



Douglas County

Board of County Commissioners

Public Meeting Notice and Agenda

Mark Gardner
Sharla Hales
Nathan Tolbert
Wesley Rice
Danny Tarkanian

Thursday, July 17, 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

July 17, 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 Chief Deputy District Attorney Doug Ritchie

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 June 5, 2025, regular meeting of the Board of County Commissioners.

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

7. DOUGLAS COUNTY LIQUOR BOARD

- A. For possible action. Discussion to approve the On-Site Unrestricted Retail Liquor License for SAC 2 LLC, dba Genoa Lakes Golf Club, represented by General Manager Samuel Huff. Samuel Huff has signed a Waiver of Notice of Hearing. SAC 2 LLC, dba Genoa Lakes Golf Club, is located at 1 Genoa Lakes Drive, Genoa, Nevada 89411. (Captain Storke)
- B. For possible action. Discussion to approve the On-Site Unrestricted Retail Liquor License for SAC 2 LLC, dba Genoa Lakes Golf Club - Ranch Course, represented by General Manager Samuel Huff. Samuel Huff has signed a Waiver of Notice of Hearing. SAC 2 LLC, dba Genoa Lakes Golf Club - Ranch Course, is located at 2901 Jacks Valley Road, Genoa, Nevada 89411. (Captain Storke)
- C. For possible action. Discussion to approve the On-Site Unrestricted Retail Liquor License for Parm LLC, dba Flame of India, represented by General Manager Gurpal Singh. Gurpal Singh has signed a Waiver of Notice of Hearing. Parm LLC, dba Flame of India, is located at 1488 Highway 395 North, Gardnerville, Nevada 89410. (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 E-4, at the Minden-Tahoe Airport with Joel Osborne beginning July 1, 2025, and authorize the County Manager to sign the agreement. (Heather MacDonnell, Airport Manager)
- B. For possible action. Discussion to approve the Douglas County Assessor's request, and County Treasurer's petition, to remove \$2,754.89 in unsecured personal property taxes from the tax roll that have been determined to be uncollectible, and order the County Treasurer to correct any assessments entered in error in accordance with NRS 361.5607 or NRS 361.765. (Trent Tholen, Assessor)
- C. For possible action. Discussion on a two year professional service contract with Carla Farnworth to provide psychiatric services, medication management and treatment planning consultations for juveniles at the China Spring Youth Camp in an amount not to exceed \$49,000 per fiscal year and authorize the County Manager to sign the contract and approve change orders up to 10% of the contract amount. (Jessica Stocking, Director of Juvenile Camp Services)
- D. For possible action. Discussion on the Douglas County May 2025 Investment Report submitted per Douglas County Code 3.02.040. (Amy Burgans, Clerk-Treasurer)
- E. For possible action. Discussion on the Douglas County Treasurer's Monthly Statement for April 2025 submitted per Nevada Revised Statutes 354.280(2). (Amy Burgans, Clerk-Treasurer)
- F. For possible action. Discussion on the Douglas County Treasurer's Monthly Statement for May 2025 submitted per Nevada Revised Statutes 354.280(2). (Amy Burgans, Clerk-Treasurer)
- G. For possible action. Discussion to accept the cumulative voucher sheets submitted under NRS 244.210 for checks and electronic fund transfers issued for the 4/28/25 Payables, 5/2/25 Payables, 5/2/2025 Payroll, 5/2/25 Payroll #2, 5/9/2025 Payables, 5/16/2025 Payables, 5/16/2025 Payroll, 5/23/25 Payables, 5/29/25 Utility Refunds, 5/30/2025 Payables and 5/30/2025 Payroll. (Amy Burgans, Clerk-Treasurer)
- H. For possible action. Discussion on the annual review of the Douglas County Community Development Department's Fee Schedule, including a recommendation to maintain the current adopted fee schedule and not increase fees, at this time, for fiscal year (FY) 2025-26. (Tom Dallaire, Community Development Director and Andrea Pawling, Deputy Community Development Director)
- I. For possible action. Discussion to: 1. Accept an additional \$20,000.00 of Aging and Disability Services Division (ADSD) Transportation Grant funding for the period of July 1,

