



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE

BOARD MEETING
May 18, 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
Ryan Hansen

Voting Member Absent:

None

Non-Voting Attendees:

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

Members of the Public:

Ron Blakemore
Lucy Joyce
Kelly Dufson

The agenda for this meeting was posted on May 14, 2012, prior to 9:00 AM 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
1. Call to Order		
a. Introductions of all Present b. Establish Quorum c. Approval of Agenda	The May 18, 2012 Nevada State Board of Landscape Architecture Board Meeting was called to order by the President of the Board, Dan Hill at 8:30 AM. It is noted that the number of voting members present represented a quorum. All attendees introduced themselves; Ryan Hansen was welcomed as a new Board member. 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 hearing to adopt proposed regulations 142-11 and 147-11. Documentation of these proceedings follows these minutes.	Closed.
2. Public Comment Period		
	There was no public comment at this time.	Closed.
3. Approval of February 4, 2012 Meeting Minutes		
	The minutes from the February 4, 2012 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.
4. Old Business		
a. Review and Approve Revised 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. The final list of questions which have been placed in appropriate categories was approved by the Board. The following recommendations were made: The examination will consist of 100 questions; extra questions will be placed in a pool and rotated (10 per year) into the examination each July. Correct and incorrect answers will be tracked on an excel spreadsheet. The Study Guide will be re-written to accommodate the new questions. Language stating that “web-sites used in the study guide are merely suggestions” will be used. The time period to complete the exam will be reduced to 90 days. The Executive Director will take charge of implementing the new examination.	Closed.

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Agenda Item	Discussion	Follow-Up
4. Old Business (cont.)		
b. Status Report on Recruitment for Board Vacancy	The Board discussed the upcoming vacancy in the Board as the third term of Donald Naquin will expire at the end of October 2012. Ryan Hansen and Donald Naquin will seek candidates from Northern Nevada. Donald agreed to continue with his service to the Board until an appointment is made.	Ongoing.
c. Status 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 provided its input and changes which were reviewed by Board Members. The next step was to conduct the public workshops which were held February 2, 2012 in Las Vegas and April 21, 2012 in Reno. Finally the Public Hearing will be conducted during the Board's May 18 th meeting. Notification of both the Reno Public Workshop and Public Hearing was provided to all Registered Landscape Architects. Full documentation of the Public Hearing is provided in the Minutes of Public Hearing and Adoption of Regulations 142-11 and 147-11 May 18, 2012.	Ongoing.
d. 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 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; Bio of new registrants; Cary's Corner; Questions of the Quarter; Meeting Highlights; Enforcement Cases; NRS/NAC Explanations; CLARB (link to their website letter). Dan Hill and Ryan Hansen will create a template for the newsletter on Publisher and present it at the next meeting of the Board.	Create template of e-newsletter. Present findings to Board in August.

Agenda Item	Discussion	Follow-Up
4. Old Business (cont.)		
e. Discuss Conversion from Paper to Electronic Records	The Executive Director led this discussion about the need to move from paper to electronic records and starting to scan the existing files on all registered landscape architects. Paper files currently are held in file cabinets. Board members had asked for more information about computer back-up provided by the State of Nevada. It was reported that currently the State does not offer this service, but hopes to get that approved by the legislature for the 2014 budget year. Currently the State can offer to rent storage at \$.00001 per megabyte per day, which they admit is a bit pricy. Other back-up options will be explored as well as prices for scanning.	Ongoing.
f. Review Means of Collecting Funds	Cary Baird began this discussion by reviewing the report "Information Regarding Usage of Credit or Debit Cards for Payment to the Board" which had been presented some time ago. Board Members are in favor of any method which would provide greater ease to members of the public who pay funds to the Board. Cary Baird will investigate using Pay Pal and its costs reporting findings to the Board in August.	Report findings regarding Pay Pal in August.
5. New Business		
a. Review and Approve FY13 Budget	The proposed FY13 Budget was reviewed and approved by members of the Board. The Executive Director was instructed to adjust the numbers and create a \$15,000 deficit in operating expenses which will be drawn from reserves.	Closed.
b. Review Executive Order 2012-11	Board Members reviewed the Executive Order which allows for expedited reciprocity for military spouses. The Board does not have any statutory requirements which would prohibit this order. This information will be forwarded to the Governor's office.	Closed.
c. Approve FY13 Lease Agreement	The FY13 Rental Agreement was reviewed and approved by the Board.	Closed.

