



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE
SPECIAL MEETING
September 2, 2020

PLACE: Zoom Meeting

Present: Melinda Gustin, Marc Chapelle, Laura Miller, Stan Southwick,
Ryan Hansen (joined at 9:10am)

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

Guests: John Resly and Richard Krumwiede

Call to Order: 9:05 AM by President Melinda Gustin
A quorum was established.

Public Comment: None

3. **Meeting Minutes of August 21, 2020**, Motion to approve by Marc Chapelle, Second by Laura Miller. Passed Unanimously.

4. **Old Business:**

A. A discussion of the candidates put forward for positions at the Council of Landscape Architecture Registration Boards (CLARB) with the ballot to be filled out and submitted as follows:

President-Elect: Stan Smith motion to approve by Stan Southwick, Second by Ryan Hansen. Yes: 3, No 2 motion passed.

Leadership Advisory Council: Motion by Marc Chapelle, Second by Ryan Hansen Julie Hildebrand Yes: 4 No: 1

Bob Mercier Yes: 4 No: 1

The ballot will be completed and sent to CLARB.

5. **Executive Director Report:**

A. A discussion concerning the development of a policy for board member salaries took place. As NRS623A.090 states the amount of salary for the board members as it applies to board business, there is no need at this time to write a policy. Use NRS623A as written.

6. **New Business**

A. A review, discussion and questions concerning Mr. John Resly application to sit for the Landscape Architect Registration Exam (LARE) followed.

A motion to allow Mr. Resly to sit for the LARE, with work verification and official transcripts be sent to the board, made by Laura Miller, Second by Marc Chapelle. Passed Unanimously

B. Mr. Richard Krumwiede presented his request for an extension of time to complete the required continuing education units. A motion to allow a 30 day extension to complete the CEU's and paperwork for review, by Stan Southwick, Second by Marc Chapelle. Passed Unanimously



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE
SPECIAL MEETING
September 2, 2020

7. The following topics to be presented at future board meetings.

- A. Summary of Continuing Education Audit
- B. Review Continuing Education Policy.

8. Next Meeting Dates and Locations.

- A.) October 1, 2020; Public Workshop Comments for R055-20 re: NAC623A
- B) November 6, 2020 Public Hearing for R055-20 re: NAC623A will be a time certain meeting with 1 hour for public comment. Prior to Quarterly meeting.
- C.) November 6, 2020 - Virtual Quarterly Meeting

9. Public Comment: None

10. Meeting Adjourned: 10:06 PM

**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.....	1200.00 300.00
Application fee for a certificate of registration pursuant to the provisions of NAC 623A.222.....	1200.00 300.00
Application fee for a certificate to practice as a landscape architect intern.....	1100.00 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	175.00 100.00
Certificate of registration.....	125.00 50.00
Certificate of eligibility.....	300.00
Certificate to practice as a landscape architect intern.....	125.00 50.00
Annual renewal fee for a certificate of registration.....	1200.00 300.00
Delinquency fee for a certificate of registration.....	150.00 100.00
Reinstatement fee for a certificate of registration.....	1300.00 400.00
Annual renewal fee for a certificate of eligibility.....	125.00
Annual renewal fee for a certificate to practice as a landscape architect intern.....	1125.00 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.

Small Business Impact Statement

Proposed Regulations R055-55P

1.0 Overview

The Nevada State Board of Landscape Architecture (NSBLA or Board) proposes revisions to the Administrative Code regarding the rules of practice before the Board. The revisions are the result of amendments to NRS623A by the 80th legislative session (2019).

The Nevada State Board of Landscape Architecture has determined that the proposed regulation revisions should not have an adverse economic impact upon a small business. The proposed regulation changes are not expected to negatively impact the formation, operation, or expansion of a small business in Nevada.

2.0 Authority

This small business impact statement is made pursuant to NRS 233B.0608 and complies with the requirements of NRS 233B.0609. As required by NRS 233B.0608(3), this statement identifies the methods used by the agency in determining the impact of the proposed regulation on a small business and provides the reasons for the conclusions of the agency followed by the certification by the person responsible for the agency.

3.0 Background

Nevada law permits the creation of regulations regarding rules of practice before an agency. NRS 233B.050(1). “ 1. In addition to other regulation-making requirements imposed by law, each agency shall: (a) Adopt rules of practice, setting forth the nature and requirements of all formal and informal procedures available, including a description of all forms and instructions used by the agency.”

In 2018 the Board reviewed the fee structure compared to boards within the region. Fees had not been increased since 2007 the Board proposed ‘Not-To-Exceed’ amounts that may extend into the future. In 2019 the board proposed the ‘Not-To-Exceed amounts be increase in NRS623A.240 along with the ability to accept payment by credit, debit cards and electronic transfers. This was approved by the legislature June 5, 2019.

Approved was also the deletion of the language in NRS623A.305 that ‘the President or Designated Member of the Board’ investigate a complaint and determine whether to present it to the board or dismiss. This was replaced with Executive Director to investigate a complaint and determine whether to present to the Board or dismiss.

After the 80th Legislative Session closed in 2019, the Board began reviewing its rules and policies of practice as set forth in NRS623A and NAC623A. This review revealed changes that would align and clarify the operations of the Board and the licensees.

4.0 Method used to determine no small business impact

Pursuant to NRS 233B.0608, the Nevada State Board of Landscape Architecture made a concerted effort with two workshops and a survey to current licensees and landscape architect interns, to determine whether the proposed regulation changes were likely to: 1) impose a direct and significant economic burden upon a small business, or 2) directly restrict the formation, operation, or expansion of a small business. As a result of this effort, the NSBLA determined that there is no impact upon small business as a result of the proposed regulation changes. The Board has solicited from the licensees as to what should govern an increase in fees. The majority of respondents identified a nationwide average of

fees should be applied. A majority of respondents also stated that an increase would have minimal to no effect on their business.

Therefore, No small business would endure any direct or significant economic burden related to the NSBLA's proposed changes to its 'not-to-exceed' Fee structure or the Executive Director replacing the Board Member to report the results of the investigation and recommendation to the Board . Instead, the clarification of the Administrative Code is more likely to reduce potential costs upon small business. Likewise, no small business was likely to be affected by revisions to the Administrative Code in the small business's formation, operation, or expansion. Finally, clarification and restructuring of the duties of the Executive Director during complaint investigation and recommendation to the Board is likely to increase the public's trust in the Board's adjudication process.

Ultimately, no adverse economic effects were identified because the proposed regulation changes clarify, reorganize, and provide for operation efficiencies of the Board. Thus, the regulatory revisions are expected to immediately and continuously reduce overall costs of practice before the Board to licensees and the Board with no expected reduction in the protections for the public's health, safety, and welfare.

5.0 Certification by Person Responsible for the Agency

I, , Executive Director of the Nevada State Board of Landscape Architecture, certify to the best of my knowledge or belief, a concerted effort was made to determine the impact of the proposed regulation on small businesses and the information contained in this statement was prepared properly and is accurate.

Signature

Date



Nevada State Board of Landscape Architecture

2020

Board Members

Melinda Gustin
Reno
*Public Member
Board President*

Stanton Southwick
*Board Secretary
Las Vegas*

Marc Chapelle
CLARB
*Representative
Reno*

Laura Miller
*Communications
Las Vegas*

Ryan Hansen
*Outreach
Reno*

Ellis L. Antuñez
Executive Director

Henna Rasul
*Senior Deputy
Attorney General*

October 20, 2020

Audit Division
Legislative Counsel Bureau
Legislative Building
Carson City, NV 89701

The Nevada State Board Landscape Architecture is submitting the following information as per NRS 218G.400. 1) LCB Balance Sheet, 2) Reconciliation Summary and Detail of Checking account 4998 ending 6/30/2020 and bank statement, 3) Reconciliation Summary and Detail of Savings account 8524 ending 6/30/2020 4) Reconciliation Summary, Detail and closing balance of CD 1498. 5)Balance Sheet from Quickbooks for period ending June 30, 2020, 5)Profit and Loss statement from Quickbooks for period July 2019 through June 2020.

The amount shown on line 1, Checking account, uses Quickbooks check register as of 6/30/2020.

The information concerning the CD is included. It matured on August 30, 2020.

There have been no new board members. The current list is represented in the left margin of this letter.

If there are any Questions or comments, please, contact me.

*The Board welcomes
contributions,
questions and comments;
please direct all
correspondence to:*

P. O. Box 34143
Reno, NV 89533

E-mail
LandscapeBoard@
Nsbla.nv.gov

Visit us at
www.nsbla.state.nv.us

Phone: 775-971-4410

Sincerely,

A handwritten signature in black ink, appearing to read "Ellis L. Antuñez".

Ellis L. Antuñez, FASLA
Executive Director

Cc: Chief of Budget Division

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11/03/20

Cash Basis

Nevada State Board of Landscape Architecture

Profit & Loss

July 2020 through June 2021

	Jul '20 - Jun 21
Income	
001 · Application Fees	
003 · LARE (\$175)	350.00
004 · Reciprocity (\$100)	500.00
Total 001 · Application Fees	850.00
010 · Exam Fees	
015 · Nevada Specific Exam (\$75)	375.00
010 · Exam Fees - Other	75.00
Total 010 · Exam Fees	450.00
020 · Interest Income	888.89
030 · New Registration Fees	
031 · New Certificate Fee (\$25)	150.00
033 · New License Fee - Recipr (\$200)	1,250.00
034 · New Stamp Fee (\$25)	150.00
Total 030 · New Registration Fees	1,550.00
040 · Registration Renewal Fees	
041 · Reinstatement Fee (\$300)	600.00
042 · Renewal Delinquency Fee (\$50)	1,400.00
043 · Renewal Fee LA (\$200)	59,077.00
044 · Renewal Fee LAIT (\$100)	50.00
Total 040 · Registration Renewal Fees	61,127.00
050 · Other Income	
051 · Address Change (\$10)	110.00
053 · Electronic/Replacemt Stamp(\$25)	50.00
057 · Processing Fee	236.00
Total 050 · Other Income	396.00
Total Income	65,261.89
Gross Profit	65,261.89
Expense	
060 · Bank Charges	
061 · Merchant deposit fees	177.41
Total 060 · Bank Charges	177.41
070 · Board Expenses	
071 · Board Member Mtg Fee (\$150)	1,500.00
072 · Meals - Board Meetings	19.86
Total 070 · Board Expenses	1,519.86
080 · CLARB Affiliation Dues	5,640.00
090 · CLARB Annual Meeting Expenses	
091 · Board Member Per Diem (\$150)	450.00
Total 090 · CLARB Annual Meeting Expenses	450.00
130 · Office Expenses	
132 · DoIT Email & Web Hosting	609.52
134 · Licensee Stamp	196.00
135 · Computer Updates & Maint	1,010.03
136 · Office Rent	1,676.44
137 · Office Supplies	10.83
139 · Postage & Delivery	19.20
141 · Telephone, Fax & Internet	396.71
Total 130 · Office Expenses	3,918.73

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Cash Basis

Nevada State Board of Landscape Architecture

Profit & Loss

July 2020 through June 2021

	Jul '20 - Jun 21
150 · Payroll Expenses	
152 · Executive Director	15,666.64
153 · Executive Director - Bonus	0.00
154 · Mileage	11.52
157 · Payroll Taxes	1,366.48
159 · Payroll Service	500.00
150 · Payroll Expenses - Other	6.99
Total 150 · Payroll Expenses	17,551.63
160 · Professional Fees	
162 · Bookkeeping	1,657.50
163 · Attorney General's Office	2,392.56
167 · Liability Insurance	470.14
Total 160 · Professional Fees	4,520.20
Total Expense	33,777.83
Net Income	31,484.06

