



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE  
QUARTERLY MEETING  
May 8, 2020

**PLACE:** Virtual Meeting via Zoom

Present in Reno: Melinda Gustin, Ryan Hansen, Marc Chapelle, Present in Las Vegas: Laura Miller, Stan Southwick

Staff Present in Reno: Henna Rasul, Deputy Attorney General  
Ellis Antuñez, Executive Director

1. **Call to Order:** 1:15 PM by President Melinda Gustin  
Roll Call was taken, a Quorum was established.
2. **Public Comment:** None
3. **Meeting Minutes of April 22, 2020:** Motion to approve by Laura Miller, Second by Marc Chapelle. Passed Unanimously.
4. **Old Business**
  - A. Discussion of utilizing one of the on-line providers for licensing and renewal management was postponed until after the budget discussion for Fiscal Year 2021 was approved. The following fees were mentioned: GL Solutions \$1,800 per month or \$21,600 per year; Thentia \$1,200 per month or \$14,000 per year paid up front. Big Picture Software \$940 per month or \$11,280 per year paid monthly. Upon revisiting this topic of the discussion, a motion to not utilize GL Solutions or Thentia due to the limited budget of the State Board. Ellis was authorized to contact Big Picture Software and discuss the possibility of using their services. Fees may be discussed and further applicability options for this board. Motion was made that in view of our budget constraints that utilizing GL Solutions or Thentia is not economically feasible and that the services provided exceed our service needs; Motion by Marc Chapelle, Second by Stan Southwick. Passed Unanimously.  
Continue further negotiations with Big Picture Software for future renewal and license registration software; Motion by Stan Southwick, Second by Marc Chapelle. Passed Unanimously.
  - B. Contacted Legislative Council Bureau concerning the workshop paperwork and steps to be taken. A question about raising fees as NRS623A was increased during the 2019 legislative session, Ms. Rasul stated that Nevada Revised Statute take precedence over Nevada Administrative Code.
5. **Executive Director Report:**
  - A. Reviewed Fiscal Year 2020 finances and Proposed Budget for Fiscal Year 2021.
    1. Total Balance including Checking, Savings, CD, minus Credit Card expense (Post Office Box, yearly Rental fee) is \$108,005.31.
    2. The current budget statement for FY2021 was reviewed.
    3. A review of the Profit & Loss statement for FY20 was discussed.



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4. The proposed budget for FY2020-2021 was reviewed. The budget shows a 20% reduction in renewals, reciprocity and new license fees. Expenses are up this coming year due to CLARB meeting, 3% increase in rent, legislation session is set for 2021, Legislative Council Bureau for codifying NAC changes, Accountant fees, and other areas in the expenses. Motion to approve budget for FY2021 Marc Chapelle, Second Stan Southwick. Passed Unanimously.

B. Number of new licenses granted in the past quarter of 2020 is 11.

C. Discussed PayPal for renewal and new license payment. This is not being made through the state portal. A discussion followed for using QuickBooks that the Board is currently using to allow payment by Credit Card, Debit Card, and ACH.

D. (1) The board provided the annual review of the Executive Director and was notified of an outstanding, highest points performance evaluation in the position; Motion by Ryan, Second by Stan Southwick. Passed Unanimously.

(2) A discussion of yearly salary for the Executive Director followed. The position is a part-time position. Henna Rasul was asked about the differences between part-time and full time. She mentioned that the State Personnel Department should be contacted. To determine the requirement for covering the position as full time, it may involve signing up with Public Employees Benefit Program (health insurance) and Public Employees Retirement System. Currently, the position pays into Social Security and the health insurance is paid for by the individual. Motion to increase the annual salary to \$40,700 starting July 1, 2020, for the Fiscal Year 2021, with the ability to review for a possible increase after the renewal period; by Laura Miller, Second by Marc Chapelle. Passed Unanimously.

E. Two Enforcement cases were mentioned, with the disposition of each being dismissed. One was closed, due to the person who filed was not available. Second was a person using the term Landscape Architect designing for an Engineering firm. Working with the Engineer's board, the Engineer hired a Licensed Landscape Architect to complete the design.

Third complaint is on a contractor. Continue to follow up as a resource.

F. The new BlueBook is completed and being distributed by the various boards. The Nevada Construction Industry Regulation Committee meet several times to update this from the 2014 edition.

**6. New Business:**

A. No new licensees or applications are to be reviewed.

B. Reviewed and discussed the latest Executive Order, to continue stay-at-home through May 31, 2020. Discussion of allowing a temporary increase in self-study for CEU's followed. No action was taken as there is a policy currently covering this.



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**7. Review and Discuss Matters Pertaining to the Council of Landscape Architecture Registration Boards:**

- A. Marc Chapelle discussed the current In-the-Know webinar concerning Landscape Architectural Accreditation Board (LAAB). Also, TMCC is considering establishing a 5-year bachelor Architectural Degree.
- B. No ASLA Representative presentation.
- C. CLARB Annual Meeting is still considering New York, New York: September 9-12

**8. Identification of topics for future meetings:**

- A. Increase Application and Renewal Fees for Fiscal Year 2022.
- B. Revisit FY2021 Budget.
- C. Review the process of performance standards and job description for Executive Director.
- D. Information on Full Time Personnel, what it includes.

**9. Next meeting Dates and Locations**

- A. August 21, 2020; Possible meeting at First Independent Bank or Virtual meeting.
- B. November 6, 2020; Las Vegas or Virtual Meeting.

**10. Public Comment: None**

**11. Meeting Adjourned: 3:34PM**



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE  
NOTICE OF A HEARING FOR THE AMENDMENT OF REGULATIONS  
August 7, 2020

**PLACE:** Virtual Meeting via Zoom

Present in Reno: Melinda Gustin, Marc Chapelle

Present in Las Vegas: Stan Southwick, Dave Farley, Geoffrey Schafler, Chris Langham.

Staff Present in Reno: Henna Rasul, Deputy Attorney General  
Ellis Antuñez, Executive Director

**1. Call to Order: 11:07 PM**

Roll Call was taken to identify who was on the zoom meeting.

**2. Public Comment:**

On August 6, 2020, received an email from a licensee, questioning the fee increases. Stating that if Nevada increased up to proposed maximum, that this state would be higher than surrounding states. It was explained to the licensee, that these are maximum 'not-to-exceed' levels and the last increase was in 2011. That the legislature has approved this increase and that the board has stated that the increases are not be to that level at this time.

**3. Public Hearing Changes to NAC623A**

Mr. Schafler commented on the processing fee that was added to the renewal fees for FY21. It was explained that the processing fee was spread out over all licensees to cover the cost of the credit card processing.

Also, stated, that next year all renewals will be on-line and payable on-line.

Marc Chapelle, mentioned that the LAIT is actually "Landscape Architect Intern". Mr. Schafler mentioned that the City of Las Vegas and other governmental agencies are using Architects and Engineers to design park projects. The local American Society of Landscape Architects Nevada Chapter (ASLA) will be working on this subject to have Landscape Architecture Firms or those firms who have Landscape Architects on Staff be used for these projects.

A discussion followed concerning this topic in Washoe County, City of Reno and Sparks. Questioned about credit cards being listed in another NRS. Explained why credit card acceptance was added to NRS622B for all boards.

Mr. Langham asked if any increases are going to take effect in the coming year. It was explained that the board will be looking into that. At this time will be going to the boards reserves to operate this year.

No motion was made to adopt the changes as a quorum was not available.

Various topics were brought up, including stamps, electronic signature, workshop & public hearings.

**4. Public Comment: None**

**5. Public Meeting is to be continued: Recessed at 12:27 PM**



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**CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR  
FOR LESS THAN \$50,000**

A Contract Between the State of Nevada  
Acting by and Through its

Agency Name:	State Board of Landscape Architecture
Address:	1755 E. Plumb Lane, Suite 107
City, State, Zip Code:	Reno, NV 89502
Contact:	Ellis L. Antunez
Phone:	775-971-4410
Fax:	775-971-4410
Email:	landscapeboard@nsbla.nv.gov

Contractor Name:	Albertson Consulting Inc., DBA Big Picture Software
Address:	21 Main Street S
City, State, Zip Code:	Minot, ND 58701
Contact:	Daniel Albertson
Phone:	701-839-7523
Fax:	701-839-7524
Email:	Dan@ebigpicture.com

WHEREAS, NRS 333.700 authorizes officers, departments, institutions, boards, commissions, and other agencies in the Executive Branch of the State Government which derive their support from public money in whole or in part to engage services of persons as independent contractors; and

WHEREAS, it is deemed that the service of Contractor is both necessary and in the best interests of the State of Nevada.

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

- CONTRACT TERM.** This Contract shall be effective as noted below, unless sooner terminated by either party as specified in *Section 7, Contract Termination*. Contracts requiring approval of the Nevada Board of Examiners or the Clerk of the Board are not effective until such approval has occurred, however, after such approval, the effective date will be the date noted below.

Effective from:	Date: September 1, 2020	To:	Date: August 30, 2023
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- NOTICE.** All communications, including notices, required or permitted to be given under this Contract shall be in writing and directed to the parties at the addresses stated above. Notices may be given: (i) by delivery in person; (ii) by a nationally recognized next day courier service, return receipt requested; or (iii) by certified mail, return receipt requested. If specifically requested by the party to be notified, valid notice may be given by facsimile transmission or electronic mail to the address(es) such party has specified in writing.

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3. **SCOPE OF WORK.** The scope of work is described below, which is incorporated herein by reference:

DESCRIPTION OF SCOPE OF WORK:

One-Time System Implementation & Standup/Configuration of Online COTS Licensure System

Includes:

- 1) Setup Renewal Forms for 2 License Types
  - Application for Professional Registration
  - Application for Landscape Architect-In-Training Registration
- 2) Integration of boards (1) current online renewal forms Integration into boards existing website
- 3) Fully Functional Database & Repository
- 4) Integration of Online Forms Listed Below
  - Landscape Architect Reference Form (pdf)
  - Postgraduate Work Verification Form (pdf)
  - Change of Address Form (pdf)
  - Public Records Request (pdf)
- 5) Online Compliant Form Database Integration of below form
  - [https://hal.nv.gov/form/NSBLA/Complaint\\_Form](https://hal.nv.gov/form/NSBLA/Complaint_Form)
- 6) Online License Verification Integration into boards existing website
- 7) Data Import approximately 400 records
- 8) Training for 1 staff member
- 9) Database Setup & Admin Setup
- 10) Payment Integration into PayPal
- 11) 1 Hour Monthly Non-Accumulating Support Hours

Extras: See Attachment for fees

Interfaces to National Associations (optional) one-time Integration

Hourly Rate for Support for Additional hours of support

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An Attachment must be limited to the scope of work to be performed by Contractor. Any provision, term or condition of an Attachment that contradicts the terms of this Contract, or that would change the obligations of the State under this Contract, shall be void and unenforceable.

4. **CONSIDERATION.** The parties agree that Contractor will provide the services specified in *Section 3, Scope of Work* at a cost as noted below:

\$940.00	per	Month
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Total Contract or installments payable at:	10th of each month
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Total Contract Not to Exceed:	\$13,020.00 per year
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The State does not agree to reimburse Contractor for expenses unless otherwise specified in the Scope of Work or incorporated attachments (if any). Any intervening end to a biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the result of legislative appropriation may require.

5. **BILLING SUBMISSION: TIMELINESS.** The parties agree that timeliness of billing is of the essence to the Contract and recognize that the State is on a Fiscal Year. All billings for dates of service prior to July 1 must be submitted to the State no later than the first Friday in August of the same calendar year. A billing submitted after the first Friday in August, which forces the State to process the billing as a stale claim pursuant to NRS 353.097, will subject Contractor to an administrative fee not to exceed one hundred dollars (\$100.00). The parties hereby agree this is a reasonable estimate of the additional costs to the State of processing the billing as a stale claim and that this amount will be deducted from the stale claim payment due to Contractor.
6. **INSPECTION & AUDIT.** Contractor agrees to keep and maintain under generally accepted accounting principles (GAAP) and as required by State and federal law, complete and accurate records as are necessary to fully disclose to the State or United States Government, sufficient information to determine compliance with all State and federal regulations and statutes, and compliance with the terms of this contract, and agrees that such documents will be made available for inspection upon reasonable notice from authorized representatives of the State or Federal Government.
7. **CONTRACT TERMINATION.**
- A. Termination Without Cause. Regardless of any terms to the contrary, this Contract may be terminated upon written notice by mutual consent of both parties. The State unilaterally may terminate this contract without cause by giving not less than thirty (30) days' notice in the manner specified in *Section 2, Notice*. If this Contract is unilaterally terminated by the State, Contractor shall use its best efforts to minimize cost to the State and Contractor will not be paid for any cost that Contractor could have avoided.
- B. State Termination for Non-Appropriation. The continuation of this Contract beyond the current biennium is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the State Legislature and/or federal sources. The State may terminate this Contract, and Contractor waives any and all claims(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the Contracting Agency's funding from State and/or federal sources is not appropriated or is withdrawn, limited, or impaired.
- C. Termination with Cause for Breach. A breach may be declared with or without termination. A notice of breach and termination shall specify the date of termination of the Contract, which shall not be sooner than the expiration of the Time to Correct, if applicable, allowed under subsection 7D. This Contract may be terminated by either party upon written notice of breach to the other party on the following grounds:
- 1) If Contractor fails to provide or satisfactorily perform any of the conditions, work, deliverables, goods, or services called for by this Contract within the time requirements specified in this Contract or within any granted extension of those time requirements; or

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- 2) If any state, county, city, or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by Contractor to provide the goods or services required by this Contract is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or
- 3) If Contractor becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the Bankruptcy Court; or
- 4) If the State materially breaches any material duty under this Contract and any such breach impairs Contractor's ability to perform; or
- 5) If it is found by the State that any quid pro quo or gratuities in the form of money, services, entertainment, gifts, or otherwise were offered or given by Contractor, or any agent or representative of Contractor, to any officer or employee of the State of Nevada with a view toward securing a contract or securing favorable treatment with respect to awarding, extending, amending, or making any determination with respect to the performing of such contract; or
- 6) If it is found by the State that Contractor has failed to disclose any material conflict of interest relative to the performance of this Contract.

