DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS

ACTION SUMMARY

July 17, 2025

PUBLIC NOTICE: This is only an **ACTION SUMMARY** that reflects the actions taken during the meeting. This should not be, in any way, used or construed as official minutes of the meeting. The official minutes are posted after being submitted to the Board of Commissioners for their approval. Audio recordings of the meeting are on file in the County Clerk's office and may be listened to by appointment (775-782-9014).

1. **CALL TO ORDER-** ***The meeting was called to order at 10:00 AM.***

2. **PLEDGE OF ALLEGIANCE-** ***Led by Chief Civil Deputy District Attorney, Doug Ritchie***

3. **PUBLIC COMMENT (No Action)-** ***Held***

4. **APPROVAL OF AGENDA-** ***Approved***

5. **APPROVAL OF PREVIOUS MINUTES-** ***Approved***

   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)- ***Approved***

   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)- ***Approved***

   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 Signh. 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)- ***Approved***

8. **ADJOURN AS DOUGLAS COUNTY LIQUOR BOARD RECONVENE AS BOARD OF COUNTY COMMISSIONERS**

CONSENT CALENDAR

9. CONSENT ITEMS- ***Approved Minus Consent Calendar Item N Pulled for Further Discussion***

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

10. ITEM(S) PULLED FROM THE CONSENT AGENDA WILL BE HEARD AT THIS TIME- ***Consent Calendar Item N Approved***

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)- ***Presentation Held***

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)- ***Approved***

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)- ***Approved***

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)- ***Approved***

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)- ***Approved***

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)- ***Approved***

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)- ***Approved and Direction Provided***

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)- ***Ordinance Adopted***

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)- ***Approved***

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)- ***Approved***

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)- ***Resolution Adopted***

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)- ***Approved***

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)- ***Reports Were Given***

17. CLOSING PUBLIC COMMENT (No Action)- ***Held***

18. ADJOURNMENT- ***The meeting was adjourned at 3:13 PM.***