DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS

ACTION SUMMARY

November 20, 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 Clerk-Treasurer, Amy Burgans***

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 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)- ***Approved***

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

CONSENT CALENDAR- ***Approved***

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-Treasuer)

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

10. ITEM(S) PULLED FROM THE CONSENT AGENDA WILL BE HEARD AT THIS TIME- ***None***

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)- ***Presentation Held***

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)- ***Presentation Held***

11.3 For presentation only. Ceremonial presentation of **Proclamation 2025P-097**, proclaiming November 29, 2025, as Small Business Saturday in Douglas County. (Chairwoman Hales)- ***Presentation Held***

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)- ***Ordinance Introduced***

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)- ***Resolution Adopted***

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)- ***Reports Were Given***

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

15. ADJOURNMENT- ***The meeting was adjourned at 4:18 PM.***