



Oregon

Kate Brown, Governor

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JUL 30 2020

Nevada State Board of
Landscape Architecture

Landscape Architect Board

707 13th Street SE, Suite 114

Salem, OR 97301

Phone: 503-589-0093

Fax: 503-485-2947

E-mail: oslab.info@oregon.gov

Web: www.oregon.gov/LANDARCH

July 22, 2020

The *Oregon State Landscape Architect Board (OSLAB)* confirms that the individual below has been licensed, currently licensed and/or passed the UNE/LARE Examination:

GREGORY V. MELTON
711 PARKWOOD DRIVE
CHICO, CA 95928

LICENSURE INFORMATION:

Registration Number	LA0334
Initial Date of Registration	10/12/1995
Registration Expiration Date	10/31/2012
Status of Registration (Active, Delinquent, Lapse, Inactive, Expired)	EXPIRED

EXAMINATION HISTORY:

Section	Exam Title	Date Passed
1	Legal/Admin. Aspects of Practice	06/1993
2	Programming & Environmental Analysis	06/1993
3	Conceptualization & Communication	06/1993
4	Design Synthesis	06/1993
5	Integration of Tech. Design Requirements	06/1993
6	Grading & Drainage	06/1995
7	Implementation of Design Thru Construction	06/1993

QUALIFIED FOR REGISTRATION ON THE BASIS OF:

Passing the National Exam (LARE/UNE)	X
Meeting the Education Requirement	X
Meeting the Work Experience Requirement	X
Reciprocity	
Grandfather Clause	

The above information is certified correct by:

Marilou Arrobang

Name: Marilou Arrobang

Title: Registration Specialist

Jurisdiction: Oregon

Date: 06/02/2020

Jurisdiction Address:

707 13th Street SE, #114

Salem, OR 97304

Board Seal

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 or
fax this completed form to: 775 971-4410**

8-12-20
Date
t-0, A r [H f c W PARKER
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 who 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
MAR 23 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 PARKER		First Name MATTHEW		Date of Birth [REDACTED]
Place of Birth TORRANCE, CA	Social Security Number [REDACTED]		Citizenship or Legal Residence U.S. CITIZEN	
Residence Address 4000 LEPIRE DRIVE #130				
City CARSON CITY	State NV	Zip code 89701	Home Telephone 805-540-4349	
Business Name NA				
Business Address NA				
City NA	State NA	Zip code NA	Business Telephone NA	
Facsimile Number NA		Electronic Mail Address(s) NA		
<p>Have you ever served in the military? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>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.</p> <p>What was your Military Occupation or Specialty? <u>NA</u></p> <p>What were your Date(s) of Service: <u>NA</u></p> <p>If the answer to any of the following questions is "yes" attach a detailed explanatory statement.</p> <div style="display: flex; justify-content: space-between;"> <div> <p>1. Have you ever been convicted of a misdemeanor or gross misdemeanor?</p> <p>2. Have you ever been convicted of a felony?</p> </div> <div style="text-align: right;"> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> </div> </div>				

Applicant Name **MATTHEW PARKER** Date Submitted **3-5-20**
 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 CALIFORNIA		Date of Registration 07-03-2018
Address of Board issuing Certificate of Registration 2420 DEL PASO ROAD #105		City, Zip code 95834 SACRAMENTO, CA
E-mail address of Board Issuing Certificate of Registration cab@dca.ca.gov	Registration Number 6363	
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.

ASLA

Applicant Name **MATTHEW PARKER** Date Submitted **3-5-20**

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 NEVADA DEPARTMENT OF TRANSPORTATION (NDOT)	Dates of Employment FEB 2020 TO CURRENT
---	---

Address 1263 SOUTH STEWART STREET	City CARSON CITY	State NV	Zip code 89712
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Title of Position Held LANDSCAPE ARCHITECT	Duties Performed PROJECT MANAGEMENT, COST ESTIMATING, COMPLIANCE REVIEW,
--	--

Describe in Particular Duties Performed in the field of Landscape Architecture
COORDINATE W/ INTERNAL AND EXTERNAL PARTIES TO ENSURE NDOT L&A MASTER PLAN AND CORRIDOR PLANS ARE BEING IMPLEMENTED, VIA PLAN REVIEWS, SITE INSPECTIONS, ETC.

Name of Employer WALLACE GROUP	Dates of Employment NOV 2014 TO FEB 2020
--	--

Address 612 CLARION COURT	City SAN LUIS OBISPO	State CA	Zip code 93401
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Title of Position Held LANDSCAPE ARCHITECT	Duties Performed PROJECT MANAGEMENT, COST ESTIMATING, PROJECT SCOPING
--	---

Describe in Particular Duties Performed in the field of Landscape Architecture
CONCEPT DESIGN, SITE INVENTORY & ANALYSIS, CAD DRAFTING (CONDOCS, DETAILS, ETC.) AND 3D MODELING

Name of Employer	Dates of Employment
------------------	---------------------

Address	City	State	Zip code
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Title of Position Held	Duties Performed
------------------------	------------------

Describe in Particular Duties Performed in the field of Landscape Architecture

Applicant Name **MATTHEW PARKER** Date Submitted **3-5-20**

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 BIANCA KOENIG			Nature of Relationship FORMER SUPERVISOR
Address 612 CLARION COURT	City SAN LUIS OBISPO	State CA	Zip code 93401
2. Name of Landscape Architect ELIZABETH ANN SEVER			Nature of Relationship FORMER CO-WORKER
Address 612 CLARION COURT	City SAN LUIS OBISPO	State CA	Zip code 93401
3. Name of Professional Reference BRAD BRECHWALD			Nature of Relationship FORMER CEO
Address 612 CLARION COURT	City SAN LUIS OBISPO	State CA	Zip code 93401
2. Name of Professional Reference ROB MILLER			Nature of Relationship FORMER PRINCIPAL
Address 612 CLARION COURT	City SAN LUIS OBISPO	State CA	Zip code 93401

Applicant Name **MATTHEW PARKER** Date Submitted **3-5-20**
 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 CALIFORNIA POLYTECHNIC STATE UNIVERSITY OF SAN LUIS OBISPO			Graduation Date JUNE 2014
Address 1 GRAND AVENUE	City SAN LUIS OBISPO	State CA	Zip code 93407
Degree Received BLA		Major LANDSCAPE ARCHITECTURE	Dates Attended FALL 2011 to SPRING 2014
2. Name of Institution COLLEGE OF THE CANYONS			Graduation Date TRANSFER
Address 26455 ROCKWELL CYN. RD.	City VALENCIA	State CA	Zip code 91355
Degree Received N/A		Major N/A (GENERAL EDUCATION)	Dates Attended SPRING 2010 to SPRING 2011
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 **MATTHEW PARKER** Date Submitted **3-5-20**

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

3-5-20

State of Nevada

County of Carson City

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.

