



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE

BOARD MEETING
August 24, 2013

Voting Members in Attendance:

Dan Hill, President of the Board
Sandra Antunez
Cary Baird
Dale Doerr

Non-Voting Attendees:

Ellis Antunez

Members of the Public:

Carrie Jenson

Voting Member Absent:

Ryan Hansen

The agenda for this meeting was posted on August 21, 2013 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
Lumos and Associates
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 24, 2013 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. There were no interruptions during the meeting.	Closed.
2. Public Comment Period		
	There was no public comment at this time although Carrie Jensen was virtually present during the meeting.	Closed.
3. Approval of Previous Meeting Minutes		
	The minutes from the May 15, 2013 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. Final Report on Meeting of the Nevada Construction Industry Relations Committee Meeting	Sandra Antunez provided a verbal report from the recent Nevada Construction Industry Relations Committee Meeting. There were no additional comments or actions from the meeting attendees. This matter will now be closed.	Closed.
b. Final Report on the 2013 Legislative Session	Ellis Antunez provided a report listing bills that were passed in the 2013 Nevada State Legislature which have either a direct impact or slight impact on this Board. Included are: AB-31 Revises various provisions related to public records. AB-16 ...An ACT relating to the State Government providing for the compilation and publication of the State Administrative Manuel, consisting of the policies and procedures adopted and amended by the State Board of Examiners for the Executive Branch of State Government; establishing notice requirements for the adoption, amendment and repeal of such policies and procedures, and providing other matters properly relating	Closed.

Agenda Item	Discussion	Follow-Up
4. Old Business (cont.)		
	<p>thereto Legislative Counsel's Digest. The Department of Administration currently publishes the State Administrative Manual, a compilation of policies governing the internal operation of all agencies of the Executive Branch of the State Government. This bill provides specific statutory authority and notice requirements for adopting, amending and repealing these policies and provides specific requirements for compiling and publishing such a manual.</p> <p>AB-65 An ACT relating to public meetings; exempting certain entities proceedings and meetings from compliance with the Open Meeting Law in certain circumstances prohibiting a member of a public body from designating a person to attend a meeting in the member's place without certain authority; revising provisions relating to the prosecution of an alleged violation of the Open Meeting Law; revising provisions governing the provision of supporting material for meetings to the public; and providing other matters properly relating thereto.</p> <p>SB-74 An ACT relating to public records; requiring the person who has legal custody or control of a public record, under certain circumstances to prepare a copy of the public record rather than requiring the person who has requested the copy to prepare the copy; requiring copies of public books and records to be made available upon request in certain circumstances; limiting the fee which may be charged for a copy of a public record in the custody of a law library operated by a governmental entity; requiring a copy of minutes or audio recordings of public meetings to be made available to a member of the public upon request at no charge; reducing the fee a county clerk charges for copying records; proceedings or papers or for searching records or files in the office of the county Legislative Counsel's Digest.</p> <p>Senate Concurrent Resolution 1-Requiring the Legislative Commission to conduct an interim study regarding the taxation of services.</p> <p>SB-55 An ACT relating to land use planning; revising provisions governing the subject matter of master plans; and providing other matters properly relating thereto.</p>	
<p>c. Report on Exact Process and Operations Changes Required for Board Compliance with Statutes Adopted During the 77th /2013 Legislative Session</p>	<p>Deputy Attorney General, Henna Rasul provided a comprehensive report on exact process and operational updates required to maintain compliance with statutes adopted during the 77th /2013 Legislative Session.</p>	<p>Closed.</p>