2024, through June 30, 2025 and 2. Retroactively authorize the County Manager to sign the grant amendment. (Brook Adie, Community Services Director)

- J. For possible action. Discussion on: 1) an amendment increasing the existing Aging and Disability Services (ADSD) Nutritional Services Incentive Program (NSIP) grant award by \$17,244; 2) **Resolution 2025R-065** augmenting the Senior Services Fund in the same amount as the grant; 3) authorizing the County Manager to sign the grant award amendment. (Brook Adie, Community Services Director)
- K. For possible action. Discussion to approve the Memorandum of Understanding (MOU) between the United Way of Northern Nevada and the Sierra and Douglas County to administer the Special Assistance Fund for Energy (SAFE) program which provides utility assistance to Douglas County residents for their NV Energy bills, and authorize the County Manager to execute the MOU. (Brook Adie, Community Services Director)
- L. For possible action. Discussion to accept a \$750 donation to the Adult Day Club and adopt **Resolution 2025R-064** which will augment the budget to account for the grant award. (Brook Adie, Community Services Director).
- M. For possible action. Discussion on an Interlocal Contract between the State of Nevada, Division of Public and Behavioral Health, and Douglas County for the allocation of \$238,361.76 to Douglas County for health care access by special populations from July 1, 2025, through June 30, 2027 (Brook Adie, Director Community Services)
- N. For possible action. Discussion to approve two contracts between RAD Strategies and Douglas County for Fiscal Year 2025-26. The first contract is to support the Community Relations team within the County Manager's Office and the second contract is to support the Sheriff's Office as the Public Information Officer. (Kathy Lewis, Chief Operating Officer and Ron Elges, Undersheriff)
- O. For possible action. Discussion to accept the auditor's report on Douglas County's general ledger cash balances through May 15, 2025, per Nevada Revised Statute 251.030. (Kathy Lewis, Chief Operating Officer)
- P. For possible action. Discussion to approve Fiscal Year 2024-25 budget transfers totaling \$42,855.00 in the General Fund. (Kathy Lewis, Chief Operating Officer)
- Q. For possible action. Discussion on Douglas County renewing its general liability and property coverage with Travelers and the Alliant Property Insurance Program (APIP) for Fiscal Year 2025-26, in an amount not to exceed \$1,376,460 and authorize the County Manager to execute any necessary document for the binding of coverage retroactively. (Christine Vido, Human Resources Director)
- R. For possible action. Discussion on renewing Douglas County's excess workers' compensation retention insurance with Safety National Casualty Corporation for Fiscal Year 2025-26, at a cost not-to-exceed \$219,178 and authorize the County Manager to execute any required documents. (Christine Vido, Human Resources Director)
- S. For possible action. Discussion on: (1) accepting a \$82,500 Cybersecurity grant award from the Department of Emergency Management (DEM); (2) **Resolution 2025R-059** augmenting the Technology Services Budget to account for the grant award; (3) purchasing cloud

backup software from Kaseya in an amount not to exceed \$79,022.20 and (4) authorize the Chief Technology Officer to execute the grant, purchase agreement and any related documents. (Peace Ruggia, Chief Technology Officer)

