



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: *October 14, 2025*

DATE: Monday, September 1, 2025

TO: Board of County Commissioners

FROM: Andrew McDonald, Deputy Registrar of Voters
(775) 328-3690, amcdonald@washoecounty.gov

THROUGH: Kate Thomas, Interim County Manager

SUBJECT: Recommendation to retroactively approve the acceptance of the Nevada Secretary of State Budget appropriation to Washoe County in the total amount of [\$151,922.06] for the postage costs to mail ballots to voters for the 2024 Primary Election and the 2024 General Election, the cost of Runbeck Election Services ballot stock and election materials, and for the purchase of Dominion Voting Systems Smart Cards. The Registrar of Voters received confirmation of these reimbursements from the Nevada Secretary of State August 2025; therefore, the request to accept these reimbursements is retroactive. Voters. (All Commission Districts.) FOR POSSIBLE ACTION

SUMMARY

Recommendation to retroactively approve the acceptance of the Nevada Secretary of State Budget appropriation to Washoe County in the total amount of [\$151,922.06] for the postage costs to mail ballots to voters for the 2024 Primary Election and the 2024 General Election, the cost of Runbeck Election Services ballot stock and election materials, and for the purchase of Dominion Voting Systems Smart Cards. The Registrar of Voters received confirmation of these reimbursements from the Nevada Secretary of State August 2025; therefore, the request to accept these reimbursements is retroactive.

Washoe County Strategic Objective supported by this item: Fiscal Sustainability.

PREVIOUS ACTION

On August 15, 2023, the Board of County Commissioners approved RFP for Mail-In Ballot On-Demand Printing and Mailing Services, not including freight or postage for the 2024 Presidential Preference Primary, Primary and General elections to Runbeck Election Services, in an amount not to exceed [\$815,000.00 total]; [\$515,000.00] for the FY24 Presidential Preference Primary and Primary Elections and [\$300,000.00] for the FY25 General Election. NRS 293.26991 requires Washoe County to prepare and mail a mail-in ballot to each active registered voter in the county, unless the voter submits a request to opt out of receiving a mail-in ballot.

AGENDA ITEM # _____

BACKGROUND

NRS 293.26991 requires Washoe County to prepare and mail a mail-in ballot to each active registered voter in the county, unless the voter submits a request to opt out of receiving a mail-in ballot. This requirement, initially passed by the legislature in 2021, leads to additional costs moving forward in the areas of ballot printing, packaging and mailing, postage, staffing, facility expansion and enhancements and other related costs. NAC 293.200 provides the Secretary of State will reimburse the County for the cost of basic ballot stock.

GRANT AWARD SUMMARY

Project/Program Name: RUNBECK Services Reimbursement & Dominion Smart Cards

Scope of the Project: Funds will be reimbursing the County for the postage costs of the 2024 Elections and Smart Cards.

Benefit to Washoe County Residents: This funding ensured all active registered voters received their mail-in ballots and Smart Card technology supported secure and efficient election operations.

On-Going Program Support:

Award Amount: *\$151,922.06*

Grant Period: *July 1, 2024, to June 30, 2025*

Funding Source: State General Fund

Pass Through Entity: *Secretary of State*

CFDA Number: *Not applicable*

GRANT ID Number: *Legislative Session appropriation*

Match Amount and Type: *No match required*

FISCAL IMPACT

Should the Board accept this funding appropriation, funds will be recognized in the fund center and general ledger account listed below. No budget adjustments are needed.

Cost Center - 112210	G/L Account	Amount
Election Admin FY25	460172 – Reimb State of NV	Total: \$151,922.06

RECOMMENDATION

It is recommended that the Board of County Commissioners retroactively approve the acceptance of the Nevada Secretary of State Budget appropriation to Washoe County in the total amount of [\$151,922.06] for the postage costs to mail ballots to voters for the 2024 Primary Election and the 2024 General Election, the cost of Runbeck Election Services ballot stock and election materials, and for the purchase of Dominion Voting Systems Smart Cards. The Registrar of Voters received confirmation of these reimbursements from the Nevada Secretary of State August 2025; therefore, the request to accept these reimbursements is retroactive.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to *retroactively approve the acceptance of the Nevada Secretary of State Budget appropriation to Washoe County in the total amount of [\$151,922.06] for the postage costs to mail ballots to voters for the 2024 Primary Election and the 2024 General Election, the cost of Runbeck Election Services ballot stock and election materials, and for the purchase of Dominion Voting Systems Smart Cards. The Registrar of Voters received confirmation of these reimbursements from the Nevada Secretary of State August 2025; therefore, the request to accept these reimbursements is retroactive.*"