



**NEVADA STATE BOARD OF  
LANDSCAPE ARCHITECTURE**  
Quarterly Meeting Minutes  
August 25, 2017

**1.) Meeting called to order** by President, Dale Doerr at 9:32 AM located in the Conference Room at 1575 DeLucchi Lane, Reno, NV 89502

**Members Present:** Dale Doerr, Amie Wojtech, Stan Southwick, and Melinda Gustin. Ryan Hansen arrived at 9:44 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 June 9, 2017,** Melinda stated that there was a typo on 7A. New Business, it stated the following: There were not new licensees to be reviewed and approved by the board at this time. Change not to no. Motion to Approve by Stan Southwick, Seconded by Amie Wojtech. Passed Unanimously

**4) Old Business**

A. Discussion of Continuing Education workshop followed.

It was mentioned to have a way of quantifying a self-study for verification. A one page summary was discussed. Business courses were discussed. If a registrant either knowingly or is deemed to be missing the required number of credit hours, a grace period of 30 days to make up the deficiency.

A matrix or graph to be presented in place of the wording in number 6, "Credit for continuing education shall be recognized in accordance with the following." Stan volunteered to put the matrix together.

B. Discussion of the workshop for the proposed changes to NAC 623A.505, 509 & 511 was held. Also, changes to NAC 623A concerning fees was discussed. There was no participation from registrants.

Within NAC 623A.505, 509, 511 to strike out designated board member and replace with "the Executive Director" for reviewing complaints and determining how to investigate the complaint.

The discussion included a discussion of changes to NRS623A.305 were briefly discussed that authorize this power. As this section mentions the board President to review complaints, this should be changed to "the Executive Director". Also, discussed changing NRS623A.240 to allow for the acceptance of credit cards for fee payment. The elimination of fees listed in NRS623.240. Ellis will investigate the fee authorization of other boards to provide language for authorization. The fees will be listed in NAC623A. Stan



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mentioned that he knows of a state legislator and will speak to him concerning a bill for the NRS623A changes.  
Stan and Ellis will work together on language for the changes.

**5) Executive Director Report**

- A. Executive Director Report on Financial Operations and assets of the board.
  - 1) As of August 21, 2017, the board's bank accounts total: \$145,825.54.
  - 2) A discussion of the Balance Sheet followed; it was mentioned that due to the passage of new \$200,000 limit, the board must provide a balance sheet for FY16-17 instead of an audit. The board's bookkeeper will prepare that.
- B. The number of Registered Landscape Architects in Nevada is 400 as of August 24, 2017.
  - The number of Current Applicants with CLARB Council Records: 4
  - The number of current Applicants without CLARB Council Records: 0
- C.1) A discussion of the budget ending June 30, 2017 was reviewed as it pertained to the upcoming Balance Sheet. The budget indicated a \$2,205.00 surplus.
  - 2) A discussion and review of the proposed Fiscal Year 2017-18 budget was discussed after Item 6 A. The budget was modified to include the increase in the Executive Directors salary and bonus. A discussion followed of the current fiscal year budget. It is projected to have a break even budget this year. The board will review the budget throughout the year. A motion was made by Ryan to accept the current budget as modified, seconded by Amie. Motion Passed Unanimously.
- D. Report on the Current Office Space Rental was given. There is no increase in the \$350 per month rate.
- E. 1) Review of the FY16-17 balance sheet was part of the discussion concerning the requirement for not having an audit. Also, the board at the June 9, 2017, meeting had authorized Ellis to contract with Stetler, Macy & Silva for the annual audit. A letter was received on July 12, 2017 from the Legislative Council Bureau (LCB) stating that due to the passage of AB328, the limit of the revenue of the board for auditing or using a balance sheet for the fiscal year was raised to \$200,000.00. The board will be preparing a balance sheet to meet the requirement prior to December 1, 2017. It is to be prepared by the board's bookkeeper in accordance with the July 12, 2017 letter from the Legislative Council Bureau.



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F. A discussion on the changes propose to NRS623A followed. It was agreed that Stan and Ellis will work on the wording and approach a legislator to sponsor a bill that will provide for the changes.

**6) Executive Director Annual Review**

A. The Annual Review of Ellis Antuñez, the Executive Director. After discussion, a motion by Melinda, seconded by Ryan to increase the annual salary by \$2500.00 and give a bonus of \$1500.00, to be retroactive to July 1, 2017. Passed Unanimously.

**7) New Business**

A. There were no new licensees to be reviewed and approved by the board at this time.

B. New questions for the Nevada Specific Exam were submitted by board members and incorporated into a new exam that will be rotated with the existing exam when applicants apply for licensure.

**8) A. 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 and others in the process of reviewing and amending the current NRS and NAC.

2) A legislative update on nationwide legislation was presented. Wisconsin and Michigan are continuing to lobby against deregulation.

3) 1) The Annual Meeting will be attended in Boise, ID on September 14-16, 2017 by Stan and Ellis.

4) A discussion and review of the Biographies of the people running for CLARB Officers and Nomination Committee where discussed. The following vote will be cast by this board for these offices: President-Elect, Phil Meyer; Vice-President, Brian Dougherty; Treasurer, Cary Baird. Nominating Committee: Craig Coronato and Carisa McMullen.

5) Stan described the a proposed change in the leadership structure of CLARB that will be presented at this annual meeting. The preliminary information is to eliminate 2 board officer positions and add 2 regional director positions. This is to have CLARB be more responsive to local jurisdictions. More information will be brought back after the meeting.

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

A. Information on Continuing Education and other Changes to NAC623A from November 30, 2017 Workshops to be presented.

B. Information on changes to NRS623A and having a legislator sponsor the bill.

C. Set possible dates for Strategic Planning session.



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- D. Set 2018 meeting dates.
- E. Officer Elections for 2018.

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

- A. Next Quarterly Meeting to be held in the South, December 1, 2017
  - 1) Continuing Education Workshop in morning of November 30, 2017
  - 2) Nevada Administrative Code Workshop in Afternoon of November 30, 2017.
- B. Remaining Quarterly Meeting Dates for 2017: December 1

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

**12) Adjournment:** 1:09 PM

Respectfully Submitted,  
Ellis L. Antuñez, FASLA  
Executive Director  
August 27, 2017

Approved December 1, 2017