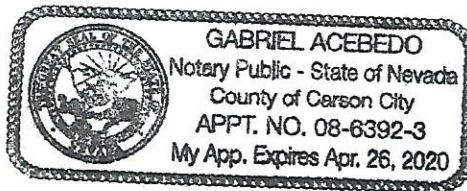
Subscribed and sworn to before me this 5th day of March, 2020

Signature of Notary Public

my commission expires

April 26, 2020

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.



Applicant Name

MATTHEW PARKER

Date Submitted

3-5-20

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



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

APPLICANT'S NAME: MATTIEN PARKER

1. Have you employed the above named applicant? ☒ Yes ☐ No
 If yes, give dates: 11/17/14 - 2/19/2020
 Company: WALLACE GROUP
 Address: 612 CLARION CT
 City/State/Zip: SAN LUIS OBISPO, CA 93401
 Telephone: 805 544-4011 Fax: _____
 Applicant's Position: LANDSCAPE ARCHITECT
 Your Position: DIRECTOR OF LANDSCAPE ARCHITECTURE

2. Indicate types of services rendered by firm:
☒ Landscaping Architecture ☐ Contracting ☐ Architecture ☒ Planning
☒ Engineering ☐ Other (Explain) _____
3. Position of immediate supervisor: ☒ Registered Landscape Architect
☐ Registered Contractor ☐ Registered Architect ☐ Registered Planner
☐ Registered Engineer ☐ Other (Explain) _____

Dates of Employment	Full or Part Time	Applicant's Position	Indicate primary areas in which applicant spent time practicing Landscape Architecture
<u>11/17/14-2/19/2020</u>	<u>FULL</u>	<u>LANDSCAPE ARCHITECT</u>	<u>PUBLIC & PRIVATE</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	<u>X</u>				
Professional Integrity	<u>X</u>				
Character (honesty/ethics)	<u>X</u>				

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: BIANCA KOENIG Licensed Professional? ☒ Yes ☐ No
 Signature: [Signature] Profession: LANDSCAPE ARCHITECTURE
 (Pursuant to NAC623A/120 place state stamp over signature) License #/State: CA #5081

Date: 3/2/2020

The Trustees of
The California State University
upon recommendation of the faculty of
California Polytechnic State University
have conferred upon

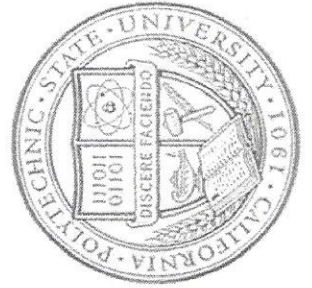
Matthew Michael Parker

the degree of

Bachelor of Landscape Architecture

Cum Laude

Given at San Luis Obispo, California, on the fourteenth day of June,
two thousand and fourteen



Edmund R. Brown
Governor of California
President of the Trustees

Bob Levin
Chairman
Board of Trustees



Timothy P. White
Chancellor
The California State University

Jeffrey D. Armstrong
President
California Polytechnic State University, San Luis Obispo



License Number
LA 6363

CALIFORNIA ARCHITECTS BOARD

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

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

MATTHEW M. PARKER

has duly qualified as a

LANDSCAPE ARCHITECT

in the State of California



Signed and sealed this 3rd day of July 2018 at Sacramento, California

Vickie Mayer

VICKIE MAYER, Interim Executive Officer
California Architects Board



Nevada State Board of Landscape Architecture
LANDSCAPE ARCHITECT PROFESSIONAL
REFERENCE FORM

APPLICANT NAME: MATTHEW PARKER

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? SEVEN 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.)
FULL TIME WORK SETTING; PART-TIME LEARNER/STUDENT
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: Bianca Koenig

Licensed Professional? ☒ Yes ☐ No
Profession: Landscape Architect

Signature: _____

License #/State: #5081/California

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



Date: February 26, 2020



Nevada State Board of Landscape Architecture
LANDSCAPE ARCHITECT PROFESSIONAL
REFERENCE FORM

APPLICANT NAME: Matthew Parker

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? Five 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.)
In the office - five days a week. Socially - about twice a month
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 _____
 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: Elizabeth Ann Sever

Licensed Professional? ☒ Yes ☐ No

Profession: Landscape Architect

Signature: _____

License #/State: #4038 / California

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



Date: February 26, 2020



Nevada State Board of Landscape Architecture
LANDSCAPE ARCHITECT PROFESSIONAL
REFERENCE FORM

APPLICANT NAME: Matthew M Parker

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? 5+ years (Nov 2014 - Feb 2020)
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.)
Office, typically 2-3 times per week
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: Bradford R. Brechwald

Licensed Professional? ☒ Yes ☐ No

Profession: Civil Engineer

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

License #/State: 41819 / CA

Date: 2/26/2020





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

APPLICANT NAME: Matthew Parker

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? 5 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.)
co-worker in 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 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.

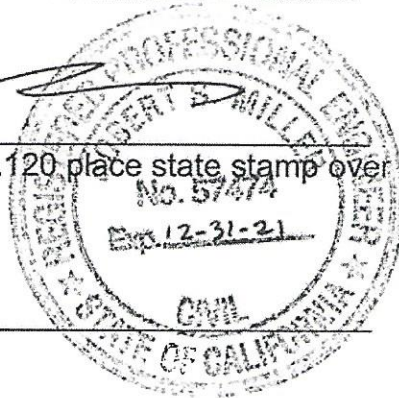
Name: Robert S Miller

Licensed Professional? ☒ Yes ☐ No
Profession: Civil Engineering

Signature: _____

License #/State: 57474/Ca

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



Date: 3/2/2020

CAL POLY

Page 1 of 2 pages

Name: **Matthew Parker**
Student ID: [REDACTED]

Official Transcript

Institution Info: California Polytechnic State University
San Luis Obispo, CA 93407

SSN: [REDACTED]
Birthdate: [REDACTED]
Print Date: April 6, 2020

Send To: Nevada State Board of
Landscape Arch.
PO Box 34143
Reno, NV 89533-4143

Summer Quarter 2012

Program: Undergraduate
Plan: Landscape Architecture
Session: Eight Week - First

Course	Description	Attempted	Earned	Grade	Points
BOT 121	General Botany	4.000	4.000	B+	13.200
LA 402	Design Theory and Exploration	4.000	4.000	A	16.000
LA 436	Tradit/Digit Media Comms (ILC)	4.000	4.000	A	16.000

Term GPA	3.767	Term Totals	12.000	12.000	12.000	45.200
CPSLO GPA	3.687	CPSLO Totals	62.000	62.000	60.000	221.200
Cumulative GPA	3.566	Cum Totals	149.000	149.000	147.000	524.200

