



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE

BOARD MEETING
August 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:

None

The agenda for this meeting was posted on August 14, 2012, prior to 9:00 AM in accordance with Nevada Revised Statute 241 in the following locations:

The Office of Hill, Clark and Associates Landscape Architects
Stantec Consulting, Las Vegas and Reno
The Office of the Nevada State Board of Landscape Architecture
The Office of LA Studio, LLC
The State of Nevada Department of Transportation
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 August 18, 2012 Nevada State Board of Landscape Architecture Board Meeting was called to order by the President of the Board, Dan Hill at 10:00 AM. It is noted that the number of voting members present represented a quorum. All attendees introduced themselves and provided consent to be recorded. The agenda was approved as presented. The Board interrupted its meeting during the day for two 10-minute breaks and a lunch hour break.	Closed.
2. Public Comment Period		
	There was no public comment at this time.	Closed.
3. Approval of Previous Meeting Minutes		
	The minutes from the May 18, 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. Discuss Recruitment for Upcoming 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 have identified several candidates from Northern Nevada. A meeting will be planned with the candidate(s), Ryan Hansen, Donald Naquin and the Executive Director. Donald Naquin agreed to continue with his service to the Board until an appointment is made. Sandy Antunez and Cary Baird were reminded to submit their applications for appointment to their third terms.	Ongoing.
b. Status Report on Amendments to NAC and Process for Implementation	The Executive Director reported that Debra Corp of the Legislative Counsel Bureau has received the adopted Regulations 142-11 and 147-11 and has placed the item on the agenda of the Legislative Commission and the Subcommittee to Review Regulations. She will notify this Board regarding the hearing date/time when known.	Ongoing.

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Agenda Item	Discussion	Follow-Up
4. Old Business (cont.)		
c. Quarterly Newsletter Update	<p>Cary Baird, as Communication and Outreach Representative for the Board continued a discussion about the proposed quarterly e-newsletter. The Board agreed that the following topics would be developed into ongoing articles for the newsletter. Board Members determined who would be responsible for writing the sections as listed below:</p> <ul style="list-style-type: none"> • Front page-Dan Hill (An article about the purpose of the newsletter will be written for the first issue.) • Questions of the Quarter-Helen Wright • The Board Welcomes-Helen Wright • Enforcement Update-Sandy Antunez • Featured Board Member-Donald Naquin (first issue) • Upcoming Events-Cary Baird • Mission Statement-this will be in each edition. • Links to CLARB and NVASLA will also be included in each edition. <p>Assignments are due 30 days prior to meeting then reviewed at the meeting and published one month after the meeting. The cycle will continue throughout the year. Concerns about the mass e-mail are still being explored. The newsletter itself will be housed on the web-site rather than actually being sent out and therefore not causing the system to bog down.</p>	Assignments are due October 9, 2012 and are to be sent by e-mail to the Executive Director.
d. Discuss Conversion from Paper to Electronic Records	<p>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, financial records and enforcement files. Paper files currently are held in file cabinets. Prices for renting a high-speed scanner were reviewed. Board Members asked that this project begin with Kendall Barrett being asked to provide the file preparation and scanning aspects. The Executive Director will draft a contract spelling out all details of the project including maintenance of confidentiality and get things started. A status report will be provided during the November 2012 meeting.</p>	Ongoing.

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4. Old Business (cont.)		
e. Review Means of Collecting Funds	Cary Baird continued this discussion by revealing prices for using PayPal. It appears that when merchants use this feature, the cost of the service is hidden in the cost of the product being purchased. <i>NRS 353-1465 Acceptance of credit cards, debit cards and electronic transfers of money: Prerequisites; fees for use; regulations. [Effective January 1, 2012.]</i> was reviewed and discussed. Cary Baird will follow up with the Nevada State Board of Finance for direction with this matter and report findings to the Board in November. Additionally the Nevada IT Department will be queried for direction on how to include this feature on the web-site.	Report findings in November.
5. New Business		
a. Appoint Secretary of the Board Position	The Board appointed Ryan Hansen to the open Secretary position.	Closed.
b. Discuss Plans for 2013 Legislative Session	Plans for the 2013 Legislative Session were discussed. Included will be: 1. Daily assessment of introduced bills. 2. Weekly contact with Executive Directors from the Architecture, Contractor's and Engineer's Board. 3. Weekly e-mail status reports to Board Members (informational only). 4. Identification and analysis for impact of key bills. 5. Testify in favor or against identified bills as needed. All Board Members, Field Investigation Officers and selected former Board Members are asked to stand-by and respond if called.	Ongoing.
6. Executive Director Report		
a. Financial Operations Update	The current bank account balance and accounting records are detailed in the financial reports. The balance to date is \$134,178.29 for all accounts. In reviewing the Profit & Loss Budget vs. Actual Report, it is apparent that the Board has received over 79.3% of its projected income, and has spent only 17.8% of its projected expenses. All invoices to this date have been paid.	Informational.