D. Time to Correct. Unless the breach is not curable, or unless circumstances do not permit an opportunity to cure, termination upon declared breach may be exercised only after service of formal written notice as specified in *Section 2, Notice*, and the subsequent failure of the breaching party within fifteen (15) calendar days of receipt of that notice to provide evidence, satisfactory to the aggrieved party, showing that the declared breach has been corrected. Upon a notice of breach, the time to correct and the time for termination of the contract upon breach under subsection 7C, above, shall run concurrently, unless the notice expressly states otherwise.

8. **REMEDIES.** Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages, and to a prevailing party reasonable attorneys' fees and costs. For purposes of an award of attorneys' fees to either party, the parties stipulate and agree that a reasonable hourly rate of attorneys' fees shall be one hundred and fifty dollars (\$150.00) per hour. The State may set off consideration against any unpaid obligation of Contractor to any State agency in accordance with NRS 353C.190. In the event that Contractor voluntarily or involuntarily becomes subject to the jurisdiction of the Bankruptcy Court, the State may set off consideration against any unpaid obligation of Contractor to the State or its agencies, to the extent allowed by bankruptcy law, without regard to whether the procedures of NRS 353C.190 have been utilized.
9. **LIMITED LIABILITY.** The State will not waive and intends to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Damages for any State breach shall never exceed the amount of funds appropriated for payment under this Contract, but not yet paid to Contractor, for the Fiscal Year budget in existence at the time of the breach. Contractor's tort liability shall not be limited.
10. **INDEMNIFICATION AND DEFENSE.** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend, not excluding the State's right to participate, the State from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any breach of the obligations of Contractor under this Contract, or any alleged negligent or willful acts or omissions of Contractor, its officers, employees and agents. Contractor's obligation to indemnify the State shall apply in all cases except for claims arising solely from the State's own negligence or willful misconduct. Contractor waives any rights of subrogation against the State. Contractor's duty to defend begins when the State requests defense of any claim arising from this Contract.
11. **REPRESENTATIONS REGARDING INDEPENDENT CONTRACTOR STATUS.** Contractor represents that it is an independent contractor, as defined in NRS 333.700(2) and 616A.255, warrants that it will perform all work under this contract as an independent contractor, and warrants that the State of Nevada will not incur any employment liability by reason of this Contract or the work to be performed under this Contract. To the extent the State incurs any employment liability for the work under this Contract; Contractor will reimburse the State for that liability.



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12. **INSURANCE SCHEDULE.** Unless expressly waived in writing by the Contracting Agency, Contractor must procure, maintain and keep in force for the duration of the Contract insurance conforming to the minimum requirements specified below. Each insurance policy shall provide for a waiver of subrogation against the State of Nevada, its officers, employees and immune contractors as defined in NRS 41.0307, for losses arising from work/materials/equipment performed or provided by or on behalf of Contractor. By endorsement to Contractor's automobile and general liability policies, the State of Nevada shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of Contractor. Contractor shall not commence work before Contractor has provided evidence of the required insurance in the form of a certificate of insurance and endorsement to the Contracting Agency of the State.

A. Workers' Compensation and Employer's Liability Insurance.

- 1) Contractor shall provide proof of worker's compensation insurance as required per Nevada Revised Statutes Chapters 616A through 616D inclusive.
- 2) If Contractor qualifies as a sole proprietor as defined in NRS Chapter 616A.310, and has elected to not purchase industrial insurance for himself/herself, the sole proprietor must submit to the contracting State agency a fully executed "Affidavit of Rejection of Coverage" form under NRS 616B.627 and NRS 617.210.

B. Commercial General Liability – Occurrence Form. The Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- |  |             |
|--|-------------|
| 1) General Aggregate                         | \$2,000,000 |
| 2) Products – Completed Operations Aggregate | \$1,000,000 |
| 3) Personal and Advertising Injury           | \$1,000,000 |
| 4) Each Occurrence                           | \$1,000,000 |

C. Automobile Liability. **[Delete if Contract does not involve use of motor vehicle.]** The policy shall cover Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of this Contract.

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|--------------------------------|-------------|
| 1) Combined Single Limit (CSL) | \$1,000,000 |
|--------------------------------|-------------|

D. Professional Liability/Errors and Omissions Liability **[Delete if Contract does not involve professional services.]** The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this contract. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

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|---------------------|-------------|
| 1) Each Claim       | \$1,000,000 |
| 2) Annual Aggregate | \$2,000,000 |

*Mail all required insurance documents to the Contracting Agency identified on page one of the Contract.*

13. **WAIVER OF BREACH.** Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

14. **SEVERABILITY.** If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

15. **STATE OWNERSHIP OF PROPRIETARY INFORMATION.** Any data or information provided by the State to Contractor and any documents or materials provided by the State to Contractor in the course of this Contract ("State Materials") shall be and remain the exclusive property of the State and all such State Materials shall be delivered into State possession by Contractor upon completion, termination, or cancellation of this Contract.

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16. **PUBLIC RECORDS.** Pursuant to NRS 239.010, information or documents received from Contractor may be open to public inspection and copying. The State may have the duty to disclose unless a particular record is made confidential by law or a common law balance of interests.
17. **GENERAL WARRANTY.** Contractor warrants that all services, deliverables, and/or work products under this Contract shall be completed in a workmanlike manner consistent with standards in the trade, profession, or industry; shall conform to or exceed the specifications set forth in the incorporated attachments; and shall be fit for ordinary use, of good quality, with no material defects.
18. **DISCLOSURES REGARDING CURRENT OR FORMER STATE EMPLOYEES.** For the purpose of State compliance with NRS 333.705, Contractor represents and warrants that if Contractor, or any employee of Contractor who will be performing services under this Contract, is a current employee of the State or was employed by the State within the preceding 24 months, Contractor has disclosed the identity of such persons, and the services that each such person will perform, to the Contracting Agency.
19. **GOVERNING LAW: JURISDICTION.** This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada, without giving effect to any principle of conflict-of-law that would require the application of the law of any other jurisdiction. The parties consent to the exclusive jurisdiction of and venue in the First Judicial District Court, Carson City, Nevada for enforcement of this Contract, and consent to personal jurisdiction in such court for any action or proceeding arising out of this Contract.

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20. **ENTIRE CONTRACT AND MODIFICATION.** This Contract and its scope of work constitute the entire agreement of the parties and as such are intended to be the complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto and approved by the Office of the Attorney General and the State Board of Examiners, as required. This form of Contract, including any amendments to the Contract, is not authorized for use if the “not to exceed” value *Section 4, Consideration* exceeds \$49,999. This Contract, and any amendments, may be executed in counterparts.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

_____ Independent Contractor's Signature	_____ Date	_____ Independent Contractor's Title
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_____ State of Nevada Authorized Signature	_____ Date	_____ Title
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_____ State of Nevada Authorized Signature	_____ Date	_____ Title
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_____ State of Nevada Authorized Signature	_____ Date	_____ Title
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APPROVED BY BOARD OF EXAMINERS

\_\_\_\_\_  
Signature – Clerk of the Board of Examiners

On: \_\_\_\_\_  
Date

Approved as to form by:

On: \_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Attorney General for Attorney General

**WAIVER**  
**NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE**  
**Friday, August 21, at 10:00 AM**

The Nevada open Meeting Law, NRS 241.033(1) (see below), states that the “public body shall not hold a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of any person, unless it has given written notice to that person of the time and place of the meeting.” Such written notice must either be (a) delivered personally to that person at least five (5) working days before the meeting, or (b) sent by certified mail to the last known address of that person at least twenty-one (21) working days before the meeting. I hereby acknowledge my right to be noticed under NRS 241.033, however, I hereby waive such notice so that the Nevada State Board of Landscape Architecture may discuss and consider my qualifications as a Landscape Architect at its next meet. I understand the Nevada State Board of Landscape Architecture meeting is scheduled to commence at 10:00 AM on August 21, 2020.

I further understand that the Nevada State Board of Landscape Architecture meeting is scheduled for Friday, August 21, at 10:00 a.m., via Zoom meeting <https://us02web.zoom.us/j/6555590472>  
Meeting ID: 655 559 0472 - One tap mobile: +12532158782, 6555590472# US (Tacoma)  
Dial by your location +1 669 900 6833 US (San Jose) Meeting ID: 655 559 0472

**Please email this completed form to [LandscapeBoard@nsbla.nv.gov](mailto:LandscapeBoard@nsbla.nv.gov) or  
fax this completed form to: 775 971-4410**

July 30, 2020

Date

James Alsup

Printed name

Signature



**NRS 241.033**

**Meeting to consider character, misconduct, competence or health of person or to consider appeal of results of examination: Written notice to person required; exception; public body required to allow person whose character, misconduct, competence or health is to be considered to attend with representative and to present evidence; attendance of additional persons; copy of record.**

1. A public body shall not hold a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of any person or to consider an appeal by a person of the results of an examination conducted by or on behalf of the public body unless it has:

- (a) Given written notice to that person of the time and place of the meeting; and
- (b) Received proof of service of the notice.

2. The written notice required pursuant to subsection 1:

- (a) Except as otherwise provided in subsection 3, must be:

- (1) Delivered personally to that person at least 5 working days before the meeting; or
- (2) Sent by certified mail to the last known address of that person at least 21 working days before the meeting.

(b) May, with respect to a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of a person, include an informational statement setting forth that the public body may, without further notice, take administrative action against the person if the public body determines that such administrative action is warranted after considering the character, alleged misconduct, professional competence, or physical or mental health of the person.

- (c) Must include:

- (1) A list of the general topics concerning the person that will be considered by the public body during the closed meeting; and
- (2) A statement of the provisions of subsection 4, if applicable.

3. The Nevada Athletic Commission is exempt from the requirements of subparagraphs (1) and (2) of paragraph (a) of subsection 2, but must give written notice of the time and place of the meeting and must receive proof of service of the notice before the meeting may be held.

4. If a public body holds a closed meeting or closes a portion of a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of a person, the public body must allow that person to:

- (a) Attend the closed meeting or that portion of the closed meeting during which his character, alleged misconduct, professional competence, or physical or mental health is considered;
- (b) Have an attorney or other representative of his choosing present with him during the closed meeting; and
- (c) Present written evidence, provide testimony and present witnesses relating to his character, alleged misconduct, professional competence, or physical or mental health to the public body during the closed meeting.

5. Except as otherwise provided in subsection 4, with regard to the attendance of persons other than members of the public body and the person whose character, alleged misconduct, professional competence, physical or mental health or appeal of the results of an examination is considered, the chairman of the public body may at any time before or during a closed meeting:

- (a) Determine which additional persons, if any, are allowed to attend the closed meeting or portion thereof; or
- (b) Allow the members of the public body to determine, by majority vote, which additional persons, if any, are allowed to attend the closed meeting or portion thereof.

6. A public body shall provide a copy of any record of a closed meeting prepared pursuant to [NRS 241.035](#), upon the request of any person who received written notice of the closed meeting pursuant to subsection 1.

7. For the purposes of this section, casual or tangential references to a person or the name of a person during a closed meeting do not constitute consideration of the character, alleged misconduct, professional competence, or physical or mental health of the person.





# Nevada State Board of Landscape Architecture

## Application for Professional Registration

Please Type or Print Legibly in Black Ink Completing All Sections

Nonrefundable Application Fee Registration by Examination \$175.00  
Nonrefundable Application Fee Registration by Reciprocity \$100.00

RECEIVED  
JUN 26 2020  
Nevada State Board of  
Landscape Architecture

All returned exams must be delivered to the Board office at least 2 weeks prior to the meeting in order to be approved.

