



# NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE

BOARD MEETING  
February 4, 2012

**Voting Members in Attendance:**

Dan Hill, President of the Board  
Sandra Antunez, Enforcement Representative for the Board  
Donald Naquin, CLARB Representative for the Board  
Cary Baird, Communications and Outreach Representative for the Board

**Voting Member Absent:**

Kreg Mebust

**Non-Voting Attendees:**

Helen Wright, Executive Director of the Board  
Ellis Antunez, Field Enforcement Officer

**Members of the Public:**

Tom Dellaquila  
Caryl Davies  
Jennifer Margison  
James Chaddick  
Laura Miller  
Kari Bergh  
Lindzay Green  
Dirick Van Gorp  
Cecilia Schafler

The agenda for this meeting was posted on January 31, 2012 in accordance with Nevada Revised Statute 241 in the following locations:

Office of Hill, Clark and Associates Landscape Architects  
Stantec Consulting, Las Vegas and Reno  
The Office of the Nevada State Board of Landscape Architecture  
Nevada State Board of Landscape Architecture Web site

Minutes Transcribed by Helen Wright, Executive Director of the Board

Agenda Item	Discussion	Follow-Up
<b>1. Call to Order</b>		
a. Introductions of all Present b. Establish Quorum c. Approval of Agenda	The February 4, 2012 Nevada State Board of Landscape Architecture Board Meeting was called to order by the President of the Board, Dan Hill at 9:00 AM. It is noted that the number of voting members present represented a quorum. All attendees introduced themselves. The agenda was approved as presented. The Board interrupted its meeting during the day for two 10-minute breaks and a lunch hour break. Additionally the meeting was interrupted from 11:00 AM to 1:00 PM to conduct a public meeting to solicit comments on proposed regulations 142-11 and 147-11.	Closed.
<b>2. Public Comment Period</b>		
	Tom Dellaquila provided background on one of his projects and asked Board Members about municipality approval of the project.	Closed.
<b>3. Approval of December 10, 2011 Meeting Minutes</b>		
	The minutes from the December 10, 2011 meeting of the Nevada State Board of Landscape Architecture were reviewed and approved by the Board. The approved minutes will be posted on the Nevada State Board of Landscape Architecture web site.	Post approved minutes to the web site.
<b>4. Old Business</b>		
a. Review and Approve Revisions to Nevada State Research Examination	Cary Baird and Dan Hill, assisted by Helen Wright and Ellis Antunez have been in process of revising the existing Nevada Specific Research Examination. A total of 89 pool questions have been submitted for inclusion to the exam. The Board requested that each question on the existing exam and the pool questions be categorized into one or more sub-sections of the exam. Categories per NAC 623 A.228 will include: <ul style="list-style-type: none"> <li>• Local Environmental Conditions</li> <li>• Plants</li> <li>• Soils</li> <li>• Water Management</li> <li>• Laws and Regulations Relating to Landscape Architecture</li> </ul> It was also noted that the reference/resource materials need revision. Questions will be grouped into 25 questions in combined categories and merged into the existing test to test the questions and will make a total of 100 questions. The time frame for completing the exam will be reduced to 90 days and when this time is exceeded, there will be an additional \$75 fee charged. Dan Hill will complete the task of classification of questions. Helen Wright will re-write the reference materials. The final list of questions and resource materials will be presented to the Board in May.	Provide an update to the Board in May.

<b>4. Old Business (cont.)</b>		
b. Status Report on Recruitment for Board Vacancy	The Board discussed the upcoming vacancy in the Board as the third term of Kreg Mebust expired at the end of October 2011. Interested candidates are encouraged to complete required applications and submit requested documentation to the Governor's office for consideration. The Governor's Office has requested that outgoing members continue with their service to the Board until an appointments is made.	Ongoing.
c. Request Report on Amendments to NAC and Process for Implementation	In response to the upcoming changes to administration of the LARE, and the need to make slight revisions which have been on hold, the existing NAC Section 623 A has been amended. The Legislative Counsel Bureau has provided its input and changes which were reviewed by Board Members. The next step will be to conduct the first public workshop (scheduled during this meeting). A second public workshop will be conducted in Reno sometime in April, and then the Public Hearing will be conducted during the Board's May 18 <sup>th</sup> meeting. Notification of both the Public Workshop and Public Hearing will be provided to all Registered Landscape Architects.	Provide notification of Public Workshop and Public Hearing to all Registered Landscape Architects.
Agenda Item	Discussion	Follow-Up
<b>4. Old Business (cont.)</b>		
d. Review Plan for Sunset Review	The Board reviewed plans for an evaluation/audit by the Sub-committee responsible for determining the necessity and efficacy of all governmental programs and services provided in Nevada pursuant to SB 251. The Board welcomes the Sub-committee's review and confirmation of the Board's tremendous service to the public.	Ongoing.
e. Quarterly Newsletter Update	Cary Baird, as Communication and Outreach Representative for the Board led a discussion about a proposed quarterly e-newsletter. He determined that a mass e-mail is possible with the existing Board e-mail but it will be limited to groups of 75. The Executive Director will contact the IT Department and determine how to get started with the list. The newsletter itself can be housed on the web-site rather than actually being sent out and therefore not causing the system to bog down. The newsletter will be sent out post meetings with some of the following items: New applicants/registrants; Cary's Corner; Questions of the Quarter; Meeting Highlights; Enforcement Cases; NRS/NAC Explanations; CLARB (link to their website letter). Dan Hill offered to create a template for the newsletter on Publisher and present it at the next meeting of the Board.	Determine logistics for e-mail distribution list, Create template of e-newsletter. Present findings to Board in May.

