



JIM GIBBONS  
Governor

STATE OF NEVADA  
**DEPARTMENT OF WILDLIFE**

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August 20, 2010

KENNETH E. MAYER  
Director

RICHARD L. HASKINS, II  
Deputy Director

PATRICK O. CATES  
Deputy Director

Chairman Scott Raine  
Board of Wildlife Commissioners  
1100 Valley Road  
Reno, NV 89512

Dear Chairman Raine:

At the May 14, 2010, Commission meeting, the Board of Wildlife Commissioners (Commissioners) voted to approve funding of \$4,000 to send either one or two Commissioners to the WAFWA conference held in Anchorage, Alaska, on July 16 – 22, 2010. The Commissioners voted to send one Commissioner to the conference, but that if another Commissioner wanted to also attend, then that Commissioner would work out the funding with the chairman, with costs not to exceed \$4,000. The relevant section of the minutes from that meeting is attached for your reference.

Two Commissioners attended the conference and the total costs claimed by the two Commissioners for the conference is \$5,324.66, which exceeds the \$4,000 funding authorized by the Commission. The costs include airfare previously paid for by one Commissioner; the other Commissioner paid his own airfare and is not seeking reimbursement; and additional costs for lodging and per diem. See attached draft travel claims and a cost analysis worksheet I prepared.

We are requesting guidance from the Chairman on how to apply the \$4,000 authorized by the Commission on May 14, 2010. We have provided a couple of options for your consideration. Option #1 would reimburse each commissioner \$2,000. Option #2 would reimburse them in differing amounts so that the total unreimbursed but claimed expenses were the same for both Commissioners. We could reimburse the travelers in any other manner deemed appropriate by the chairman so long as the \$4,000 authorized amount is not exceeded.

Additionally, we have provided a status report in the worksheet on the Commission category of NDOW's budget account for your general information, \$28,850 was expended during FY 2010, \$27,773 is the legislatively approved budget for FY 2011. Projected costs are \$34,293, including the \$4,000 authorized for out of state travel and an additional Commission meeting with Utah as discussed at the meeting in Fallon. NDOW will prepare a work program to increase the Commission category to the projected amount for review and approval by the Interim Finance Committee of the Nevada Legislature later this year.

Please advise as soon as possible how to distribute the \$4,000 authorized budget for this trip and NDOW will reimburse the Commissioners accordingly. Thank you for your attention to this matter.

Sincerely,



Patrick Cates  
Deputy Director

cc: Vice-Chairman Gerald Lent  
Commissioner Capurro  
Secretary Kenneth E. Mayer