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6. Executive Director Report (cont.)																														
b. Communications Update	<p>The final LARE was held June 11-12 in Reno; there were two candidates taking three examinations; scores are not yet available. There has been no activity from the NCIRC Committee about having a meeting to look at the Blue Book, with possible revisions and to review plans for the 2013 Legislative Session. The Board was alerted about Clark County's Request for Proposals RPP No. 602657-12 Mountain's Edge Regional Park/Trail Phase 1. The RFP specifically excluded Landscape Architects; a letter was sent to Clark County on June 19, 2012 asking them to remedy the situation. A copy of the letter follows these minutes. June 25, 2012 DAG, Henna Rasul sent a request for funds to attend an Attorney FARB Conference in October 2012. On July 24, 2012 an e-mail message from Leanne Lima, Leasing Services State of Nevada Department of Administration a Division of Public Works asked for information about the Board's office space needs. Specific regulations which may require this Board to lease space from the State of Nevada are being reviewed. The revisions to the Nevada Specific Research Examination are now complete. It contains 100 questions from the 5 topics pursuant to NAC 623A. 228: Local Environmental Conditions; Plants; Soils; Water Management; Local Laws and Regulations Relating to Landscape Architecture. The revised Study Guide is also available.</p>	Informational.																												
c. Registered Landscape Architect Update	<p>There were 351 returned applications with fees paid, 1 was delinquent with delinquency fees still outstanding, 22 have still not returned or paid their renewals, 7 (1 deceased) elected not to renew and 9 are exempt from paying due to their status with the Board. Certified letters or e-mails have been sent to all who have not returned their renewal application and fees with consequences for non-renewal clearly stated. 8 are being added today.</p>	Informational.																												
d. Presentation of Candidates for Registration in the State of Nevada	<table border="0"> <tr> <td>898</td> <td>Ambrosia</td> <td>Jeff</td> <td>Registration by Reciprocity</td> </tr> <tr> <td>899</td> <td>Choi</td> <td>Kye Young</td> <td>Registration by Examination</td> </tr> <tr> <td>900</td> <td>Cyra-Korsgaard</td> <td>Linda</td> <td>Registration by Reciprocity</td> </tr> <tr> <td>901</td> <td>Gal</td> <td>David</td> <td>Registration by Reciprocity</td> </tr> <tr> <td>902</td> <td>Reynolds</td> <td>Debra</td> <td>Registration by Reciprocity</td> </tr> <tr> <td>903</td> <td>Salkowitz</td> <td>David</td> <td>Registration by Reciprocity</td> </tr> <tr> <td>904</td> <td>Wilson</td> <td>Joseph</td> <td>Registration by Reciprocity</td> </tr> </table>	898	Ambrosia	Jeff	Registration by Reciprocity	899	Choi	Kye Young	Registration by Examination	900	Cyra-Korsgaard	Linda	Registration by Reciprocity	901	Gal	David	Registration by Reciprocity	902	Reynolds	Debra	Registration by Reciprocity	903	Salkowitz	David	Registration by Reciprocity	904	Wilson	Joseph	Registration by Reciprocity	Closed.
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Agenda Item	Discussion	Follow-Up
7. Council of Landscape Architecture Registration Board Report		
a. 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. Required ballots have been submitted.	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.	Ongoing.
b. Close Cases 11-02, 12-01 and 12-02	The Board voted to close cases 11-02, 12-01 and 12-02.	Closed.
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, November 9, 2012. The meeting will be held in Las Vegas. Agenda items will include:</p> <ul style="list-style-type: none"> • Status of appointment for upcoming board vacancy • Report on Pay Pal • Status report on Transfer to Electronic Records • Review E-newsletter • Status of R142-11 and R147-11 • Plans for 2013 Legislative Session <p>There being no further business to discuss, the meeting was adjourned at 3:00 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