



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE

NOTICE OF PUBLIC HEARING

AGENDA

DATE: Friday, August 25, 2017

TIME: 9:30 AM

LOCATION Nevada State Board of Landscape Architecture
Conference Room, 1575 DeLucchi Lane, Suite 115,
Reno, Nevada 89502

Brian Sandoval
Governor

BOARD MEMBERS

Dale Doerr, President
Ryan Hansen, Secretary
Stan Southwick, CLARB Rep.
Amie Wojtech, Outreach
Melinda Gustin, Public Member

DEPUTY ATTORNEY GENERAL

Henna Rasul

EXECUTIVE DIRECTOR

Ellis Antuñez

Please Note: The Nevada State Board of Landscape Architecture may 1) take agenda items out of order; 2) combine two or more items for consideration; 3) remove an item from the agenda or delay discussion related to an item at any time. Reasonable efforts will be made to assist and accommodate individuals with disabilities who wish to attend the meeting. Please, contact Ellis Antuñez at (775) 671-3242 (landscapeboard@nsbla.nv.gov), in advance, so that arrangements can be made.

1. CALL TO ORDER- Dale Doerr, President

- A. Roll Call of Board Members
- B. Introductions of all Present.
- C. Establish Quorum.

2. PUBLIC COMMENT PERIOD (Discussion Only) Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later date. Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual, the board may refuse to consider public comment. See NRS 233B.126.

3. DISCUSSION AND POSSIBLE ACTION ON

- A. Approval of June 9, 2017 Meeting Minutes. **(For Possible Action)**

4. OLD BUSINESS

A. Discussion of August 24, 2017 workshop presentation and possible topics on Continuing Education **(For Possible Action)**

NRS 623A.215 Certificate of registration: Continuing education; regulations.

- 1). Discuss and Review proposed wording for Continuing Education Policies and Additions/Deletions to NAC 623A and Board Policy Manual.
 - a) Wording for authorizing/approved provider of Continuing Education
 - b) Identify Units per year and how they may be accumulated.
 - c) Auditing of Continuing Education Units.
 - 1) Who is authorized to Audit?
 - 2) What number of registrants and when.
 - d) Format for presentation of Continuing Education Workshops.
 - e) Recommendations for Continuing Education Guidelines.
- 2) The next workshop is scheduled for November 30, 2017 in Las Vegas at the NSBAID&RD board office.

B. Discuss and Review of August 24, 2017 Workshop on amendments, additions and changes to: NAC 623A.505, 509 & 511 inclusive **(For Possible Action)**

- 1) Specifically, wording that requires review by designated member of the board.
 - a) NAC 623A.505 Complaints against certificate holders: Action by the Board.
 - b) NAC 623A.507 Complaints against certificate holders: Review by designated member of the Board to determine completeness. ([NRS 623A.130](#))
 - c) NAC 623A.511 Complaints against certificate holders: Review of complaint and response by designated member of the Board to determine violation has occurred; recommendation to the Board. ([NRS 623A.130](#))
- 2) a) Wording in NRS 623A to correspond with language passed in Bills by the current Legislative Session.
- 3) Next Workshop in Las Vegas on November 30, 2017 at NSBAID&RD board office.

5. EXECUTIVE DIRECTOR REPORT- Ellis Antuñez (For Possible Action)

- A.) Discussion and possible action on Financial Operations Update
- 1) Total Balance of all accounts as of August 21, 2017: \$145,825.54
 2. Balance sheet for Fiscal Year 2016-17, discuss and review.
- B.) The number of Registered Landscape Architects in Nevada is 399
- 1.) Number of Current Applicants with CLARB Council Records: 4
 - 2.) Number of Current Applicants without CLARB Council Records: 0
- C.) 1) Review Budget Ending June 30, 2017 for FY 2016-17
- 2) Review, modify and approve Budget for Fiscal Year 2017-18

- D.) Information on Current Office Space Rental.
- E.) At June 9, 2017 meeting the board authorize Executive Director to contract with Schettler Macy & Silva LLC, to as Auditor for FY2016-17 yearend audit, if necessary. As of July 1, 2017, the income limit for yearly audit has been raised to \$200,000. Legislative Council Bureau (LCB) has informed the board that a balance sheet is only required at this time. Anne E. Rodewald, the boards bookkeeper will prepare this for LCB.
- F.) Propose Changes to NRS623A, subcommittee appointments.
 - 1) Review NRS623A.
 - b) Accepting Credit Cards for fees as per NRS 623A.240
 - c) LARE Applicants to apply for LAIT status
 - 2) Requires Legislator to write bill.
 - 3) Timeline for submitting language for proposed bill.