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Cash Basis

Nevada State Board of Landscape Architecture

Profit & Loss Budget vs. Actual

July through October 2020

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
Income				
001 · Application Fees				
002 · LAIT (\$50)	0.00	50.00	-50.00	0.0%
003 · LARE (\$175)	350.00	175.00	175.00	200.0%
004 · Reciprocity (\$100)	300.00	1,500.00	-1,200.00	20.0%
Total 001 · Application Fees	650.00	1,725.00	-1,075.00	37.7%
010 · Exam Fees				
015 · Nevada Specific Exam (\$75)	225.00	1,000.00	-775.00	22.5%
010 · Exam Fees - Other	75.00			
Total 010 · Exam Fees	300.00	1,000.00	-700.00	30.0%
020 · Interest Income	888.89	892.00	-3.11	99.7%
025 · Credit Card Fee Income	0.00	1,830.00	-1,830.00	0.0%
030 · New Registration Fees				
031 · New Certificate Fee (\$25)	150.00	300.00	-150.00	50.0%
032 · New License Fee - LARE (\$200)	0.00	200.00	-200.00	0.0%
033 · New License Fee - Recipr (\$200)	1,250.00	2,400.00	-1,150.00	52.1%
034 · New Stamp Fee (\$25)	150.00	325.00	-175.00	46.2%
Total 030 · New Registration Fees	1,550.00	3,225.00	-1,675.00	48.1%
040 · Registration Renewal Fees				
041 · Reinstatement Fee (\$300)	600.00	300.00	300.00	200.0%
042 · Renewal Delinquency Fee (\$50)	1,350.00	600.00	750.00	225.0%
043 · Renewal Fee LA (\$200)	58,877.00	60,600.00	-1,723.00	97.2%
044 · Renewal Fee LAIT (\$100)	50.00	100.00	-50.00	50.0%
045 · Duplicate Renewal License (\$25)	0.00	25.00	-25.00	0.0%
Total 040 · Registration Renewal Fees	60,877.00	61,625.00	-748.00	98.8%
050 · Other Income				
051 · Address Change (\$10)	110.00	100.00	10.00	110.0%
053 · Electronic/Replacemt Stamp(\$25)	50.00	50.00	0.00	100.0%
054 · Enforcement Revenue	0.00	0.00	0.00	0.0%
055 · Returned Check Fee (\$25)	0.00	25.00	-25.00	0.0%
056 · Duplicate Certificate Fee (\$25)	0.00	25.00	-25.00	0.0%
057 · Processing Fee	227.00			
Total 050 · Other Income	387.00	200.00	187.00	193.5%
Total Income	64,652.89	70,497.00	-5,844.11	91.7%
Gross Profit	64,652.89	70,497.00	-5,844.11	91.7%
Expense				
060 · Bank Charges				
061 · Merchant deposit fees	177.41			
060 · Bank Charges - Other	0.00	100.00	-100.00	0.0%
Total 060 · Bank Charges	177.41	100.00	77.41	177.4%
070 · Board Expenses				
071 · Board Member Mtg Fee (\$150)	1,500.00	4,800.00	-3,300.00	31.3%
072 · Meals - Board Meetings	19.86	1,000.00	-980.14	2.0%
073 · Travel - Board Meetings	0.00	3,600.00	-3,600.00	0.0%
074 · Board Special Event	0.00	300.00	-300.00	0.0%
Total 070 · Board Expenses	1,519.86	9,700.00	-8,180.14	15.7%
080 · CLARB Affiliation Dues	0.00	5,820.00	-5,820.00	0.0%

Nevada State Board of Landscape Architecture

Profit & Loss Budget vs. Actual

July through October 2020

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
090 · CLARB Annual Meeting Expenses				
091 · Board Member Per Diem (\$150)	450.00	600.00	-150.00	75.0%
092 · CLARB Representative Expenses	0.00	0.00	0.00	0.0%
093 · Annual Meeting Registration	0.00	3,120.00	-3,120.00	0.0%
094 · Travel	0.00	1,250.00	-1,250.00	0.0%
095 · Meals	0.00	550.00	-550.00	0.0%
096 · Lodging	0.00	5,000.00	-5,000.00	0.0%
Total 090 · CLARB Annual Meeting Expenses	450.00	10,520.00	-10,070.00	4.3%
100 · Education & Training				
101 · Registration	0.00	200.00	-200.00	0.0%
102 · Meals	0.00	150.00	-150.00	0.0%
103 · Lodging	0.00	100.00	-100.00	0.0%
Total 100 · Education & Training	0.00	450.00	-450.00	0.0%
105 · FARB				
106 · Registration	0.00	0.00	0.00	0.0%
107 · Lodging	0.00	0.00	0.00	0.0%
108 · Meals	0.00	0.00	0.00	0.0%
109 · Travel	0.00	0.00	0.00	0.0%
105 · FARB - Other	0.00	0.00	0.00	0.0%
Total 105 · FARB	0.00	0.00	0.00	0.0%
120 · NCIRC				
121 · Board Member NCIRC Mtg Fee \$150	0.00	150.00	-150.00	0.0%
122 · Miscellaneous - NCIRC	0.00	0.00	0.00	0.0%
123 · Travel - NCIRC	0.00	210.00	-210.00	0.0%
Total 120 · NCIRC	0.00	360.00	-360.00	0.0%
130 · Office Expenses				
131 · Grasshopper	0.00	0.00	0.00	0.0%
132 · DoIT Email & Web Hosting	609.52	2,125.00	-1,515.48	28.7%
133 · Miscellaneous Office Expense	0.00	400.00	-400.00	0.0%
134 · Licensee Stamp	196.00	760.00	-564.00	25.8%
135 · Computer Updates & Maint	1,010.03	1,000.00	10.03	101.0%
136 · Office Rent	1,676.44	5,040.00	-3,363.56	33.3%
137 · Office Supplies	10.83	350.00	-339.17	3.1%
138 · Post Office Box Rent	0.00	210.00	-210.00	0.0%
139 · Postage & Delivery	19.20	350.00	-330.80	5.5%
140 · Printing & Reproduction	0.00	100.00	-100.00	0.0%
141 · Telephone, Fax & Internet	396.71	1,000.00	-603.29	39.7%
142 · Merchant Services Fees	0.00	1,830.00	-1,830.00	0.0%
145 · Capital Equipment & Furniture	0.00	1,000.00	-1,000.00	0.0%
Total 130 · Office Expenses	3,918.73	14,165.00	-10,246.27	27.7%
150 · Payroll Expenses				
152 · Executive Director	15,666.64	40,700.00	-25,033.36	38.5%
153 · Executive Director - Bonus	0.00	0.00	0.00	0.0%
154 · Mileage	11.52	300.00	-288.48	3.8%
155 · Nevada Business Tax	0.00	0.00	0.00	0.0%
157 · Payroll Taxes	1,366.48	3,270.00	-1,903.52	41.8%
159 · Payroll Service	500.00	500.00	0.00	100.0%
150 · Payroll Expenses - Other	6.99			
Total 150 · Payroll Expenses	17,551.63	44,770.00	-27,218.37	39.2%

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11/03/20

Cash Basis

Nevada State Board of Landscape Architecture
Profit & Loss Budget vs. Actual
 July through October 2020

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
160 · Professional Fees				
161 · Accountant	0.00	4,000.00	-4,000.00	0.0%
162 · Bookkeeping	1,267.50	3,750.00	-2,482.50	33.8%
163 · Attorney General's Office	2,392.56	5,000.00	-2,607.44	47.9%
164 · Legislative Bill Tracker	0.00	0.00	0.00	0.0%
165 · Legislative Counsel Bureau	0.00	1,000.00	-1,000.00	0.0%
166 · Legislative Session	0.00	3,000.00	-3,000.00	0.0%
167 · Liability Insurance	470.14	550.00	-79.86	85.5%
168 · Temporary Office Help	0.00	400.00	-400.00	0.0%
169 · Attorney - Board Hire	0.00	0.00	0.00	0.0%
Total 160 · Professional Fees	4,130.20	17,700.00	-13,569.80	23.3%
Total Expense	27,747.83	103,585.00	-75,837.17	26.8%
Net Income	36,905.06	-33,088.00	69,993.06	-111.5%

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11/03/20

Cash Basis

Nevada State Board of Landscape Architecture

Profit & Loss Prev Year Comparison

July through October 2020

	Jul - Oct 20	Jul - Oct 19	\$ Change	% Change
Income				
001 · Application Fees				
002 · LAIT (\$50)	0.00	50.00	-50.00	-100.0%
003 · LARE (\$175)	350.00	350.00	0.00	0.0%
004 · Reciprocity (\$100)	300.00	1,100.00	-800.00	-72.7%
Total 001 · Application Fees	650.00	1,500.00	-850.00	-56.7%
010 · Exam Fees				
015 · Nevada Specific Exam (\$75)	225.00	900.00	-675.00	-75.0%
010 · Exam Fees - Other	75.00	0.00	75.00	100.0%
Total 010 · Exam Fees	300.00	900.00	-600.00	-66.7%
020 · Interest Income	888.89	191.27	697.62	364.7%
030 · New Registration Fees				
031 · New Certificate Fee (\$25)	150.00	200.00	-50.00	-25.0%
032 · New License Fee - LARE (\$200)	0.00	325.00	-325.00	-100.0%
033 · New License Fee - Recipr (\$200)	1,250.00	1,325.00	-75.00	-5.7%
034 · New Stamp Fee (\$25)	150.00	250.00	-100.00	-40.0%
Total 030 · New Registration Fees	1,550.00	2,100.00	-550.00	-26.2%
040 · Registration Renewal Fees				
041 · Reinstatement Fee (\$300)	600.00	300.00	300.00	100.0%
042 · Renewal Delinquency Fee (\$50)	1,350.00	1,650.00	-300.00	-18.2%
043 · Renewal Fee LA (\$200)	58,877.00	66,034.00	-7,157.00	-10.8%
044 · Renewal Fee LAIT (\$100)	50.00	100.00	-50.00	-50.0%
045 · Duplicate Renewal License (\$25)	0.00	25.00	-25.00	-100.0%
Total 040 · Registration Renewal Fees	60,877.00	68,109.00	-7,232.00	-10.6%
050 · Other Income				
051 · Address Change (\$10)	110.00	70.00	40.00	57.1%
053 · Electronic/Replacemt Stamp(\$25)	50.00	50.00	0.00	0.0%
055 · Returned Check Fee (\$25)	0.00	13.00	-13.00	-100.0%
056 · Duplicate Certificate Fee (\$25)	0.00	25.00	-25.00	-100.0%
057 · Processing Fee	227.00	0.00	227.00	100.0%
Total 050 · Other Income	387.00	158.00	229.00	144.9%
Total Income	64,652.89	72,958.27	-8,305.38	-11.4%
Gross Profit	64,652.89	72,958.27	-8,305.38	-11.4%
Expense				
060 · Bank Charges				
061 · Merchant deposit fees	177.41	0.00	177.41	100.0%
Total 060 · Bank Charges	177.41	0.00	177.41	100.0%
070 · Board Expenses				
071 · Board Member Mtg Fee (\$150)	1,500.00	750.00	750.00	100.0%
072 · Meals - Board Meetings	19.86	58.65	-38.79	-66.1%
073 · Travel - Board Meetings	0.00	1,385.29	-1,385.29	-100.0%
074 · Board Special Event	0.00	261.12	-261.12	-100.0%
Total 070 · Board Expenses	1,519.86	2,455.06	-935.20	-38.1%
080 · CLARB Affiliation Dues	0.00	5,475.00	-5,475.00	-100.0%
090 · CLARB Annual Meeting Expenses				
091 · Board Member Per Diem (\$150)	450.00	450.00	0.00	0.0%
093 · Annual Meeting Registration	0.00	975.00	-975.00	-100.0%
094 · Travel	0.00	864.00	-864.00	-100.0%
095 · Meals	0.00	66.90	-66.90	-100.0%
096 · Lodging	0.00	1,438.26	-1,438.26	-100.0%
Total 090 · CLARB Annual Meeting Expenses	450.00	3,794.16	-3,344.16	-88.1%