### Section 1 Identifying information

Last Name Alsup		First Name James		Date of Birth [REDACTED]
Place of Birth Ogden, Utah	Social Security Number [REDACTED]		Citizenship or Legal Residence USA	
Residence Address 3199 Vecchio Drive				
City Sparks	State NV	Zip code 89434	Home Telephone 505 235-0599	
Business Name NA				
Business Address NA				
City NA	State NA	Zip code NA	Business Telephone NA	
Facsimile Number NA		Electronic Mail Address(s) jimalsup@juno.com		
Have you ever served in the military? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
If yes, Which Branch(es) of Service? (Circle all that apply) Army/Army Reserve; Marine Corps/Marine Corps Reserve; Navy/Navy Reserve; Air Force/Air Force Reserve; Coast Guard/Coast Guard Reserve; National Guard.				
What was your Military Occupation or Specialty? _____				
What were your Date(s) of Service: _____				
If the answer to any of the following questions is "yes" attach a detailed explanatory statement.				
1. Have you ever been convicted of a misdemeanor or gross misdemeanor?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
2. Have you ever been convicted of a felony?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Applicant Name James Alsup

Date Submitted 6/23/2020

Nevada State Board of Landscape Architecture Registration Application Revised 4-2016

## Section 2 Landscape Architect Registration

**Registration by Examination Candidates may omit this section**

**Registration by Reciprocity Candidates-List all states or provinces of Canada, which have issued you a certificate of registration, use additional sheets if needed.**

- **Submit verification from your home state of registration or province of Canada that you are/were active and registered in good standing, with no disciplinary action ever taken and that you received a minimum passing score of 75 percent on each section of the national examination.**
- **Submit verification from each additional state or province of Canada that you are/were active and registered in good standing, with no disciplinary action ever taken.**

1. Name of State or Province of Canada

New Mexico

Date of Registration

5/9/2006

Address of Board issuing Certificate of Registration

PO BOX 25101

City, Zip code

Santa Fe, NM 87504

E-mail address of Board Issuing Certificate of Registration

landscape.architectsbd@state.nm.us

Registration Number

2. Name of State or Province of Canada

Date of Registration

Address of Board issuing Certificate of Registration

City, Zip code

E-mail address of Board Issuing Certificate of Registration

Registration Number

3. Name of State or Province of Canada

Date of Registration

Address of Board issuing Certificate of Registration

City, Zip code

E-mail address of Board Issuing Certificate of Registration

Registration Number

Professional Organizations

Please provide a list of professional organizations of which you are a member.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Name James Alsup Date Submitted 6/23/2020

Nevada State Board of Landscape Architecture Registration Application Revised 4-2016



### Section 3 Professional Practice

**For Registration by Examination Candidates-State in chronological order the name and address of each employer. Use additional sheets as needed. Please include with your application a completed Post Graduate Work Verification Form for each employer listed.**

<http://nsbla.nv.gov/uploadedFiles/nsblanvgov/content/Forms/ProfessionalExperienceVerificationForm.pdf>

**For Registration by Reciprocity Candidates-Provide verification of 2 or more years of active engagement in full-time practice as a Registered Landscape Architect. Use as many forms as needed to provide verification for 2 years.**

<http://nsbla.nv.gov/uploadedFiles/nsblanvgov/content/Forms/ProfessionalExperienceVerificationForm.pdf>

**Council of Landscape Architect Registration Board Certificate holders may omit this section.**

Name of Employer			Dates of Employment	
Address		City	State	Zip code
Title of Position Held		Duties Performed		
Describe in Particular Duties Performed in the field of Landscape Architecture				
Name of Employer			Dates of Employment	
Address		City	State	Zip code
Title of Position Held		Duties Performed		
Describe in Particular Duties Performed in the field of Landscape Architecture				
Name of Employer			Dates of Employment	
Address		City	State	Zip code
Title of Position Held		Duties Performed		
Describe in Particular Duties Performed in the field of Landscape Architecture				

I HAVE REQUESTED CLARB TRANSFER OR SUBMIT MY RECORD TO YOU

Applicant Name James Alsup Date Submitted 6/23/2020

Nevada State Board of Landscape Architecture Registration Application Revised 4-2016

## Section 4 Professional References

**All Candidates-Submit 4 professional references, 2 from registered landscape architects and 2 from other licensed professionals in a related design profession who have direct knowledge of your professional abilities. All references must be stamped by the person providing the reference.** <http://nsbla.nv.gov/uploadedFiles/nsblanvgov/content/Forms/LandscapeArchitectReferenceForm.pdf>

1. Name of Landscape Architect <b>David Cristiani</b>			Nature of Relationship <b>Former Coworker</b>
Address <b>8237 Pissarro Dr</b>	City <b>Las Cruces</b>	State <b>NM</b>	Zip code <b>88007</b>
2. Name of Landscape Architect <b>Faith Okuma</b>			Nature of Relationship <b>Fmr. Mgr.</b>
Address <b>1611 Paseo de Peralta</b>	City <b>Santa Fe</b>	State <b>NM</b>	Zip code <b>87501</b>
3. Name of Professional Reference <b>David Humble</b>			Nature of Relationship <b>Former Coworker</b>
Address <b>5016 College Heights Dr. NW</b>	City <b>Albuquerque</b>	State <b>NM</b>	Zip code <b>87120</b>
2. Name of Professional Reference <b>Joe Rafferty</b>			Nature of Relationship <b>Friend</b>
Address <b>624 Seneca Ct.</b>	City <b>San Jose</b>	State <b>CA</b>	Zip code <b>95123</b>

Applicant Name **James Alsup** Date Submitted **6/23/2020**  
 Nevada State Board of Landscape Architecture Registration Application Revised 4-2016



## Section 5 Education

**All Candidates-State in chronological order the name and address of each institution attended, the dates spent at each, major, indicate the degree received if applicable and the year of graduation. Use additional sheets if needed.**

**Registration by Examination Candidates-Arrange to have transcripts from all educational institutions forwarded to the Nevada State Board of Landscape Architecture.**

**Council of Landscape Architect Registration Board Certificate holders may omit this section.**

1. Name of Institution			Graduation Date
Address	City	State	Zip code
Degree Received	Major		Dates Attended
2. Name of Institution			Graduation Date
Address	City	State	Zip code
Degree Received	Major		Dates Attended
3. Name of Institution			Graduation Date
Address	City	State	Zip code
Degree Received	Major		Dates Attended
4. Name of Institution			Graduation Date
Address	City	State	Zip code
Degree Received	Major		Dates Attended

*I HAVE REQUESTED CLARB SEND MY RECORD TO YOU.*

Applicant Name James Alsup Date Submitted 6/23/2020  
 Nevada State Board of Landscape Architecture Registration Application Revised 4-2016

# AFFIDAVIT

I certify the information contained in this application to be truthful, complete and accurate.

I acknowledge that the Nevada State Board of Landscape Architecture will compile and evaluate a record containing all aspects of my education, experience, moral character and reputation. I agree to provide any additional information as requested by the Board. I hereby authorize any individual, company or institution with whom I have been associated to furnish to the Nevada State Board of Landscape Architecture any information concerning my qualifications for professional registration in Nevada which they have on record or otherwise, and do hereby release the individual, company or institution and all individuals therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information.

I attest that if I am subject to a court order for child support of one or more children that I am not out of compliance with the order or with a plan approved by the District Attorney or other public agency enforcing the order for repayment in the amount owed pursuant to the order.

I acknowledge that any statements, papers or documents received by the Board in its investigation may be transmitted by the Board to the Council of Landscape Architectural Registration Boards or other political subdivisions registering landscape architects as requested.

I attest that I am a citizen of the United States or that I am lawfully entitled to remain and work in the United States.

Signature of Applicant James J. Alsop Date JUNE 18, 2020

State of Nevada County of Washoe

Being first duly sworn, deposes and says: I am the applicant named in this application, have read and understand the contents thereof, and to the best of my knowledge and belief, the foregoing statements are true and correct in every respect.

Subscribed and sworn to before me this 18<sup>th</sup> day of June, 2020

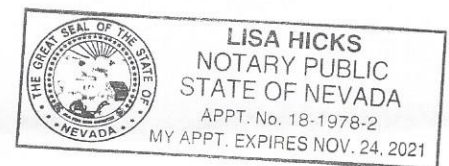
Signature of Notary Public Lisa Hicks my commission expires 11/24/2021

NOTARY SEAL

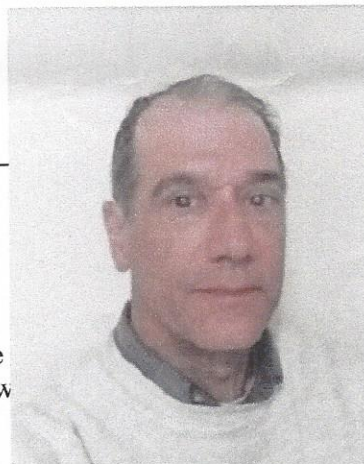
Mail should be sent to (choose one)

home address ☒

office address ☐



Please securely attach a recognizable photo (2"x 2 1/2"). Photo must be taken within one year of submission of this application. Affix your signature and date of the photo over the low right-hand corner of the photo.



Applicant Name James Alsop Date Submitted 6/23/2020

Nevada State Board of Landscape Architecture Registration Application Revised 4-2016



# Nevada State Board of Landscape Architecture



## Application for Professional Registration

Please Type or Print Legibly in Black Ink Completing All Sections

Nonrefundable Application Fee Registration by Examination \$175.00  
Nonrefundable Application Fee Registration by Reciprocity \$100.00

RECEIVED  
JUN 26 2020  
Nevada State Board of  
Landscape Architecture

**All returned exams must be delivered to the Board office at least 2 weeks prior to the meeting in order to be approved.**

### Section 1 Identifying information

Last Name <b>Kvarfordt</b>		First Name <b>Kristofor</b>		Date of Birth [REDACTED]
Place of Birth <b>Pocatello, Idaho</b>	Social Security Number [REDACTED]		Citizenship or Legal Residence <b>USA – Utah Resident</b>	
Residence Address <b>615 LeRuisseau Drive</b>				
City <b>Logan</b>	State <b>Utah</b>	Zip code <b>84321</b>	Home Telephone <b>435-755-0570 landline</b> <b>435-770-3974 mobile</b>	
Business Name <b>Denton House Design Studio</b>				
Business Address <b>4670 South Holladay Village Plaza</b> <b>Suite 200</b>				
City <b>Salt Lake City</b>	State <b>Utah</b>	Zip code <b>84117</b>	Business Telephone <b>801-333-8156</b>	
Facsimile Number <b>801-333-8161</b>		Electronic Mail Address(s) <b>kris@dentonhouse.com</b> <b>kkvarfordt@dentonhouse.com</b> [REDACTED]		
Have you ever served in the military? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>				
If yes, Which Branch(es) of Service? (Circle all that apply) Army/Army Reserve; Marine Corps/Marine Corps Reserve; Navy/Navy Reserve; Air Force/Air Force Reserve; Coast Guard/Coast Guard Reserve; National Guard.				
What was your Military Occupation or Specialty? _____				
What were your Date(s) of Service: _____				
If the answer to any of the following questions is "yes" attach a detailed explanatory statement.				
1.	Have you ever been convicted of a misdemeanor or gross misdemeanor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	Have you ever been convicted of a felony?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Applicant Name \_\_\_\_\_ Date Submitted \_\_\_\_\_  
Nevada State Board of Landscape Architecture Registration Application Revised 4-2016

## Section 2 Landscape Architect Registration

**Registration by Examination Candidates may omit this section**

**Registration by Reciprocity Candidates-List all states or provinces of Canada, which have issued you a certificate of registration, use additional sheets if needed.**

- **Submit verification from your home state of registration or province of Canada that you are/were active and registered in good standing, with no disciplinary action ever taken and that you received a minimum passing score of 75 percent on each section of the national examination.**
- **Submit verification from each additional state or province of Canada that you are/were active and registered in good standing, with no disciplinary action ever taken.**

1. Name of State or Province of Canada <b>State of Utah</b>		Date of Registration <b>09-22-2005</b>
Address of Board issuing Certificate of Registration <b>160 East 300 South 84111 P.O. Box 146741 84114</b>		City, Zip code <b>Salt Lake City, UT 84111 Salt Lake City, UT 84114</b>
E-mail address of Board Issuing Certificate of Registration <b>Bureau email: <a href="mailto:b5@utah.gov">b5@utah.gov</a> Board Secretary email: <a href="mailto:trtaylor@utah.gov">trtaylor@utah.gov</a></b>	Registration Number <b>5884697-5301</b>	
2. Name of State or Province of Canada <b>State of Wyoming</b>		Date of Registration <b>03-10-2011 to 12-31-2018</b>
Address of Board issuing Certificate of Registration <b>2001 Capitol Ave – Room 105</b>		City, Zip code <b>Cheyenne, WY 82002</b>
E-mail address of Board Issuing Certificate of Registration <b><a href="mailto:emily.cronbaugh@wyo.gov">emily.cronbaugh@wyo.gov</a></b>	Registration Number <b>LA-0139C</b>	
3. Name of State or Province of Canada <b>State of Idaho</b>		Date of Registration <b>05-24-2007 to 09-07-2018</b>
Address of Board issuing Certificate of Registration <b>700 West State Street P.O. Box 83720</b>		City, Zip code <b>Boise, Idaho 83720-0063</b>
E-mail address of Board Issuing Certificate of Registration <b><a href="mailto:lar@ibol.idaho.gov">lar@ibol.idaho.gov</a></b>	Registration Number <b>LA-16627</b>	
Professional Organizations Please provide a list of professional organizations of which you are a member. <b>N/A</b>  <hr/> <hr/>		

Applicant Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Nevada State Board of Landscape Architecture Registration Application Revised 4-2016



### Section 3 Professional Practice

**For Registration by Examination Candidates-State in chronological order the name and address of each employer. Use additional sheets as needed. Please include with your application a completed Post Graduate Work Verification Form for each employer listed.**

<http://nsbla.nv.gov/uploadedFiles/nsblanvgov/content/Forms/ProfessionalExperienceVerificationForm.pdf>

**For Registration by Reciprocity Candidates-Provide verification of 2 or more years of active engagement in full-time practice as a Registered Landscape Architect. Use as many forms as needed to provide verification for 2 years.**

<http://nsbla.nv.gov/uploadedFiles/nsblanvgov/content/Forms/ProfessionalExperienceVerificationForm.pdf>