6. Executive Director, Annual Review - (For Possible Action)

- A.) Annual Review of Ellis Antuñez, Executive Director and other matters pertaining to employee performance.
 - 1.) Review Performance Evaluation
 - 2.) Discuss Yearly compensation
 - a) At June 9, 2017 meeting, it was discussed to increase the salary by \$2500.00 and give a \$1500.00 Bonus.

7. NEW BUSINESS

- A. **Review and Approve the following licensees. (For Possible Action) None at this time.**
- B. **Discuss and Review Nevada Specific Exam. Prepare new questions and update existing subject matter. (For Possible Action)**

8. REVIEW AND DISCUSSION OF MATTERS PERTAINING TO THE COUNCIL OF LANDSCAPE ARCHITECTURE REGISTRATION BOARD REPORT – Stan Southwick (For Possible Action)

- A. Report on In-the-know Webinars
 - 1. Model Law
 - 2. Legislative Update; nation wide
- B. Annual Meeting in Boise, Idaho September 14 – 16, 2017
 - 1. Attending Board Member and Executive Director
 - 2. The Grove Hotel, Boise, ID
 - 3. Board to vote for CLARB Officers.

9. DISCUSSION AND IDENTIFICATION OF TOPICS FOR FUTURE MEETINGS – All Board Members (Discussion Only)

10. DISCUSSION OF NEXT MEETING DATE AND LOCATION (For Possible Action)

- a. Next Quarterly Meeting to be held in the North
- b. Remaining Quarterly Meeting Dates for 2017: August 25, December 1
- c. Set Date for Strategic Plan Workshop

11. PUBLIC COMMENT PERIOD (Discussion Only) Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later date.

12. ADJOURNMENT

At the discretion of the Chair, public comment is welcomed by the Board, but will be limited to five minutes per person. A public comment time will be available at the beginning of the meeting and then once again prior to adjournment of the meeting. The Chair may allow additional time to be given a speaker as time allows and in his/her discretion. Once all items on the agenda are completed the meeting will adjourn. Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual, the board may refuse to consider public comment. See NRS 233B.126.

Anyone desiring agenda or supporting Materials regarding any board meeting is invited to call or email the Executive Director, Ellis Antuñez at (775) 671-3242 or by email at landscapeboard@nsbla.nv.gov and is available on the web site: <http://landscapeboard.nv.gov/Agendas.html> The agenda and supporting materials may also be picked up in person at 1575 DeLucchi Lane, Suite 115-11, Reno, Nevada 89502

In accordance with NRS 241.020, this public notice and agenda was posted on or before February 20th on the Nevada State Board of Landscape Architecture website, <http://landscapeboard.nv.gov>, the State of Nevada's Public Notice Website, <https://notice.nv.gov>, and in the following locations:

- a. Nevada State Board of Landscape Architecture, 1575 DeLucchi Lane, Suite 115-11, Reno, NV 89502
 - b. Truckee Meadows Community College, 7000 Dandini Blvd. Reno, NV 89512
 - c. University of Nevada, School of Architecture, 4505 S. Maryland Pkwy, Las Vegas, NV 89154
 - d. City of Henderson, 240 Water Street, Henderson, NV 89015
 - e. Nevada Department of Transportation, 1263 South Stewart Street, Carson City, NV 89712
 - f. Nevada State Board of Landscape Architecture Web-site
- The Board reserves the right to change the order of items (other than those items posted with a specific date and time) on the agenda. Agenda items may be taken out of sequence to accommodate persons appearing before the Board and/or to aid in the effectiveness of the meeting.
 - The Board is pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements are necessary, in this regard, please notify Ellis Antuñez at 1575 DeLucchi Lane, Suite 115-11, Reno, NV 89502 or by mail at P.O. Box 34143, Reno, NV 89533, or at 775 671-3242 as soon as possible prior to the date of the meeting.
 - This Agenda was sent to all requestors for notice in accordance with NRS 241.0203B.
 - With regard to any Board meeting, it is possible that an amended notice will be published adding new items to the original agenda. Amended notices will be posted in accordance with the Open Meeting Law.

AFFIDAVIT OF POSTING

The undersigned affirms that on or before 9AM on February 20, 2017, he/she posted a copy of the Notice of Public Meeting and Agenda for the August 26, 2016, meeting of the Nevada State Board of Landscape Architecture in accordance with NRS 241.020: said agenda was posted at the following location:

| Signature | Title | Date & Time of Posting |
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