Agenda Item	Discussion	Follow-Up
<b>5. New Business</b>		
a. Annual Review of Executive Director	Members of the Board conducted a performance review on the Executive Director. The Executive Director was awarded a bonus of \$1000 for her exceptional performance and service to the Board. She was highly praised and will retain the position for another year.	Closed.
<b>6. Executive Director Report</b>		
a. Financial Update	The financial bank account balance and accounting records are detailed in the financial reports following these minutes. The balance to date is \$113,038.95 for all accounts. In reviewing the Profit & Loss Budget vs. Actual Report, it is apparent that the Board has received over 87.2% of its projected income and has spent 67.6.6% of its projected expenses. All invoices to this date have been paid.	Informational.
b. Operations Update	Communications are going well, most are by e-mail and others come via telephone/cell phone calls throughout the day. Questions and concerns are then promptly addressed. The web-site also provides answers to common questions and problems. LARE Scores from the December Exam should be available soon and will be distributed to the 6 candidates who sat for the exam in Las Vegas. The final LARE to be administered by the Board will be held in June. Reporting Requirements for AB-1 and CY 2012 Workers Compensation Assessments were completed and returned to the requesting entities. On December, 29th the Subcommittee to Review Regulations met in Las Vegas and via teleconference in Carson City. The Executive Director attended the hearing along with Ellis Antunez; questions were asked about the regulation which was eventually approved. A copy of the regulation has been forwarded to the State Library as required. The matter is now closed. Proposed NAC Revisions were submitted to the Legislative Council Bureau who provided their revisions and edits in preparation for the Public Workshop held during this meeting. Converting from paper to electronic records was discussed. More information is required and will be reported at the next Board meeting.	Informational.
c. Registered Landscape Architect Update	There are currently 384 Landscape Architects in the State of Nevada including the 6 to be added at this meeting. There are still 21 still delinquent, and there were 5 who elected not to renew. All were notified on July 1, 2011 of the consequences of non-renewal. Renewal applications will be sent out on May 1, 2012. Information about the May 18 <sup>th</sup> public hearing will be included with the registration information.	Informational.

Agenda Item	Discussion	Follow-Up
<b>7. Council of Landscape Architecture Registration Board Report</b>		
	<p>Donald Naquin, in response to questions during the Public Workshop will determine the following:</p> <ul style="list-style-type: none"> <li>• Will there be an opportunity to take a practice test on computer for Section C and E prior to sitting for the exam?</li> <li>• Will there be any time frame established by CLARB in which once an examination is taken a clock starts? Is there a set time in which CLARB would require applicants to finish?</li> </ul> <p>Answers will be provided to Public Workshop Attendees. Additionally Donald will report activities from this Board to CLARB including:</p> <ul style="list-style-type: none"> <li>• Revision of Regulations.</li> <li>• Upcoming evaluation/audit by the Sub-committee responsible for determining the necessity and efficacy of all governmental programs and services provided in Nevada pursuant to SB 251.</li> </ul>	Ongoing.
<b>8. Enforcement</b>		
a. Review of Current Enforcement Cases	The LCB Quarterly report has been filed. The Board reviewed current enforcement cases by case number only.	Ongoing.
b. Recommendation to Close Cases 11-01, 11-02, 11-03, 11-04, 11-05, 11-06 and 11-08	The Board voted to close cases 11-01, 11-02, 11-03, 11-04, 11-05, 11-06 and 11-08. All complainants and will be notified of this outcome.	Provide notifications as indicated.
<b>9. Public Comment Period</b>		
	There was no additional public comment.	Closed.

Agenda Item	Discussion	Follow-Up
<b>10. Next Meeting, Next Meeting Agenda Items and Adjournment</b>		
	<p>The date of the next meeting of the Nevada State Board of Landscape Architecture is set for May 18, 2012. The meeting will be held in Reno. Agenda items will include:</p> <ul style="list-style-type: none"> <li>• Report from CLARB Spring Meeting</li> <li>• Status of appointment for upcoming board vacancy</li> <li>• Approval of Nevada Research Examination</li> <li>• Report on April's public workshop</li> <li>• Means of collecting funds/response regarding electronic funds</li> <li>• Status report on transfer to electronic records</li> <li>• Review sample e-newsletter</li> <li>• Sunset Review preparation</li> <li>• Public Hearing</li> <li>• Approve FY13 budget</li> </ul> <p>There being no further business to discuss, the meeting was adjourned at 4:00 PM.</p>	Closed.
<b>11. Conduct Meeting to Solicit Comments on Proposed Regulations 142-11 and 147-11</b>		
	<p>A public workshop was conducted between 11:00 AM and 1:00 PM where comments from the public on proposed regulations 142-11 and 147-11 were solicited. All attendees received a copy of the summary of proposed regulations. There were 8 public members in attendance. There was a period of questions and answers about the regulations. There were questions and concerns about the threshold of MBT tax set forth in SB268 that design professionals must pay in order to qualify for the bidder's preference. It was noted that the fee for emeritus status needs to be added.</p>	Ongoing.

Respectfully Submitted By: Helen Wright

Executive Director for the Board, Nevada State Board of Landscape Architecture

Approved By: Dan Hill, President of the Board, Nevada State Board of Landscape Architecture