Term Honor: Dean's List

Fall Quarter 2012

Program: Undergraduate
Plan: Landscape Architecture
Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
LA 220	Landscape Ecology	4.000	4.000	B+	13.200
LA 320	Design Theory for LA	4.000	4.000	B+	13.200
LA 405	Project Design/Implementation	4.000	4.000	A-	14.800
LA 434	Project Design/Implement (ILC)	4.000	4.000	A	16.000

Term GPA	3.575	Term Totals	16.000	16.000	16.000	57.200
CPSLO GPA	3.663	CPSLO Totals	78.000	78.000	76.000	278.400
Cumulative GPA	3.567	Cum Totals	165.000	165.000	163.000	581.400

Term Honor: Dean's List

Winter Quarter 2013

Program: Undergraduate
Plan: Landscape Architecture
Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
CRP 212	Intro to Urban Planning	4.000	4.000	B+	13.200
LA 370	Professional Practice	4.000	4.000	A-	14.800
LA 403	Natural Environ Design Studio	4.000	4.000	B+	13.200
LA 431	CAD/Digital Media Comms (ILC)	4.000	4.000	A-	14.800
SCM 335	Nuclear Science & Society	4.000	4.000	B	12.000

Term GPA	3.400	Term Totals	20.000	20.000	20.000	68.000
CPSLO GPA	3.608	CPSLO Totals	98.000	98.000	96.000	346.400
Cumulative GPA	3.549	Cum Totals	185.000	185.000	183.000	649.400

Spring Quarter 2013

Program: Undergraduate
Plan: Landscape Architecture
Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
EHS 231	Plant Materials I	4.000	4.000	C	8.000
LA 400	Special Problems for Adv Ugrds	2.000	2.000	A	8.000
LA 404	Cultural Environ Dsgn Studio	4.000	4.000	A-	14.800
LA 437	3D Digital Design Comms (ILC)	4.000	4.000	A	16.000
PHIL 342	Philosophy of Religion	4.000	4.000	B+	13.200

Term GPA	3.333	Term Totals	18.000	18.000	18.000	60.000
CPSLO GPA	3.565	CPSLO Totals	116.000	116.000	114.000	406.400
Cumulative GPA	3.529	Cum Totals	203.000	203.000	201.000	709.400

Summer Quarter 2013

Program: Undergraduate
Plan: Landscape Architecture
Session: Eight Week - First

Course	Description	Attempted	Earned	Grade	Points
LA 402	Design Theory and Exploration	4.000	4.000	B+	13.200
LA 434	Project Design/Implement (ILC)	4.000	4.000	B+	13.200

Term GPA	3.300	Term Totals	8.000	8.000	8.000	26.400
CPSLO GPA	3.548	CPSLO Totals	124.000	124.000	122.000	432.800
Cumulative GPA	3.521	Cum Totals	211.000	211.000	209.000	735.800

Transfer Credits

Transfer Credit from College of the Canyons
Applied Toward Undergraduate

Course Trans GPA:	3.483	Transfer Totals:	Attempted	Earned	GPA Units	Points
			87.000	87.000	87.000	303.000

Beginning of Undergraduate Record

Fall Quarter 2011

Program: Undergraduate
Plan: Landscape Architecture
Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
EDS 101	Intro to Architecture and EDES	2.000	2.000	CR	0.000
Grading Basis:	Credit / No Credit				
LA 101	Intro: Landscape Architecture	4.000	4.000	A	16.000
LA 170	Principles of Design Comm	4.000	4.000	A-	14.800
LA 202	Design Fundamentals I	4.000	4.000	A	16.000
LA 243	Matrix/Techniques Lndscp Const	4.000	4.000	A	16.000

Term GPA	3.925	Term Totals	18.000	18.000	16.000	62.800
CPSLO GPA	3.925	CPSLO Totals	18.000	18.000	16.000	62.800
Cumulative GPA	3.551	Cum Totals	105.000	105.000	103.000	365.800

Term Honor: Dean's List

Winter Quarter 2012

Program: Undergraduate
Plan: Landscape Architecture
Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
LA 130	Landscape Interpretation	4.000	4.000	B+	13.200
LA 203	Design Fundamentals II	4.000	4.000	A	16.000
LA 211	Hist LA: Ancient Civ-Colonial Am	4.000	4.000	B	12.000
LA 241	Site Engng Techniques/Apps	4.000	4.000	B+	13.200

Term GPA	3.400	Term Totals	16.000	16.000	16.000	54.400
CPSLO GPA	3.663	CPSLO Totals	34.000	34.000	32.000	117.200
Cumulative GPA	3.531	Cum Totals	121.000	121.000	119.000	420.200

Spring Quarter 2012

Program: Undergraduate
Plan: Landscape Architecture
Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
LA 204	Design Fundamentals III	4.000	4.000	A	16.000
LA 212	Hist Modern/Contemporary LA	4.000	4.000	A	16.000
LA 221	Calif Plants/Plant Communities	4.000	4.000	B	12.000
LA 242	Implementation Strategies	4.000	4.000	A-	14.800

Term GPA	3.675	Term Totals	16.000	16.000	16.000	58.800
CPSLO GPA	3.687	CPSLO Totals	50.000	50.000	48.000	176.000
Cumulative GPA	3.548	Cum Totals	137.000	137.000	135.000	479.000

Term Honor: Dean's List



Ccm Sunata

Ccm Sunata, Registrar
Office of the Registrar

CAL POLY

Page 2 of 2 pages

Name: **Matthew Parker**

Student ID: [REDACTED]

Official Transcript

Fall Quarter 2013

Program: Undergraduate
Plan: Landscape Architecture
Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
EHS 232	Plant Materials II	4.000	4.000	B	12.000
LA 330	Cultural Landscapes	4.000	4.000	A	16.000
LA 371	Internship	3.000	3.000	CR	0.000
Grading Basis:	Credit / No Credit				
LA 401	Research Project	2.000	2.000	B+	6.600
STAT 217	Intro/Statistical Concept/Method	4.000	4.000	B-	10.800

			Attempted	Earned	GPA Units	Points
Term GPA	3.243	Term Totals	17.000	17.000	14.000	45.400
CPSLO GPA	3.516	CPSLO Totals	141.000	141.000	136.000	478.200
Cumulative GPA	3.503	Cum Totals	228.000	228.000	223.000	781.200

Winter Quarter 2014

Program: Undergraduate
Plan: Landscape Architecture
Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
GEOG 308	Global Geography	4.000	4.000	B+	13.200
LA 432	Landscape Ecology Apps (ILC)	4.000	4.000	A-	14.800
LA 461	Sr Design Project Focus Studio	4.000	4.000	A-	14.800
SS 121	Introductory Soil Science	4.000	4.000	C	8.000