Agenda Item	Discussion	Follow-Up
5. New Business		
a. Annual Review Executive Director	Members of the Board conducted a performance review on the Executive Director. She was highly praised and will retain the position for another year.	Closed.
b. Discuss Restoration of \$200 Registration Renewal Fee for FY15	Board Members considered the restoration of Registration Renewal Fees back to the established \$200. The matter will remain under discussion following Dale Doerr will head a sub-committee to investigate the proposal and report findings back to the Board in November.	Ongoing.
c. Training for Board Members	<p>Board Members were informed of opportunities for training which includes Carson City and Las Vegas on October 23, 2013-</p> <ul style="list-style-type: none"> • Administrative Hearings and Procedures • Administrative Rule Making • Open Meeting Law • Public Records • Ethics in Government/Abstention • The 10 Commandments of Social Media Use for Public Officers and Employees <p>Members are encouraged to attend one of the meetings.</p>	Closed.
6. Executive Director Report		
a. Financial Operations Update	The current bank account balance and accounting records were detailed in the financial reports which follow these minutes. The balance to date is \$127,204.39 for all accounts. In reviewing the Profit & Loss Budget vs. Actual Report, it is apparent that the Board has received over 82.6% of its projected income, and has spent only 10.6% of its projected expenses. All invoices to this date have been paid.	Informational.
b. Registration Renewal Update	<p>Registration packets were sent out on May 1, 2013 in the new format consisting of 1 sheet on which the renewal card was printed.</p> <p><i>NRS 623A.200-If a holder of a certificate of registration submits to the Board the annual renewal fee, proof and information required pursuant to the provisions of subsection 2, or if the Board approves the renewal or reinstatement of a certificate of registration pursuant to the provisions of subsection 3 or 4, the Executive Director of the Board shall, upon receipt of the applicable fees, proof and information or upon receipt of the approval of the Board, issue a renewal card to the applicant, indicating that the certificate of</i></p>	Informational.

Agenda Item	Discussion	Follow-Up
6. Executive Director Report (cont.)		
	<p><u>registration is renewed for 1 year. The renewal card must bear the seal of the Board and include:</u> <u>(a) The number of the certificate of registration; and</u> <u>(b) The signature of the President or Executive Director of the Board or a facsimile of that signature.</u></p> <p>There were less than 15 registrants who requested their renewal card in the former format, their requests were met. Perhaps next year, a line should be added to the renewal form indicating that a renewal certificate is available for a fee of \$25 for which is allowed per NRS. Of the 383 applications mailed:</p> <ul style="list-style-type: none"> • 353 paid in renewal fees in full • 10 are exempt due to their status with the Board • 3 returned their renewal but still owe \$10 change of address fee • 2 checks were returned by the bank as unpaid • 1 check was paid, no application was included • 14 remain unpaid • <p>Follow-up correspondence for each of the delinquent/missing registrations has been sent out with an explanation of the consequences of non-registration. Overall, the Board experienced greater success with renewals than in the past years. On June 20th, 10 days before expiration, an e-mail was sent to all outstanding registrants reminding them that their renewals had still not been received. This action contributed to far fewer delinquent registrations than past years.</p>	
c. Presentation and Approval of Candidate for Registration in the State of Nevada	Carrie Jensen-Registration by Examination.	Closed.
7. Council of Landscape Architecture Registration Board Report		
a. Discuss Plans for Spring Meeting	Plans for all members and the Executive Director to attend the Annual Meeting September 25-28 in Minneapolis, MN were discussed.	Ongoing.

Agenda Item	Discussion	Follow-Up
8. Enforcement		
a. Review of Current Enforcement Cases	The LCB Quarterly report has been filed. The Board opened cases 13-01, 13-02, 13-03, 13-04, 13-05, 13-06, 13-07, 13-08, 13-09, 13-10, 13-11, 13-12 and 13-13 all for practice without a license.	Ongoing.
9. Public Comment Period		
	There was no additional public comment.	Closed.
Agenda Item	Discussion	Follow-Up
10. Next Meeting and Adjournment		
	The date of the next meeting of the Nevada State Board of Landscape Architecture is planned for November 16, 2013 in Las Vegas. There being no further business to discuss, the meeting was adjourned at 12:00 Noon.	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