Nevada State Board of Landscape Architecture
Profit & Loss Prev Year Comparison
July through October 2020

	Jul - Oct 20	Jul - Oct 19	\$ Change	% Change
130 · Office Expenses				
132 · DoIT Email & Web Hosting	609.52	446.20	163.32	36.6%
133 · Miscellaneous Office Expense	0.00	189.74	-189.74	-100.0%
134 · Licensee Stamp	196.00	166.00	30.00	18.1%
135 · Computer Updates & Maint	1,010.03	579.76	430.27	74.2%
136 · Office Rent	1,676.44	1,093.84	582.60	53.3%
137 · Office Supplies	10.83	26.98	-16.15	-59.9%
139 · Postage & Delivery	19.20	3.45	15.75	456.5%
141 · Telephone, Fax & Internet	396.71	575.99	-179.28	-31.1%
145 · Capital Equipment & Furniture	0.00	2,321.00	-2,321.00	-100.0%
Total 130 · Office Expenses	3,918.73	5,402.96	-1,484.23	-27.5%
150 · Payroll Expenses				
152 · Executive Director	15,666.64	12,333.32	3,333.32	27.0%
153 · Executive Director - Bonus	0.00	7,299.40	-7,299.40	-100.0%
154 · Mileage	11.52	11.60	-0.08	-0.7%
157 · Payroll Taxes	1,366.48	1,692.40	-325.92	-19.3%
159 · Payroll Service	500.00	500.00	0.00	0.0%
150 · Payroll Expenses - Other	6.99	8.75	-1.76	-20.1%
Total 150 · Payroll Expenses	17,551.63	21,845.47	-4,293.84	-19.7%
160 · Professional Fees				
162 · Bookkeeping	1,267.50	1,430.00	-162.50	-11.4%
163 · Attorney General's Office	2,392.56	740.93	1,651.63	222.9%
167 · Liability Insurance	470.14	470.97	-0.83	-0.2%
Total 160 · Professional Fees	4,130.20	2,641.90	1,488.30	56.3%
Total Expense	27,747.83	41,614.55	-13,866.72	-33.3%
Net Income	36,905.06	31,343.72	5,561.34	17.7%

**NEVADA STATE BOARDS
BALANCE SHEET
June 30, 2020**

ASSETS


1. Cash – Checking Account	4988	\$	<u>46,181</u>
2. Cash – Savings Account	8524		<u>54,543</u>
3. Short-term Investments (See instructions)	CD 1498		<u>46,000</u>
4. Other Assets (Attach schedule)	Accounts Receivable, Undeposited Funds & Security Deposit		<u>41</u>
5. TOTAL ASSETS		\$	<u>146,765</u>

LIABILITIES AND FUND BALANCE

6. Accounts Payable	Master Card	\$	<u>0</u>
7. Other Liabilities (Attach schedule)	Deferred Income, Direct Deposit Liabilities & Payroll Liabilities		<u>51,717</u>
8. TOTAL LIABILITIES			<u>51,717</u>
9. Fund Balance: Beginning of Year		\$	<u>99,384</u>
9a. Revenue (Attach schedule)	Revenue, Interest & MC Rewards		<u>83,624</u>
9b. Expenditures (Attach schedule)	Total Expenses		<u>87,960</u>
10. Fund Balance: End of Year			<u>95,048</u>
11. TOTAL LIABILITIES AND FUND BALANCE		\$	<u>146,765</u>

Board Name: Nevada State Board Landscape Architecture Date: October 20, 2020

Form Completed by: Ann E. Rodewald Title: Bookkeeper

Signature: Ann E. Rodewald 
Executive Director

Please submit a copy of this form, applicable schedules, the June 30 bank statement(s), and the year-end bank reconciliation to the Legislative Auditor and the Chief of the Budget Division of the Office of Finance on or before December 1. Retain all originals for your files.

Nevada State Board of Landscape Architecture
Balance Sheet
As of June 30, 2020

	<u>Jun 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
CD 1498 - B of A	46,000.00
Checking 4998 - B of A	46,180.62
Savings 8524 - B of A	54,543.22
Total Checking/Savings	146,723.84
Accounts Receivable	
Accounts Receivable	-4,284.50
Total Accounts Receivable	-4,284.50
Other Current Assets	
Undeposited Funds	3,919.00
Total Other Current Assets	3,919.00
Total Current Assets	146,358.34
Other Assets	
Security Deposit	406.90
Total Other Assets	406.90
TOTAL ASSETS	146,765.24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Income	48,277.00
Direct Deposit Liabilities	2,419.32
Payroll Liabilities	1,021.08
Total Other Current Liabilities	51,717.40
Total Current Liabilities	51,717.40
Total Liabilities	51,717.40
Equity	
Opening Bal Equity	32,224.00
Retained Earnings	67,160.80
Net Income	-4,336.96
Total Equity	95,047.84
TOTAL LIABILITIES & EQUITY	146,765.24

2:27 PM

10/06/20

Nevada State Board of Landscape Architecture

Reconciliation Summary

CD 1498 - B of A, Period Ending 10/31/2020

	Oct 31, 20
Beginning Balance	46,876.78
Cleared Transactions	
Checks and Payments - 1 item	-46,876.78
Total Cleared Transactions	-46,876.78
Cleared Balance	0.00
Register Balance as of 10/31/2020	0.00
Ending Balance	0.00

2:27 PM

10/06/20

Nevada State Board of Landscape Architecture

Reconciliation Detail

CD 1498 - B of A, Period Ending 10/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						46,876.78
Cleared Transactions						
Checks and Payments - 1 item						
Check	10/06/2020		Bank of America	X	-46,876.78	-46,876.78
Total Checks and Payments					-46,876.78	-46,876.78
Total Cleared Transactions					-46,876.78	-46,876.78
Cleared Balance					-46,876.78	0.00
Register Balance as of 10/31/2020					-46,876.78	0.00
Ending Balance					-46,876.78	0.00

2:15 PM

10/06/20

Nevada State Board of Landscape Architecture
Reconciliation Summary
CD 1498 - B of A, Period Ending 09/30/2020

	<u>Sep 30, 20</u>
Beginning Balance	0.00
Cleared Transactions	
Deposits and Credits - 2 items	<u>46,876.78</u>
Total Cleared Transactions	<u>46,876.78</u>
Cleared Balance	<u><u>46,876.78</u></u>
Register Balance as of 09/30/2020	46,876.78
Ending Balance	46,876.78

2:15 PM

10/06/20

Nevada State Board of Landscape Architecture

Reconciliation Detail

CD 1498 - B of A, Period Ending 09/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						0.00
Cleared Transactions						
Deposits and Credits - 2 items						
Check	08/30/2019		Bank of America	X	46,000.00	46,000.00
Deposit	10/06/2020		Bank of America	X	876.78	46,876.78
Total Deposits and Credits					46,876.78	46,876.78
Total Cleared Transactions					46,876.78	46,876.78
Cleared Balance					46,876.78	46,876.78
Register Balance as of 09/30/2020					46,876.78	46,876.78
Ending Balance					46,876.78	46,876.78

Customer Information

Account Title* NV STATE BOARD OF LANDSCAPE ARCHITECTURE

Social Security Number/Employer Identification Number

Address 1755 E PLUMB LN

1755 E PLUMB LN STE 107

City RENO

State NV

Zip Code 89502-3600

Country US

* Indicates that the named person's Name and Social Security Number/Employer Identification Number will be used for IRS Tax Reporting purposes.

Account Information

Account Number 910 001 5002 1498

Amount from Principal \$ 46,000.00

Amount from Accrued Interest \$ 0.23

Amount from Paid Interest \$ 876.55

Withheld Amount

(Withholding _____%)¹

Early Withdrawal Penalty Amount \$ 0.00

Amount Paid to Customer \$ 46,876.78

Your account currently has an interest payment in process in the amount of \$

Customer's Signature*

Date

* If the withdrawal was made by phone, no signature is required. Please keep this form for your records.

¹Includes both federal and state withholding when state withholding is required.**Bank Information**

G/L Ticket Number

Date

10/06/2020

Financial Center Name

7TH / MCCARRAN

Employee's Name

Arely Vargas

Employee's Phone Number

775-746-6004



Online Banking

13 Month Featured CD - 1498**Summary**

Current balance: \$46,876.55
Date opened: 08/30/2019
Term: 13 months
NOTE: a penalty for early withdrawal may apply

Services

[View current CD rates](#)

Account details as of 10/05/2020

Nickname: **13 Month Featured CD - 1498 Edit**
Account number: XXXXXXXXXX
Current balance: **\$46,876.55**
Date opened: **08/30/2019**
Term: **13 months**
Next maturity date: **09/30/2020**

Deposit

Beginning balance this term: **\$0.00**
Last renewal date: **Not available**

Interest

Interest rate: **0.03%**
Annual percentage yield: **0.03%**
Interest earned not paid: **\$0.19**
Interest paid last year: **\$268.11**
Interest withheld for taxes this year: **\$0.00**
Interest withheld for taxes last year: **\$0.00**

3:01 PM

08/06/20

Nevada State Board of Landscape Architecture
Reconciliation Summary
Checking 4998 - B of A, Period Ending 06/30/2020

	Jun 30, 20
Beginning Balance	17,371.72
Cleared Transactions	
Checks and Payments - 34 items	-6,268.10
Deposits and Credits - 42 items	35,077.00
Total Cleared Transactions	28,808.90
Cleared Balance	46,180.62
Register Balance as of 06/30/2020	46,180.62
New Transactions	
Checks and Payments - 25 items	-57,316.11
Deposits and Credits - 26 items	14,394.00
Total New Transactions	-42,922.11
Ending Balance	3,258.51