**Council of Landscape Architect Registration Board Certificate holders may omit this section.**

Name of Employer <b>Denton House Design Studio</b>			Dates of Employment <b>Mar 2020 - Present</b>	
Address <b>4670 South Holladay Village Plaza Suite 200</b>	City <b>Salt Lake City</b>	State <b>Utah</b>	Zip code <b>84117</b>	
Title of Position Held <b>Landscape Architect/Land Planner</b>	Duties Performed <b>Large Scale Planning – New Community Planning Landscape Architectural Design – Team Coaching</b>			
Describe in Particular Duties Performed in the field of Landscape Architecture <b>Develop large scale master plans and documents – conduct site analysis and feasibility for master plans – review and direct construction documentation – prepare design guideline for resort &amp; new community developments</b>				
Name of Employer <b>Cache Landmark Engineering, Inc</b>			Dates of Employment <b>July 2006 - Mar 2020</b>	
Address <b>95 West Golf Course Road, Suite 101</b>	City <b>Logan</b>	State <b>Utah</b>	Zip code <b>84321</b>	
Title of Position Held <b>Senior Landscape Architect/Owner</b>	Duties Performed <b>Construction Document Review and Preparation – Land Planning</b>			
Describe in Particular Duties Performed in the field of Landscape Architecture <b>Was the senior landscape architect and minority owner of the company. Directed all landscape architectural work. Managed and directed the work of 1-2 site designers throughout the course of my time with the company. Work was primarily land planning and construction documentation for university campuses. Stamped and oversaw all site related construction document work.</b>				
Name of Employer <b>Utah State University – Department of Landscape Architecture</b>			Dates of Employment <b>Sept 2003 – Mar 2020</b>	
Address <b>4005 Old Main Hill</b>	City <b>Logan</b>	State <b>Utah</b>	Zip code <b>84322</b>	
Title of Position Held <b>Adjunct Instructor</b>	Duties Performed <b>Taught Undergraduate Level Courses</b>			
Describe in Particular Duties Performed in the field of Landscape Architecture <b>Taught several courses in the department, with primary emphasis on landscape graphics, construction documents &amp; landscape grading and drainage</b>				

Applicant Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Nevada State Board of Landscape Architecture Registration Application Revised 4-2016

### Section 4 Professional References

**All Candidates-Submit 4 professional references, 2 from registered landscape architects and 2 from other licensed professionals in a related design profession who have direct knowledge of your professional abilities. All references must be stamped by the person providing the reference.**  
<http://nsbfa.nv.gov/uploadedFiles/nsblanvgov/content/Forms/LandscapeArchitectReferenceForm.pdf>

1. Name of Landscape Architect <b>John C. Ellsworth, PLA</b>			Nature of Relationship <b>Colleague</b>
Address <b>1067 Sumac Drive</b>	City <b>Logan</b>	State <b>Utah</b>	Zip code <b>84321</b>
2. Name of Landscape Architect <b>Keith Christensen, PLA, PhD</b>			Nature of Relationship <b>Colleague</b>
Address <b>4005 Old Main Hill</b>	City <b>Logan</b>	State <b>Utah</b>	Zip code <b>84322</b>
3. Name of Professional Reference <b>Matt Phillips, PE</b>			Nature of Relationship <b>Colleague</b>
Address <b>179 North Main Street – Suite 305</b>	City <b>Logan</b>	State <b>Utah</b>	Zip code <b>84321</b>
4. Name of Professional Reference <b>Dave Anderson, ASLA</b>			Nature of Relationship <b>Colleague</b>
Address <b>4005 Old Main Hill</b>	City <b>Logan</b>	State <b>Utah</b>	Zip code <b>84322</b>



### Section 5 Education

**All Candidates-State in chronological order the name and address of each institution attended, the dates spent at each, major, indicate the degree received if applicable and the year of graduation. Use additional sheets if needed.**

**Registration by Examination Candidates-Arrange to have transcripts from all educational institutions forwarded to the Nevada State Board of Landscape Architecture.**

**Council of Landscape Architect Registration Board Certificate holders may omit this section.**

1. Name of Institution <b>Utah State University</b>			Graduation Date <b>May 2009</b>
Address <b>1600 Old Main Hill</b>	City <b>Logan</b>	State <b>Utah</b>	Zip code <b>84322</b>
Degree Received <b>Master of Landscape Architecture</b>		Major <b>Landscape Architecture and Environmental Planning</b>	Dates Attended <b>2003-2009</b>
2. Name of Institution <b>Utah State University</b>			Graduation Date <b>May 2002</b>
Address <b>1600 Old Main Hill</b>	City <b>Logan</b>	State <b>Utah</b>	Zip code <b>84322</b>
Degree Received <b>Bachelor of Landscape Architecture</b>		Major <b>Landscape Architecture and Environmental Planning</b>	Dates Attended <b>1996-2002</b>
3. Name of Institution			Graduation Date
Address	City	State	Zip code
Degree Received		Major	Dates Attended
4. Name of Institution			Graduation Date
Address	City	State	Zip code
Degree Received		Major	Dates Attended

# AFFIDAVIT

I certify the information contained in this application to be truthful, complete and accurate.

I acknowledge that the Nevada State Board of Landscape Architecture will compile and evaluate a record containing all aspects of my education, experience, moral character and reputation. I agree to provide any additional information as requested by the Board. I hereby authorize any individual, company or institution with whom I have been associated to furnish to the Nevada State Board of Landscape Architecture any information concerning my qualifications for professional registration in Nevada which they have on record or otherwise, and do hereby release the individual, company or institution and all individuals therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information.

I attest that if I am subject to a court order for child support of one or more children that I am not out of compliance with the order or with a plan approved by the District Attorney or other public agency enforcing the order for repayment in the amount owed pursuant to the order.

I acknowledge that any statements, papers or documents received by the Board in its investigation may be transmitted by the Board to the Council of Landscape Architectural Registration Boards or other political subdivisions registering landscape architects as requested.

I attest that I am a citizen of the United States or that I am lawfully entitled to remain and work in the United States.

Signature of Applicant [Signature] Date 6-19-2020

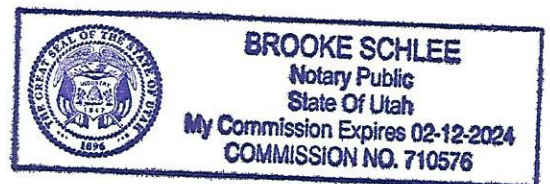
State of Utah County of Cache

Being first duly sworn, deposes and says: I am the applicant named in this application, have read and understand the contents thereof, and to the best of my knowledge and belief, the foregoing statements are true and correct in every respect.

Subscribed and sworn to before me this 19<sup>th</sup> day of Jun, 2020

Signature of Notary Public Brooke Schlee my commission expires 02-12-2024

NOTARY SEAL



Mail should be sent to (choose one)

home address ☒  
office address ☐

Please securely attach a recognizable photo (2"x 2 1/2"). Photo must be taken within one year of submission of this application. Affix your signature and date of the photo over the lower right-hand corner of the photo.



[Signature]  
6-19-2020

Applicant Name \_\_\_\_\_ Date Submitted \_\_\_\_\_  
Nevada State Board of Landscape Architecture Registration Application Revised 4-2016





GARY R. HERBERT  
Governor  
SPENCER J. COX  
Lieutenant Governor

# State of Utah Department of Commerce

Division of Occupational and Professional Licensing

CHRIS PARKER  
Executive Director

MARK B. STEINAGEL  
Division Director

August 3, 2020

## VERIFICATION OF UTAH LICENSURE

### Licensee Information

**Name of the Licensee:** Kristofor Lee Kvarfordt

**Classification of License Issued:** Landscape Architect

**License Number:** 5884697-5301

**Original Date of Licensure:** 04/15/2005

**Expiration Date:** 05/31/2022

**Current Status:** Active

**Obtained By:** Exam

Exam Battery	Exam Type	Exam Date	State	Results
LARE 1999-2005	Section A ( Legal & Admin)	08/01/2004	UT	Pass
	Section B (Analytical)	08/01/2004	UT	Pass
	Section C (Planning & Design)	08/01/2004	UT	Pass
	Section D (Structural)	12/01/2004	UT	Pass
	Section E (Grading, Drainage)	12/01/2004	UT	Pass

### Disciplinary Action:

☒ X No  
☐ Pending, certified copies of all Petitions are attached  
☐ Yes, certified copies of all Petitions and Orders are attached

Signature: Katie Corak Date: August 3, 2020  
Katie Corak  
Licensing Specialist



To expedite the verification process, the above is the standard format used by the Utah Division of Occupational and Professional Licensing. If other information is needed, it must be obtained from the above named individual or the institution, which initially generated the information.



## UTAH STATE UNIVERSITY

LOGAN, UTAH 84322-1600

Page: 1

Date Issued: 28-JUL-2020

Level: Graduate

Record of: Kristofer L Kvarfordt

Student ID: [REDACTED]

SSN: [REDACTED]

Date of Birth: [REDACTED]

Course Level: Graduate

Current Program

Master of Landscape Arch

Major : Landscape Architecture

Comments:

Thesis: Planning for Closure of the Logan  
City/Cache County Landfill and Surrounding  
LandscapeDEGREES AWARDED: Master of Landscape Arch 06-AUG-2010  
Major : Landscape Architecture

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
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INSTITUTION CREDIT:

Spring 2004

LAEP 6890	RESEARCH SEMINAR	2.00 A	8.00
Ehrs:	2.00 GPA-Hrs: 2.00	Qpts:	8.00 GPA: 4.00

Good Standing

Summer 2004

LAEP 6970	THESIS RESEARCH	2.00 A	8.00 I
LAEP 6970	THESIS RESEARCH	6.00 A	24.00 I
Ehrs:	8.00 GPA-Hrs: 8.00	Qpts:	32.00 GPA: 4.00

Good Standing

Fall 2004

LAEP 6100	LANDSCAPE ANALY/PLAN	5.00 A	20.00
LAEP 6740	PLAN THEORY/METHODS	3.00 A	12.00
LAEP 6860	INTERDISCIPLIN SEM	1.00 A	4.00
Ehrs:	9.00 GPA-Hrs: 9.00	Qpts:	36.00 GPA: 4.00

Good Standing

\*\*\*\*\* CONTINUED ON NEXT COLUMN \*\*\*\*\*

SUBJ NO.

COURSE TITLE

CRED GRD

PTS R

Institution Information continued:

Spring 2005

LAEP 6110	LANDSCAPE FOR WLDLF	3.00 A	12.00
LAEP 6120	LANDSCAPE POL/IMPLEM	2.00 A	8.00
LAEP 6970	THESIS RESEARCH	3.00 A	12.00 I
NEPA 6210	CLEAR NEPA WRITING	2.00 F	0.00
Ehrs:	8.00 GPA-Hrs: 10.00	Qpts:	32.00 GPA: 3.20

Good Standing

Spring 2006

LAEP 6990	CONT GRAD ADVISEMENT	3.00 P	0.00
Ehrs:	3.00 GPA-Hrs: 0.00	Qpts:	0.00 GPA: 0.00

Good Standing

Fall 2008

LAEP 6970	THESIS RESEARCH	3.00 P	0.00
Ehrs:	3.00 GPA-Hrs: 0.00	Qpts:	0.00 GPA: 0.00

Good Standing

***** TRANSCRIPT TOTALS *****				
	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	33.00	29.00	108.00	3.72
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	33.00	29.00	108.00	3.72
***** END OF TRANSCRIPT *****				

Issued To:

ELLIS L. ANTUNEZ  
NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE  
PO BOX 33413  
RENO, NV 89533-3413



W. Francis Hopkin, University Registrar

This officially sealed and signed transcript is printed on blue SCHIP-SAFE® security paper. The Official signature and seal appear in blue ink. A raised seal is not required. When photocopied, a security statement should appear. A BLACK AND WHITE or a COLORED COPY SHOULD NOT BE ACCEPTED.

TRANSCRIPT EXPLANATION IS PRINTED ON REVERSE



## UTAH STATE UNIVERSITY

LOGAN, UTAH 84322-1600

Page: 1

Date Issued: 28-JUL-2020

Level: Undergraduate

Record of: Kristofor L Kvarfordt

Student ID: [REDACTED]

SSN: [REDACTED]

Date of Birth [REDACTED]

Course Level: Undergraduate

Current Program

Pre-Program/Undergrad

Major: Environmental Engineering

Comments:

With Honors in Landscape Architecture

DEGREES AWARDED: Bachelor of Landscape Arch 03-MAY-2002

Major: Landscape Architecture

Inst. Honors: Cum Laude

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
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INSTITUTION CREDIT:

Fall 1994

CHEM 121	PRINCIPLES OF CHEMIS	(PS) 3.33 B	9.99
ECON 200	ECONOMICS I	(AI) 3.33 C	6.66
ENGR 187	ORIENTATION/COMPUTER	0.67 A	2.66
PSY 173	PERSONAL STUDY EFFIC	2.00 A	8.00

Ehrs: 9.33 GPA-Hrs: 9.33 QPts: 27.33 GPA: 2.92

Good Standing

Winter 1995

CBE 188	ORIENTATION/COMPUTER	0.67 A	2.66
CHEM 122	PRINCIPLES OF CHEMIS	(PS) 2.67 B-	7.12
CHEM 124	CHEMICAL PRINCIPLES	(PS) 0.67 A	2.66
MATH 220	CALCULUS	3.33 B	9.99
PEMW 101	SKIING	0.67 P	0.00

Ehrs: 8.00 GPA-Hrs: 7.33 QPts: 22.45 GPA: 3.06

Good Standing

Spring 1995

ART 101	EXPLORING ART	(HU) 2.00 B-	5.34
ENGL 101	ENGLISH COMPOSITION	(WC) 2.00 A-	7.34
ITE 227	COMP ENG DRAFTING	2.00 A-	7.34

\*\*\*\*\* CONTINUED ON NEXT COLUMN \*\*\*\*\*

SUBJ NO.