			<u>Attempted</u>	<u>Earned</u>	<u>GPA Units</u>	<u>Points</u>
Term GPA	3.175	Term Totals	16.000	16.000	16.000	50.800
CPSLO GPA	3.480	CPSLO Totals	157.000	157.000	152.000	529.000
Cumulative GPA	3.481	Cum Totals	244.000	244.000	239.000	832.000

Spring Quarter 2014

Program: Undergraduate
Plan: Landscape Architecture
Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
ES 241	Survey of Indigenous Studies	4.000	4.000	A-	14.800
LA 349	Advanced Planting Design	4.000	4.000	A	16.000
LA 481	Sr Design Project Focus Studio	4.000	4.000	A	16.000
NR 218	Applications in GIS	3.000	3.000	B	9.000

			<u>Attempted</u>	<u>Earned</u>	<u>GPA Units</u>	<u>Points</u>
Term GPA	3.720	Term Totals	15.000	15.000	15.000	55.800
CPSLO GPA	3.502	CPSLO Totals	172.000	172.000	167.000	584.800
Cumulative GPA	3.495	Cum Totals	259.000	259.000	254.000	887.800

Term Honor: Dean's List

Degrees Awarded

Degree: Bachelor of Landscape Architecture
Confer Date: Jun 14, 2014
Degree Honors: Cum Laude
Plan: Landscape Architecture

Undergraduate Career Totals

		Undergraduate Grade Point Average				
			Attempted	Earned	GPA Units	Points
CPSLO GPA:	3.502	CPSLO Totals	172.000	172.000	167.000	584.800
Cumulative GPA	3.495	Cum Totals	259.000	259.000	254.000	887.800

End of Transcript



Cem Sunata

Cem Sunata, Registrar
Office of the Registrar

Cal Poly is a regionally accredited institution by the Western Association of Schools and Colleges to grant four-year and master's degrees.

0010-0099 Not for baccalaureate (degree) credit. (Some non-baccalaureate courses fall outside this number range. Please see catalog description for more information.)

0100-0299 Lower Division, primarily Freshmen and Sophomore level.

0300-0499 Upper Division, primarily Junior and Senior level. 400-level courses can be used in undergraduate or graduate programs.

0500-0599 Graduate level courses.

0600-0699 Professional advancement in special fields and not for baccalaureate credit.

0800-0899 Continuing Education Units (CEUs).

E Academic credit bearing courses taken by non-matriculated students through Extended Education; does not count towards Residency.

P Academic credit bearing courses taken by non-matriculated students through Extended Education; counts towards Residency.

S Academic credit bearing courses offered through Extended Education. Classes may be used to fulfill residence graduation requirement.

Suffixes Standard University course numbers may include letters (i.e., ENGL 470A).

X Academic credit bearing courses offered in experimental fashion between catalog cycles.

The University operates on the quarter system and offers four quarters per year.

All quarters contribute equally to the academic year, which runs from Summer through Spring.

For the period from Fall 1987 through Summer 1988 student records may appear on more than one type of transcript. All student course work prior to that time appears on a single transcript. Graduate, 2-Year Technical Certificate, and Undergraduate careers appear on separate transcripts beginning Fall 1987 through Summer 2006. Continuing Ed, Continuing Education Units, and Vocational careers appear on separate transcripts beginning Fall 1988 through Summer 2006.

Academic Probation is not indicated on the transcript.

A maximum of 105 quarter units from community colleges may be applied towards a bachelor's degree.

Earned hours applicable towards the degree may be less than those recorded on the transcript.

Undergraduate students must complete at least 180 units. In order to graduate, all undergraduate students must have at least 2.00 Higher Education GPA (Cumulative GPA), 2.00 Cal Poly cumulative GPA (CPSLO GPA), and 2.00 Major GPA (not indicated on the transcript).

Graduate students must complete at least 45 units with a GPA of at least 3.00 in course work designated in their Formal Study Plan.

See Cal Poly catalog for additional details relating to our policies and programs. Catalogs are available at catalog.calpoly.edu

		Units Graded	Point Value	Earned Units
A	Superior	YES	4.0	YES
B	Good	YES	3.0	YES
C	Acceptable	YES	2.0	YES
D	Poor	YES	1.0	YES
F	Failure	YES	0.0	NO
+	Plus (+)	YES	+0.3	YES
-	Minus (-)	YES	-0.3	YES
AU	Audit	NO	NO	NO
I	Incomplete Authorized	NO	NO	NO
NR/WIP	No Report/Work in Progress	NO	NO	NO
RD	Report Delayed	NO	NO	NO
RP	Report in Progress	NO	NO	NO
SP	Satisfactory Progress	NO	NO	NO
U	Incomplete Unauthorized	YES	NO	NO
W	Withdrawal	NO	NO	NO
WU	Withdrawal Unauthorized	YES	NO	NO
CR	Credit	NO	NO	YES
<i>Credit grades (passing) have a letter value of A, B, C, plus or minus.</i>				
NC	No Credit	NO	NO	NO
<i>No credit grades (not passing) have a letter value of D, F, U, plus or minus</i>				
*	Course taken in another career and not included in statistics on this transcript			
R	Repeat of prior course with original grade removed from GPA calculation			

Earned: Units earned are all hours for which credit was earned (excluding F, U, WU, and NC).

Attempted: Units attempted

Points: Points are awarded per course unit and are determined by multiplying course unit by the point value of the grade.

GPA: Grade Point Average is determined by dividing Points by Units Graded (see above).
(QPTS by QHRS in older records.)

CPSLO Totals: All college level coursework taken at Cal Poly.

CUM Totals: All college level coursework in transfer and at Cal Poly.

The Dean's Honors List recognizes undergraduate students who have completed 12 or more letter-graded units during the term with a GPA of 3.50 or higher.

Candidates for bachelor's degrees are awarded Honors at graduation for a cumulative Cal Poly GPA as follows:

Cum Laude = 3.50
Magna Cum Laude = 3.70
Summa Cum Laude = 3.85

Graduate students with a Formal Study Plan GPA of 3.75 or higher will graduate With Distinction.

**PROPOSED REGULATION OF THE
STATE BOARD OF LANDSCAPE ARCHITECTURE**

LCB File No. R055-20

May 26, 2020

EXPLANATION—Matter in *italics* is new; matter in brackets ~~[omitted material]~~ is material to be omitted.

AUTHORITY: §1, NRS 623A.130 and 623A.240; §§2-4, NRS 623A.130.

A REGULATION relating to landscape architects; revising certain fees charged by the State Board of Landscape Architecture; revising provisions concerning complaints filed against persons who hold a certificate of registration as a landscape architect or a certificate to practice as a landscape architect intern; repealing the term “designated member of the Board”; and providing other matters properly relating thereto.