3:46 PM

08/06/20

Nevada State Board of Landscape Architecture

Reconciliation Detail

Checking 4998 - B of A, Period Ending 06/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						17,371.72
Cleared Transactions						
Checks and Payments - 34 items						
Check	06/01/2020	CCADJ	Intuit	X	-38.10	-38.10
Check	06/01/2020	CCADJ	Intuit	X	-15.24	-53.34
Check	06/02/2020	CCADJ	Intuit	X	-15.24	-68.58
Check	06/03/2020		Attorney Generals' ...	X	-972.46	-1,041.04
Check	06/03/2020	CCADJ	Intuit	X	-30.48	-1,071.52
Check	06/04/2020	CCADJ	Intuit	X	-38.10	-1,109.62
Check	06/05/2020		Small Office Manag...	X	-698.75	-1,808.37
Check	06/05/2020		Information Technol...	X	-152.43	-1,960.80
Check	06/05/2020	CCADJ	Intuit	X	-30.48	-1,991.28
Check	06/08/2020	CCADJ	Intuit	X	-27.40	-2,018.68
Check	06/08/2020	CCADJ	Intuit	X	-15.24	-2,033.92
Check	06/09/2020	CCADJ	Intuit	X	-7.62	-2,041.54
Check	06/10/2020	CCADJ	Intuit	X	-30.48	-2,072.02
Check	06/11/2020	CCADJ	Intuit	X	-11.58	-2,083.60
Liability Check	06/12/2020	eftps	US Treasury	X	-902.74	-2,986.34
Check	06/12/2020	CCADJ	Intuit	X	-7.62	-2,993.96
Check	06/15/2020		Southwick, Stanton	X	-150.00	-3,143.96
Check	06/15/2020	CCADJ	Intuit	X	-15.24	-3,159.20
Check	06/15/2020	CCADJ	Intuit	X	-7.62	-3,166.82
Check	06/16/2020		AT&T	X	-78.37	-3,245.19
Check	06/16/2020	CCADJ	Intuit	X	-7.62	-3,252.81
Check	06/17/2020	CCADJ	Intuit	X	-7.62	-3,260.43
Check	06/18/2020	CCADJ	Intuit	X	-3.96	-3,264.39
Liability Check	06/19/2020		QuickBooks Payroll ...	X	-2,421.08	-5,685.47
Check	06/19/2020	CCADJ	Intuit	X	-7.62	-5,693.09
Check	06/22/2020	CCADJ	Intuit	X	-22.86	-5,715.95
Check	06/23/2020	CCADJ	Intuit	X	-7.62	-5,723.57
Check	06/24/2020	CCADJ	Intuit	X	-24.61	-5,748.18
Check	06/25/2020	Auto	Airport Square, LLC	X	-419.11	-6,167.29
Check	06/25/2020	CCADJ	Intuit	X	-22.86	-6,190.15
Check	06/26/2020	CCADJ	Intuit	X	-22.86	-6,213.01
Check	06/29/2020	CCADJ	Intuit	X	-24.61	-6,237.62
Check	06/29/2020	CCADJ	Intuit	X	-22.86	-6,260.48
Check	06/30/2020	CCADJ	Intuit	X	-7.62	-6,268.10
Total Checks and Payments					-6,268.10	-6,268.10
Deposits and Credits - 36 items						
Deposit	06/01/2020			X	418.00	418.00
Deposit	06/01/2020			X	1,045.00	1,463.00
Deposit	06/01/2020			X	4,726.00	6,189.00
Deposit	06/02/2020			X	418.00	6,607.00
Deposit	06/03/2020			X	836.00	7,443.00
Deposit	06/03/2020			X	1,336.00	8,779.00
Deposit	06/04/2020			X	1,045.00	9,824.00
Deposit	06/05/2020			X	209.00	10,033.00
Deposit	06/05/2020			X	836.00	10,869.00
Deposit	06/05/2020			X	2,263.00	13,132.00
Deposit	06/08/2020			X	418.00	13,550.00
Deposit	06/08/2020			X	748.00	14,298.00
Deposit	06/09/2020			X	209.00	14,507.00
Deposit	06/09/2020			X	1,497.00	16,004.00
Deposit	06/10/2020			X	836.00	16,840.00
Deposit	06/11/2020			X	313.50	17,153.50
Deposit	06/12/2020			X	209.00	17,362.50
Deposit	06/15/2020			X	209.00	17,571.50
Deposit	06/15/2020		Intuit	X	418.00	17,989.50
Deposit	06/16/2020			X	209.00	18,198.50
Deposit	06/16/2020			X	3,304.00	21,502.50
Deposit	06/17/2020			X	209.00	21,711.50
Deposit	06/18/2020			X	104.50	21,816.00
Deposit	06/19/2020			X	209.00	22,025.00
Paycheck	06/22/2020	DD1068	Antunez, Ellis L.	X	0.00	22,025.00
Deposit	06/22/2020			X	627.00	22,652.00
Deposit	06/22/2020			X	1,854.00	24,506.00

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08/06/20

Nevada State Board of Landscape Architecture

Reconciliation Detail

Checking 4998 - B of A, Period Ending 06/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	06/23/2020			X	209.00	24,715.00
Deposit	06/24/2020			X	677.00	25,392.00
Deposit	06/24/2020			X	4,680.00	30,072.00
Deposit	06/25/2020			X	627.00	30,699.00
Deposit	06/26/2020			X	627.00	31,326.00
Deposit	06/26/2020			X	2,238.00	33,564.00
Deposit	06/29/2020			X	627.00	34,191.00
Deposit	06/29/2020			X	677.00	34,868.00
Deposit	06/30/2020			X	209.00	35,077.00
Total Deposits and Credits					35,077.00	35,077.00
Total Cleared Transactions					28,808.90	28,808.90
Cleared Balance					28,808.90	46,180.62
Register Balance as of 06/30/2020					28,808.90	46,180.62
New Transactions						
Checks and Payments - 25 items						
Check	07/01/2020	CCADJ	Intuit		-53.34	-53.34
Check	07/01/2020	CCADJ			-16.99	-70.33
Check	07/02/2020	CCADJ			-16.67	-87.00
Check	07/02/2020	CCADJ	Intuit		-15.24	-102.24
Check	07/03/2020		Nevada Administrati...		-152.43	-254.67
Check	07/08/2020		Small Office Manag...		-325.00	-579.67
Check	07/10/2020	CCADJ			-9.37	-589.04
Check	07/13/2020		Bank of America		-500.00	-1,089.04
Check	07/13/2020	2097	AT&T		-79.45	-1,168.49
Check	07/13/2020	CCADJ			-2.05	-1,170.54
Liability Check	07/14/2020	eftps	US Treasury		-902.74	-2,073.28
Check	07/14/2020		Nevada Rubber Sta...		-28.00	-2,101.28
Liability Check	07/15/2020	2096	Nevada Dept Emplo...		-111.00	-2,212.28
Check	07/15/2020	CCADJ			-2.40	-2,214.68
Check	07/16/2020		Transfer to Savings		-50,000.00	-52,214.68
Check	07/20/2020	CCADJ			-0.65	-52,215.33
Liability Check	07/22/2020		QuickBooks Payroll ...		-3,065.64	-55,280.97
Check	07/23/2020	Auto	Airport Square, LLC		-419.11	-55,700.08
Check	07/27/2020	CCADJ			-7.62	-55,707.70
Check	07/28/2020	CCADJ			-2.09	-55,709.79
Check	07/30/2020	2097	Dennis Whitehead		-430.27	-56,140.06
Check	07/30/2020	CCADJ			-2.05	-56,142.11
Check	07/31/2020	CCADJ			-9.37	-56,151.48
Check	08/03/2020	CCADJ			-9.37	-56,160.85
Liability Check	08/06/2020	eftps	US Treasury		-1,155.26	-57,316.11
Total Checks and Payments					-57,316.11	-57,316.11
Deposits and Credits - 26 items						
Deposit	07/01/2020		Powell, Brian		10.00	10.00
Deposit	07/01/2020		Alsup, James		175.00	185.00
Deposit	07/01/2020		Kvarfordt, Kristofor		325.00	510.00
Deposit	07/01/2020				418.00	928.00
Deposit	07/01/2020				600.00	1,528.00
Deposit	07/01/2020				1,027.00	2,555.00
Deposit	07/01/2020				1,463.00	4,018.00
Deposit	07/02/2020				210.00	4,228.00
Deposit	07/02/2020				468.00	4,696.00
Deposit	07/02/2020				809.00	5,505.00
Deposit	07/03/2020				459.00	5,964.00
Deposit	07/07/2020		Melton, Gregory		175.00	6,139.00
Deposit	07/07/2020				5,379.00	11,518.00
Deposit	07/11/2020				259.00	11,777.00
Deposit	07/13/2020		Morrow, Keith		10.00	11,787.00
Deposit	07/13/2020				409.00	12,196.00
Deposit	07/14/2020				50.00	12,246.00
Deposit	07/16/2020				60.00	12,306.00
Deposit	07/20/2020				250.00	12,556.00
Deposit	07/20/2020				1,000.00	13,556.00
Deposit	07/21/2020				10.00	13,566.00

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08/06/20

Nevada State Board of Landscape Architecture
Reconciliation Detail
Checking 4998 - B of A, Period Ending 06/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	07/28/2020				209.00	13,775.00
Deposit	07/29/2020				51.00	13,826.00
Deposit	07/31/2020				50.00	13,876.00
Deposit	08/01/2020				259.00	14,135.00
Deposit	08/04/2020				259.00	14,394.00
Total Deposits and Credits					14,394.00	14,394.00
Total New Transactions					-42,922.11	-42,922.11
Ending Balance					-14,113.21	3,258.51



P.O. Box 15284
Wilmington, DE 19850

NV STATE BOARD OF LANDSCAPE ARCHITECTURE
PO BOX 34143
RENO, NV 89533-4143

Business Advantage
Relationship Rewards

Customer service information

1.888.BUSINESS (1.888.287.4637)

bankofamerica.com

Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

Your Business Fundamentals Checking Preferred Rewards for Bus Platinum Honors

for June 1, 2020 to June 30, 2020

Account number: 0049 7189 4998

NV STATE BOARD OF LANDSCAPE ARCHITECTURE

Account summary

Beginning balance on June 1, 2020	\$17,371.72 ✓	# of deposits/credits: 35
Deposits and other credits	35,077.00 ✓	# of withdrawals/debits: 34
Withdrawals and other debits	-6,268.10 ✓	# of items-previous cycle ¹ : 13
Checks	-0.00	# of days in cycle: 30
Service fees	-0.00	Average ledger balance: \$34,266.46
Ending balance on June 30, 2020	\$46,180.62 ✓	¹ Includes checks paid, deposited items & other debits

Your account has overdraft protection provided by deposit account number 0049 7115 8524.

BANK OF AMERICA BUSINESS ADVANTAGE

What's on your mind?

Business owners like you can join the Bank of America® Advisory Panel to help us understand what you like and don't like. Enter code **SBDD** at bankofamerica.com/AdvisoryPanel to learn more and join.

Inclusion on the Advisory Panel subject to qualifications.

SSM-09-19-0761.D1 | ARG5T4RM



P.O. Box 15284
Wilmington, DE 19850

NV STATE BOARD OF LANDSCAPE ARCHITECTURE
PO BOX 34143
RENO, NV 89533-4143

Business Advantage
Relationship Rewards

Customer service information

1.888.BUSINESS (1.888.287.4637)

bankofamerica.com

Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

Your Business Fundamentals Checking Preferred Rewards for Bus Platinum Honors

for June 1, 2020 to June 30, 2020

Account number: [REDACTED] 4998

NV STATE BOARD OF LANDSCAPE ARCHITECTURE

Account summary

Beginning balance on June 1, 2020	\$17,371.72 ✓	# of deposits/credits: 35
Deposits and other credits	35,077.00 ✓	# of withdrawals/debits: 34
Withdrawals and other debits	-6,268.10 ✓	# of items-previous cycle ¹ : 13
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SSM-09-19-0761.D1 | ARGST4RM

IMPORTANT INFORMATION: BANK DEPOSIT ACCOUNTS

How to Contact Us - You may call us at the telephone number listed on the front of this statement.

Updating your contact information - We encourage you to keep your contact information up-to-date. This includes address, email and phone number. If your information has changed, the easiest way to update it is by visiting the Help & Support tab of Online Banking.

Deposit agreement - When you opened your account, you received a deposit agreement and fee schedule and agreed that your account would be governed by the terms of these documents, as we may amend them from time to time. These documents are part of the contract for your deposit account and govern all transactions relating to your account, including all deposits and withdrawals. Copies of both the deposit agreement and fee schedule which contain the current version of the terms and conditions of your account relationship may be obtained at our financial centers.

Electronic transfers: In case of errors or questions about your electronic transfers - If you think your statement or receipt is wrong or you need more information about an electronic transfer (e.g., ATM transactions, direct deposits or withdrawals, point-of-sale transactions) on the statement or receipt, telephone or write us at the address and number listed on the front of this statement as soon as you can. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- Tell us your name and account number.
- Describe the error or transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

For consumer accounts used primarily for personal, family or household purposes, we will investigate your complaint and will correct any error promptly. If we take more than 10 business days (10 calendar days if you are a Massachusetts customer) (20 business days if you are a new customer, for electronic transfers occurring during the first 30 days after the first deposit is made to your account) to do this, we will provisionally credit your account for the amount you think is in error, so that you will have use of the money during the time it will take to complete our investigation.