COURSE TITLE

CRED GRD

PTS R

Institution Information continued:

MATH 221 CALCULUS 2.67 B+ 8.88

Ehrs: 8.67 GPA-Hrs: 8.67 QPts: 28.90 GPA: 3.33

Good Standing

Winter 1996

PHD 120 MARRIAGE AMERICAN FA (SS) 2.00 B+ 6.66

HENV 105 DESIGN IN EVERYDAY L (HU) 2.00 B+ 6.66

LAEP 103 INTRO TO LAEP (HU) 2.00 B 6.00

LAS 125 PATHS TO KNOWLEDGE (IO) 2.00 B+ 6.66

Ehrs: 8.00 GPA-Hrs: 8.00 QPts: 25.98 GPA: 3.24

Good Standing

Summer 1996

ENGR 200 ENGR MECHANICS STATI 2.00 A 8.00

MATH 222 CALCULUS 2.67 B+ 8.88

PHYX 221 GENERAL PHYSICS-SCIE (PS) 3.33 A 13.33

Ehrs: 8.00 GPA-Hrs: 8.00 QPts: 30.21 GPA: 3.77

Good Standing

Fall 1996

ART 217 BASIC CERAMIC HANDBUILDING 2.00 A 8.00

HIST 170 AMERICAN CIVILIZATION (AI) 3.33 A 13.33

MATH 320 MULTIVARIABLE CALCULUS 2.67 A 10.66

Ehrs: 8.00 GPA-Hrs: 8.00 QPts: 32.00 GPA: 4.00

Good Standing

Winter 1997

ART 102 2 DIMENSIONAL DESIGN 2.00 A 8.00

Ehrs: 2.00 GPA-Hrs: 2.00 QPts: 8.00 GPA: 4.00

Good Standing

Spring 1997

ART 218 BASIC CERAMIC WHEELTHROW 2.00 A 8.00

\*\*\*\*\* CONTINUED ON PAGE 2 \*\*\*\*\*

Issued To:

ELLIS L. ANTUNEZ

NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE

PO BOX 33413

RENO, NV 89533-3413



W. Francis Hopkin, University Registrar

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## UTAH STATE UNIVERSITY

LOGAN, UTAH 84322-1600

Page: 2

Date Issued: 28-JUL-2020

Level: Undergraduate

Record of: Kristofor L Kvarfordt

Student ID: [REDACTED]

SSN: [REDACTED]

Date of Birth: [REDACTED]

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R	SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
Institution Information continued:				Institution Information continued:			
NFS 122	NUTRITION FOR PEOPLE	(LS) 2.00 B	6.00	Spring 2000			
Ehrs: 4.00 GPA-Hrs: 4.00 Qpts: 14.00 GPA: 3.50				BIS 1400	MICROCOMP APPL IN BUS	3.00 A-	11.01
Good Standing				LAEP 2650	ARCHITECTURAL DESIGN	4.00 A	16.00
				LAEP 2720	SITE PLANNING/DESIGN	5.00 A	20.00
Fall 1998				Ehrs: 12.00 GPA-Hrs: 12.00 Qpts: 47.01 GPA: 3.91			
ART 3650	INTERM HANDBUILDING	3.00 A	12.00	Good Standing			
LAEP 1200	BASIC GRAPHICS	4.00 A	16.00				
LAEP 2300	HIST LANDSCAPE ARCH	3.00 A	12.00	Fall 2000			
PLSC 2620	WOODY PLANT MATERIAL	3.00 A	12.00	LAEP 3100	RECREATION/OPEN SPAC	(H) 5.00 A	20.00
Ehrs: 13.00 GPA-Hrs: 13.00 Qpts: 52.00 GPA: 4.00				LAEP 3300	ADV COMPUTER APPL	(H) 4.00 A	16.00
Good Standing				LAEP 3500	PLANTING DESIGN	4.00 B+	13.32
				Ehrs: 13.00 GPA-Hrs: 13.00 Qpts: 49.32 GPA: 3.79			
Spring 1999				Good Standing			
ART 2720	SURVEY OF WESTERN ART	(BHU) 3.00 B+	9.99				
ART 3660	INTERM THROWING	3.00 A	12.00	Spring 2001			
FW 2200	ECOLOGY OF OUR WORLD	(BLS) 3.00 B	9.00	ASTE 3050	TECH/PROF COMM IN AG	(CI) 3.00 B+	9.99
GEOL 3100	NATURAL DISASTERS	(DSC) 3.00 A-	11.01	LAEP 3120	RES PLANNING/DESIGN	5.00 A	20.00
LAEP 1350	THEORY OF DESIGN	4.00 A	16.00	LAEP 3610	LANDSCAPE CONSTR II	4.00 A	16.00
Ehrs: 16.00 GPA-Hrs: 16.00 Qpts: 58.00 GPA: 3.62				LAEP 3700	CITY & REGIONAL PLAN	3.00 A-	11.01
Dean's List				LAEP 4350	TRAVEL COURSE	1.00 A	4.00
Good Standing				Ehrs: 16.00 GPA-Hrs: 16.00 Qpts: 61.00 GPA: 3.81			
				Dean's List			
Summer 1999				Good Standing			
ART 4650	ADV CERAMIC STUDIO	3.00 A	12.00				
ITE 1200	CAD & DESIGN	3.00 A	12.00	Fall 2001			
Ehrs: 6.00 GPA-Hrs: 6.00 Qpts: 24.00 GPA: 4.00				LAEP 4100	URBAN THEORY/SYS/DES	5.00 A	20.00
Good Standing				LAEP 4110	CONSTR DOCUMENT PREP	4.00 B+	13.32
				LAEP 4920	PROFESSIONAL PRACT	(CI) 1.00 A	4.00
Fall 1999				LAEP 6910	READINGS SEM: DESIGN	1.00 A	4.00
ART 4650	ADV CERAMIC STUDIO	3.00 B	9.00	SOC 3610	RURAL SOCIOLOGY	(DSS) 3.00 B+	9.99
ENGL 2010	INTERMEDIATE WRITING	(CL) 3.00 A	12.00	Ehrs: 14.00 GPA-Hrs: 14.00 Qpts: 51.31 GPA: 3.66			
LAEP 2600	LANDSCAPE CONSTR I	4.00 A	16.00	Good Standing			
LAEP 2700	SITE ANALYSIS/DESIGN	5.00 A-	18.35				
Ehrs: 15.00 GPA-Hrs: 15.00 Qpts: 55.35 GPA: 3.69				***** CONTINUED ON PAGE 3 *****			
Dean's List							
Good Standing							
***** CONTINUED ON NEXT COLUMN *****							



*W. Francis Hopkin*

W. Francis Hopkin, University Registrar

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## Key to the Transcript - Utah State University

### Grading Scale

Grade	Points	Grade	Points	Notes
A	4.00	P	0.00	Passing
A-	3.67	NF	0.00	Non Participation
B+	3.33	AU	0.00	Audit (performance not assessed)
B	3.00	NGR	0.00	No Grade Reported
B-	2.67	I	0.00	Incomplete
C+	2.33	W	0.00	Withdrawal
C	2.00	SP	0.00	Satisfactory Progress
C-	1.67	SC	0.00	Satisfactory Completion
D+	1.33	CR	0.00	Credit(s)
D	1.00			
F	0.00			

'I' plus a companion grade has no GPA-Hrs or EHRS. It indicates the student has up to one calendar year to finish the work. 'W' plus a companion grade carries no grade point value. It indicates the student withdrew after 60% of the course; this is not an unofficial withdrawal.

## Symbols

EHRS	Earned Hours
AHRS	Attempted Hours
QPTS	Quality Points
GPA-Hrs	Hours Used in GPA Calculations
ST	Special Topics Course
S	Service Learning Course
H	Honors Course
@	Remedial Course - No GPA-Hrs or EHRS
R	Academic Renewal - No GPA-Hrs or EHRS
V	Honor Code Violation - Academic Dishonesty (may be removed by petition after one year)
NF	Failed Due to Non-Participation

**Repeated Courses** appear in the far right column marked titled “R” with the following notations:

- E Excluded from GPA-Hrs and EHRS  
I Included in GPA-Hrs and EHRS  
A Included in GPA-Hrs and excluded from EHRS

## Semester Conversion and Graduation Requirements

- ◆ USU converted to semesters beginning Fall 1998. Transfer credit has been converted to semester credits.
- ◆ The baccalaureate degree requires a minimum of 120 semester credits and a minimum grade point average of 2.00.
- ◆ All courses displayed as semester credit

## Course Numbering

Prior to June 1971

001-099: Lower Division; 100-199: Upper Division (may be graduate if bachelor's degree has been awarded); 200 and above: Graduate.

June 1971 - August 1998

001-099	Remedial Courses - No GPA-Hrs or EHRS
100-299	Lower Division
300-499	Upper Division
500-599	Advanced Upper Division (or graduate credit with Dean approval)
600-799	Graduate Courses

## September 1998 - present

0010-0999	Remedial Courses - No GPA-Hrs or EHRS
1000-2999	Lower Division
3000-4999	Upper Division
5000-5999	Advanced Upper Division (or graduate credit with Dean approval)
6000-7999	Graduate Courses

### University Studies Codes (Beginning Fall 1998)

CL1	Communications Literacy 1	CL2	Communications Literacy 2
CI	Communications Intensive	QL	Quantitative Literacy
QI	Quantitative Intensive		

### Breadth Courses

BAI	American Institutions
BCA	Creative Arts
BHU	Humanities
BLS	Life Sciences
BPS	Physical Sciences
BSC	Sciences
BSS	Social Sciences

## Depth Courses

DHA	Humanities & Creative Arts
DSS	Social Sciences
DSC	Life & Physical Sciences

## Confidentiality of Records

In compliance with the Family Educational Rights and Privacy Act, this transcript must not be released to a third party without written authorization of the student.

Utah State University is governed by the Utah State Board of Regents and is fully accredited by the Northwest Commission on Colleges and Universities. See the university catalog for details about professional and specialized accreditations.

**TO TEST FOR AUTHENTICITY:** Translucent globe icons *MUST* be visible from both sides when held toward a light source. The face of this transcript is printed on blue SCRIP-SAFE® paper with the name of the institution appearing in white type over the face of the entire document.

[illegible]

**ADDITIONAL TESTS:** The institutional name and the word COPY appear on alternate rows as a latent image. When this paper is touched by fresh liquid bleach, an authentic document will stain. A black and white or color copy of this document is not an original and should not be accepted as an official institutional document. This document cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. If you have any questions about this document, please contact our office at (435) 797-1116. **ALTERATION OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE!**



**NEVADA STATE BOARD OF LANDSCAPE  
ARCHITECTURE  
POSTGRADUATE WORK VERIFICATION**

**APPLICANT'S NAME:** Kristofor L. Kvarfordt

1. Have you employed the above named applicant? ☒ Yes ☐ No  
 If yes, give dates: 3-25-2020  
 Company: DETON HOUSE DESIGN STUDIO  
 Address: 4670 SO. HOLLADAY VILLAGE PLAZA SUITE 200  
 City/State/Zip: SALT LAKE CITY, UT 84117  
 Telephone: 801-333-8156 Fax: 801-333-8161  
 Applicant's Position: LANDSCAPE ARCHITECT  
 Your Position: VP - HR

2. Indicate types of services rendered by firm:  
☒ Landscaping Architecture ☐ Contracting ☒ Architecture ☒ Planning  
☐ Engineering ☒ Other (Explain) INTERIOR DESIGN
3. Position of immediate supervisor: ☐ Registered Landscape Architect  
☐ Registered Contractor ☐ Registered Architect ☐ Registered Planner  
☐ Registered Engineer ☒ Other (Explain) DIRECTOR OF LANDSCAPE + PLANNING

Dates of Employment	Full or Part Time	Applicant's Position	Indicate primary areas in which applicant spent time practicing Landscape Architecture
<u>3-25-2020</u>	<u>FULL-TIME</u>	<u>LANDSCAPE ARCHITECT</u>	

5. Please indicate, to the best of your knowledge, the applicant's qualifications toward the practice of Landscape Architecture by placing an X in the appropriate spaces below.

Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
Technical Competence	<input checked="" type="checkbox"/>				
Professional Integrity	<input checked="" type="checkbox"/>				
Character (honesty/ethics)	<input checked="" type="checkbox"/>				

6. Do you consider the applicant qualified to become a professional practitioner?  
☒ Yes ☐ No ☐ Not qualified to answer
7. Please provide by attachment any additional information or comments you feel would benefit the Board in determining the applicant's qualifications for registration. Please keep in mind it is the intent of registration to insure the safeguarding of public health, safety and welfare and it is the Board's responsibility to grant registration only to those who are qualified for the profession on the basis of quality of work, character and practical experience in Landscape Architecture. As one of the applicant's confirmation of work experience, it is expected that you are familiar with the professional work and have knowledge or his/her ability, character and reputation.

