



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE

NOTICE OF QUARTERLY MEETING  
AGENDA

Revised Agenda 2-27-2020

Steve Sisolak  
Governor

**BOARD MEMBERS**

Melinda Gustin, President/Public  
Member

Stan Southwick, Secretary

Marc Chapelle, CLARB  
Representative

Laura Miller, Outreach

Ryan Hansen, Newsletter &  
Website

**DEPUTY ATTORNEY GENERAL**  
Henna Rasul

**EXECUTIVE DIRECTOR**  
Ellis Antuñez

**DATE:** March 6, 2020

**TIME:** 10:00 AM

**PLACE:** Second Floor Conference Room, First Independent  
Bank 5335 Kietzke Lane, Reno, Nevada 89511

Southwick Landscape Architecture, 1700 West  
Horizon Ridge Parkway, Suite 203, Henderson,  
NV 89012

Phone Via Zoom at: 16699006833, or mobile at:  
6555590472# US (San Jose)

Meeting ID 655-559-472

**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.

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

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

**3. DISCUSSION AND POSSIBLE ACTION ON**

- A. Approval of August 23, 2019, Meeting Minutes. **(For Possible Action)**



**4. OLD BUSINESS (For Possible Action)**

- A. Credit Card acceptance
  - 1) Bank of America
  - 2) Pay Pal
- B. On-line renewal
- C. Report on Nevada Specific Exam update.

**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 February 28, 2019
  - 2) Review of current budget statement for FY2019-2020
  - 3) Review current Profit & Loss statement for FY20
- B. Number of new licenses granted via reciprocity by CLARB Council Record in the past quarter.
- C. Review Board and Commission Training held on Nov. 18, 2019
- D. Legislative Counsel Bureau Annual Audit
- E. Governor's Finance Auditor EBAC Presentation, Annual Salary Questionnaire & Presentation to Sunset Subcommittee
- F. Sunset SubCommittee Hearing on CEU Policy.
- G. Review Renewal Form for FY2021
- H. Enforcement Cases – Informational Only
- I. NCIRC-BlueBook Committee Meeting

**6. NEW BUSINESS (For Possible Action)**

- A. Review, Discuss and Approve the following licensees and Applicants.
  - 1) Morgan, Sean - Reciprocity
  - 2) Freeman, Eric - Reciprocity
  - 3) Kiesel, Jack - Reciprocity
  - 4) Rookey, Amanda – LAIT
  - 5) Kelly, Eric – LARE new licensee
  - 6) Banuelos Salazar, Gerardo – LARE Exam Applicant
- B. Review and Approve contract for Small Office Management for Bookkeeping services. Ann E. Rodewald, sole proprietor.
- C. Review, Discuss and Approve utilizing on-line providers for License Application, Renewal and Registration.
  - 1) GL Solutions
  - 2) Thentia
  - 3) Big Picture Software



- D. Review and Approve provider for Continuing Education Units
  - 1) QWEL Sonoma-Marín Curriculum
    - a) South Metro Water Supply Authority, Town of Castle Rock, Colorado
  - 2) OSHA Workshop, see supplemental ppt information
  - 3) Nevada Landscape Association Conference
  - 4) Urban Land Institute
  - 5) Arizona Tree Council
- E. Website Review
  - 1) New Articles
  - 2) New Photos of Projects
- F. Discuss, Review and Set Date for Public Hearing to Increase Not-to Exceed-Amount of Fees: As per NRS623A.240 revised 7-2019.
  - 1) Stamp Fees (Hand Stamp) Current \$25 to \$50
  - 2) Stamp Fee (Electronic Stamp) Current \$25 to \$50
  - 3) Certificate of Registration Current \$25 to \$50
  - 4) Application Fees Current \$100 to \$300
  - 5) Renewal Fees Current \$200 to \$300
  - 6) Delinquency Fees Current \$50 to \$100
  - 7) Reinstatement Fees Current \$300 to \$400
  - 8) Change of Address Fee Current \$10 to \$20
- G. Discuss, Review and Set Date for Public Hearing on NAC623A.511 to change 'designated board member to Executive Director'.
- H. Discuss, Review and Approve procedures to assess persons that have a criminal history as per AB 319. See NRS623A.065
- I. Nevada Exam Update.
- J. Sending yearly licenses as an electronic PDF vs hard copy.

**7. REVIEW AND DISCUSSION OF MATTERS PERTAINING TO THE COUNCIL OF LANDSCAPE ARCHITECTURE REGISTRATION BOARD REPORT – Marc Chapelle (For Possible Action)**

- A. Report on In-the-know Webinars
  - 1) ARPL - Alliance for Responsible Professional Licensing
- B. Presentation by NVASLA representative
- C. CLARB Annual Meeting Location
  - 1) New York, New York 2020 – 50<sup>th</sup> Anniversary –September 10 -12
  - 2) Phoenix, Arizona 2021
  - 3) Atlanta, Georgia 2022
  - 4) Omaha, Nebraska 2023
  - 5) Seattle, Washington 2024



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

- A. Annual Review of Executive Director
- B. Review and Approve Fiscal 2021 Budget

**9. DISCUSSION OF NEXT MEETING DATES AND LOCATIONS (For Possible Action)**

- May 8, 2020 -Virtual Meeting
- August 21, 2020 – In Reno
- November 6, 2020 – Virtual or Face-to-Face in Las Vegas

**10. 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.

**11. 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 February 2nd 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, 1755 E. Plumb Lane, Suite 107-C, Reno, NV 89502
- b. Nevada State Board of Landscape Architecture Website
- c. Truckee Meadows Community College, Pennington Applied Science Center, 475 Edison Way, Reno, NV 89502



- d. University of Nevada, School of Architecture, 4505 S. Maryland Pkwy, Las Vegas, NV 89154
  - e. City of Henderson, 240 Water Street, Henderson, NV 89015
  - f. Nevada Department of Transportation, 1263 South Stewart Street, Carson City, NV 89712
  
  - g. Nevada State Attorney General's Office, 100 North Carson Street, Carson City, NV 89701
  - h. Grant Sawyer Building, 555 Washington St, room 5100 Las Vegas, Nevada, 89101
  - i. First Independent Bank, 5335 Kietzke Lane, Reno, NV 89511
- 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 NRS 241.0203B. Persons/facilities must submit a request in writing every six 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  
Revised 2-14-2020

The undersigned affirms that on or before 9AM on March 3, 2019, he/she posted a copy of the Notice of Public Meeting and Agenda for the March 6, 2020 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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