For other accounts, we investigate, and if we find we have made an error, we credit your account at the conclusion of our investigation.

Reporting other problems - You must examine your statement carefully and promptly. You are in the best position to discover errors and unauthorized transactions on your account. If you fail to notify us in writing of suspected problems or an unauthorized transaction within the time period specified in the deposit agreement (which periods are no more than 60 days after we make the statement available to you and in some cases are 30 days or less), we are not liable to you and you agree to not make a claim against us, for the problems or unauthorized transactions.

Direct deposits - If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, you may call us to find out if the deposit was made as scheduled. You may also review your activity online or visit a financial center for information.

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Deposits and other credits - continued

Date	Description	Amount
06/15/20	INTUIT PYMT SOLN DES:DEPOSIT ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	418.00 ✓
06/15/20	INTUIT PYMT SOLN DES:DEPOSIT ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	209.00 ✓
06/16/20	BKOFAMERICA ATM 06/16 #000008871 DEPOSIT 7TH/MCCARRAN RENO NV	3,304.00 ✓
06/16/20	INTUIT PYMT SOLN DES:DEPOSIT ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	209.00 ✓
06/17/20	INTUIT PYMT SOLN DES:DEPOSIT ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	209.00 ✓
06/18/20	INTUIT PYMT SOLN DES:DEPOSIT ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	104.50 ✓
06/19/20	INTUIT PYMT SOLN DES:DEPOSIT ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	209.00 ✓
06/22/20	BKOFAMERICA ATM 06/22 #000007074 DEPOSIT 7TH/MCCARRAN RENO NV	1,854.00 ✓
06/22/20	INTUIT PYMT SOLN DES:DEPOSIT ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	627.00 ✓
06/23/20	INTUIT PYMT SOLN DES:DEPOSIT ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	209.00 ✓
06/24/20	BKOFAMERICA ATM 06/24 #000007769 DEPOSIT 7TH/MCCARRAN RENO NV	4,680.00 ✓
06/24/20	INTUIT PYMT SOLN DES:DEPOSIT ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	677.00 ✓
06/25/20	INTUIT PYMT SOLN DES:DEPOSIT ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	627.00 ✓
06/26/20	BKOFAMERICA ATM 06/26 #000004227 DEPOSIT 7TH/MCCARRAN RENO NV	2,238.00 ✓
06/26/20	INTUIT PYMT SOLN DES:DEPOSIT ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	627.00 ✓
06/29/20	INTUIT PYMT SOLN DES:DEPOSIT ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	677.00 ✓
06/29/20	INTUIT PYMT SOLN DES:DEPOSIT ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	627.00 ✓
06/30/20	INTUIT PYMT SOLN DES:DEPOSIT ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	209.00 ✓
Total deposits and other credits		\$35,077.00 ✓

Withdrawals and other debits

Date	Description	Amount
06/01/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-38.10 ✓
06/01/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-15.24 ✓
06/02/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-15.24 ✓

continued on the next page

Withdrawals and other debits - continued

Date	Description	Amount
06/03/20	Attorney General Bill Payment	-972.46 ✓
06/03/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-30.48 ✓
06/04/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-38.10 ✓
06/05/20	Small Office Management Services Bill Payment	-698.75 ✓
06/05/20	State of Nevada Bill Payment	-152.43 ✓
06/05/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-30.48 ✓
06/08/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-27.40 ✓
06/08/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-15.24 ✓
06/09/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-7.62 ✓
06/10/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-30.48 ✓
06/11/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-11.58 ✓
06/12/20	IRS DES:USATAXPYMT ID:270056405160693 INDN:NEVADA STATE BOARD OF CO ID:3387702000 CCD	-902.74 ✓
06/12/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-7.62 ✓
06/15/20	Stan Southwick Bill Payment	-150.00 ✓
06/15/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-15.24 ✓
06/15/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-7.62 ✓
06/16/20	ATT DES:Payment ID:XXXXXXXXXEPAYV INDN:ellis antunez CO ID:9864031004 PPD	-78.37 ✓
06/16/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-7.62 ✓
06/17/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-7.62 ✓
06/18/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-3.96 ✓
06/19/20	INTUIT PAYROLL S DES:QUICKBOOKS ID:XXXXXXXXX INDN:NEVADA STATE BOARD OF CO ID:1722616679 CCD	-2,421.08 ✓
06/19/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-7.62 ✓

continued on the next page

Withdrawals and other debits - continued

Date	Description	Amount
06/22/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-22.86 ✓
06/23/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-7.62 ✓
06/24/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-24.61 ✓
06/25/20	Airport Square, LLC Bill Payment	-419.11 *
06/25/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-22.86 ✓
06/26/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-22.86 ✓
06/29/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-24.61 ✓
06/29/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-22.86 ✓
06/30/20	INTUIT PYMT SOLN DES:TRAN FEE ID:524771996131707 INDN:NEVADA STATE BOARD OF CO ID:9215986202 CCD	-7.62 ✓
Total withdrawals and other debits		-\$6,268.10

Service fees

The Monthly Fee on your Business Fundamentals Checking account was waived for the statement period ending 05/29/20. A check mark below indicates the requirement(s) you have met to qualify for the Monthly Fee waiver on the account.

- ☐ \$250+ in new net purchases on a linked Business debit card
- ☐ \$250+ in new net purchases on a linked Business credit card
- ☐ \$3,000+ minimum daily balance in primary checking account
- ✓ \$5,000+ average monthly balance in primary checking account
- ✓ \$15,000+ combined average monthly balance in linked business accounts
- ✓ enrolled in Business Advantage Relationship Rewards

For information on how to open a new product, link an existing service to your account, or about Business Advantage Relationship Rewards please call 1.888.BUSINESS or visit bankofamerica.com/smallbusiness.

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P.O. Box 15284
Wilmington, DE 19850

NV STATE BOARD OF LANDSCAPE ARCHITECTURE
PO BOX 34143
RENO, NV 89533-4143

Business Advantage
Relationship Rewards

Customer service information

1.888.BUSINESS (1.888.287.4637)

bankofamerica.com

Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

Your Business Advantage Savings Preferred Rewards for Bus Platinum Honors

for June 1, 2020 to June 30, 2020

Account number: [REDACTED] 8524

NV STATE BOARD OF LANDSCAPE ARCHITECTURE

Account summary

Beginning balance on June 1, 2020	\$54,540.11	# of deposits/credits: 1
Deposits and other credits	3.11	# of withdrawals/debits: 0
Withdrawals and other debits	-0.00	# of days in cycle: 30
Service fees	-0.00	Average ledger balance: \$54,540.21
Ending balance on June 30, 2020	\$54,543.22	Average collected balance: \$54,540.21

Annual Percentage Yield Earned this statement period: 0.07%.
Interest Paid Year To Date: \$21.66.

BANK OF AMERICA BUSINESS ADVANTAGE

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SSM-09-19-0761.D1 | ARG5T4RM

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Deposits and other credits

Date	Description	Amount
06/30/20	Interest Earned	3.11
Total deposits and other credits		\$3.11

Daily ledger balances

Date	Balance (\$)	Date	Balance(\$)
06/01	54,540.11	06/30	54,543.22



Your Digital Tip

BANK OF AMERICA BUSINESS ADVANTAGE

Stay on top of your accounts

Start receiving online alerts¹ today to know when transactions have posted and when payments are due. Sign in or enroll at bankofamerica.com/SmallBusiness and click on **Alerts** in the Activity Center.

¹ You may elect to receive alerts via text or email. Bank of America does not charge for this service but your mobile carrier's message and data rates may apply. Delivery of alerts may be affected or delayed by your mobile carrier's coverage. You must be enrolled in Online Banking.

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10:13 AM

07/13/20

Nevada State Board of Landscape Architecture
Reconciliation Summary
Savings 8524 - B of A, Period Ending 06/30/2020

	Jun 30, 20
Beginning Balance	54,540.11
Cleared Transactions	
Deposits and Credits - 1 item	3.11
Total Cleared Transactions	3.11
Cleared Balance	<u>54,543.22</u>
Register Balance as of 06/30/2020	<u>54,543.22</u>
Ending Balance	54,543.22

10:13 AM

07/13/20

Nevada State Board of Landscape Architecture

Reconciliation Detail

Savings 8524 - B of A, Period Ending 06/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						54,540.11
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	06/30/2020			X	3.11	3.11
Total Deposits and Credits					3.11	3.11
Total Cleared Transactions					3.11	3.11
Cleared Balance					3.11	54,543.22
Register Balance as of 06/30/2020					3.11	54,543.22
Ending Balance					3.11	54,543.22

3:09 PM

Nevada State Board of Landscape Architecture
Transaction Detail By Account
July 2019 through June 2020

10/15/20

Cash Basis

Type	Date	Name	Memo	Split	Paid Amount	Balance
020 - Interest Income						
Deposit	07/31/2019		Deposit	Savings 8524 - B of A	6.28	6.28
Deposit	08/30/2019	Bank of America	Deposit	CD 5982 - B of A	165.69	171.97
Deposit	08/30/2019	Bank of America	Deposit	Savings 8524 - B of A	9.02	180.99
Deposit	09/30/2019	Bank of America	Deposit	Savings 8524 - B of A	5.38	186.37
Deposit	10/31/2019	Bank of America	Deposit	Savings 8524 - B of A	4.90	191.27
Deposit	11/30/2019		Deposit	Savings 8524 - B of A	4.56	195.83
Deposit	12/31/2019		Deposit	Savings 8524 - B of A	4.39	200.22
Deposit	01/31/2020		Deposit	Savings 8524 - B of A	3.98	204.20
Deposit	02/28/2020		Deposit	Savings 8524 - B of A	3.87	208.07
Deposit	03/31/2020		Deposit	Savings 8524 - B of A	3.85	211.92
Deposit	04/30/2020		Deposit	Savings 8524 - B of A	3.56	215.48
Deposit	05/31/2020		Deposit	Savings 8524 - B of A	3.29	218.77
Deposit	06/30/2020		Deposit	Savings 8524 - B of A	3.11	221.88
Total 020 - Interest Income					221.88	221.88
TOTAL					221.88	221.88



Bank of America Business Advantage
Cash Rewards

NV STATE BOARD OF LANDSCAPE ARCHITECT

██████████ 0643
June 21, 2020 - July 20, 2020

Company Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Cardholder Activity Summary

Account Number	Credit Limit	Total Activity	Payments and Other Credits	Balance Transfer Activity	Cash Advance Activity	Purchases and Other Charges	Fees Charged
ANTUNEZ, ELLIS L	33,000	500.00	0.00	0.00	0.00	500.00	0.00

Payment Information

New Balance Total \$0.00

Minimum Payment Due \$0.00

Payment Due Date 08/16/20

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$0.00

Payments and Other Credits -\$500.00

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$500.00

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$0.00

Credit Limit \$33,000

Credit Available \$33,000.00

Statement Closing Date 07/20/20

Days in Billing Cycle 30

0050000 0000000 0000000 5474151772300643

Account Number: 5474 1517 7230 0643
June 21, 2020 - July 20, 2020

New Balance Total \$0.00

Minimum Payment Due \$0.00

Payment Due Date 08/16/20

Enter payment amount

\$

For change of address/phone number, see reverse side.