7. Your Name: HUEI HEWITSON Licensed Professional? ☐ Yes ☒ No  
 Signature: C. Hewitson Profession: \_\_\_\_\_  
 (Pursuant to NAC623A.120 place state stamp over signature) License #/State: \_\_\_\_\_

Date: 7-28-2020



**Nevada State Board of Landscape Architecture  
LANDSCAPE ARCHITECT PROFESSIONAL  
REFERENCE FORM**

**Kristofor L. Kvarfordt**

**APPLICANT NAME:** \_\_\_\_\_

Please keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and welfare, and it is the Board's responsibility to grant licensure only to those who are qualified for the profession on the basis of quality of work, moral character and practical experience in Landscape Architecture. As one of the applicant's references, it is expected that you are familiar with the applicant's professional work and have knowledge of his/her ability, character, and reputation.

1. How long have you known the applicant? 10+ YEARS
2. In what setting(s) and with what frequency did you observe the applicant? (i.e., office, educational institutions, professional organizations etc./daily, weekly, monthly, etc.)  
Educational Institution, Professional office
3. Would you be pleased to have this applicant as an associate with you in practice?  
☒ Yes ☐ No
4. My general recommendation concerning this applicant is:
  1. Recommend highly without reservations ✓
  2. Recommend as qualified and competent \_\_\_\_\_
  3. Recommend with some reservation \_\_\_\_\_
  4. Do not recommend \_\_\_\_\_
5. Please indicate, to the best of your knowledge, the applicant's qualification toward the practice of Landscape Architecture by placing an X in the appropriate space below.

Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
Technical Competence	✓				
Professional Integrity	✓				
Character (honesty, ethics)	✓				

6. Do you consider the applicant fully qualified to become a registered Landscape Architect in the State of Nevada?  
☒ Yes ☐ No

**Please provide by attachment any additional information or comments you feel would benefit the Board in determining the applicant's qualifications for licensure.**

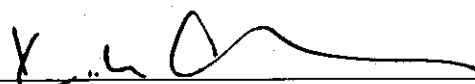
I attest that the referenced applicant is of good moral character and has never:

Been convicted of a felony, misdemeanor or gross misdemeanor that is directly related to the practice of landscape architecture; committed an act involving dishonesty, fraud, misrepresentation, breach of a fiduciary duty, gross negligence or incompetence while engaged in the practice of landscape architecture; incarcerated in a jail or prison at the time of submitting an application for a certificate of registration or a certificate to practice as a landscape architect intern; committed fraud or misrepresentation in connection with the submission of an application for a certificate of registration or certificate to practice as a landscape architect intern; or the taking of one or more examinations pursuant to the provisions of chapter 623.A; had a certificate of registration suspended or revoked by the Board or in any other state or country; in lieu of receiving disciplinary action against himself, surrendered a certificate of registration or certificate to practice as a landscape architect intern in this State or a certificate or license to practice landscape architecture issued in another state or country; u engaged in the practice of landscape architecture in this State or in any other state or country without a license or certificate of registration or certificate to practice as a landscape architect intern within the 2 years immediately preceding the filing of an application for a certificate of registration or certificate to practice as a landscape architect intern pursuant to the provisions of this chapter; within the 5 years immediately preceding the filing of an application specified in the previous statement, engaged in unprofessional conduct in violation of the regulations adopted by the Board.

Name: KEITH CHRISTENSEN

Licensed Professional? ☒ Yes ☐ No

Profession: LANDSCAPE ARCHITECT

Signature:   
(Pursuant to NAC 623A.120 place state stamp over signature)

License #/State: 4986989-5301 UTAH

Date: 7/30/2020

**From:** [Parker, Emily](#)  
**To:** [Landscape Board](#)  
**Subject:** L.A.R.E. Score Transmittal  
**Date:** Wednesday, June 24, 2020 6:16:42 AM

---



L.A.R.E. Candidate: Kristofor Kvarfordt

The above mentioned candidate has indicated an application has been submitted to your Board. Below is a summary of the candidate's passing examination results, per his/her request.

Course Code	Credit Status	Activity Date
EXAM-A	Passed	8/9/2004
EXAM-B	Passed	8/9/2004
EXAM-C	Passed	12/6/2004
EXAM-D	Passed	8/9/2004
EXAM-E	Passed	12/6/2004

The Council of Landscape Architectural Registration Boards certifies the information provided is accurate and reflects the records of the Council.

Please feel free to contact a CLARB staff member by phone (571-432-0332) or email ([info@clarb.org](mailto:info@clarb.org)) should you need assistance.

Sincerely,

Morgan, Emily & Alison  
Your Council Record Team

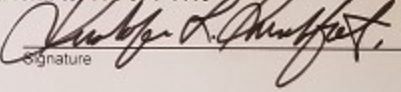


**WAIVER**  
**NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE**  
**Friday, August 21, at 10:00 AM**

The Nevada open Meeting Law, NRS 241.033(1) (see below), states that the "public body shall not hold a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of any person, unless it has given written notice to that person of the time and place of the meeting." Such written notice must either be (a) delivered personally to that person at least five (5) working days before the meeting, or (b) sent by certified mail to the last known address of that person at least twenty-one (21) working days before the meeting. I hereby acknowledge my right to be noticed under NRS 241.033, however, I hereby waive such notice so that the Nevada State Board of Landscape Architecture may discuss and consider my qualifications as a Landscape Architect at its next meet. I understand the Nevada State Board of Landscape Architecture meeting is scheduled to commence at 10:00 AM on August 21, 2020.

I further understand that the Nevada State Board of Landscape Architecture meeting is scheduled for Friday, August 21, at 10:00 a.m., via Zoom meeting <https://us02web.zoom.us/j/6555590472>  
Meeting ID: 655 559 0472 - One tap mobile: +12532158782, 6555590472# US (Tacoma)  
Dial by your location +1 669 900 6833 US (San Jose) Meeting ID: 655 559 0472

Please email this completed form to [LandscapeBoard@nsbla.nv.gov](mailto:LandscapeBoard@nsbla.nv.gov) or  
fax this completed form to: 775/971-4410

Date 8/12/2020 Signature   
Printed name KRISTOFOR L. KVARFORDT

**NRS 241.033**

Meeting to consider character, misconduct, competence or health of person or to consider appeal of results of examination: Written notice to person required; exception: public body required to allow person whose character, misconduct, competence or health is to be considered to attend with representative and to present evidence; attendance of additional persons, copy of record.

1. A public body shall not hold a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of any person or to consider an appeal by a person of the results of an examination conducted by or on behalf of the public body unless it has:
  - (a) Given written notice to that person of the time and place of the meeting; and
  - (b) Received proof of service of the notice.
2. The written notice required pursuant to subsection 1:
  - (a) Except as otherwise provided in subsection 3, must be:
    - (1) Delivered personally to that person at least 5 working days before the meeting; or
    - (2) Sent by certified mail to the last known address of that person at least 21 working days before the meeting.
  - (b) May, with respect to a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of a person, include an informational statement setting forth that the public body may, without further notice, take administrative action against the person if the public body determines that such administrative action is warranted after considering the character, alleged misconduct, professional competence, or physical or mental health of the person.
3. Must include:
  - (1) A list of the general topics concerning the person that will be considered by the public body during the closed meeting; and
  - (2) A statement of the provisions of subsection 4, if applicable.
4. The Nevada Athletic Commission is exempt from the requirements of subparagraphs (1) and (2) of paragraph (a) of subsection 2, but must give written notice of the time and place of the meeting and must receive proof of service of the notice before the meeting may be held.
5. If a public body holds a closed meeting or closes a portion of a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of a person, the public body must allow that person to:
  - (a) Attend the closed meeting or that portion of the closed meeting during which his character, alleged misconduct, professional competence, or physical or mental health is considered;
  - (b) Have an attorney or other representative of his choosing present with him during the closed meeting; and
  - (c) Present written evidence, provide testimony and present witnesses relating to his character, alleged misconduct, professional competence, or physical or mental health to the public body during the closed meeting.
6. Except as otherwise provided in subsection 4, with regard to the attendance of persons other than members of the public body and the person whose character, alleged misconduct, professional competence, physical or mental health or appeal of the results of an examination is considered, the chairman of the public body may at any time before or during a closed meeting:
  - (a) Determine which additional persons, if any, are allowed to attend the closed meeting or portion thereof; or
  - (b) Allow the members of the public body to determine, by majority vote, which additional persons, if any, are allowed to attend the closed meeting or portion thereof.
7. A public body shall provide a copy of any record of a closed meeting prepared pursuant to NRS 241.033, upon the request of any person who received written notice of the closed meeting pursuant to subsection 1.
8. For the purposes of this section, casual or incidental references to a person or the name of a person during a closed meeting do not constitute consideration of the character, alleged misconduct,



# Nevada State Board of Landscape Architecture

## Application for Professional Registration

Please Type or Print Legibly in Black Ink Completing All Sections

RECEIVED  
MAY 27 2020  
Nevada State Board of  
Landscape Architecture

Nonrefundable Application Fee Registration by Examination \$175.00

Nonrefundable Application Fee Registration by Reciprocity \$100.00

All returned exams must be delivered to the Board office at least 2 weeks prior to the meeting in order to be approved.

### Section 1 Identifying information

Last Name <b>Melton</b>		First Name <b>Gregory</b>		Date of Birth [REDACTED]
Place of Birth <b>Watsonville, CA</b>	Social Security Number [REDACTED]		Citizenship or Legal Residence <b>USA</b>	
Residence Address <b>711 Parkwood Drive</b>				
City <b>Chico</b>	State <b>CA</b>	Zip code <b>95928</b>	Home Telephone <b>530-518-7593</b>	
Business Name <b>Melton Design Group, Inc.</b>				
Business Address <b>820 Broadway Street</b>				
City <b>Chico</b>	State <b>CA</b>	Zip code <b>95928</b>	Business Telephone <b>530-899-1616</b>	
Facsimile Number		Electronic Mail Address(s) <b>Greg@meltondg.com</b>		
Have you ever served in the military? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
If yes, Which Branch(es) of Service? (Circle all that apply) Army/Army Reserve; Marine Corps/Marine Corps Reserve; Navy/Navy Reserve; Air Force/Air Force Reserve; Coast Guard/Coast Guard Reserve; National Guard.				
What was your Military Occupation or Specialty? _____				
What were your Date(s) of Service: _____				
If the answer to any of the following questions is "yes" attach a detailed explanatory statement.				
1. Have you ever been convicted of a misdemeanor or gross misdemeanor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
2. Have you ever been convicted of a felony?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Applicant Name **Gregory Melton** Date Submitted **05/12/2020**  
Nevada State Board of Landscape Architecture Registration Application Revised 4-2016

## Section 2 Landscape Architect Registration

**Registration by Examination Candidates may omit this section**

**Registration by Reciprocity Candidates-List all states or provinces of Canada, which have issued you a certificate of registration, use additional sheets if needed.**

- **Submit verification from your home state of registration or province of Canada that you are/were active and registered in good standing, with no disciplinary action ever taken and that you received a minimum passing score of 75 percent on each section of the national examination.**
- **Submit verification from each additional state or province of Canada that you are/were active and registered in good standing, with no disciplinary action ever taken.**

1. Name of State or Province of Canada

Date of Registration

Address of Board issuing Certificate of Registration

City, Zip code

E-mail address of Board Issuing Certificate of Registration

Registration Number

2. Name of State or Province of Canada

Date of Registration

Address of Board issuing Certificate of Registration

City, Zip code

E-mail address of Board Issuing Certificate of Registration

Registration Number

3. Name of State or Province of Canada

Date of Registration

Address of Board issuing Certificate of Registration

City, Zip code

E-mail address of Board Issuing Certificate of Registration

Registration Number

Professional Organizations

Please provide a list of professional organizations of which you are a member.

---

---

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Applicant Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Nevada State Board of Landscape Architecture Registration Application Revised 4-2016



### Section 3 Professional Practice

**For Registration by Examination Candidates-State in chronological order the name and address of each employer. Use additional sheets as needed. Please include with your application a completed Post Graduate Work Verification Form for each employer listed.**

<http://nsbla.nv.gov/uploadedFiles/nsblanvgov/content/Forms/ProfessionalExperienceVerificationForm.pdf>

**For Registration by Reciprocity Candidates-Provide verification of 2 or more years of active engagement in full-time practice as a Registered Landscape Architect. Use as many forms as needed to provide verification for 2 years.**

<http://nsbla.nv.gov/uploadedFiles/nsblanvgov/content/Forms/ProfessionalExperienceVerificationForm.pdf>

**Council of Landscape Architect Registration Board Certificate holders may omit this section.**

Name of Employer			Dates of Employment	
Address		City	State	Zip code
Title of Position Held		Duties Performed		
Describe in Particular Duties Performed in the field of Landscape Architecture				
Name of Employer			Dates of Employment	
Address		City	State	Zip code
Title of Position Held		Duties Performed		
Describe in Particular Duties Performed in the field of Landscape Architecture				
Name of Employer			Dates of Employment	
Address		City	State	Zip code
Title of Position Held		Duties Performed		
Describe in Particular Duties Performed in the field of Landscape Architecture				

Applicant Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Nevada State Board of Landscape Architecture Registration Application Revised 4-2016

### Section 4 Professional References

**All Candidates-Submit 4 professional references, 2 from registered landscape architects and 2 from other licensed professionals in a related design profession who have direct knowledge of your professional abilities. All references must be stamped by the person providing the reference.** <http://nsbla.nv.gov/uploadedFiles/nsblanvgov/content/Forms/LandscapeArchitectReferenceForm.pdf>

1. Name of Landscape Architect			Nature of Relationship
<b>Olga Garzon</b>			<b>Employee</b>
Address	City	State	Zip code
<b>1930 G Street</b>	<b>Sacramento</b>	<b>CA</b>	<b>95811</b>
2. Name of Landscape Architect			Nature of Relationship
<b>Thomas Phelps</b>			<b>Colleague</b>
Address	City	State	Zip code
<b>PO Box 8328</b>	<b>Chico</b>	<b>CA</b>	<b>95927</b>
3. Name of Professional Reference			Nature of Relationship
<b>Patrick Cole</b>			<b>Architect</b>
Address	City	State	Zip code
<b>355 E. 9th Street</b>	<b>Chico</b>	<b>CA</b>	<b>95928</b>
2. Name of Professional Reference			Nature of Relationship
<b>Paul Peck</b>			<b>Consultant</b>
Address	City	State	Zip code
<b>820 Broadway Street</b>	<b>Chico</b>	<b>CA</b>	<b>95928</b>

Applicant Name **Gregory Melton** Date Submitted **05/12/2020**

Nevada State Board of Landscape Architecture Registration Application Revised 4-2016

## Section 5 Education

***All Candidates-State in chronological order the name and address of each institution attended, the dates spent at each, major, indicate the degree received if applicable and the year of graduation. Use additional sheets if needed.***

***Registration by Examination Candidates-Arrange to have transcripts from all educational institutions forwarded to the Nevada State Board of Landscape Architecture.***

***Council of Landscape Architect Registration Board Certificate holders may omit this section.***

1. Name of Institution			Graduation Date
Address	City	State	Zip code
Degree Received	Major		Dates Attended
2. Name of Institution			Graduation Date
Address	City	State	Zip code
Degree Received	Major		Dates Attended
3. Name of Institution			Graduation Date
Address	City	State	Zip code
Degree Received	Major		Dates Attended
4. Name of Institution			Graduation Date
Address	City	State	Zip code
Degree Received	Major		Dates Attended

Applicant Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Nevada State Board of Landscape Architecture Registration Application Revised 4-2016

# AFFIDAVIT

I certify the information contained in this application to be truthful, complete and accurate.