Legislative Counsel’s Digest:

Existing law requires the State Board of Landscape Architecture to adopt regulations for the administration of the provisions of law governing landscape architects. (NRS 623A.130)

Existing law requires the Board to set certain fees and authorizes the Board to conduct certain other activities related to the charge and collection of fees. (NRS 623A.240) Existing regulations set forth the fees charged by the Board. (NAC 623A.170) **Section 1** of this regulation revises certain fees.

Existing law requires a complaint against a person who holds a certificate of registration as a landscape architect or a certificate to practice as a landscape architect intern to be filed with the Executive Director of the Board. (NRS 623A.290) Existing law further requires the Executive Director to review the complaint and make a recommendation to the Board as to whether further proceedings are warranted. (NRS 623A.305)

Existing regulations set forth various procedures for the filing of a complaint, its delivery to the respondent and the required response by the respondent. (NAC 623A.505, 623A.507, 623A.509) Further, existing regulations require a designated member of the Board to review the response and complaint and to make a recommendation to the Board concerning the complaint. (NAC 623A.511) Existing regulations define “designated member of the Board” as: (1) the President of the Board; or (2) a member of the Board designated by the President. (NAC 623A.034) **Section 2** of this regulation requires the Executive Director, instead of a designated member of the Board, to make such a review and recommendation to the Board concerning the complaint. **Section 3** of this regulation makes a conforming change. **Section 4** of this regulation also makes a conforming change by repealing the term “designated member of the Board.”

Section 1. NAC 623A.170 is hereby amended to read as follows:

623A.170 1. The Board will charge and collect the following fees:

Application fee for a certificate of registration pursuant to the provisions of NAC 623A.220 or 623A.226.....	[\$200.00] \$300.00
Application fee for a certificate of registration pursuant to the provisions of NAC 623A.222.....	[200.00] 300.00
Application fee for a certificate to practice as a landscape architect intern.....	[100.00] 50.00
Examination fee for the Nevada specific examination for an applicant for a certificate of registration.....	100.00
Fee for the review of a Nevada specific examination, if requested pursuant to NAC 623A.250	[75.00] 100.00
Certificate of registration.....	[25.00] 50.00
Certificate of eligibility.....	300.00
Certificate to practice as a landscape architect intern.....	[25.00] 50.00
Annual renewal fee for a certificate of registration.....	[200.00] 300.00
Delinquency fee for a certificate of registration.....	[50.00] 100.00
Reinstatement fee for a certificate of registration.....	[300.00] 400.00
Annual renewal fee for a certificate of eligibility.....	125.00
Annual renewal fee for a certificate to practice as a landscape architect intern.....	[125.00] 50.00

Delinquency fee for a certificate to practice as a landscape architect intern.....	[50.00] 100.00
Reinstatement fee for a certificate to practice as a landscape architect intern.....	[300.00] 400.00
Change of address fee	[10.00] 20.00
Fee for a duplicate certificate of eligibility.....	[30.00] 50.00
Fee for an official stamp	50.00
Fee for an electronic official stamp.....	50.00
Mailing list, all registrants	[10.00] 20.00
Returned check	25.00
Copy of the <i>Construction Industry Reference Manual</i> , which is also known as the “Blue Book”.....	5.00
Copy of a document, per page	[.25] .50

2. The renewal fee for a certificate of registration or a certificate to practice as a landscape architect intern will be prorated on a monthly basis for each month after July 1 that the renewal fee is submitted.

Sec. 2. NAC 623A.511 is hereby amended to read as follows:

623A.511 1. Upon the receipt of the response to a complaint pursuant to NAC 623A.509, the ~~[designated member of the Board]~~ **Executive Director** shall review the complaint and the response to determine whether a probable violation of this chapter or chapter 623A of NRS has occurred.

2. The ~~designated member of the Board~~ *Executive Director* may consult with ~~the~~ ~~Executive Director or~~ the legal counsel for the Board in conducting the review of a complaint pursuant to the provisions of subsection 1.

3. After conducting a review of a complaint pursuant to the provisions of subsection 1, the ~~designated member of the Board~~ *Executive Director* shall recommend to the Board that:

- (a) The Board dismiss the complaint; or
- (b) The Board proceed with a formal disciplinary hearing and schedule the matter for a disciplinary hearing.

Sec. 3. NAC 623A.513 is hereby amended to read as follows:

623A.513 1. At a public meeting of the Board, the Board will review the recommendation of the ~~designated member of the Board~~ *Executive Director* on a complaint provided pursuant to the provisions of NAC 623A.511 and decide whether to:

- (a) Dismiss the complaint; or
- (b) Proceed with a formal disciplinary hearing on the complaint and fix a date for the hearing on the matter.

2. If the Board decides pursuant to the provisions of subsection 1 to dismiss the complaint, the Board will provide a copy of its decision to the complainant and the respondent.

3. If the Board decides pursuant to the provisions of subsection 1 to proceed with a formal disciplinary hearing, the legal counsel for the Board shall prepare:

- (a) A formal disciplinary complaint setting forth the specific violations of this chapter or chapter 623A of NRS that the respondent is alleged to have violated; and
- (b) A notice of hearing pursuant to the provisions of NAC 623A.520.

4. The legal counsel for the Board shall serve the formal disciplinary complaint and the notice of hearing prepared pursuant to the provisions of subsection 3 upon the respondent by certified mail, return receipt requested.

Sec. 4. NAC 623A.034 is hereby repealed.

TEXT OF REPEALED SECTION

623A.034 “Designated member of the Board” defined. (NRS 623A.130) “Designated member of the Board” means:

1. The President of the Board; or
2. The member of the Board designated by the President of the Board pursuant to the provisions of NRS 623A.305.



**Nevada State Board of Landscape Architecture
Executive Director
Annual Review
PERFORMANCE STANDARDS**

Instructions: For each function, assess whether the employee demonstrates the behaviors, Exceptional (4), Exceeds Expectations (3) Meets Expectations (2), Needs Development (1) or Unsatisfactory (0). For any function scored as needs development or unsatisfactory, develop and implement an action plan. Customer is defined as anyone with whom the Board has contact. Maximum score is 48.

4: Exceptional: Consistently exceeds all expectations and standards. Demonstrates the highest level of professional excellence and superior work. Always demonstrates desired behaviors even under difficult and stressful circumstances. Anticipates and exceeds customer needs and desires. This level of performance is an excellent role model to others. Recognized by peers as an expert and problem solver.

3: Exceeds Expectations: Demonstrated accomplishments are clearly and consistently above most expectations and standards. Regularly demonstrates desired behaviors. Provides significant contributions towards the achievement of individual, and Board goals; this level of performance is a positive model to others.

