

**Approved Minutes**  
**Nevada Board of Wildlife Commissioners' Meeting Agenda**

The public is invited to attend and provide public comment from the following location:

Nevada Department of Wildlife  
6980 Sierra Center Parkway  
Main Conference Room  
Reno, NV 89511

Public comment will be taken on every action item after discussion but before action on each item, and is limited to three minutes per person. The Chairman may allow persons representing groups to speak for six minutes. Persons may not allocate unused time to other speakers. Persons are invited to submit written comments on items or attend and make comment during the meeting and are asked to complete a speaker card and present it to the Recording Secretary. To ensure the public has notice of all matters the Commission will consider, Commissioners may choose not to respond to public comments in order to avoid the appearance of deliberation on topics not listed for action on the agenda. Forum restrictions and orderly business: The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. Irrelevant and unduly repetitious statements and personal attacks that antagonize or incite others are examples of public comment that may be reasonably limited. Please provide the Board of Wildlife Commissioners ("Commission") with the complete electronic or written copies of testimony and visual presentations to include as exhibits with the minutes. Minutes of the meeting will be produced in summary format. NOTE: County Advisory Boards to Manage Wildlife (CABMW) members and public comment allowed on each action item and regulation items as well as at the end of each meeting day.

Nevada Board of Wildlife Commissioners present for meeting:

Chairman Grant Wallace	Vice Chairman Brad Johnston	Commissioner John Almberg
Commissioner Tom Barnes	Commissioner Tiffany East	Commissioner Kerstan Hubbs
Commissioner David McNinch	Commissioner Paul E. Valentine	*

\*Commissioner Bill Young Absent

Secretary Tony Wasley	Senior Deputy Attorney General Bryan Stockton
Recording Secretary Suzanne Scourby	Deputy Attorney General Joshua Woodbury

Others in Attendance: None

Nevada Department of Wildlife personnel in attendance:

Deputy Director Jack Robb	Deputy Director Liz O'Brien
Administrator Chet Van Dellen	Administrative Assistant III Kailey Taylor

**Friday, February 9, 2018 – 4:30 p.m.**

- 1 Call to Order, Introduction and Roll Call of Commission and County Advisory Board Members to Manage Wildlife (CABMW) – Chairman Wallace

Chairman Wallace called the meeting to order. Roll call of Commissioners present: Chairman Wallace, Vice Chairman Johnston, Commissioners Almberg, East, Hubbs, McNinch, and Valentine. Commissioners Young and Barnes were absent at roll call.

CABMW Roll Call – No CABMW members present.

- 2 Approval of Agenda – Chairman Wallace – For Possible Action  
The Commission will review the agenda and may take action to approve the agenda. The Commission may remove items from the agenda, continue items for consideration or take items out of order.

**COMMISSIONER JOHNSTON MOVED TO APPROVE THE AGENDA. MOTION SECONDED BY COMMISSIONER VALENTINE. MOTION CARRIED 7 - 0. COMMISSIONERS BARNES AND YOUNG WERE ABSENT.**

Commissioner Barnes joined the meeting.

Adoption/Public Comment Allowed

- 3 Commission General Regulation 476, Processing Fees, LCB File No. R142-17 – Data and Technology Services Division Administrator Chet Van Dellen – For Possible Action  
The Commission will consider adopting a regulation relating to amending Chapter 502 of the Nevada Administrative Code (NAC). This regulation reduces the current convenience fee of \$2.00 for residents and \$3.50 for nonresidents per item purchased online to a processing fee of \$1.00 per item purchased regardless of residency and method of purchase. This fee change will reduce fees to individual customers while preserving the necessary means of paying the Department's credit card processing charges. The Commission held a workshop on Jan. 26, 2018, and directed the Department to add the word "non-refundable" to the previously drafted language.

Data and Technology Services Administrator Van Dellen said the Legislative Counsel Bureau (LCB) returned a revised version of the language that was deemed more confusing than needed. The Department recommends the final language to read, "The Department may, in accordance with NRS 353.1465, charge and collect a non-refundable fee of \$1 for processing each license, permit, tag, certificate of ownership, certificate of number or any other service provided by the Department."

Deputy Director Robb noted that LCB has already given their approval to use this language that is in the memorandum.

Commissioner Hubbs said it looks like we are reducing the amount charged. She asked if the Department will be losing money or if this will be a win.

Administrator Van Dellen said that the intent is to reduce the fee for online commerce but we are imposing the fee to other avenues. The shortfall from the online customer will be made up by non-online customers.

Commissioner Hubbs asked how the Department will be making up for the shortfall.

Administrator Van Dellen said the shortfall will be made up by an overall increase in transactions.

Secretary Wasley said that NRS allows the agency to recoup costs and Nevada Administrative Code is more specific than Nevada Revised Statutes in stating what those costs are. This relaxes that in NAC and gives more flexibility.

Public Comment – None

**COMMISSIONER JOHNSTON MOVED TO APPROVE CGR 476 PROCESSING FEES LCB FILE NO R142-17 WITH THE FOLLOWING CHANGES TO SECTION 3 TO READ "THE DEPARTMENT MAY IN ACORDANCE WITH NRS 353.1465, CHARGE AND COLLECT A NON-REFUNDABLE FEE OF \$1 FOR PROCESSING EACH LICENSE, PERMIT, TAG, CERTIFICATE OF OWNERSHIP, CERTIFICATE OF NUMBER OR ANY OTHER SERVICE PROVIDED BY THE DEPARTMENT." COMMISSIONER MCNINCH SECONDED THE MOTION. THE MOTION PASSED 8 - 0. COMMISSIONER YOUNG WAS ABSENT.**

- 4 Public Comment Period - None

Meeting Adjourned 4:40 p.m.

Note: The minutes are only a summary of the meeting. A complete record of the meeting can be obtained at the Nevada Department of Wildlife Headquarters Office in Reno.