



**NEVADA STATE BOARD OF
LANDSCAPE ARCHITECTURE**
Quarterly Meeting Minutes
June 9, 2017

1.) **Meeting called to order** by President, Dale Doerr at 9:39 AM located in the Conference Room at 1575 DeLucchi Lane, Reno, NV 89502

2.)

Members Present: Dale Doerr, Amie Wojtech, Stan Southwick, and Melinda Gustin. Ryan Hansen arrived at 10:01 AM (A Quorum was established with 4 members)

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 February 24, 2017**, Motion to Approve by Stan Southwick, Seconded by Amie Wojtech. Passed Unanimously

4.) Old Business

A. Discussion of Continuing Education followed. The information discussed will be presented at the Workshops on August 24 and November 30, 2017 as proposals from the board for comment by workshop participants. The board reviewed the Utah Continuing Education guidelines presented by Stan Southwick. Ideas for renewal form reporting and web site listings were discussed. Proposal to be presented will include list of number of hours for registrants to complete each year, how to report, what providers and topics would be accepted. The workshops will be held in the morning of August 24, 2017 in Reno and November 30, 2017 in Las Vegas.

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. Particularly, granting authority to the Executive Director for reviewing complaints and determining how to investigate the complaint. Also, to remove the designated board member from the review process as this would conflict with the board member sitting as part of the hearing panel. Changes to NRS623A.305 were briefly discussed that authorize this power. Also, changing NRS623A.240 to allow for the acceptance of credit cards for fee payment. It was mentioned that the board should approach a legislator for the next session to have the changes made.



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5) Executive Director Report

- A. Executive Director Report on Financial Operations and assets of the board. As of May 31, 2017 the board's bank accounts total: \$81,567.37. This does not include any monies taken in for renewals for Fiscal Year 2017-18.
- B. The number of Registered Landscape Architects in Nevada is 396.
The number of Current Applicants with CLARB Council Records: 6 total with 2 having their record sent and no application sent. The 2 without applications will be deleted and need to reapply in new fiscal year.
The number of current Applicants without CLARB Council Records: 1
- C. The number Landscape Architect-in-Training and Emerging Applicants to date: 3 total, 2 LAIT and 1 Emerging to take the LARE.
1) A discussion followed to allow for the first year of LAIT to be free after paying the application fee, then from the second year on the fee to be \$50.
NAC623A.270 states a maximum of \$100.
Motion to allow for first year after application to be free and second year and those after being \$50 by Ryan Hansen, Second by Stan Southwick.

2) Henna Rasul, Deputy Attorney General stated that the board could not set a policy to have people apply for LAIT status in order to take the LARE. As it is not in NRS 623A.
- D. 1) A discussion of the budgeting ending June 30, 2017 was reviewed. Budget percentages to date are 89.1% with 91.6% of the year completed.
A discussion and review of the proposed Fiscal Year 2017-18 budget followed with amendments. A motion to accept the budget for Fiscal Year 2017-18 as amended made by; Amie Wojtech, Seconded by Melinda Gustin. Passed Unanimously.
2) The financial reserves policy that was developed in 2009 was reviewed and discussed.
3) The letter from Risk Management concerning property insurance was discussed. A motion to decline the insurance was made by Melinda Gustin, Seconded by Amie Wojtech. Passed Unanimously.
- E. 1) A discussion concerning the rental agreement for the office concerned allowing the Executive Director to accept the roll-over of the current rental agreement and monthly cost. As the agreement states that there is a 30 day notice for any increase, it has not been received as of this date. The agreement initially was signed on July 26, 2016. As per Item number 3 in the agreement states: "...automatically renew for additional One (1) year periods unless either



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party gives written notice to the other not less than thirty (30) days prior to the expiration of the then term of its election not to renew for an additional one (1) year period." As the rental agreement states the one year is August 1 to July 31, the agreement will be revisited in August as to its disposition.

F. There was an update of the bills that the board was following during this year's legislative session. The following bills may affect the board and its duties: AB 328, an outside consulting attorney may only be employed by one board, and be contracted by others. An Executive Director may be an employee of only one board, but may contract with others. An Executive Director must be a resident of the State of Nevada. The auditing limit was raised from \$70,000 to \$200,000, for boards.

SB 69, requiring boards to adopt regulations governing the issuance of license by endorsement. NRS623A and NAC523A have provisions for reciprocity from jurisdictions that meet the requirements set forth in the statute.

Other bills listed on the agenda did not pass out of the legislature.

G. A discussion concerning the use and hiring of an accounting firm for auditing the Fiscal Year 2016-17 books was discussed. In response to the passage of Assembly Bill (AB) 328 and the increase in the audit limit a motion was made by Stan Southwick to hire Schettler Macy & Silva LLC, Accountants contingent on information from the Legislative Council Bureau on the change in audit limit. Seconded by Amie Wojtech. Passed Unanimously.

6. Executive Director Annual Review

A. Annual Review of Executive Director, Ellis Antuñez, was discussed. A cost of living increase was among the topics and performance of the past year concerning the board. The following amounts were discussed: \$2500 increase in salary and a \$1500 bonus. No motion on the amount of money to be granted as it was mentioned by Henna Rasul, Deputy Attorney General, that the amount must be stated specifically in the agenda. The amounts will be added to the August meeting and further discussion will commence at that time.



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7. New Business

A. There were not new licensees to be reviewed and approved by the board at this time.

B. New questions for the Nevada Specific Exam have been submitted by Amie Wojtech and Dale Doerr. Ellis mentioned that compiling the questions has been set aside, due to the renewal coming in at this time of year.

8. A presentation by Stan Southwick, CLARB Representative followed:

- 1) Stan reported on the model law that was sent out by CLARB and sections of it may assist this board in the process of reviewing and amending the current NRS and NAC. Board members were asked to review the model law and comment.
- 2) The Annual Meeting will be attended in Boise, ID on September 14-16, 2017 by Stan and Ellis
- 3) Cary Baird, former NSBLA Board Member is on the ballot for the position of Treasurer for CLARB. It is not known at this time of other nominees for any other positions.

9. Discussion and identification of topics for future meetings.

- A. Salary and Bonus for Executive Director, Ellis Antuñez.
- B. Discussion and review of topics from workshops on Continuing Education and Nevada Administrative Code.
- C. Follow-up on the ability to accept Credit Cards for fees. Ellis is to talk to State Treasurer about possible state Finance Committee recommendations and or approval to use Credit Cards for fees.

10. Discussion of next meeting date and location

- A. Next Quarterly Meeting to be held in the North, Friday August 25, 2017
 - 1) Continuing Education Workshop in morning of August 24, 2017
 - 2) Nevada Administrative Code Workshop in Afternoon of August 24, 2017.
- B. Remaining Quarterly Meeting Dates for 2017: August 25, December 1

11. Public Comment: None at this time.

12. Adjournment: 5:37 PM

Respectfully Submitted,
Ellis L. Antuñez, FASLA
Executive Director
June 12, 2017