2: Meets Expectations: Work is performed within established expectations and standards. Provides expected performance; some of the time exceeds expectations and rarely does not meet expectations. Generally demonstrates desired behaviors and strives to correct deviation from desired behaviors.

1: Needs Development: Does not consistently meet performance expectations or standards; some of the time meets expectations, but overall compliance with expectations or results are not meeting expectations and require a development plan. Demonstrates some, but not all the desired behaviors. Improvement in performance is needed to achieve acceptable level of contribution. Employee is placed on a formal Development/Action Plan.

0: Unsatisfactory: Performance level fails to meet expectations or standards. There is inconsistency and the employee is generally unaware when not demonstrating desired behaviors. Does not demonstrate the desired behaviors of this organization. Employee is placed on a formal Development/Action Plan and immediate improvements must be made to justify continued employment.

ESSENTIAL FUNCTIONS:

4 3 2 1 0

1. Board of Director Activities

Provides supportive services to members of the Board in fulfilling the responsibilities of their offices.

Participates in developing policies for the Board, and in monitoring the continuity of office activities.

Organizes travel and attends Board meetings.

Assists in the preparation of the agenda and meeting documents pursuant to NRS 241.

Prepares and delivers Executive Director Report including progress and needs for Board operation; recommends necessary action concerning the operation of the Board.

Records, transcribes and maintains records from these meetings.

Notifies applicants, petitioners, or appropriate parties of Board actions.

Initiates action on Board directives.

4 3 2 1 0

2. Landscape Architecture, Landscape Architecture In-training Registration and Renewal of Registration

Oversees the processing of all Landscape Architect and Landscape Architecture In-training registration and registration renewal applications in accordance with NRS Chapter 623A.200

4 3 2 1 0

3. Examinations

Pursuant to NRS 623A.190, oversees the administration of the National Examination and the Nevada State Research Examination.

4 3 2 1 0

4. Board Records

Maintains confidential credentials files and electronic database in accordance with NRS 623A.135

4 3 2 1 0

5. Communications

Maintains communication with all internal and external contacts.

Identifies and works to solve problems as they arise.

Maintains the Nevada State Board of Landscape Architecture web-site, telephone, facsimile machine and cellular telephone. Receives and responds to United States mail, telephone calls and electronic mailings and any other form of communication to the Board.

Coordinates the activities of the Board with other State of Nevada Boards and Agencies including but not limited to correspondence, attendance at meetings, telephone contacts and project cooperation.

Coordinates the activities of the Board with professional organizations such as National Society of Landscape Architects, Council of Landscape Architect Registration Boards,

Nevada Construction Relations Committee including correspondence, attendance at meetings, telephone contacts and project cooperation.

4 3 2 1 0

6. Enforcement

Responsible for receiving initial complaints and establishing if the complaint falls within the jurisdiction of the Board.

All correspondence to the complainant and the respondent are the responsibility of the Executive Director.

Responsible for introducing all cases to the Enforcement Representative of the Board and the Deputy Attorney General as needed for follow-up and disposition.

Assists the Field Enforcement Officers, Enforcement Representative of the Board and Deputy Attorney General as requested with all enforcement activities.

Provides quarterly enforcement reports to the Legislative Counsel Bureau pursuant to NRS 622.100.

4 3 2 1 0

7. Legislative Session

Represents the Board at hearings and meetings as directed by the Board.

Tracks bills as they are introduced for impact on the Board providing reports at quarterly meetings of the Board and more often as needed.

4 3 2 1 0

8. Payroll

Oversees all aspects of Board payroll including the completion of quarterly and year end State of Nevada and Federal Reports.

4 3 2 1 0

9. Annual Budget

Prepares and administers the annual budget in conjunction with the Board.

Performs monthly financial duties including accounts payable, accounts receivable, banking and Board reports in accordance with NRS 623A.150

4 3 2 1 0

10. Annual Audit

Prepares and provides data necessary for an annual audit pursuant to NRS 218.825, oversees reporting of the audit to the Legislative Counsel Bureau.

4 3 2 1 0

11. Confidentiality

Exhibits a high degree of responsibility for confidential matters. in accordance with NRS 623A.353

4 3 2 1 0

12. Assume Other Related Responsibilities as Required

Maintains knowledge of Chapter 623A of Nevada Revised Statutes (NRS), Chapter 623A of Nevada Administrative Code (NAC) and State Administrative Manual (SAM).

Ensures that all office policies and procedures comply with NRS Chapter 623A and NAC Chapter 623A. Responsible for the creation and maintenance of an operations manual. Responsible for monitoring outside contractors including necessary training and evaluations. Maintains custody of the official seal.

Comments:

Performance Evaluation Score_____

Recommendations:

AGENDA ITEM 6.C



**NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE
POSITION DESCRIPTION**

Position Title: Executive Director (FTE 0.49)

Date Originated: March 6, 2009

Reviewed/Revised:

RELATIONSHIPS:

Reports To: Board President

Internal Contacts: Board Members, Field Investigation Officers, Temporary Office Staff, Bookkeeper, Auditor, Deputy Attorney General

External Contacts: State of Nevada Registered Landscape Architects, Landscape Architects-In Training, Applicants for Registration by Reciprocity, Examination and Landscape Architect-In Training, Council of Landscape Architecture Registration Board Members and Staff, Other State of Nevada Boards and Agencies, Nevada Construction Relations Committee, National Society of Landscape Architects, Vendors and Visitors.

POSITION PURPOSE:

Pursuant to NRS 623A.100 duties of the Executive Director include: (a) Keep an accurate record of all proceedings of the Board; (b) Maintain custody of the official seal; (c) Maintain a file containing the names and addresses of all holders of certificates of registration and certificates to practice as a landscape architect intern; (d) Submit to the Board each application for a certificate of registration or certificate to practice as a landscape architect intern that is filed with the Board; (e) If a holder of a certificate of registration or certificate to practice as a landscape architect intern has violated any provision of this chapter, file a complaint with the Attorney General; and (f) Perform any other duties assigned to him by the Board.

The Executive Director is responsible for the supervision, coordination and administrative services of the Nevada State Board of Landscape Architects. This position oversees all operations of the Board including: enforcement, quarterly Board meetings, payroll, payables, receivables, administration of state examinations, processing applicants for registration, annual registration renewals, communications including maintenance of the Board's web-site, preservation of Board files, budget and annual audit.

The Executive Director must retain a thorough knowledge of Nevada Administrative Code and Nevada Revised Statutes which pertain to this position as well as the State Administrative Manual (SAM). Active participation in State of Nevada Legislative Sessions including the representation of the Board at hearings and meetings as needed is also required.