Agenda Item	Discussion	Follow-Up
5. New Business		
d. Acknowledge Findings of Fact and Conclusions Regarding Open Meeting Law Complaint AG File Number 12-002	Board Members reviewed the Open Meeting Law Complaint AG File Number 12-002, supporting documents, reply dated February 24, 2012 and supporting documents and finally the conclusion letter of April 18, 2012 which has closed the matter.	Closed.
6. Executive Director Report		
a. Financial Update	The current bank account balance and accounting records are detailed in the financial reports following this report. The balance to date is \$102,254.42 for all accounts. In reviewing the Profit & Loss Budget vs. Actual Report, it is apparent that the Board has received over 94.12% of its projected income, and has spent only 76.2% of its projected expenses. All invoices to this date have been paid.	Informational.
b. Operations Update	The final LARE to be administered by the Board will be held June 11-12 in Reno; there are two candidates taking three examinations. The NCIRC Committee contacted this Board about having a meeting in Las Vegas to look at the Blue Book, with possible revisions and to review plans for the 2013 Legislative Session. A meeting was tentatively scheduled in April, and then cancelled. It is expected that it will be rescheduled soon. This Board will begin to prepare for the upcoming Legislative Session and will again utilize the Bill Tracking System implemented by the State. Items coming from the ASLA Spring Board of Trustees Meeting attended by Ellis Antunez include: 1. Expansion of LAAB Bylaws to include Certificate Programs in Landscape Architecture to apply for accreditation. 2. Use of PLA, Professional Landscape Architect. (ASLA says that it is not mandatory and that it has no effect on registration). 3. The Advocacy/Legislative Summit will be held in Alexandria Virginia August 3-5, 2012.	Informational.

Agenda Item	Discussion	Follow-Up												
6. Executive Director Report (cont.)														
c. Registered Landscape Architect Update	Renewal letters, applications and certificates were mailed to all currently registered Landscape Architects in late April. So far about 150 have been returned.	Informational.												
d. Candidates for Registration in the State of Ne	The following were reviewed and approved for Registration with the Nevada State Board of Landscape Architecture: <table border="0" data-bbox="569 586 1213 711"> <tr> <td>894 Berkson</td> <td>David</td> <td>Reciprocity</td> </tr> <tr> <td>895 Durham</td> <td>Matt</td> <td>Examination</td> </tr> <tr> <td>896 Lonigro</td> <td>Kim</td> <td>Reciprocity</td> </tr> <tr> <td>897 Mask</td> <td>Bryan</td> <td>Reciprocity</td> </tr> </table>	894 Berkson	David	Reciprocity	895 Durham	Matt	Examination	896 Lonigro	Kim	Reciprocity	897 Mask	Bryan	Reciprocity	Closed.
894 Berkson	David	Reciprocity												
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896 Lonigro	Kim	Reciprocity												
897 Mask	Bryan	Reciprocity												
7. Council of Landscape Architecture Registration Board Report														
a. Spring Meeting Report	Donald Naquin provided a comprehensive report on the CLARB Spring Meeting which was held in Coral Gables, FL February 23-25 2012.	Closed.												
b. Make Plans for Annual Meeting	Plans to attend the Annual Meeting September 6-8 in San Francisco, CA were made. All Board members and the Executive Director will attend the meeting.	Ongoing.												
8. Enforcement														
a. Review of Current Enforcement Cases	The LCB Quarterly report has been filed. The Board reviewed current enforcement cases by case number only. It was recommended that these cases be closed at the next meeting of the Board.	Ongoing.												
9. Public Comment Period														
	There was no additional public comment.	Closed.												

Agenda Item	Discussion	Follow-Up
10. Next Meeting, Next Meeting Agenda Items and Adjournment		
	<p>The date of the next meeting of the Nevada State Board of Landscape Architecture is set for August 18, 2012. The meeting will be held in Incline Village. Agenda items will include:</p> <ul style="list-style-type: none"> • Final plans for CLARB Annual Meeting • Status of appointment for upcoming board vacancy • Report on Pay Pal • Status report on transfer to electronic records • Review sample e-newsletter • Appoint Secretary of Board position • Status of R142-11 and R147-11 • Plans for 2012 Legislative Session • Close enforcement cases <p>There being no further business to discuss, the meeting was adjourned at 4:00 PM.</p>	Closed.

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