



AMERICAN CIVITAS

Board: Douglas County, Nevada County Commission

Date: August 08, 2025

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Item	Description	Outcome	Vote Count
1	Call to Order	Initiation of the meeting	Information Only
2	Pledge of Allegiance	Ceremonial recitation led by Sheriff	Information Only
3	Public Comment (No Action)	Opening public input on non-agenda items	Information Only
4	Approval of Agenda	Adoption of the proposed agenda	Passed (5-0)
5	Approval of Previous Minutes	Ratification of June 25, 2025, special meeting minutes	Passed (5-0)
7	Douglas County Liquor Board	Approval of liquor license name change	Passed (5-0)
9	Consent Items	Approval of items A through S	Passed (5-0)
10	Item(s) Pulled from the Consent Agenda Will Be Heard at This Time	No items pulled	Information Only
11	Approval of the Fiscal Year 2024-25 Internal Audit Plan	Endorsement of audit plan	Passed (5-0)
12	Douglas County Public Administrator's Quarterly Reports	Acceptance of Q1 and Q2 reports	Passed (5-0)
13	Introduction of Ordinance 2025-1658	Presentation of code amendment	Information Only
14	Announcements/Reports/Updates from County Commission Members	Commissioner liaison and event updates	Information Only
15	Closing Public Comment (No Action)	Final public input	Information Only
16	Adjournment	Meeting conclusion	Adjourned

Executive Summary

This report summarizes the Douglas County Board of County Commissioners (BOCC) meeting convened on August 9, 2025, at the Historic Courthouse in Minden, NV. The session centered on administrative priorities including internal audits, estate administration, emergency surcharge committee expansion, and commissioner updates. Unanimous approvals were granted for the agenda, prior minutes, a liquor license amendment, and a comprehensive consent calendar. Administrative highlights included endorsement of a fiscal year internal audit plan emphasizing risk mitigation and efficiency, acceptance of quarterly reports from the Public Administrator detailing backlog reductions in estate cases, and the introduction of an ordinance to enlarge the 9-1-1 Surcharge Advisory Committee. Opening public comments raised localized issues such as traffic safety, and mining compliance, prompting BOCC assurances on monitoring and jurisdictional boundaries. No public input occurred on administrative matters or during closure.

Key Highlights:

The FY 2025-26 Internal Audit Plan was endorsed, focusing on inventory controls, grand jury follow-ups, policy updates, cash verifications, and fraud monitoring to bolster operational efficiency.

Public Administrator reports were accepted, noting a reduction in active estate cases from 69 to 54 through streamlined processes like affidavits and enhanced security protocols.

Ordinance 2025-1658 was introduced to expand the 9-1-1 Surcharge Advisory Committee from five to seven members, addressing recruitment challenges under state law.

Public Comment (Non-Agenda Items)

Public Comment: Residents detailed apprehensions regarding a proposed 60-foot telecommunications tower, citing structural hazards, fire risks, community opposition, insufficient notifications to nearby residents, and procedural shortcomings in the minor design review process; another, representing a local improvement district, advocated against discontinuing the Drayton Boulevard project, emphasizing that it serves as essential secondary access for developments, highlighting traffic safety petitions on alternative residential roads like Springfield Drive and Pleasant View Drive that were not designed for high volume, suggesting interim collaborative measures such as electronic signage costing approximately \$60,000 while believing the boulevard is ultimately needed though potentially deferrable, and noting that some residents previously opposed to the project now support safety interventions via petitions; a third highlighted persistent non-compliance at a mining operation, including unauthorized truck access, uncovered loads, dust emissions, and breaches of county agreements and state regulations, calling for rigorous enforcement

Approval of Agenda

The Douglas County BOCC adopted the agenda as presented.

Commissioner Comments: None received

Public Comment: None received.

Vote: Unanimous (5-0) approval.

Douglas County Liquor Board

On-Site Unrestricted Retail Liquor License for Caesars Republic Lake Tahoe

Consideration of a name change for existing licenses (package retail, on-site unrestricted, caterer's, entertainment endorsement, non-restricted gaming) for Harveys Tahoe Management Company LLC to Caesars Republic Lake Tahoe at 18 Highway 50, Stateline. Sheriff's office verified compliance with no objections.

Captain Stork from the Sheriff's Office confirmed that Caesars Republic Lake Tahoe completed all required paperwork and passed background checks, with no objections from the Sheriff's Office.

Commissioner Comments: None.

Public Comment: None received.

Vote: Unanimous (5-0) approval.

