



**NEVADA STATE BOARD OF  
LANDSCAPE ARCHITECTURE**  
Quarterly Meeting Minutes  
Friday, February 24, 2016

- 1.) **Meeting called to order** by President, Dale Doerr at 9:46 AM located in the Conference Room of the Nevada State Board of Architecture, Interior Design and Residential Design, 2080 E. Flamingo Road, Las Vegas, NV

**Members Present:** Dale Doerr, Amie Wojtech, Stan Southwick, Ryan Hansen.

**Excused Absent:** Melinda Gustin

**Staff Present:** Henna Rasul, Deputy Attorney General, Ellis Antuñez, Executive Director.

- 2.) **Public Comment Period:** There were no comments from the public.
- 3.) **Meeting Minutes of December 3, 2016**, Motion to Approve by Amie Wojtech;  
Second by Stan Southwick.

**4.) Old Business**

A. Discussion of Strategic Plan, when to schedule the workshop for the board. It was determined to add this as an agenda item on the next quarterly meeting set for June 9, 2017. This was a directive not voted on.

B. Discussion of Continuing Education followed. A directive was developed, that would have the board members send their ideas and information that they have on continuing education providers, credits, and how the classes are delivered (in-person, teleconference, web based, etc.) Board members were asked to forward to Ellis any information concerning CE providers, thoughts on the number of credits and how they may be attained. Workshops will be included in the following meetings; August 24 meeting in North and December 1 meeting in South. LCB will review after the board puts the language together and put the language into the NAC.

C. Discussion of the procedure for the proposed changes to NAC 623A.505, 509 & 511 was held. Also, changes to NAC 623A concerning fees was discussed. These items may be presented together at the workshops tentatively scheduled for Fall of 2017 and Spring 2018. Ellis and Henna will develop language concerning the changes to be presented. If any board members have information on these items, forward them to Ellis prior to the June meeting. A discussion followed in regards to changing the requirement of NAC623A.140 that the board order and pay for the hand stamps. The board discussed changing the language to allow the registrant to order directly from the current vendor and pay for the stamp and shipping.



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**5) Executive Director Report**

- A. Executive Director Report on Financial Operations and assets of the board. As of February 17, 2017 all bank accounts total: \$94,003.85. Budget percentages to date are 68% with 66% of the year completed.
- B. The number of Registered Landscape Architects in Nevada is 387, not including the 4 applicants to be heard today.
- C. Ellis attended the Federation of Associations of Regulatory Boards (FARB) Forum, held January 27-29, 2017 in San Antonio, TX. Boards from various disciplines were in attendance. The topics covered: New Legislation Affecting Regulations; Disciplinary Experiences and what can be learned from other boards, How to handle a Sunset review and what experiences from other boards can help; What board collaboration can bring to the table, i.e. working with other boards; How Technology is changing the way the boards do business, from meetings to investigations; and How to conduct a board retreat. Many other topics were discussed as sidebars during one-on-one exchanges.
- D. Ellis attended a Nevada Public Records Act forum in Carson City, February 1, 2017. The main focus was archiving information, especially electronic files. The State Librarian and Archivist are developing guidelines for electronic files. There is a bill currently in the Legislature that considers using electronic files as a media that can be requested as public information. If the bill is passed the agency, board and commission may provide electronic media to the requestor if requested.
- E. Bills being presented currently in the Legislature may have an effect on how the board is run, rather than on the industry.
- F. Ellis stated that the board phone number rings through to his cell phone. The cost for the phone should be partially reimbursed as previous records indicate that the board was paying for a phone service, besides Grasshopper, since 2003. A discussion followed with the concerning the amount to be paid. Ellis stated that the monthly billing is averaging \$222. A motion was made to pay one-quarter of Ellis' monthly bill in the amount of \$55.25. Motion by Ryan, seconded by Stan. Passed unanimously.
- G. Landscape Companies advertising without a license was discussed. Particularly, the yellow pages advertisements. Ellis directed the board to the following sections of NRS623A.



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- 1) Landscape Contractors; NRS623A.070.3 This prohibits a contractor or anyone from holding themselves out as a Landscape Architect. The contractor's board has also stated that the contractor cannot charge for plans unless they are installing the project. Ellis will work with the contractor's board on this, to have information sent out to the contractors concerning this.
- 2) Landscape Architects not displaying license number; NRS623A.355 Ellis mentioned that all Advertisements, business cards, stationery must have the registrant's license displayed or be in violation of the statute.

H. Information on Accepting Credit Cards for fees. Henna read NRS 623A.240.4 that fees to the board "must be paid in United States currency in the form of a check, cashier's check or money order." The interpretation is that credit cards cannot be used to pay fees, because it is not listed in the NRS. This will be researched and presented for change at the next Legislative session.

**6. New Business**

A. Review and Approve the following licensees

- 1) LaVoie, Dalton; Move to approve by Reciprocity by Ryan, second by Amie. Approved Unanimously. License No. 977
- 2) Manitta, Christine; Move to approve by Reciprocity by Ryan, second by Amie. Approved Unanimously. License No. 978
- 3) Kim, Yunsoo; Move to approve by Reciprocity by Ryan, second by Amie. Approved Unanimously. License No. 979
- 4) Jameson, Greig; Move to approve Initial License by Stan, second by Amie. Approved Unanimously. License No. 980

B. Dale mentioned that the board members should send Ellis new questions for the Nevada Specific Exam before the next meeting. The plan is to have at least 2 different exams to send out, as the current exam is a few years old. A reminder was made that sources must be presented with the questions and 4 answers should be provided, with one being the correct answer. An example given by Dale, was the questions he sent in were from the Master Gardener Series of the Nevada Cooperative Extension.



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**7. Review and discussion of matters pertaining to the council of landscape architecture registration board report**

- A. Stan and Dale presented information from the latest In-the-Know Webinars, put on by CLARB. Topics discussed: State boards and local ASLA Chapters working together on legislation.
- B. Dale presented the information that was given to the Region 5 representatives during the video conference. The topics included: Strategic Planning to be developed, changes to the Statute and Administrative Code, and Continuing Education policies to be developed.
- C. A discussion followed concerning opening the NRS to changes and possibly hiring a lobbyist to help shepherd the process through the legislature. This would be during the next legislative session in 2 years. It was mentioned that the board members should be proactive with contacting their legislative representative as private citizens that are landscape architects, not only during the legislative session also during the off years.

**8. Review and approve the following applicants for Landscape Architect-In-Training:**

- A. Kelli DuFresne, Motion to Approve by Stan; Second by Amie. Passed Unanimously.
- B. April Sorenson, Motion to Approve by Amie; Second by Ryan. Passed Unanimously.

**9. Discussion and identification of topics for future meetings.**

See NAC and NRS changes to cover fee changes, stamp ordering by registrant, consideration of complaints. Strategic Plan and NAC workshops.

**10. Discussion of next meeting date and location**

- A. Next Quarterly Meeting to be held in the North, Friday June 9<sup>th</sup>, 2017
  - 1) Strategic Planning Workshop to follow meeting.
- B. Remaining Quarterly Meeting Dates for 2017: June 9, August 25, December 1

**11. Public Comment:** None at this time.

**12. Adjournment:** 2:33PM

Respectfully Submitted,  
Ellis L. Antuñez, FASLA  
Executive Director  
March 8, 2017