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

NV STATE BOARD OF LANDSCAPE ARCHITECT
PO BOX 34143
RENO, NV 89533-4143

Mail this coupon along with your check payable to:
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STATE OF NEVADA
LEGISLATIVE COUNSEL BUREAU

LEGISLATIVE BUILDING
401 S. CARSON STREET
CARSON CITY, NEVADA 89701-4747
Fax No.: (775) 684-6600



LEGISLATIVE COMMISSION (775) 684-6800

NICOLE J. CANNIZZARO, *Senator, Chair*
Brenda J. Erdoes, *Director, Secretary*

INTERIM FINANCE COMMITTEE (775) 684-6821

MAGGIE CARLTON, *Assemblywoman, Chair*
Sarah Coffman, *Fiscal Analyst*
Mark Krmpotic, *Fiscal Analyst*

BRENDA J. ERDOES, *Director*
(775) 684-6800

LEGISLATIVE COUNSEL (775) 684-6830
DANIEL L. CROSSMAN, *Legislative Auditor* (775) 684-6815
MICHAEL J. STEWART, *Research Director* (775) 684-6825

October 22, 2020

VIA EMAIL

Dear Regulatory Bodies:

As the chair of the Sunset Subcommittee of the Legislative Commission (*Nevada Revised Statutes* [NRS] [232B.210](#)) during the 2019–2020 Interim, I am writing to convey two actions taken by the Subcommittee related to certain professional and occupational licensing boards, commissions, and other entities (see attached list), hereinafter referred to as independent regulatory bodies. On August 31, 2020, the Subcommittee voted to send two letters to independent regulatory bodies to:

1. Encourage the recruitment of Black, Indigenous, and other persons of color as members of the regulatory bodies to reflect the diversity of the state. According to [Senate Concurrent Resolution 1](#) (2020) of the 32nd Special Session of the Nevada Legislature, nearly 49 percent of Nevada's population is represented by persons of color, including persons who are Black, Indigenous, Hispanic, Asian, or Pacific Islander and persons of more than one racial or ethnic background; and
2. Urge them to comply with controlling health standards when conducting the business of the body to reduce the transmission of Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2)—the virus that causes the Coronavirus Disease of 2019. The Subcommittee further urges the regulatory bodies to communicate with their licensees as necessary to keep them apprised of changes to controlling health standards.

If you have any questions regarding this letter or the work of the Subcommittee, please contact Jennifer Ruedy (jruedy@lcb.state.nv.us), Chief Principal Policy Analyst, Research Division, Legislative Counsel Bureau (LCB), or me.

Sincerely,

A handwritten signature in black ink, appearing to read "Pat Spearman".

Patricia (Pat) Spearman, D.B.A.
Nevada State Senator

PS/jc: W205088 and W205090

Att.

cc: Eileen O'Grady, Chief Deputy Legislative Counsel, Legal Division, LCB
Jennifer Ruedy, Chief Principal Policy Analyst, Research Division, LCB

Attachment

The following table lists the 33 independent regulatory bodies that regulate a profession under Title 54 ("Professions, Occupations and Businesses") of NRS. The letter will be emailed to each of these regulatory bodies.

Title 54 of NRS—Independent Regulatory Bodies	Chapter of NRS
Nevada State Board of Accountancy	628
Board of Examiners for Alcohol, Drug and Gambling Counselors	641C
State Board of Architecture, Interior Design and Residential Design	623
Board of Athletic Trainers	640B
State Barbers' Health and Sanitation Board	643
Chiropractic Physicians' Board of Nevada	634
State Contractors' Board	624
State Board of Cosmetology	644A
Certified Court Reporters' Board of Nevada	656
Board of Dental Examiners of Nevada	631
Board of Dispensing Opticians	637
State Board of Professional Engineers and Land Surveyors	625
Board of Environmental Health Specialists	625A
Nevada Funeral and Cemetery Services Board	642
Nevada Board of Homeopathic Medical Examiners	630A
State Board of Landscape Architecture	623A
Board of Examiners for Long-Term Care Administrators	654
Board of Examiners for Marriage and Family Therapists and Clinical Professional Counselors	641A
Board of Massage Therapy	640C
Board of Medical Examiners	630
State Board of Nursing	632
Board of Occupational Therapy	640A
Nevada State Board of Optometry	636
State Board of Oriental Medicine	634A
State Board of Osteopathic Medicine	633
State Board of Pharmacy	639
Nevada Physical Therapy Board	640
State Board of Podiatry	635
Private Investigator's Licensing Board	648
Board of Psychological Examiners	641
Board of Examiners for Social Workers	641B
Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board	637B
Nevada State Board of Veterinary Medical Examiners	638

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
Plus, Nevada Specific Exam \$75.00

All returned exams must be delivered to the Board office at least 20 days prior to the meeting in order to be approved.

Section 1 Identifying information

Last Name Miller		First Name Kelly		Date of Birth [REDACTED]
Place of Birth Clovis, NM	Social Security Number [REDACTED]		Citizenship or Legal Residence Citizen	
Residence Address 21881 Clemens Rd.				
City Reno	State NV	Zip code 89521	Home Telephone 803-370-4371	
Business Name The Genesis Group				
Business Address 10250 Donner Pass Rd.				
City Truckee	State CA	Zip code 96161	Business Telephone 530-584-9484 x1011	
Facsimile Number 530-584-9485		Electronic Mail Address(s) kelly@thegenesisgroup.com (business) krmill@gmail.com (personal)		
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 _____ Date Submitted _____

Nevada State Board of Landscape Architecture Registration Application Revised 11-2019

Section 2 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://nsblla.nv.gov/uploadedFiles/nsblanvgov/content/Forms/ProfessionalExperienceVerificationForm.pdf>

Name of Employer The Genesis Group			Dates of Employment 3/15/2020 - current	
Address 10250 Donner Pass		City Truckee	State CA	Zip code 96161
Title of Position Held Landscape Designer		Duties Performed Landscape design, Plant selection & procurement, site planning, construction detail and submittal sets, project management		
Describe in Particular Duties Performed in the field of Landscape Architecture Design-Build landscape design, plant selection, site planning & design, lighting, irrigation and planting plans, construction detail and submittal sets, project management, coordination with on staff Civil engineer, residential and interior designers and Clients				
Name of Employer Moana Nursery			Dates of Employment 2/1/2017 - 3/8/2020	
Address 1190 W Moana Lane		City Reno	State NV	Zip code 89509
Title of Position Held Landscape Designer		Duties Performed Commercial and Residential Landscape design, Plant selection & procurement, submittal sets, project management		
Describe in Particular Duties Performed in the field of Landscape Architecture Design-Build landscape design, plant selection, cost estimating, HOA, city and county submittal sets, project management, coordination with construction crews and Clients.				
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 11-2019

Section 3 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. Find Reference Forms on the Board Website at:

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

1. Name of Landscape Architect Dawn Donovan			Nature of Relationship Supervisor/Mentor
Address 1190 W Moana Lane	City Reno	State NV	Zip code 89511
2. Name of Landscape Architect Jana Vanderhaar			Nature of Relationship Mentor
Address 870 Daniel Dr.	City Reno	State NV	Zip code 89509
3. Name of Professional Reference Umit Yilmaz			Nature of Relationship Professor
Address 201 Tanner Buliding	City Athens	State GA	Zip code 30602
4. Name of Professional Reference Trent Baldwin, Civil Engineer			Nature of Relationship Colleague
Address 10250 Donner Pass	City Truckee	State CA	Zip code 96161

NAC 623A.210 Application for certificate. (NRS 623A.130, 623A.170)

1. Application for a certificate of registration must be made on a form prescribed by the Board.
3. Except as otherwise provided in subsection 4, an applicant for a certificate of registration must provide the following information on the application form:
 - (i) The names and addresses of two registered landscape architects and two licensed professionals from a related design profession who have direct knowledge of the professional abilities of the applicant.
4. If an applicant for a certificate of registration has been certified by the Council, the applicant may submit a copy of the certification of the Council instead of the information required pursuant to the provisions of paragraphs (f) to (j), inclusive, of subsection 3 when submitting the application for a certificate of registration.

****Additional Professional References on Next page****

Applicant Name _____ Date Submitted _____
 Nevada State Board of Landscape Architecture Registration Application Revised 11-2019

Additional References:

5. Name of Professional Reference Brian Hunt, Architectural Designer			Nature of Relationship Colleague
Address 10250 Donner Pass	City Truckee	State CA	Zip code 96161

Section 4 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 *CLARB Certificate Holder Clemson University			Graduation Date 5/2007
Address 105 Sikes Hall	City Clemson	State SC	Zip code 29634
Degree Received Bachelor of Landscape Architecture	Major Landscape Architecture		Dates Attended 5/2007-8/2002
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

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 (am not) 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 Kellyn Date 10/20/20

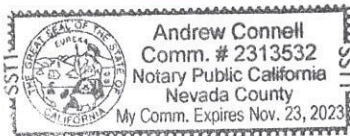
State of California County of Nevada

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 20th day of October, 2020

Signature of Notary Public [Signature] my commission expires 11/23/2023

NOTARY SEAL



Mail should be sent to (choose one)

home address X

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 _____ Date Submitted _____

Nevada State Board of Landscape Architecture Registration Application Revised 11-2019

NEVADA STATE BOARD OF
LANDSCAPE ARCHITECTURE
PO BOX 34143

RENO, NV 89533-4143

RECEIVED
OCT 06 2017
Nevada State Board of
Landscape Architecture

We are sending the enclosed transcript as requested.

TRANSCRIPT FOR:

KELLY RENAE MILLER

COPIES:	1
NAME OF RECORD:	Kelly Renae Miller
NAME ON REQUEST:	NEVADA STATE BOARD OF
STUDENT NUMBER:	C70913672
DATE OF BIRTH:	Feb-20-1984
ISSUE DATE:	Oct-02-2017

CLEMSON[®]
UNIVERSITY

Record of: Kelly Renae Miller
Issued To: NEVADA STATE BOARD OF
LANDSCAPE ARCHITECTURE
PO BOX 34143
RENO, NV 89533-4443

Course Level: Undergraduate

Current Program
Bachelor of Landscape Arch
College : Arch, Arts and Humanities
Major : Landscape Architecture

Awarded Bachelor of Landscape Arch 11-MAY-2007
Primary
College : Arch, Arts and Humanities
Major : Landscape Architecture

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS R
Institution Information continued:				
AAH 1010	Surv of Art & Arch I	3.00	B	9.00
ART 2130	Begin Photography	3.00	A	12.00
ENGL 2090	Contemporary Lit	3.00	B	9.00
LARC 2510	Basic Design III	6.00	B	18.00
LS 1000	Kripalu Yoga	1.00	A	4.00
SOC 2010	Intro Sociology	3.00	B	9.00
Hrs: 19.00 GPA-Hrs: 19.00				Opts: 3.21

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS
INSTITUTION CREDIT:				
Fall 2002				
	Landscape Architecture			
ENGL 1010	Composition I	3.00	A	12.00
GEOL 1010	Physical Geology	3.00	C	6.00
GEOL 1030	Physical Geol Lab	1.00	B	3.00
LARC 1510	Basic Design I	3.00	B	9.00
LARC 1530	L A Theory I	1.00	B	3.00
MTHS 1020	Intro Math Analysis	3.00	B	9.00
	Hrs: 14.00 GPA-Hrs: 14.00	42.00	GPA:	3.00
	Eligible to enroll			

Spring 2003		
Landscape Architecture		
CPSC 1200	Intro Info Tech	3.00 A
ENGL 1020	Composition II	3.00 B
EXST 3010	Intro Statistics	3.00 D
GEOL 1120	Earth Resources	3.00 C
GEOL 1140	Earth Resources Lab	1.00 A
LARC 1520	Basic Design II	3.00 B
LARC 1540	L A Theory II	1.00 A
Enrs: 17.00 GPA-Hrs: 17.00 Opts:		47.00 GPA:
Eligible to enroll		