The Executive Director serves as a liaison between the Board of Directors and all external contacts for purposes of communicating requirements of State of Nevada to Registered Landscape Architects and in keeping the Board apprised of legal requirements and current issues.

NATURE AND SCOPE:

The nature and scope of the Executive Director includes the establishment and implementation of administrative policies and procedures, which comply with applicable State of Nevada requirements. The Executive Director is responsible for Landscape Architect registration and renewal of registration, meeting management, flow of information from external contacts to the Board. This position acts as the liaison and resource between the Board and the Community. It is expected that the Executive Director will remain knowledgeable of all changes in standards and practices or of new standards and practices. It is further expected that any and all new required information will be transferred to existing operations.

MINIMUM QUALIFICATIONS:

Education: Working-level knowledge of the English language, including the ability to read, write, and speak English. A bachelor's degree is required.

Experience: Five years of experience in related administration.

ESSENTIAL FUNCTIONS REQUIRED TO FULFILL DUTIES:

Board of Director Activities

Provides supportive services to members of the Board in fulfilling the responsibilities of their offices. Participates in developing policies for the Board, and in monitoring the continuity of office activities. Organizes travel and attends Board meetings. Assists in the preparation of the agenda and meeting documents pursuant to NRS 241. Prepares and delivers Executive Director Report including progress and needs for Board operation; recommends necessary action concerning the operation of the Board. Records, transcribes and maintains records from these meetings. Notifies applicants, petitioners, or appropriate parties of Board actions. Initiates action on Board directives.

Landscape Architecture, Landscape Architecture In-training Registration and Renewal of Registration

Oversees the processing of all Landscape Architect and Landscape Architecture In-training registration and registration renewal applications in accordance with NRS Chapter 623A.200

Examinations

Pursuant to NRS 623A.190, oversees the administration of the Nevada State Research Examination.

Board Records

Maintains confidential credentials files and electronic database in accordance with NRS 623A.135

Enforcement

Responsible for receiving initial complaints and establishing if the complaint falls within the jurisdiction of the Board. All correspondence to the complainant and the respondent are the responsibility of the Executive Director. Responsible for introducing all cases to the Enforcement Representative of the Board and the Deputy Attorney General as needed for follow-up and disposition. Assists the Field Enforcement Officers, Enforcement Representative of the Board and Deputy Attorney General as requested with all enforcement activities. Provides quarterly enforcement reports to the Legislative Counsel Bureau pursuant to NRS 622.100.

Legislative Session

Represents the Board at hearings and meetings as directed by the Board. Tracks bills as they are introduced for impact on the Board providing reports at quarterly meetings of the Board and more often as needed.

Communications

Maintains communication with all internal and external contacts. Identifies and works to solve problems as they arise. Maintains the Nevada State Board of Landscape Architecture web-site, and incoming telephone answering system. Receives and responds to United States mail, telephone calls and electronic mailings and any other form of communication to the Board.

Coordinates the activities of the Board with other State of Nevada Boards and Agencies including but not limited to correspondence, attendance at meetings, telephone contacts and project cooperation.

Coordinates the activities of the Board with professional organizations such as American Society of Landscape Architects, Council of Landscape Architect Registration Boards, Nevada Construction Relations Committee including correspondence, attendance at meetings, telephone contacts and project cooperation.

Payroll

Oversees all aspects of Board payroll including the completion of quarterly and year end State of Nevada and Federal Reports.

Annual Budget

Prepares and administers the annual budget in conjunction with the Board. Performs monthly financial duties including accounts payable, accounts receivable, banking and Board reports in accordance with NRS 623A.150

Annual Audit

Prepares and provides data necessary for an annual audit pursuant to NRS 218.825, oversees reporting of the audit to the Legislative Counsel Bureau.

Confidentiality

Exhibits a high degree of responsibility for confidential matters. in accordance with NRS 623A.353

Assume Other Related Responsibilities as Required

Maintains knowledge of Chapter 623A of Nevada Revised Statutes (NRS), Chapter 623A of Nevada Administrative Code (NAC) and State Administrative Manual (SAM). Ensures that all office policies and procedures comply with NRS Chapter 623A and NAC Chapter 623A. Responsible for the creation and maintenance of an operations manual. Responsible for monitoring outside contractors including necessary training and evaluations. Maintains custody of the official seal.

Agenda Item 6D

CHAPTER 284 - STATE PERSONNEL SYSTEM

NRS 284.015 Definitions. As used in this chapter, unless the context otherwise requires:

6. “Public service” means positions providing service for any office, department, board, commission, bureau, agency or institution in the Executive Department of the State Government operating by authority of the Constitution or law, and supported in whole or in part by any public money, whether the money is received from the Government of the United States or any branch or agency thereof, or from private or any other sources. ([2019, 173](#))

NAC 284.0745 “Part-time employee” defined. (NRS 284.065) “Part-time employee” means an employee whose work schedule is less than 100 percent of the full-time equivalent established for the employee’s pay class designation.

(Added to NAC by Dep’t of Personnel by R147-01, eff. 1-22-2002)

NAC 284.0746 “Part-time employment” defined. (NRS 284.065) “Part-time employment” means a work schedule that is less than 100 percent of the full-time equivalent established for an employee’s pay class designation.

(Added to NAC by Dep’t of Personnel by R147-01, eff. 1-22-2002)

NRS 284.139 Unclassified service: “Agency” defined. As used in [NRS 284.140](#), “agency” means every board and commission in the Executive Department of the State Government the members of which, or some of such members, are required by law to be appointed. (Added to NRS by [1960, 486](#); A [1963, 487](#))

NRS 284.140 Unclassified service: Composition. The unclassified service of the State consists of the following state officers or employees in the Executive Department of the State Government who receive annual salaries for their services:

1. Members of boards and commissions, and heads of departments, agencies and institutions required by law to be appointed.
2. Except as otherwise provided in [NRS 223.085](#), [223.600](#) and [232.461](#) all persons required by law to be appointed by the Governor or heads of departments or agencies appointed by the Governor or by boards.
5. All other officers and employees authorized by law to be employed in the unclassified service.

[1:273:1953] + [18:351:1953] — (NRS A [1963, 487](#), [1179](#); [1965, 147](#), [255](#); [1969, 1426](#); [1977, 159](#); [1983, 624](#); [1987, 291](#); [1993, 374](#); [1999, 1815](#), [3279](#); [2001, 115](#), [1439](#), [2285](#); [2003, 159](#))

NAC 284.022 “Appointing authority” defined. (NRS 284.065) “Appointing authority” means an official, board or commission having the legal authority to make appointments to positions in the state service, or a person to whom the authority has been delegated by the official, board or commission.

[Personnel Div., Rule I § D subsec. 3, eff. 8-11-73]—(NAC A by Dep’t of Personnel, 10-26-84)

CHAPTER 286 - PUBLIC EMPLOYEES' RETIREMENT

NRS 286.040 "Employee" defined.

