



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE  
QUARTERLY MEETING  
AGENDA  
**Revised**

Steve Sisolak  
Governor

**BOARD MEMBERS**

Melinda Gustin, President/Public  
Member

Stan Southwick, Secretary

Marc Chapelle, CLARB  
Representative

Laura Miller, Newsletter Editor

John L'Etoile

**DEPUTY ATTORNEY GENERAL**

Henna Rasul

**EXECUTIVE DIRECTOR**

Ellis Antuñez

**DATE:** *August 13, 2021*

**TIME:** *10:00 AM*

**PLACE:** **Zoom Meeting**

**<https://us02web.zoom.us/j/6555590472>**

**Meeting ID: 655 559 0472**

**Phone Via Zoom at: 16699006833, or**

**mobile at: 6555590472# US (San Jose)**

**Meeting ID 655-559-0472**

**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) 971-4410 ([landscapeboard@nsbla.nv.gov](mailto:landscapeboard@nsbla.nv.gov)), in advance, so that arrangements can be made.

**1. CALL TO ORDER- Melinda Gustin, President**

**A.** Roll Call of Board Members

**B.** Establish Quorum.

**2. PUBLIC COMMENT PERIOD** 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.

***The public may comment via video conference or telephone using the meeting identification listed above.***



### **3. DISCUSSION AND POSSIBLE ACTION ON**

- A.** Approval of May 7, 2021, Meeting Minutes. **(For Possible Action)**

### **4. LICENSEES AND APPLICANTS**

- A.** Review, Discuss and Approve the following licensees and Applicants.
  - 1) Richard Kane, Emerging Passed LARE
  - 2) Ben Fish, Reciprocity

### **5. OLD BUSINESS**

- A.** Review and Discuss the implementation of Big Picture Software. **(For Possible Action)**
  - 1) Application & Renewal Website
  - 2) Proposal for Website Administration

### **6. EXECUTIVE DIRECTOR REPORT- Ellis Antuñez (For Possible Action on all items below)**

- A.** Discussion and possible action on Financial Operations Update
  - 1) Review of Balance Sheet as of August 1, 2021
    - a) Balance Sheet for Fiscal Year 2021
  - 2) Review current budget statement for FY2021 to date.
  - 3) Update, Review, Discuss and Possible Approval of changes to Budget for Fiscal Year 2021
- B.1)** Number of new licenses granted via reciprocity by CLARB Council Record in the past quarter.
  - 2) Legislative Bills Passed and their effect on the board.
- C.** Newsletter Preparation and Distribution.
  - 1) Renewal and Application Now On-Line Article
    - a) How to Navigate the On-Line Services Web Site.
  - 2) Other Articles
- D.** Professional and Occupational Licensing Boards Administrative Collaborative update.
  - 1) Proposed Professional & Occupational Licensing Boards Administrative Collaborative Model Board Member Manual
- E.** Audit of Continuing Education Units
  - 1) 5% of renewals
  - 2) Non-Compliance renewals
    - a) Dan Herman
    - b) Dennis Otsuji
    - c) John Hanna
    - d) John Pruyn
    - e) Greg Melton
    - f) Steve Lang
- F.** Governor's Directive on COVID-19

### **7. NEW BUSINESS (For Possible Action on all items below)**

- A.** CLARB Annual Meeting attendance, Virtual or In-Person
  - 1) Proposed Costs
- B.** Review Continuing Education Policy
  - 1) Propose Purpose
  - 2) For Review & Possible Action: Policy Clarification



**8. Review and discussion of matters pertaining to the Council of Landscape Architecture Registration Board & American Society of Landscape Architects Report – Marc Chapelle (For Possible Action)**

- A.** Nevada ASLA representative report.
  - 1) State and Northern Section happenings
  - 2) Government Affairs and Licensure Committee Report
  
- B.** CLARB Elections
  - 1) President-elect
  - 2) Treasurer
  - 3) Directors-at-Large
  - 4) Leadership Advisory Council
  
- C.** CLARB Annual Meeting Location
  - 1) Phoenix, Arizona, 2021
  - 2) Atlanta, Georgia, 2022
  - 3) Omaha, Nebraska, 2023
  - 4) Seattle, Washington, 2024

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

**10. DISCUSSION OF MEETING DATES AND LOCATIONS FOR 2021(For Possible Action)**

- A. November 5, 2021

**11. PUBLIC COMMENT PERIOD** 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. ***The public may comment via video conference or telephone using the meeting identification listed above.***

**12. ADJOURNMENT**

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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 at 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.

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Anyone desiring agenda or supporting Materials regarding any board meeting is invited to call or email the Executive Director, Ellis Antuñez at (775) 971-4410 or by email at [landscapeboard@nsbla.nv.gov](mailto: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 1755 E. Plumb Lane, Suite 107, Reno, Nevada 89502

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In accordance with NRS 241.020, this public notice and agenda was posted on or before August 9, 2021 on the Nevada State Board of Landscape Architecture website, <http://nsbla.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, 1755 E. Plumb Lane, Suite 107-C, Reno, NV 89502
  - b. Nevada State Board of Landscape Architecture Website: <http://nsbla.nv.gov/meetings/2020/home>
  - c. Nevada Meeting Notice Website: <https://NV.GOV>
- 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 1755 E. Plumb Lane, Suite 107-C, Reno, NV 89502 or by mail at P.O. Box 34143, Reno, NV 89533, or at 775 971-4410 as soon as possible prior to the date of the meeting.
  - This Agenda was sent to all requestors for notice in accordance with NRS241.0203B. Persons/facilities must submit a request in writing every six (6) months, NRS241.0204(c).
  - 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  
8-9-2021

The undersigned affirms that on or before 9AM on August 9, 2021, he/she posted a copy of the Notice of Public Meeting and Agenda for the August 13, 2021 meeting of the Nevada State Board of Landscape Architecture in accordance with NRS 241.020: said agenda was posted at the following location:

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Signature	Title	Date & Time of Posting
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