- T. For possible action. Discussion on the purchase of next-generation Palo Alto firewalls from SHI International Corp. in an amount not to exceed \$97,289.08 for the Douglas County Firewall Refresh project and authorize the Chief Technology Officer to execute any required documents. (Peace Ruggia, Chief Technology Officer)
- U. For possible action. Discussion to approve a \$568,643 purchase order with SHI International Corp. ("SHI") for Fiscal Year 2025-26 utilizing the State of Nevada Master Purchasing Agreement (99SWC-S108) for all purchases of software subscriptions, software licensing, and support services. (Peace Ruggia, Chief Technology Officer)
- V. For possible action. Discussion to approve the purchase of an \$81,563.42 one-year renewal software subscriptions and support services for the existing Palo Alto firewalls with SHI Corp., and to authorize the Chief Technology Officer to execute any required documents. (Peace Ruggia, Chief Technology Officer)
- W. For possible action. Discussion to accept a \$28,853.15 grant award from the Community Corrections Block Grant administered by the Nevada Division of Child and Family Services for Fiscal Year 2025-26 and adopt **Resolution 2025R-063** augmenting the revenue and expenditure budget of the General Fund by the amount of the grant. (Tammy Morris, Chief Juvenile Probation Officer)
- X. For possible action. Discussion on the purchase of a body scanner for the Juvenile Detention Center from Tek84 for \$140,500. (Tammy Morris, Chief Juvenile Probation Officer)
- Y. For possible action. Discussion to approve a \$39,000 Settlement and Release Agreement with Carson City for damages caused by Douglas County Water Utility to infrastructure owned by Carson City Water Utility within the jointly operated Sunridge Water Booster Station and authorize the County Manager to execute the agreement. (Rick Robillard, Deputy Public Works Director)
- Z. For possible action. Discussion to enter a Memorandum of Understanding with The Board of Regents of the Nevada System of Higher Education, on behalf of the Desert Research Institute, to provide assistance with the development of the Douglas County Water Resource Plan, as required by NRS 278.0228, at no cost to the County, and authorize the Public Works Director to execute the Memorandum of Understanding. (Rick Robillard, Deputy Public Works Director)
- AA. For possible action. Discussion to approve an agreement with Parametrix to prepare a County Wide Safety Plan funded by a \$100,000 Safe Streets 4 All (SS4A) Grant and the County's \$25,000 matching funds. (Jon Erb, Transportation Engineering Manager)
- BB. For possible action. Discussion to enter into a line extension agreement with NV Energy for the Walleys Well project and approve the payment of \$48,582 to NV Energy for the upgrade of the electrical service to the Walley Well and authorize the County Manager to execute the agreement. (Rick Robillard, Deputy Public Works Director)
- CC. For possible action. Discussion on the Real Property Transfer Tax Refund Request Form

submitted by Signature Title Co. for the \$585 overpayment of real property transfer taxes paid on recorded document #2025-1020809, submitted and recorded on May 21, 2025, in the Office of the Douglas County Recorder. (Shawnyne Garren, Recorder)

- DD. For possible action. Discussion on the purchase and installation of law enforcement equipment for two 2024 Ford F-150 vehicles to be used by the Douglas County Sheriff's Office Patrol Division for a total equipment and installation cost of \$75,492.85. (Undersheriff Elges)
- EE. For possible action. Discussion to approve a \$119,294.29 payment to Motorola Solutions for annual software maintenance, for Fiscal Year 2025-26, for all software maintenance, updates and support necessary for the Douglas County Sheriff's Office and 9-1-1 Emergency Communications. (Undersheriff Elges)
- FF. For possible action. Discussion on the purchase of U.S. Digital Designs (USDD) Fire Station Alerting software and Motorola radios for the Douglas County Fire Station Alerting project in an amount not to exceed \$121,426.87 and authorize the County Manager to sign all relevant documents. (Kara Easton, Director of Emergency Management)
- GG. For possible action. Discussion on: 1)accepting a \$32,000 Nevada State Emergency Response Commission Operations, Planning, Training, and Equipment Grant for fiscal year 2025-2026; 2)**Resolution 2025R-066** augmenting the Emergency Management Fund due to the grant award; and 3)authorize the Emergency Manager to sign all related documents. (Kara Easton, Director of Emergency Management)
- HH. For possible action. Discussion on a professional services contract and purchase order with Capitol Reporters in the amount of \$129,545.00 for judicial transcription services in the District and Justice Courts for fiscal year (FY)2025-26. (Delores Goelz, Judicial Fiscal Management Analyst)

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. For presentation only. Discussion and presentation from McDonald Carano regarding the 2025 Legislative Session and bills and other legislative issues impacting Douglas County. (Lindsay Knox, Senior Vice President, Government Affairs & Advocacy Group)

