approve the sale of one fully depreciated Motor Pool vehicle, a 2010 GMC Sierra pickup, to the Douglas County School District for a total price of \$4,000, and authorize the Fleet and Facilities Manager to sign the agreement and any required paperwork. (Jeff MacDonnell, Fleet and Facilities Manager)
- L. For possible action. Discussion on a \$770,000.00 contract with Specialized Elevator Service Holdings LLC, dba Koch Elevator, to update two (2) elevators in the Judicial and Law Enforcement Center (JLEC) and two (2) elevators at the Tahoe Admin building; and authorize the County Manager to execute all contract documents and change orders up to 10% of the original contract price. (Jeff MacDonnell Fleet and Facilities Manager)
- M. For possible action. Discussion to approve an \$84,050 contract with Financial Consulting Solutions Group, Inc. to provide professional water rate study consulting services for the Douglas County Water Utility and authorize the Director of Public Works to execute the contract and change orders up to 5% of the original contract price. (Rick Robillard, Deputy Public Works Director)
- N. For possible action. Discussion to authorize the Douglas County Sheriff's Office to accept a cash donation of \$15,300 from the Nevada Car Coalition to be used by the Sheriff's Office to fund the Canine Program, and adopt **Resolution 2025R-096** increasing the budget authority in the Assigned Use Sheriff Canine Program (297-000 367.109) by the donated amount. (Undersheriff Elges)

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.

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

PRESENTATIONS

- 11.1 For presentation only. Ceremonial presentation of an employee service award to Lucille Rao for 20 continuous years of service to Douglas County. (Kate Moroles-O'Neil, Principal Planner)
- 11.2 For presentation only. Ceremonial presentation of **Proclamation 2025P-098**, proclaiming November 2025, as "Movember" Men's Health Awareness Month. (Carson Valley Health Foundation Cancer Care Fund)
- 11.3 For presentation only. Ceremonial presentation of **Proclamation 2025P-097**, proclaiming November 29, 2025, as Small Business Saturday in Douglas County. (Chairwoman Hales)

COMMUNITY DEVELOPMENT

- 12.1 For presentation only. Introduction of **Ordinance 2025-1656**, revising Title 20 of the Douglas County Code, by repealing and replacing: (1) Chapter 20.800; (2) Appendix B - Uniform Code Revisions; (3) Appendix B1 – East Fork Fire Protection District Amendments to the International Fire Code (IFC) and International Wildland Urban Interface Code (WUI) Codes; and (4) Appendix B2 – Tahoe Douglas Fire Protection District Amendments to the IFC and WUI Codes. First Reading. (Tim Davis, Building Official)
- 12.2 For possible action. Discussion on **Resolution 2025R-043-A**, a resolution addressing eminent domain proceedings to acquire from Park Ranch Holdings certain real property or interests in real property along the Muller Parkway right-of-way, including approximately 3.54 acres of real property to increase the size of the right-of-way, and approximately 6.77 acres of non-exclusive drainage easements across properties adversely impacted from increased base flood elevations. This is an amendment to Resolution 2025R-043, which the Board passed on April 17, 2025, updating and clarifying the real property descriptions subject to eminent domain. (Jeremy Hutchings, County Engineer, and AJ Hames, Deputy District Attorney)

COUNTY MANAGER

13. 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)

14. 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.

15. ADJOURNMENT