Fall 2003
Landscape Architecture
***** CONTINUED ON NEXT COLUMN *****

Spring 2004

INSTITUTION CREDIT:		
Fall 2002	Landscape Architecture	
ENGL 1010	Composition I	3.00 A
GEOL 1010	Physical Geology	3.00 C
GEOL 1030	Physical Geol Lab	1.00 B
LARC 1510	Basic Design I	3.00 B
LARC 1530	L A Theory I	1.00 B
MTHS 1020	Intro Math Analysis	3.00 B
	Hrs: 14.00 GPA-Hrs: 14.00 Opts:	42.00 GPA:
	Eligible to enroll	3.00

Spring 2003		
Landscape Architecture		
CPSC 1200	Intro Info Tech	3.00 A 12.00
ENGL 1020	Composition II	3.00 B 9.00
EXST 3010	Intro Statistics	3.00 D 3.00
GEOL 1120	Earth Resources	3.00 C 6.00
GEOL 1140	Earth Resources Lab	1.00 A 4.00
LARC 1520	Basic Design II	3.00 B 9.00
LARC 1540	L A Theory II	1.00 A 4.00
Hrs: 17.00 GPA-Hrs: 17.00		Opts: 47.00 GPA: 2.76
Eligible to enroll		

Fall 2003
Landscape Architecture
***** CONTINUED ON NEXT COLUMN *****

Spring 2004

Landscape Architecture		Surv Art & Arch II	
AAH 1020	Soil Water Conserv		
AGM 3010	Basic Design IV		
LARC 2520	Land Arch Tech I		
LARC 2620			
Ehrs: 15.00 GPA-Hrs: 15.00		Qpts: 0.00	
Eligible to enroll			
First Summer 2004			
Landscape Architecture		Prof Office Intern	
LARC 4930			
Ehrs: 1.00 GPA-Hrs: 0.00		Qpts: 0.00	
Eligible to enroll			

Fall 2004	Landscape Architecture		
BE 2210	Survey Soil Wat Resc		
ENGL 3040	Business Writing		
GEOG 1010	Intro to Geography		
LARC 3510	Land Arch Design I		
LARC 3620	Land Arch Tech II		
	Ehrs: 47.00	GPA-Hrs: 17.00	Opts: 0
	Eligible to enroll		

Landscape Architecture
***** CONTINUED ON PAGE



NEVADA STATE BOARD OF LANDSCAPE
ARCHITECTURE
POSTGRADUATE WORK VERIFICATION

APPLICANT'S NAME: Kelly Miller

1. Have you employed the above named applicant? ☒ Yes ☐ No
If yes, give dates: 3/2020 - Present
Company: The Genesis Group
Address: 10250 Donner Pass Rd.
City/State/Zip: Truckee CA 96161
Telephone: 530-584-9484 x Fax: 530-584-9485
Applicant's Position: Landscape Designer
Your Position: Owner

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>3/2020 - present</u>	<u>Full</u>	<u>Landscape Designer</u>	<u>Residential Design</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: Jon Valdez

Licensed Professional? ☒ Yes ☐ No

Profession: Contractor

License #/State: 818694, C27, A, B

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

Date: 10/27/20



Nevada State Board of Landscape Architecture
LANDSCAPE ARCHITECT PROFESSIONAL
REFERENCE FORM



APPLICANT NAME: Kelly R. Miller

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.)
PROFESSIONAL ORG, OFFICE / OCCASIONAL
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

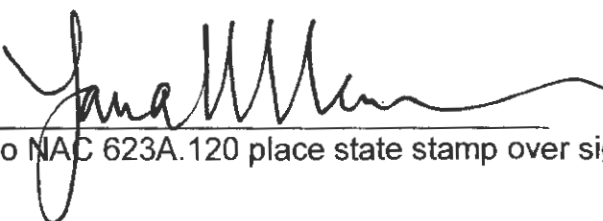
Please provide by attachment any additional information or comments you feel would benefit the Board in determining the applicant's qualifications for licensure.

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: JANA M VANDERHAAR

Licensed Professional? ☒ Yes ☐ No
Profession: LANDSCAPE ARCHITECT

Signature: 

License #/State: NV # 856

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

Date: 10/20/2020



Verdant Connections Landscape Architecture, LLC

Jana Vanderhaar, RLA #856
870 Daniel Drive
Reno NV 89509

verdantconnections.com
(775) 412-8771
jana@verdantconnections.com

October 20, 2020

to:

The Nevada State Board of Landscape Architecture
c/o Ellis Antunez, Executive Director
P.O. Box 34143
Reno NV 89533

Dear Ellis and the NSBLA board,

As a registered landscape architect practicing in the greater Reno area, it is my pleasure to submit this letter of recommendation for **Kelly Miller**.

Around late 2016, I met Kelly when she started attending events held by the Northern Section of the Nevada Chapter of the American Society of Landscape Architects (NVASLA) of which I am currently chair. She was at that time working for Moana Nursery in Reno as a draftsman. While timid, Kelly was always attentive and would participate in a wide variety of activities NVASLA organized (charrettes, tours, lectures, PARKing Day, etc.).

Professionally, Kelly and I worked on a large project that was awarded to my company, Verdant Connections Landscape Architecture, in 2019. She was instrumental in putting my design intent in AutoCAD format for collaboration and communication with fellow professionals on the project. Working on the natural schoolyard project together was a pleasure, as she was easy to communicate with and willing to spend extra time on learning about the subject and making edits to the design as they would come up.

Kelly stands out for her interest in sustainable landscape architecture. She is intent on creating designs that have an ecological function as well as meeting the needs of clients. With her wonderful demeanor, I find her a perfect candidate to pursue the landscape architecture registration in our state. It is a pleasure to recommend Kelly Miller because of her good moral character and dedication to our profession.

Best regards,

Jana Vanderhaar
NV RLA #856



Nevada State Board of Landscape Architecture

Application for Landscape Architect-In-Training Registration

Please Type or Print Legibly in Black Ink Completing All Sections

Nonrefundable Application Fee Registration \$50

RECEIVED
NOV 09 2017
Nevada State Board of
Landscape Architecture

All Applications must be delivered to the Board office at least 21 days prior to the board meeting in order to be approved.

Section 1 Identifying information

Last Name MILLER		First Name KELLY		Date of Birth [REDACTED]
Place of Birth Clovis, NM	Social Security Number [REDACTED]		Citizenship or Legal Residence USA	
Residence Address 21881 Clemens Rd.				
City Reno	State NV	Zip code 89521	Home Telephone 803-370-4371	
Business Name Moana Nursery				
Business Address 1190 W. Moana Lane				
City Reno	State NV	Zip code 89509	Business Telephone 775-825-0602 x134	
Facsimile Number		Electronic Mail Address(s) kellym@moananursery.com / krmill@gmail.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 _____ Date Submitted _____

Nevada State Board of Landscape Architecture LAIT Registration Application Revised 12-2016

Section 2 Education

All Landscape Architect-In-Training 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.

Candidates are to submit certified transcripts from each institution that has been attended.

1. Name of Institution <div style="font-size: 1.2em; font-family: cursive;">Clemson University</div>			Graduation Date <div style="font-size: 1.2em; font-family: cursive;">2007</div>
Address <div style="font-size: 1.2em; font-family: cursive;">109 Riggs Hall</div>	City <div style="font-size: 1.2em; font-family: cursive;">Clemson</div>	State <div style="font-size: 1.2em; font-family: cursive;">SC</div>	Zip code <div style="font-size: 1.2em; font-family: cursive;">29634</div>
Degree Received <div style="font-size: 1.2em; font-family: cursive;">Bachelor of</div>		Major <div style="font-size: 1.2em; font-family: cursive;">Landscape Architecture</div>	Dates Attended <div style="font-size: 1.2em; font-family: cursive;">8/2002-5/2007</div>
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 LAIT Registration Application Revised 12-2016

Section 4 Professional References

All Candidates-Submit 2 professional references, at least 1 from a registered landscape architect, who have direct knowledge of your professional abilities. Also, submit 1 reference from 1 teacher or professor who has direct knowledge of the scholastic ability of the applicant. All professional 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 Dawn Donovan			Nature of Relationship Supervisor
Address 1190 W. Moana Ln.	City Reno	State NV	Zip code 89509
2. Name of Landscape Architect Henny B Sprenger			Nature of Relationship Moana Nursery consultant
Address 1190 W. Moana Ln.	City Reno	State NV	Zip code 89509
3. Name of Professional Reference Umit Yilmaz			Nature of Relationship Professor
Address 285 S. Jackson St.	City Athens	State GA	Zip code 30602
2. Name of Professional Reference			Nature of Relationship
Address	City	State	Zip code

Applicant Name _____ Date Submitted _____

Nevada State Board of Landscape Architecture LAIT Registration Application Revised 12-2016

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 Kellymiller Date 10/11/17

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 11th day of October, 2017

Signature of Notary Public Sabora Lynn Wotkowiak my commission expires June 5, 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 _____ Date Submitted _____

Nevada State Board of Landscape Architecture LAIT Registration Application Revised 12-2016



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

APPLICANT NAME: Kelly Miller

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? 6 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.)
Office Setting - Daily
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 623A; 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: Dawn D

Licensed Professional? ☒ Yes ☐ No

Profession: Landscape Architect

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

License #/State: NV 959

Date: 3-23-11





Nevada State Board of Landscape Architecture
LANDSCAPE ARCHITECT PROFESSIONAL
REFERENCE FORM

APPLICANT NAME: Kelmy Miller

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? 1 year
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.)
Moana Nursing Consultant / monthly
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	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.

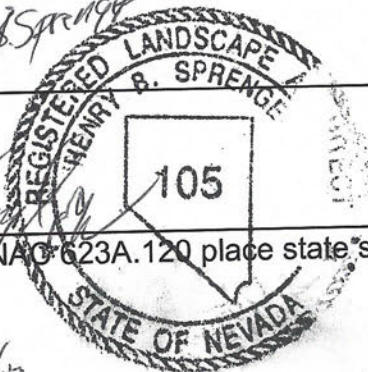
Name: Henry B. Sprengle

Licensed Professional? ☒ Yes ☐ No
Profession: _____

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

License #/State: #105

Date: 10/11/17





The University of Georgia®

College of Environment and Design

March 2, 2017

Dear Nevada State Board of Landscape Architecture Members:

I am very pleased to be writing this letter in support of the application of Ms. Kelly Miller for Landscape Architecture Licensure.

I had the opportunity to teach Kelly in the second year landscape architecture design studio during 2003-2004 fall semester at Clemson University. During the course of this studio, students were assigned 12 consecutive projects with different complexities, therefore I had ample opportunities to observe her skills. She was among the most perfectionist and hardworking students who worked diligently until finding the best solution for the given design problems. Kelly's projects and models also reflected her creativity and dedication to landscape architecture.

Kelly has been building professional and personal skills after her graduation. I believe she is well qualified to take the licensure examination and ready to take responsibilities as a registered landscape architect.

I enthusiastically recommend Kelly's application for licensure to be considered.