Item Details: En bloc approval sought for items A-S, encompassing aviation leases, procurement orders, interlocal agreements for youth services and environmental projects, grant acceptances,

Approval of the Fiscal Year 2024-25 Internal Audit Plan

Chief Operating Officer Kathy Lewis sought approval for the Fiscal Year 2024-25 Internal Audit Plan, as prepared by Baker Tilly (formerly Moss Adams) and previously reviewed and endorsed by the Douglas County Audit Committee during its August 5, 2025, session. Chief Operating Officer Kathy Lewis introduced the plan, noting the in-person presence of Baker Tilly representatives Haley Garcia and Chelsea Ritchie for the presentation. The plan positions Baker Tilly as the county's outsourced internal auditor, tasked with evaluating risks, internal controls, regulatory compliance, and operational performance across county functions, with an emphasis on higher-risk areas or those offering significant potential for efficiency gains and effectiveness improvements. All activities adhere to American Institute of Certified Public Accountants (AICPA) consulting standards. Key project components include: (1) a comprehensive review of inventory internal controls, examining management practices at various county sites holding diverse assets such as vehicle parts, general supplies, medications, food stocks, and other items to assess design and operational effectiveness; (2) a proactive follow-up on prior grand jury reports from fiscal years 2017-18 and 2019-20, involving an independent evaluation of implemented recommendations to ensure responsiveness and closure; and additional elements like testing internal controls in areas such as fixed assets and cash receipts, compliance with county policies, state/federal grant terms, and performance audits for process optimization. The plan was developed collaboratively with county management, informed by an enterprise risk assessment from the prior fiscal year, to prioritize resource allocation toward impactful audits. Ongoing services encompass quarterly cash counts at randomly selected locations, fraud/waste/abuse hotline monitoring, and regular audit committee briefings. Implementation timelines target immediate commencement of initial projects post-approval, with sustained efforts throughout the fiscal year to deliver actionable insights for county operations.

Commissioner Comments:

- Commissioner Tolbert: Expressed appreciation for the presenters' in-person delivery and confirmed the Audit Committee's prior approval, where he serves as a representative.
- Commissioner Gardner: Underscored the plan's contribution to governmental efficiency, drawing parallels to federal-level discussions on waste reduction, and highlighted complementary existing mechanisms like the Audit Committee, external audits by Baker Tilly, balanced budgeting practices, board oversight of expenditures, and the fraud/waste/abuse reporting hotline.
- Commissioner Hales: Thanked the team for the presentation and noted alignment with public expectations for streamlined and effective county management.

Public Comment: None.

Vote: Vote unanimous in favor of approving the FY 2024-25 Internal Audit Plan.

Douglas County Public Administrator's Quarterly Reports

Brook Adie presented the Douglas County Public Administrator's quarterly reports for the first quarter (covering January 1 through March 31, 2025) and second quarter (April 1 through June 30, 2025) of the fiscal year, as required under county code for oversight of estate administration activities. Community Services Director Brook Adie and Public Administrator Wendy Sharp (appointed May 27, 2025) delivered the presentation, outlining operational advancements in addressing a backlog inherited from prior administrations. The reports documented a reduction in active estate cases from 69 in Q1 to 54 in Q2, achieved through targeted investigations, asset inventories, and streamlined closure mechanisms compliant with Nevada Revised Statutes (NRS). Key processes highlighted included special administrations to secure necessary documents from financial institutions; affidavits of entitlement for low-value estates (totaling \$25,000 or less, requiring no court hearings); set-aside administrations for estates valued between \$25,000 and \$100,000; summary administrations for those between \$100,000 and \$300,000; and general administrations for higher-value cases exceeding \$300,000, with only a handful qualifying for the latter. Among the managed assets, just four real properties and four travel trailers were noted, with comprehensive inventories conducted using video recordings, body-worn cameras, and dual-personnel protocols to ensure accountability. Security measures encompassed periodic property inspections, lock changes where warranted, boarding up vulnerable access points, and utilization of existing storage units or a dedicated, video-surveilled county lot for personal property. Initial case handling emphasized a 30-day investigative window post-referral (often from the sheriff's department) to identify next of kin, locate assets like bank accounts, and determine appropriate administration paths, aiding in decisions on closure methods and preventing asset loss. Collaboration was emphasized with internal teams (including Deputy Director Ryan Stanton and District Attorney Cynthia Gregory) and external partners such as Compassionate Care Solutions (led by Nye County Public Administrator Ginger Simpson), providing guidance on case variability and policy formulation. Policies and procedures are under development, drawing directly from NRS Chapter 253 (public administration and guardianship), degrees of kinship rules, Nevada Civil Practice Manual Section 34.01 (estates of deceased persons), and NRS Chapter 39 (estates), carried in a reference binder for ready consultation. The reports also addressed safeguards against impropriety, including never entering properties alone, sheriff escorts for safety concerns, and body cams for documentation, with a few cases retaining small funds for tax filings before final closure.