INFORMATION TECHNOLOGY

- 12. For possible action. Discussion on the strategic reorganization of Douglas County's Technology Services Department. This reorganization will optimize resource allocation, enhance operational efficiencies, and better align positions with technology functions, providing improved IT resources for growing needs, enhanced service delivery, and long-

term organizational effectiveness. (Peace Ruggia, Chief Technology Officer)

PUBLIC WORKS

- 13.1 For possible action. Discussion to approve a professional services contract with Construction Materials Engineers, Inc. for material testing related to the Justice Center Guaranteed Maximum Price (GMP) Contract #2, in an amount not-to-exceed \$355,570, and authorize the County Manager to execute the contract. (Scott McCullough, Project Manager)
- 13.2 For possible action. Discussion to approve a Construction Manager at Risk (CMAR) contract with CORE Construction for the Justice Center Guaranteed Maximum Price (GMP) #2 in an amount not to exceed \$47,923,417 and authorize the County Manager to execute any required documents. (Scott McCullough, Project Manager)
- 13.3 For possible action. Discussion to approve TSK Architects' Supplemental Request for \$350,000 for additional professional design services provided for the Justice Center Project. (Scott McCullough, Project Manager)
- 13.4 For possible action. Discussion to authorize staff to (1) sell a Douglas County owned 1-acre parcel, APN 1022-17-002-010, by public auction in accordance with NRS 244.282, and (2) prior to initiating the sale, require a deposit in the amount of \$8,000 from Richard Martin, who requested the sale of the property. (Philip Ritger, Public Works Director)

COUNTY MANAGER

- 14.1 For possible action. Discussion on an Interlocal Agreement between Douglas County, acting as the Tahoe Douglas Transportation District, and the Tahoe Transportation District to contribute funding for the operation of a Micro-Transit System within the Tahoe Douglas Transportation District from the 1% Transient Lodging Rental Tax collected in the Tahoe Township, in the amount of \$650,000 for Fiscal Year 2025-26, and increasing by \$100,000 in each of the next two fiscal years for expansion of service area within Douglas County and rescind Resolution 2020R-037. (Sharla Hales, Chairwoman)
- 14.2 For possible action. Discussion to adopt **Ordinance 2025-1657** amending Douglas County Code Title 18 -- Town Annexation and Service Districts: Appendix B, The Minden Town Boundary, by annexing approximately 57 acres that are adjacent to the existing Town of Minden boundary and will serve as the site of the future Douglas County Justice Center. The area to be annexed is Assessor's Parcel Number 1320-28-000-045 and located at 1280 Buckeye Road, Minden, Nevada. Second Reading. (Deputy District Attorney, Zach Wadlé)

HUMAN RESOURCES

- 15.1 For possible action. Discussion on a collective bargaining agreement between Douglas County and the Douglas County Sheriff's Protective Association (DCSPA) from July 1, 2025, through June 30, 2028. (Christine Vido, Human Resources Director)
- 15.2 For possible action. Discussion on a collective bargaining agreement between Douglas County and the Douglas County Sheriff's Protective Association Sergeant's Bargaining Unit (DCSPA-SBU) from July 1, 2025 through June 30, 2028. (Christine Vido, Human Resources Director)

15.3 For possible action. Discussion on **Resolution 2025R-068** providing a one-time salary adjustment (0.875% increase) due to a scheduled Nevada Public Employees' Retirement System (PERS) contribution rate increase on July 19, 2025, for non-represented Police/Fire member positions. (Christine Vido, Human Resources Director)

15.4 For possible action. Discussion on a First Memorandum of Understanding with the Douglas County Sheriff's Administration Protective Association (DCSAPA) amending Article 7 of the current 2024-2027 collective bargaining agreement providing a one-time salary adjustment (.0875% increase), due to a scheduled Nevada Public Employees' Retirement System (PERS) contribution rate increase on July 19, 2025, for DCSAPA member positions. (Christine Vido, Human Resources Director)

COUNTY MANAGER

16. 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)

17. 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.

18. ADJOURNMENT