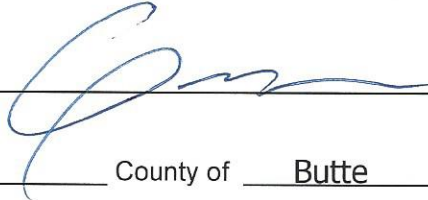
I acknowledge that the Nevada State Board of Landscape Architecture will compile and evaluate a record containing all aspects of my education, experience, moral character and reputation. I agree to provide any additional information as requested by the Board. I hereby authorize any individual, company or institution with whom I have been associated to furnish to the Nevada State Board of Landscape Architecture any information concerning my qualifications for professional registration in Nevada which they have on record or otherwise, and do hereby release the individual, company or institution and all individuals therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information.

I attest that if I am subject to a court order for child support of one or more children that I am not out of compliance with the order or with a plan approved by the District Attorney or other public agency enforcing the order for repayment in the amount owed pursuant to the order.

I acknowledge that any statements, papers or documents received by the Board in its investigation may be transmitted by the Board to the Council of Landscape Architectural Registration Boards or other political subdivisions registering landscape architects as requested.

I attest that I am a citizen of the United States or that I am lawfully entitled to remain and work in the United States.

Signature of Applicant



Date

5/13/2020

State of CA

County of Butte

Being first duly sworn, deposes and says: I am the applicant named in this application, have read and understand the contents thereof, and to the best of my knowledge and belief, the foregoing statements are true and correct in every respect.

Subscribed and sworn to before me this

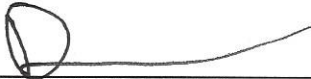
13

day of

May

2020

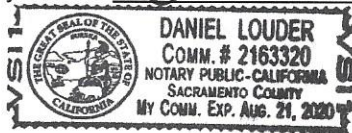
Signature of Notary Public



my commission expires

21 Aug. 2020

NOTARY SEAL

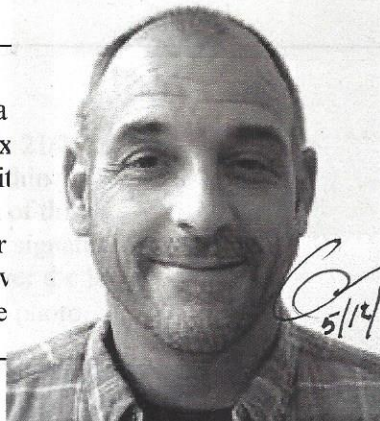


Mail should be sent to (choose one)

home address

office address ☒

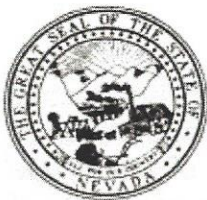
Please securely attach a recognizable photo (2"x2")  
Photo must be taken within one year of submission application. Affix your name and date of the photo on right-hand corner of the



5/14/20

Applicant Name Gregory Melton Date Submitted 05/12/2020  
Nevada State Board of Landscape Architecture Registration Application Revised 4-2016





**Nevada State Board of Landscape Architecture**  
**LANDSCAPE ARCHITECT PROFESSIONAL**  
**REFERENCE FORM**

APPLICANT NAME: Greg Melton

Please keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and welfare, and it is the Board's responsibility to grant licensure only to those who are qualified for the profession on the basis of quality of work, moral character and practical experience in Landscape Architecture. As one of the applicant's references, it is expected that you are familiar with the applicant's professional work and have knowledge of his/her ability, character, and reputation.

1. How long have you known the applicant? 2 years and 4 months
2. In what setting(s) and with what frequency did you observe the applicant? (I.e., office, educational institutions, professional organizations etc./daily, weekly, monthly, etc.)  
Design firm on daily basis
3. Would you be pleased to have this applicant as an associate with you in practice?  
☒ Yes ☐ No
4. My general recommendation concerning this applicant is:
  1. Recommend highly without reservations X
  2. Recommend as qualified and competent \_\_\_\_\_
  3. Recommend with some reservation \_\_\_\_\_
  4. Do not recommend \_\_\_\_\_
5. Please indicate, to the best of your knowledge, the applicant's qualification toward the practice of Landscape Architecture by placing an X in the appropriate space below.

Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
Technical Competence	X				
Professional Integrity	X				
Character (honesty, ethics)	X				

6. Do you consider the applicant fully qualified to become a registered Landscape Architect in the State of Nevada?  
☒ Yes ☐ No

**Please provide by attachment any additional information or comments you feel would benefit the Board in determining the applicant's qualifications for licensure.**



I attest that the referenced applicant is of good moral character and has never:

Been convicted of a felony, misdemeanor or gross misdemeanor that is directly related to the practice of landscape architecture; committed an act involving dishonesty, fraud, misrepresentation, breach of a fiduciary duty, gross negligence or incompetence while engaged in the practice of landscape architecture; incarcerated in a jail or prison at the time of submitting an application for a certificate of registration or a certificate to practice as a landscape architect intern; committed fraud or misrepresentation in connection with the submission of an application for a certificate of registration or certificate to practice as a landscape architect intern; or the taking of one or more examinations pursuant to the provisions of chapter 623.A; had a certificate of registration suspended or revoked by the Board or in any other state or country; in lieu of receiving disciplinary action against himself, surrendered a certificate of registration or certificate to practice as a landscape architect intern in this State or a certificate or license to practice landscape architecture issued in another state or country; u engaged in the practice of landscape architecture in this State or in any other state or country without a license or certificate of registration or certificate to practice as a landscape architect intern within the 2 years immediately preceding the filing of an application for a certificate of registration or certificate to practice as a landscape architect intern pursuant to the provisions of this chapter; within the 5 years immediately preceding the filing of an application specified in the previous statement, engaged in unprofessional conduct in violation of the regulations adopted by the Board.

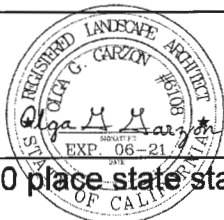
Name: Olga G. Garzon

Licensed Professional? ☒ Yes ☐ No  
Profession: Landscape Architect

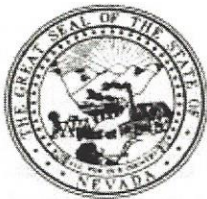
Signature: \_\_\_\_\_

License #/State: 6108/California

(Pursuant to NAC 623A.120 place state stamp over signature)



Date: April 28, 2020



**Nevada State Board of Landscape Architecture**  
**LANDSCAPE ARCHITECT PROFESSIONAL**  
**REFERENCE FORM**

APPLICANT NAME: Greg Melton

Please keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and welfare, and it is the Board's responsibility to grant licensure only to those who are qualified for the profession on the basis of quality of work, moral character and practical experience in Landscape Architecture. As one of the applicant's references, it is expected that you are familiar with the applicant's professional work and have knowledge of his/her ability, character, and reputation.

1. How long have you known the applicant? 3 years
2. In what setting(s) and with what frequency did you observe the applicant? (I.e., office, educational institutions, professional organizations etc./daily, weekly, monthly, etc.)  
Worked in same office for 1.5 years, socially through children weekly for 3 years.
3. Would you be pleased to have this applicant as an associate with you in practice?  
☒ Yes ☐ No
4. My general recommendation concerning this applicant is:
  1. Recommend highly without reservations X
  2. Recommend as qualified and competent \_\_\_\_\_
  3. Recommend with some reservation \_\_\_\_\_
  4. Do not recommend \_\_\_\_\_
5. Please indicate, to the best of your knowledge, the applicant's qualification toward the practice of Landscape Architecture by placing an X in the appropriate space below.

Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
Technical Competence	X				
Professional Integrity	X				
Character (honesty, ethics)	X				

6. Do you consider the applicant fully qualified to become a registered Landscape Architect in the State of Nevada?  
☒ Yes ☐ No


**Please provide by attachment any additional information or comments you feel would benefit the Board in determining the applicant's qualifications for licensure.**

I attest that the referenced applicant is of good moral character and has never:

Been convicted of a felony, misdemeanor or gross misdemeanor that is directly related to the practice of landscape architecture; committed an act involving dishonesty, fraud, misrepresentation, breach of a fiduciary duty, gross negligence or incompetence while engaged in the practice of landscape architecture; incarcerated in a jail or prison at the time of submitting an application for a certificate of registration or a certificate to practice as a landscape architect intern; committed fraud or misrepresentation in connection with the submission of an application for a certificate of registration or certificate to practice as a landscape architect intern; or the taking of one or more examinations pursuant to the provisions of chapter 623.A; had a certificate of registration suspended or revoked by the Board or in any other state or country; in lieu of receiving disciplinary action against himself, surrendered a certificate of registration or certificate to practice as a landscape architect intern in this State or a certificate or license to practice landscape architecture issued in another state or country; u engaged in the practice of landscape architecture in this State or in any other state or country without a license or certificate of registration or certificate to practice as a landscape architect intern within the 2 years immediately preceding the filing of an application for a certificate of registration or certificate to practice as a landscape architect intern pursuant to the provisions of this chapter; within the 5 years immediately preceding the filing of an application specified in the previous statement, engaged in unprofessional conduct in violation of the regulations adopted by the Board.

Name: Paul A Peck

Licensed Professional? ☒ Yes ☐ No  
Profession: Professional Civil Engineer

Signature: 

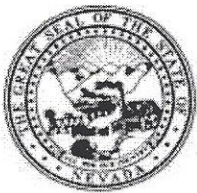
License #/State: 58602 / CA

(Pursuant to NAC 623A.120 place state stamp over signature)



Date: 4/30/20





**Nevada State Board of Landscape Architecture**  
**LANDSCAPE ARCHITECT PROFESSIONAL**  
**REFERENCE FORM**

APPLICANT NAME: GREG MELTON.

Please keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and welfare, and it is the Board's responsibility to grant licensure only to those who are qualified for the profession on the basis of quality of work, moral character and practical experience in Landscape Architecture. As one of the applicant's references, it is expected that you are familiar with the applicant's professional work and have knowledge of his/her ability, character, and reputation.

1. How long have you known the applicant? 24 YEARS.
2. In what setting(s) and with what frequency did you observe the applicant? (I.e., office, educational institutions, professional organizations etc./daily, weekly, monthly, etc.)  
WORKED IN ADJACENT OFFICE - HAS PROVIDED LANDSCAPE ARCHITECTURE & PLANNING SERVICES AS CONSULTANT SINCE 1999.
3. Would you be pleased to have this applicant as an associate with you in practice?  
☐ Yes ☐ No
4. My general recommendation concerning this applicant is:
  1. Recommend highly without reservations YES
  2. Recommend as qualified and competent YES
  3. Recommend with some reservation \_\_\_\_\_
  4. Do not recommend \_\_\_\_\_
5. Please indicate, to the best of your knowledge, the applicant's qualification toward the practice of Landscape Architecture by placing an X in the appropriate space below.

Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
Technical Competence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Integrity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Character (honesty, ethics)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Do you consider the applicant fully qualified to become a registered Landscape Architect in the State of Nevada?  
☒ Yes ☐ No

**Please provide by attachment any additional information or comments you feel would benefit the Board in determining the applicant's qualifications for licensure.**



I attest that the referenced applicant is of good moral character and has never:

Been convicted of a felony, misdemeanor or gross misdemeanor that is directly related to the practice of landscape architecture; committed an act involving dishonesty, fraud, misrepresentation, breach of a fiduciary duty, gross negligence or incompetence while engaged in the practice of landscape architecture; incarcerated in a jail or prison at the time of submitting an application for a certificate of registration or a certificate to practice as a landscape architect intern; committed fraud or misrepresentation in connection with the submission of an application for a certificate of registration or certificate to practice as a landscape architect intern; or the taking of one or more examinations pursuant to the provisions of chapter 623.A; had a certificate of registration suspended or revoked by the Board or in any other state or country; in lieu of receiving disciplinary action against himself, surrendered a certificate of registration or certificate to practice as a landscape architect intern in this State or a certificate or license to practice landscape architecture issued in another state or country; u engaged in the practice of landscape architecture in this State or in any other state or country without a license or certificate of registration or certificate to practice as a landscape architect intern within the 2 years immediately preceding the filing of an application for a certificate of registration or certificate to practice as a landscape architect intern pursuant to the provisions of this chapter; within the 5 years immediately preceding the filing of an application specified in the previous statement, engaged in unprofessional conduct in violation of the regulations adopted by the Board.

Name: \_\_\_\_\_

Licensed Professional? ☒ Yes ☐ No

Profession: ARCHITECT

Signature: \_\_\_\_\_

License #/State: CALIFORNIA 12843

(Pursuant to NAC 623A.120 place state stamp over signature)

Date: 4/30/20





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- | Phase/Activity              | Excellent | Satisfactory | Marginal | Unsatisfactory | Unknown |
|-----------------------------|-----------|--------------|----------|----------------|---------|
| Technical Competence        | ✓         |              |          |                |         |
| Professional Integrity      | ✓         |              |          |                |         |
| Character (honesty, ethics) | ✓         |              |          |                |         |

- Revised 4-1-2016



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Been convicted of a felony, misdemeanor or gross misdemeanor that is directly related to the practice of landscape architecture; committed an act involving dishonesty, fraud, misrepresentation, breach of a fiduciary duty, gross negligence or incompetence while engaged in the practice of landscape architecture; incarcerated in a jail or prison at the time of submitting an application for a certificate of registration or a certificate to practice as a landscape architect intern; committed fraud or misrepresentation in connection with the submission of an application for a certificate of registration or certificate to practice as a landscape architect intern; or the taking of one or more examinations pursuant to the provisions of chapter 623.A; had a certificate of registration suspended or revoked by the Board or in any other state or country; in lieu of receiving disciplinary action against himself, surrendered a certificate of registration or certificate to practice as a landscape architect intern in this State or a certificate or license to practice landscape architecture issued in another state or country; u engaged in the practice of landscape architecture in this State or in any other state or country without a license or certificate of registration or certificate to practice as a landscape architect intern within the 2 years immediately preceding the filing of an application for a certificate of registration or certificate to practice as a landscape architect intern pursuant to the provisions of this chapter; within the 5 years immediately preceding the filing of an application specified in the previous statement, engaged in unprofessional conduct in violation of the regulations adopted by the Board.

Name: THOMAS H. PHELPS

Licensed Professional? ☒ Yes ☐ No  
Profession: LANDSCAPE ARCHITECT

Signature: 

License #/State: CA #4122, HI #16122, ID #LA-16771

(Pursuant to NAC 623A.120 place state stamp over signature)

Date: 08 MAY 2020



**Nevada State Board of Landscape Architecture**  
**LANDSCAPE ARCHITECT PROFESSIONAL**  
**REFERENCE FORM**

APPLICANT NAME: Greg Melton

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Design firm on daily basis
3. Would you be pleased to have this applicant as an associate with you in practice?  
☒ Yes ☐ No
4. My general recommendation concerning this applicant is:
  1. Recommend highly without reservations X
  2. Recommend as qualified and competent \_\_\_\_\_
  3. Recommend with some reservation \_\_\_\_\_
  4. Do not recommend \_\_\_\_\_
5. Please indicate, to the best of your knowledge, the applicant's qualification toward the practice of Landscape Architecture by placing an X in the appropriate space below.

Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
Technical Competence	X				
Professional Integrity	X				
Character (honesty, ethics)	X				

6. Do you consider the applicant fully qualified to become a registered Landscape Architect in the State of Nevada?  
☒ Yes ☐ No

**Please provide by attachment any additional information or comments you feel would benefit the Board in determining the applicant's qualifications for licensure.**



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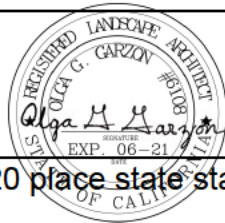
Name: Olga G. Garzon

Licensed Professional? ☒ Yes ☐ No  
Profession: Landscape Architect

Signature: \_\_\_\_\_

License #/State: 6108/California

(Pursuant to NAC 623A.120 place state stamp over signature)



Date: April 28, 2020



**Nevada State Board of Landscape Architecture**  
**LANDSCAPE ARCHITECT PROFESSIONAL**  
**REFERENCE FORM**

APPLICANT NAME: GREG MELTON.

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WORKED IN ADJACENT OFFICE - HAS PROVIDED LANDSCAPE ARCHITECTURE & PLANNING SERVICES AS CONSULTANT SINCE 1999.
3. Would you be pleased to have this applicant as an associate with you in practice?  
☐ Yes ☐ No
4. My general recommendation concerning this applicant is:
  1. Recommend highly without reservations YES
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  3. Recommend with some reservation \_\_\_\_\_
  4. Do not recommend \_\_\_\_\_
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Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
Technical Competence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Integrity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Character (honesty, ethics)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Do you consider the applicant fully qualified to become a registered Landscape Architect in the State of Nevada?  
☒ Yes ☐ No

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Name: \_\_\_\_\_

Licensed Professional? ☒ Yes ☐ No

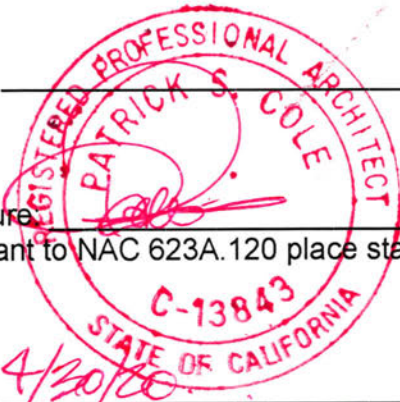
Profession: ARCHITECT

Signature: \_\_\_\_\_

License #/State: CALIFORNIA 13843

(Pursuant to NAC 623A.120 place state stamp over signature)

Date: 4/30/20







**Nevada State Board of Landscape Architecture**  
**LANDSCAPE ARCHITECT PROFESSIONAL**  
**REFERENCE FORM**

APPLICANT NAME: Greg Melton

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3. Would you be pleased to have this applicant as an associate with you in practice?  
☒ Yes ☐ No
4. My general recommendation concerning this applicant is:
  1. Recommend highly without reservations X
  2. Recommend as qualified and competent \_\_\_\_\_
  3. Recommend with some reservation \_\_\_\_\_
  4. Do not recommend \_\_\_\_\_
5. Please indicate, to the best of your knowledge, the applicant's qualification toward the practice of Landscape Architecture by placing an X in the appropriate space below.

Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
Technical Competence	X				
Professional Integrity	X				
Character (honesty, ethics)	X				

6. Do you consider the applicant fully qualified to become a registered Landscape Architect in the State of Nevada?  
☒ Yes ☐ No

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Name: Paul A Peck

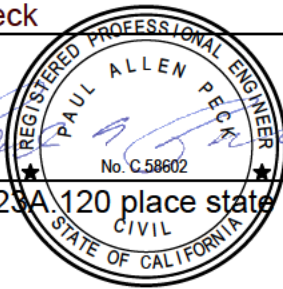
Licensed Professional? ☒ Yes ☐ No

Profession: Professional Civil Engineer

Signature: 

License #/State: 58602 / CA

(Pursuant to NAC 623A.120 place state stamp over signature)



Date: 4/30/20



**Nevada State Board of Landscape Architecture**  
**LANDSCAPE ARCHITECT PROFESSIONAL**  
**REFERENCE FORM**

APPLICANT NAME: \_\_\_\_\_

Please keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and welfare, and it is the Board's responsibility to grant licensure only to those who are qualified for the profession on the basis of quality of work, moral character and practical experience in Landscape Architecture. As one of the applicant's references, it is expected that you are familiar with the applicant's professional work and have knowledge of his/her ability, character, and reputation.

1. How long have you known the applicant? \_\_\_\_\_
2. In what setting(s) and with what frequency did you observe the applicant? (I.e., office, educational institutions, professional organizations etc./daily, weekly, monthly, etc.)  
\_\_\_\_\_
3. Would you be pleased to have this applicant as an associate with you in practice?  
☒ Yes ☐ No
4. My general recommendation concerning this applicant is:
  1. Recommend highly without reservations ☒ \_\_\_\_\_
  2. Recommend as qualified and competent \_\_\_\_\_
  3. Recommend with some reservation \_\_\_\_\_
  4. Do not recommend \_\_\_\_\_
5. Please indicate, to the best of your knowledge, the applicant's qualification toward the practice of Landscape Architecture by placing an X in the appropriate space below.

Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
Technical Competence	✓				
Professional Integrity	✓				
Character (honesty, ethics)	✓				

6. Do you consider the applicant fully qualified to become a registered Landscape Architect in the State of Nevada?  
☒ Yes ☐ No

**Please provide by attachment any additional information or comments you feel would benefit the Board in determining the applicant's qualifications for licensure.**

I attest that the referenced applicant is of good moral character and has never:

Been convicted of a felony, misdemeanor or gross misdemeanor that is directly related to the practice of landscape architecture; committed an act involving dishonesty, fraud, misrepresentation, breach of a fiduciary duty, gross negligence or incompetence while engaged in the practice of landscape architecture; incarcerated in a jail or prison at the time of submitting an application for a certificate of registration or a certificate to practice as a landscape architect intern; committed fraud or misrepresentation in connection with the submission of an application for a certificate of registration or certificate to practice as a landscape architect intern; or the taking of one or more examinations pursuant to the provisions of chapter 623.A; had a certificate of registration suspended or revoked by the Board or in any other state or country; in lieu of receiving disciplinary action against himself, surrendered a certificate of registration or certificate to practice as a landscape architect intern in this State or a certificate or license to practice landscape architecture issued in another state or country; u engaged in the practice of landscape architecture in this State or in any other state or country without a license or certificate of registration or certificate to practice as a landscape architect intern within the 2 years immediately preceding the filing of an application for a certificate of registration or certificate to practice as a landscape architect intern pursuant to the provisions of this chapter; within the 5 years immediately preceding the filing of an application specified in the previous statement, engaged in unprofessional conduct in violation of the regulations adopted by the Board.

Name: \_\_\_\_\_

Licensed Professional? ☒ Yes ☐ No

Profession: \_\_\_\_\_

Signature:  \_\_\_\_\_

License #/State: \_\_\_\_\_

(Pursuant to NAC 623A.120 place state stamp over signature)

Date: \_\_\_\_\_





Certificate Number

LA 4217

# Board of Landscape Architects

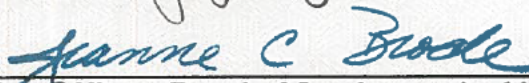
Pursuant to the provisions of Chapter 13 of Division 3 of the Business and Professions Code

**Gregory H. Melton**  
has duly qualified as a  
**Landscape Architect**  
in the State of California



Signed and sealed this  
10th day of January, 1997, at Sacramento, California.

  
\_\_\_\_\_  
President, Board of Landscape Architects

  
\_\_\_\_\_  
Executive Officer, Board of Landscape Architects



## CALIFORNIA ARCHITECTS BOARD

# Landscape Architects Technical Committee

### Public Protection through Examination, Licensure, and Regulation



Gavin Newsom,  
Governor

## LICENSE VERIFICATION FORM

State of licensure: California

Prepared By: Blake Clark

Title: Licensing Coordinator

Address: 2420 Del Paso Rd., Ste. 105

City, State, Zip Code: Sacramento CA 95834

Telephone Number: (916) 575-7230

Signature: Boller

Name of Licensee: Gregory V. Melton

License Number: LA 4217

Expiration Date: 11/30/2020

Date Issued: 01/10/1997

Date Prepared: 06/08/2020

Disciplinary Action: Yes \_\_\_\_\_ No  X

If yes, explanation attached.

**\*Examination scores provided by Oregon Board of Landscape Architecture.**

EXAM	Section	Score	Section	Score	Section	Score	Section	Score	Section	Score
LARE 9/12 – Present	1		2		3		4			
LARE 6/99 – 9/12	A		B		C		D		E	
LARE 12/96 - 6/98	1		2		3		4		5	
	6									
LARE 1992 - 6/96	1	*PASS 1993	2	*PASS 1993	3	*PASS 1993	4	*PASS 1993	5	*PASS 1993
	6	*PASS 1995	7	*PASS 1993						
PELA 1993-1996	1		2		3					
UNE 1988 - 1991	1		2		3		4		5	
UNE 1986 - 1987	1		2		3		4			
UNE 1976 - 1985	A		B		C		D			
UNE 1969 - 1975	C		D		E		F1		F2	
	G									



## LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

### LICENSING DETAILS FOR: 4217

**NAME:** MELTON, GREGORY V

**LICENSE TYPE:** LANDSCAPE ARCHITECT

**LICENSE STATUS:** CLEAR 

**ADDRESS**

820 BROADWAY ST  
CHICO CA 95928  
BUTTE COUNTY

[MAP](#)

**ISSUANCE DATE**

JANUARY 10, 1997

**EXPIRATION DATE**

NOVEMBER 30, 2020

**CURRENT DATE / TIME**

MAY 29, 2020  
8:35:50 AM