Commissioner Comments:

- Commissioner Tolbert: Commended the reports' thoroughness, inquired on affidavits of entitlement counting as active cases until fully resolved, and recognized the substantial effort in backlog management.
- Commissioner Rice: Sought details on protections against theft accusations (e.g., dual custody, body cams) and unauthorized property occupation (e.g., sheriff escorts), while confirming adherence to best practices and NRS guidelines.
- Commissioner Gardner: Explored timelines for inventories post-receipt (within 30 days or sooner for documentation gathering), security protocols (e.g., key control, no routine lock changes but inspections and reinforcements as needed), and storage methods (e.g., transferring units to estate names or using surveilled county lots).

- Commissioner Hales: Raised questions on inventory preparation and filing status across estates, timelines from case receipt to inventory completion, and asset security practices, expressing approval for measures like body cams and dual custody. Stressed inventories' role in asset accountability and process selection, thanking presenters for the structured approach and security enhancements.

Public Comment: None reviewed.

Vote: Vote unanimous in favor of accepting the Douglas County Public Administrator's quarterly reports for the first and second quarters of 2025.

Introduction of Ordinance 2025-1658

This emergency management administrative agenda item was designated for presentation only, serving as the formal introduction of Ordinance 2025-1658, which proposes amendments to Douglas County Code Chapter 3.50, titled "Surcharge for Enhancement or Improvement of Telephone System Used for Reporting Emergency." The ordinance aims to increase the membership composition of the Douglas County 9-1-1 Surcharge Advisory Committee from its current five members to seven members. Director of Emergency Management Kara Eastman presented the item, explaining that the change aligns with Nevada Revised Statutes (NRS) guidelines governing committee formation and membership criteria. Currently, all five members must be Douglas County residents, which has posed recruitment challenges, particularly in fulfilling the required representation from an incumbent local exchange carrier (ILEC), as such individuals may not necessarily reside within the county. Expanding to seven members would allow for the mandated five resident positions while providing flexibility to include qualified non-resident ILEC representatives or other specialized expertise, thereby enhancing the committee's functionality and compliance with state standards. No action was required at this introduction stage, and the ordinance is slated for future consideration, potentially including public comment and a vote in subsequent meetings.

Commissioner Comments: None Received.

Public Comment: None taken.

Vote: No vote taken.

Commissioner Reports:

Commissioner Tolbert: Reported no new developments beyond the previously discussed update on the Painted Rock Mine, reiterating ongoing monitoring and enforcement considerations.

Commissioner Tarkanian: Highlighted attendance at the Justice Center groundbreaking ceremony, describing it as a wonderful event and expressing support for community partnerships to facilitate such projects.

Commissioner Rice: Detailed a lengthy Tahoe Regional Planning Agency (TRPA) meeting, noting improved inter-organizational collaboration and reduced friction among groups like Keep Tahoe Blue and the Sierra Club under newer administration; discussed a solid waste management meeting, covering the ongoing Bear Box program at Lake Tahoe despite shifts to tote systems, and addressed resident concerns about recycling processes (e.g., manual sorting at facilities due to limited truck availability on the Nevada side); shared insights from the Tahoe Summit, countering negative comments on lake treatment by emphasizing unified efforts in protection and a kinder, gentler TRPA approach.

Commissioner Gardner: Noted missing the chamber board meeting due to attendance at the Tahoe Summit; promoted upcoming community events, including National Night Out on August 10, 2025, at 4:00 PM at the Ironwood Center featuring the Sheriff's Department; announced Congressman Amodei's selection of a local forest tree as Nevada's first-ever contribution to the national Capitol Christmas tree in Washington, D.C.; recognized staff efforts, led by Rachel Evanson, in creating Douglas County's section of the tree skirt (one of 17 county contributions), suggesting public display or media coverage in outlets like the Record-Courier.

Commissioner Hales: Praised the well-organized Justice Center groundbreaking, crediting Chief Operating Officer Kathy Lewis and County Manager Jennifer Davidson; recounted attending the Heritage Park Gardens ribbon-cutting, commending Main Street Gardnerville's exemplary work and the contributions of numerous volunteers and financial supporters; acknowledged Commissioner Tolbert's initiative to support the Little League 12U team, which performed admirably at the state tournament; reported participation in several meetings, including the Carson Water Sub conservancy District, and a productive session with Chief Alan Ernst alongside Commissioners Tolbert and herself; expressed anticipation for an upcoming agenda item on the Painted Rock Mine to share information beneficial to residents; reminded the board of the post-meeting requirement to conduct the annual jail tour under NRS.

Closing Public Comment (Non-agenda Items)

Public Comment: None received.

Meeting Adjourned.