



# NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE

**BOARD MEETING**  
**November 16, 2013**

**Voting Members in Attendance:**

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

**Non-Voting Attendees:**

Ellis Antunez  
Clair Lewis  
Helen Wright

**Members of the Public:**

None

The agenda for this meeting was posted on November 12, 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  
Clark County Library-Paseo Verde Branch

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 16, 2013 Nevada State Board of Landscape Architecture Board Meeting was called to order by the President of the Board, Dan Hill at 9:30 AM. It is noted that the number of voting members present represented a quorum. All attendees introduced themselves. The agenda was approved as presented. There were no interruptions during the meeting.	Closed.
<b>2. Public Comment Period</b>		
	There was no public comment at this time.	Closed.
<b>3. Approval of Previous Meeting Minutes</b>		
	The minutes from the August 24, 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.
<b>4. Old Business</b>		
a. Discuss Restoration of \$200 Registration Renewal Fee for FY15	Board Members considered the restoration of Registration Renewal Fees back to the established \$200. Board member, Dale Doerr reported that an investigation of the proposal revealed that with the restoration of the former fee, the Board would be in a balanced budget situation. This item will be placed on the January 8, 2014 meeting agenda for action by the Board.	Ongoing.
<b>5. New Business</b>		
a. Financial Report	The Executive Director reported that the current bank account balance and accounting records are detailed in the financial reports provided with the meeting packet. The balance to date is \$96,154.58 for all accounts. In reviewing the Profit & Loss Budget vs. Actual Report, it is apparent that the Board has received over 84.1% of its projected income, and has spent only 50.5% of its projected expenses. All invoices to this date have been paid.	Informational.

Agenda Item	Discussion	Follow-Up
<b>5. New Business (cont.)</b>		
<p>b. Registration Renewal Update</p>	<p>The Executive Director reported that 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 registration is renewed for 1 year. The renewal card must bear the seal of the Board and include:</i></p> <p><i>(a) The number of the certificate of registration; and</i>  <i>(b) The signature of the President or Executive Director of the Board or a facsimile of that signature.</i></p> <p>Of the 383 applications mailed:</p> <ul style="list-style-type: none"> <li>• 356 paid in renewal fees in full</li> <li>• 10 are exempt due to their status with the Board</li> <li>• 3 returned their renewal but still owe \$10 change of address fee</li> <li>• 2 checks were returned by the bank as unpaid</li> <li>• 13 remain unpaid</li> </ul> <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>	<p>Informational.</p>
<p>c. Presentation and Approval of Candidates for Registration in the State of Nevada</p>	<p>The following were considered for registration pending completion of noted items:</p> <ul style="list-style-type: none"> <li>• Rene Bihan-Reciprocity (approved pending return of completed exam and payment of \$200 registration fee)</li> <li>• Jason Harrington-Reciprocity (incomplete, not approved)</li> <li>• Salvador Impastato-Reciprocity (approved pending return of completed exam and payment of \$200 registration fee)</li> <li>• Patrick Livingston-Reciprocity (approved pending payment of \$75 examination fee)</li> <li>• Reid Mitchell-Reciprocity (approved pending return of completed exam)</li> </ul>	<p>Registration Certificates will be issued pending completion of missing or incomplete items.</p>

Agenda Item	Discussion	Follow-Up
<b>5. New Business (cont.)</b>		
d. Discuss November 20, 2013 CLARB "In the Know" Opportunity	<p>Board Members reviewed the November 20, 2013 CLARB "In the Know Opportunity:</p> <p><i>Are you interested in pursuing an elected leadership position with CLARB? Do you wonder what is expected of a leader and what the experience is like? Would you like to better understand the nominations and elections process?</i></p> <p>Clair Lewis and Ellis Antunez provided additional information and encouragement to meeting attendees about pursuing a leadership role with CLARB. It is noted that Cary Baird was previously elected to the Alternate Region Five Directorship Position during the 2013 CLARB Annual Meeting.</p>	Informational.
e. Select Officers for Calendar Year 2014	<p>Calendar Year 2014 Officers were appointed by the Board as follows:</p> <ul style="list-style-type: none"> <li>• President-Cary Baird</li> <li>• Secretary-Dan Hill</li> <li>• CLARB Representative-Ryan Hansen</li> <li>• Enforcement Representative-Sandra Antunez</li> <li>• Communication Representative-Dale Doerr</li> </ul>	Closed.
f. Incorporation of R217-30, R142-11 and R147-11	Incorporated R217-13, R142-11 and R147-11 were distributed to Board Members.	Closed.
<b>6. Enforcement</b>		
a. Review of Current Enforcement Cases	<p>The LCB Quarterly report has been filed.</p> <p>The Board reviewed open 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.</p>	Ongoing.
<b>7. NEXT MEETING, NEXT MEETING AGENDA ITEMS</b>		
	<p>The date of the next meeting of the Nevada State Board of Landscape Architecture is planned for January 8, 2014 in Las Vegas. Agenda items will include:</p> <ul style="list-style-type: none"> <li>• Approve Restoration of \$200 Registration Renewal Fee for FY15</li> <li>• Create Quarterly Newsletter</li> <li>• Discuss Usage of Paypal</li> <li>• 2014 Nevada Blue Book</li> <li>• Annual Review of Nevada Specific Research Examination</li> </ul>	Closed.

Agenda Item	Discussion	Follow-Up
<b>8. Public Comment Period</b>		
	There was no additional public comment.	Closed.
<b>9. Adjournment</b>		
	There being no further business to discuss, the meeting was adjourned at 1:30 PM.	Closed.

Respectfully Submitted By: Helen Wright  
Executive Director for the Board, Nevada State Board of Landscape Architecture  
Approved By: Cary Baird, President of the Board, Nevada State Board of Landscape Architecture