



# NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE

**BOARD MEETING**  
**November 9, 2012**

**Voting Members in Attendance:**

Dan Hill, President of the Board  
Sandra Antunez  
Donald Naquin  
Cary Baird  
Ryan Hansen

**Voting Member Absent:**

None

**Non-Voting Attendees:**

Helen Wright  
Ellis Antunez

**Members of the Public:**

Justin Sagars

The agenda for this meeting was posted on November 5, 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
<b>1. Call to Order</b>		
a. Introductions of all Present b. Establish Quorum c. Approval of Agenda	The November 9, 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 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.
<b>2. Public Comment Period</b>		
	There was no public comment at this time. Justin Sagers joined the meeting for a short period later in the day. Comments regarding the value of the Nevada Specific Research Examination were made by Mr. Sagers.	Closed.
<b>3. Approval of Previous Meeting Minutes</b>		
	The minutes from the August 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.
<b>4. Old Business</b>		
a. Discuss Recruitment for Upcoming Board Vacancy	The Board discussed the upcoming vacancy in the Board as the third term of Donald Naquin expired at the end of October 2012. Ryan Hansen and Donald Naquin have identified several candidates from Northern Nevada. Donald Naquin agreed to continue with his service to the Board until an appointment is made. Cary Baird was reminded to submit his applications for appointment for a third term.	Ongoing.
b. Report on Adoption of Amendments to NAC 623.A	The Executive Director reported that Regulations 142-11 and 147-11 were adopted by the Legislative Commission and the Subcommittee to Review Regulations on September 14, 2012.	Closed.

Agenda Item	Discussion	Follow-Up
<b>4. Old Business (cont.)</b>		
c. Review and Approve Quarterly Newsletter Issue #1	A draft of the Quarterly Newsletter Issue # 1 to be published 1-1-2013 was presented to members of the Board. Members provided their input regarding the editing of the newsletter. It was recommended that information about the revision to NAC 623A, action taken by the NCIRC Committee and changes in the registration letter/pocket card be included in the Quarterly Newsletter Issue #1 (Winter Edition) of the first newsletter. Additionally dates for the LARE and the new exam process can be explained in this venue. It was noted that several articles are still incomplete. It was further determined that this project will be closed if it does not receive full support of all members of the Board.	This matter will be closed unless all requested articles are received by January 1, 2013. If they are received, then the letter will be published as intended.
d. Status Report on 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, financial records and enforcement files. Paper files currently are held in file cabinets. 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. Once this project is underway, the matter will be closed.	Ongoing.
e. Report Findings Regarding the Nevada State Board of Finance	No report.	Report findings in January.
<b>5. New Business</b>		
a. Select Dates for Calendar Year 2013 Board Meetings	Meeting dates for Calendar Year 2013 were approved by the Board as follows: <ul style="list-style-type: none"> <li>• January 26<sup>th</sup> in the North</li> <li>• April 27<sup>th</sup> in the South</li> <li>• July 27<sup>th</sup> in the North (this may be changed to the 26<sup>th</sup>)</li> <li>• October 26<sup>th</sup> in the South</li> </ul> Meeting dates will be posted on the web-site.	Closed.

Agenda Item	Discussion	Follow-Up
<b>5. New Business (cont.)</b>		
b. Select Officers for Calendar Year 2013	Calendar Year 2013 Officers were appointed by the Board as follows: <ul style="list-style-type: none"> <li>• President-Dan Hill</li> <li>• Secretary-Ryan Hansen</li> <li>• CLARB Representative-Sandy Antunez</li> <li>• Enforcement and Communication Representative-Cary Baird</li> <li>• Member-at-Large-Vacant</li> </ul>	Closed.
c. Reappoint Field Investigation Officers for Calendar Year 2013	The Board re-appointed Field Investigation Officers: Ellis Antunez, Clair Lewis, Rich Shock, Kreg Mebust and Jack Zunino. Donald Naquin was named as a Field Investigation Officer.	Closed.
d. Review <i>The Blue Book A Reference Guide for the Nevada Construction Industry</i> for Recommended Edits.	Members reviewed the current edition of <i>The Blue Book A Reference Guide for the Nevada Construction Industry</i> making recommendations for edits to Sandy Antunez who will attend the NCIRC Meeting in December representing this Board. She will report findings at the next meeting of this Board.	Report on the December NCIRC Meeting.
<b>6. Executive Director Report</b>		
a. Financial Operations Update	The current bank account balance and accounting records are detailed in the financial reports. The balance to date is \$119,445.53 for all accounts. In reviewing the Profit & Loss Budget vs. Actual Report, it is apparent that the Board has received over 82.03% of its projected income, and has spent only 43.96% of its projected expenses. All invoices to this date have been paid including the CLARB Affiliation Dues (\$5325.). The FY12 Annual Audit is attached for review; there were no recommendations and the Board has conformed to all statutory and Board policy constraints on its financial administration during the years ended June 30, 2012 and 2011.	Informational.

Agenda Item	Discussion	Follow-Up
<b>6. Executive Director Report (cont.)</b>		
b. Operations Update	<p>Requests for Registration by Reciprocity are down as indicated in the financial reports. The new streamlined process of accepting applicants for Registration by Examination is now in place; it is expected that the volume of applicants who cannot obtain registration in their home state will continue.</p> <p>The Deputy Attorney General billed the Board for the 1-hour per month fee which was partially unused during FY12. The amount paid was \$1197.40. <i>The Memorandum of Understanding</i> will be resubmitted to reflect an agreement to pay a portion of one-hour, not an entire hour each month.</p> <p>Plans are underway in preparation for the 2013 Legislative Session which begins on February 4, 2013. Recommendations are to again engage Jim Smith for assistance with possible challenging concerns. Both Ellis Antunez and Ted Petersen have agreed to review the Personalized Legislative Tracking (PLT) and make recommendations to the Board as needed about key bills that are introduced.</p>	Informational.
c. Registered Landscape Architect Update	<p>Renewals went well this year. There were 362 returned applications with fees paid, 1 was delinquent with delinquency fees still outstanding. 19 have still not returned or paid their renewals, 8 (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. 3 were added at this meeting.</p>	Informational.
d. Presentation and Approval of Candidates for Registration in the State of Nevada	<p>905 Sagers, Justin Registration by Examination (Las Vegas, NV)            906 Wong, Paul Registration by Reciprocity (Costa Mesa, CA)            907 Burton, Pamela Registration by Reciprocity (Santa Monica, CA)</p>	Closed.
e. Report on Public Welfare Project	<p>Ellis Antunez filed a report on the ongoing Public Welfare Project showing Board Members the progress that he has made.</p>	Ongoing.
<b>7. Council of Landscape Architecture Registration Board Report</b>		
a. Make Plans for Spring Meeting	<p>Plans to attend the Spring Meeting March 1-2 in Scottsdale, AZ were discussed. The CLARB Representative and possibly the Executive Director will attend the meeting.</p>	Ongoing.

Agenda Item	Discussion	Follow-Up
<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>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>		
	The date of the next meeting of the Nevada State Board of Landscape Architecture is set for, January 26, 2013. The meeting will be held in Reno. There being no further business to discuss, the meeting was adjourned at 4:00 PM.	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