1. "Employee" means:
 - (a) A public officer of the State of Nevada or its political subdivisions.
 - (b) Any person employed by a public employer whose compensation is provided by the public employer and who is under the direction or control of officers of the public employer.
2. "Employee" does not include independent contractors or persons rendering professional services to an employer on a fee, retainer or contract basis.
3. The Board shall determine who are employees under this definition.
[Part 2:181:1947; A [1949, 174](#); [1951, 269](#); [1951, 324](#)] — (NRS A [1959, 161](#); [1969, 219](#); [1975, 1029](#); [1979, 746](#))

NRS 286.070 "Public employer" defined.

1. "Public employer" means the State, one of its agencies or one of its political subdivisions, the System, irrigation districts created under the laws of the State of Nevada, a public or quasi-public organization or agency that is funded, at least in part, by public money, including a regional transportation commission, a governing body of a charter school and a council of governments created pursuant to the laws of the State of Nevada.
2. State agencies are those agencies subject to state control and supervision, including those whose employees are governed by [chapter 284](#) of NRS, unless specifically exempted therefrom, and those which *deposit money with the State Treasurer*. (emphasis mine)
[Part 2:181:1947; A [1949, 174](#); [1951, 269](#); [1951, 324](#)] — (NRS A [1959, 12](#), [161](#); [1969, 219](#); [1973, 710](#); [1975, 1029](#); [1977, 1576](#); [1979, 255](#), [1110](#); [1987, 1395](#); [1999, 3319](#); [2003, 2051](#))

NRS 286.290 Conditions for membership in System.

1. No person may become a member of the System unless the person is in the service of a public employer.
2. Except as otherwise provided in this chapter, all public employers shall participate in the System and their employees shall be members of the System.
[Part 8:181:1947; A [1949, 174](#); [1951, 269](#)]

NRS 286.293 Persons required to participate in System.

1. The following employees of public employers shall participate in the System:
 - (a) Those employed on or after July 1, 1977, in positions considered to be half-time or more according to the full-time work schedule established for that public employer.
 - (b) Elected officials or persons appointed to elective positions who are elected or appointed after July 1, 1975, except where excluded by [NRS 286.297](#) and except justices of the peace and municipal judges who are allowed and who elect to participate in the Judicial Retirement Plan pursuant to [NRS 1A.285](#).
 - (c) A member whose allowance is vested or who is contributing immediately before a legislative session who is employed on or after January 1, 1981, by either house of the Legislature or by the Legislative Counsel Bureau.
 - (d) A member of the Nevada Gaming Commission.

2. The Board shall establish standards for determining what constitutes a full-time work schedule pursuant to paragraph (a) of subsection 1.

(Added to NRS by [1975, 1038](#); A [1977, 1580](#); [1981, 448](#); [1999, 2616](#); [2005, 1000](#))

NRS 286.297 Persons excluded from membership in System. The following persons are not eligible to become members of the System:

1. Inmates of state institutions even though they may be receiving compensation for services performed for the institution.

2. Independent contractors or persons rendering professional services on a fee, retainer or contract basis.

3. Except as otherwise provided in [NRS 286.525](#), persons retired under the provisions of this chapter who are employed by a participating public employer.

4. Members of boards or commissions of the State of Nevada or of its political subdivisions when such boards or commissions are advisory or directive and when membership thereon is not compensated except for expenses incurred. Receipt of a fee for attendance at official sessions of a particular board or commission does not constitute compensation for the purpose of this subsection.

[Part 8:181:1947; A [1949, 174](#); [1951, 269](#)] — (NRS A [1975, 1039](#); [1977, 1581](#); [1979, 750, 941](#); [1981, 449](#); [1983, 129](#); [1989, 1558](#); [1993, 382, 474](#); [1995, 524](#); [2013, 1774](#))

Agenda Item 6D

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3. The Board shall determine who are employees under this definition.
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2. State agencies are those agencies subject to state control and supervision, including those whose employees are governed by [chapter 284](#) of NRS, unless specifically exempted therefrom, and those which *deposit money with the State Treasurer*. (emphasis mine)
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2020 Board of Directors & Leadership Advisory Council Elections Ballot

MEMBER BOARD: Nevada

COMPLETED BY: _____

Please note- Ballots may only be completed by a member or staff from the member board, who has been authorized on the credentials letter to represent the member board's vote. The same person may not sign the ballot and the credentials letter.

Please check the boxes to cast your vote:

President-Elect (select 1)

- ☐ Robert (Bob) Gunderson
☐ Chuck Smith

Leadership Advisory Council (select 2)

- ☐ Julie Hildebrand
☐ Bob Mercier
☐ Carrie Rybczynski

Please submit your board's ballot and credentials letter together as one voting package.

You may choose any of the following options to submit your voting package to CLARB:

- *Email* – As an attachment (Word or PDF) to [Andrea Elkin](#) by **Monday, September 7.**

TO: Member Board Executives

FROM: Andrea Elkin
PMO Manager

RE: Letter of Delegate Credentials for Elections

With regard to board delegation and voting rights, Article VI, Section 3 of CLARB's Bylaws state:

"Each member board is entitled to be represented at CLARB meetings. As many delegates as are able to attend may represent a member board, but only one (1) vote may be cast on each motion for each member board by its credentialed delegate. A letter of credential from the delegate's board shall identify the voting delegate attending the annual meeting or any special meeting of CLARB. The credentialed delegate must be a member or staff of the member board."

The credentials letter should be filled out by a Member Board Executive or officer of the Member Board. The credentials letter should designate the Member Board Member, Member Board Executive or Member Board Staff Member who is/are eligible to cast your Board's ballot. Only one ballot per Member Board may be cast.

Please submit your board's ballot and credentials letter together as one voting package.

You may choose any of the following options to submit your voting package to CLARB:

- **Email – As an attachment (Word or PDF) to Andrea Elkin by Monday, September 7.**

If you have any questions about any of these procedures, please let me know.

DATE: August 21, 2020

TO: CLARB Board of Directors

FROM: Nevada

(Member Board)

RE: Letter of Delegate Credentials for 2020 CLARB Annual Meeting

In accordance with Article VI, Section 3 of the Bylaws of the Council of Landscape Architectural Registration Boards, the CLARB Member Board indicated above has designated the following member(s) as its delegate(s) to the CLARB Annual Meeting September 10, 2020.

We understand that delegates are eligible to vote on behalf of the Member Board on all business matters and that only one ballot per Board may be cast regardless of the number of delegates present.

NAME	POSITION
Marc Chapelle	Board Member

In addition, the following representatives will be in attendance:

Signed by: _____

Name

Title