Sincerely,

Umit Yilmaz, Ph.D.
Professor



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

APPLICANT NAME: Kelly Miller

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? **Since 2005**
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.)
University_
3. Would you be pleased to have this applicant as an associate with you in practice?
✓ Yes
4. My general recommendation concerning this applicant is:
1. Recommend highly without reservations ✓ Yes
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?
X Yes

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: Umit Yilmaz,

Licensed Professional? ☐ Yes ☒ No
Profession: Professor

Signature: 

License #/State: _____

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

Date: February 28, 2017

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
OCT 21 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 Larimer		First Name Peter		Date of Birth [REDACTED]
Place of Birth Manteca, CA	Social Security Number [REDACTED]		Citizenship or Legal Residence United States	
Residence Address 138 Cobble Ridge Dr				
City Folsom	State CA	Zip code 95630	Home Telephone 916-521-3352	
Business Name MTW Group				
Business Address 2707 K Street, Suite 201				
City Sacramento	State CA	Zip code 95816	Business Telephone 916-*369-3390	
Facsimile Number n/a		Electronic Mail Address(s) peter@mtwgroup.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 **Peter Larimer** Date Submitted **10/15/2020**

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

California

Date of Registration

California

Address of Board issuing Certificate of Registration

2420 Del Paso Road, Suite 105

City, Zip code

Sacramento, 95834

E-mail address of Board Issuing Certificate of Registration

latc@dca.ca.gov

Registration Number

5284

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 National and Local Sierra Chapter, LEED

Applicant Name Peter Larimer Date Submitted 10/15/2020

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 MTW Group			Dates of Employment 09/01/2003	
Address 2707 K Street, Suite 201		City Sacramento	State CA	Zip code 95816
Title of Position Held Principal Landscape Architect		Duties Performed Landscape Architect		
Describe in Particular Duties Performed in the field of Landscape Architecture All phases of design and construction administration, oversee all office employees and general business				

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				

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 Bryan Walker			Nature of Relationship Business Partner
Address 2707 K Street, Suite 201	City Sacramento	State CA	Zip code 95816
2. Name of Landscape Architect Keith Wilson			Nature of Relationship Colleague
Address 1631 Alhambra Blvd, Suite 100	City Sacramento	State CA	Zip code 95816
3. Name of Professional Reference Chris Lovin, Architect, Kitchell			Nature of Relationship Colleague
Address 2450 Venture Oaks Way, #500	City Sacramento	State CA	Zip code 95833
2. Name of Professional Reference Teri Jamison, Rainforth Grau Architects			Nature of Relationship Colleague
Address 2101 Capitol Ave, #100	City Sacramento	State CA	Zip code 95816

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 University of California, Davis			Graduation Date June 2001
Address 1 Shields Ave	City Davis	State CA	Zip code 95616
Degree Received Bachelor of Science		Major Landscape Architecture	Dates Attended 1996-2001
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 Peter Larimer Date Submitted 10/15/2020

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 [Signature] Date 10/15/2020

State of California County of Sacramento

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 10 day of October, 2020

Signature of Notary Public [Signature] my commission expires

NOTARY SEAL

Mail should be sent to (choose one)

home address

office address X



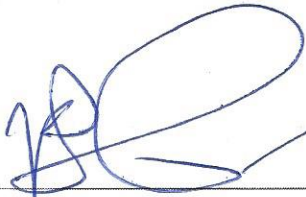
Signature
lower

[Signature]
10/15/2020

Applicant Name Peter Larimer Date Submitted 10/15/2020
Nevada State Board of Landscape Architecture Registration Application Revised 4-2016

CALIFORNIA JURAT WITH AFFIANT STATEMENT**GOVERNMENT CODE § 8202**

- ☐ See Attached Document (Notary to cross out lines 1-6 below)
☐ See Statement Below (Lines 1-6 to be completed only by document signer[s], *not* Notary)



Signature of Document Signer No. 1

Signature of Document Signer No. 2 (if any)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Sacramento

Subscribed and sworn to (or affirmed) before me

Malik Ahmad, Notary Public (Name and Title)

on this 15th day of OCT., 2020,
by _____ Date _____ Month _____ Year _____

(1) PETER DANIEL LARIMER

(and (2) _____),

Name(s) of Signer(s)

proved to me on the basis of satisfactory evidence
to be the person(s) who appeared before me.

Signature _____

Signature of Notary Public



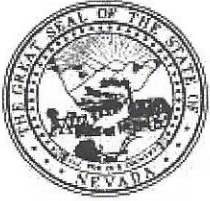
Seal
Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Affidavit - Application for Professional Registration Document Date: 10-15-2020
Number of Pages: 7 Signer(s) Other Than Named Above: _____



Nevada State Board of Landscape Architecture
LANDSCAPE ARCHITECT PROFESSIONAL
REFERENCE FORM

APPLICANT NAME: Peter Larimer

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? 23 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, daily
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: Bryan Walker

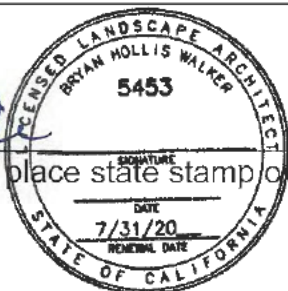
Licensed Professional? ☒ Yes ☐ No

Profession: Landscape Architect

Signature: 

License #/State: CA #5453

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



Date: 10/7/2020



Nevada State Board of Landscape Architecture
LANDSCAPE ARCHITECT PROFESSIONAL
REFERENCE FORM

APPLICANT NAME: Peter Larimer

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? 15 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.)
Regularly (monthly) as part of our work together in our professional organization
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: Keith Wilson

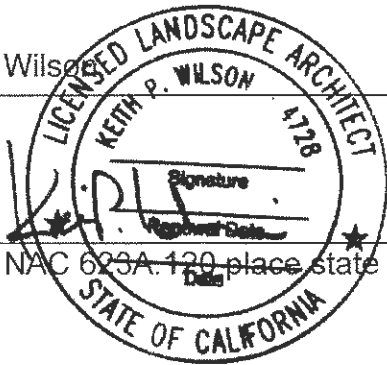
Licensed Professional? ☒ Yes ☐ No

Profession: Landscape Architect

Signature: [Signature]

License #/State: CA #4728

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



Date: 10/12/2020



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.

- associate with you in p
- ant is:
- X

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

Revised 4-1-2016

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: Chris Lovin

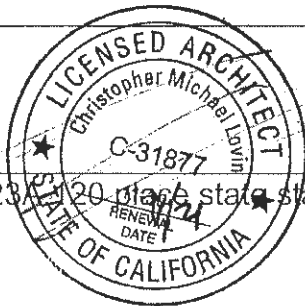
Licensed Professional? ☒ Yes ☐ No

Profession: Architect

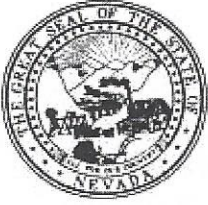
Signature: _____

License #/State: C31877

(Pursuant to NAC 623.427(2) place state stamp over signature)



Date: 10/8/2020



Nevada State Board of Landscape Architecture
LANDSCAPE ARCHITECT PROFESSIONAL
REFERENCE FORM

APPLICANT NAME: Peter Larimer

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? 21 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.)
Frequency varies due to project interaction, minimum monthly. Meetings, project involvement.
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: Teri Jamison

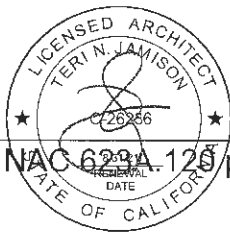
Licensed Professional? ☒ Yes ☐ No

Profession: Architect

Signature: _____

License #/State: CA #26236

(Pursuant to NAC 623A-126 place state stamp over signature)



Date: 10/8/2020



LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

LICENSING DETAILS FOR: 5284

NAME: LARIMER, PETER DANIEL
LICENSE TYPE: LANDSCAPE ARCHITECT
LICENSE STATUS: CLEAR 
PREVIOUS NAMES: LARIMER, PETER

ADDRESS
2707 K STREET SUITE 201
SACRAMENTO CA 95816
SACRAMENTO COUNTY
MAP

ISSUANCE DATE
APRIL 3, 2007
EXPIRATION DATE
JUNE 30, 2022
CURRENT DATE / TIME
OCTOBER 8, 2020
9:39:51 AM

Remove your new Pocket Certificate
from the receipt portion and carry
it with you at all times.

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
2420 DEL PASO ROAD, SUITE 105
SACRAMENTO, CA 95834
916 575-7230

29/20
19/20

CUT HERE

CUT HERE



CALIFORNIA ARCHITECTS BOARD
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
2420 DEL PASO ROAD, SUITE 105
SACRAMENTO, CA 95834
916 575-7230



CUT HERE

IMPORTANT

1. Please include your Certificate Number on any correspondence to this office.
2. Notify the Program of any name or address change in writing.
3. Report any loss of this certificate immediately in writing to the Program.
4. Please sign and carry the Pocket Certificate with you.

CERTIFICATE NO.

Landscape Architect

5284

PETER DANIEL LARIMER
2707 K STREET SUITE 201
SACRAMENTO CA 95816

EXPIRATION
06/30/22

Signature

RECEIPT NO.
00012069

CERTIFICATE NO.

5284

EXPIRATION DATE

06/30/22

RECEIPT NO.

00012069

This is your receipt. Please save for your records.

PLALA 10/31/07



NEVADA STATE BOARD OF LANDSCAPE
ARCHITECTURE
POSTGRADUATE WORK VERIFICATION

APPLICANT'S NAME: Peter Larimer

1. Have you employed the above named applicant? ☒ Yes ☐ No
If yes, give dates: 9/1/2003-current
Company: MTW Group
Address: 2707 K Street, Suite 201
City/State/Zip: Sacramento, CA 95816
Telephone: 916-369-3990 Fax: n/a
Applicant's Position: President
Your Position: Vice President

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) _____

4.

Dates of Employment	Full or Part Time	Applicant's Position	Indicate primary areas in which applicant spent time practicing Landscape Architecture
9/1/2003-current	Full	Principal	All phases of design and Construction Administration

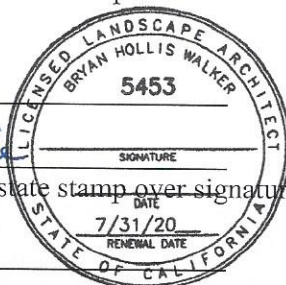
5. Please indicate, to the best of your knowledge, the applicant's qualifications toward the practice of Landscape Architecture by placing an X in the appropriate spaces below.

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

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 of his/her ability, character and reputation.

7. Your Name: Bryan Walker

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



Licensed Professional? ☒ Yes ☐ No
Profession: Landscape Architect
License #/State: CA #5453

Date: 10/7/2020

PETER DANIEL LARIMER

OCT 21 2020

Name:

Student:

COURSE	NUMBER	TITLE	GRADE	UNITS	GRD	PTS	COURSE	NUMBER	TITLE	GRADE	UNITS	GRD	PTS	
UNDERGRADUATE ACADEMIC RECORD							CONTINUED							
DEGREE AWARDED: 15-JUN-01 BACHELOR OF SCIENCE MAJOR(S): LANDSCAPE ARCHITECTURE							SPRING QUARTER 1998							
ADMITTED: FALL QUARTER 1996							LND ARC	023	LAND COMPUTER GRAPHICS	A	4.00	16.00		
INSTITUTION CREDIT:							LND ARC	050	SITE ECOLOGY	C	4.00	8.00		
FALL QUARTER 1996							MATH	022B	DIFFERENTIAL EQUATIONS	C	3.00	6.00		
CURRENT COLLEGE(S): LETTERS & SCIENCE							PHYSICS	009A	CLASSICAL PHYSICS	P+	4.00	.00		
CURRENT MAJOR(S): MATHEMATICS							COMPL	ATTM	PSSD	GPTS	GPA			
ENGLISH	003	INTRO TO LET	B	4.00	12.00		TERM:	15.00	11.00	11.00	30.00	2.727		
GEOLOGY	001	THE EARTH	B-	4.00	10.80		UC CUM:	88.00	77.00	77.00	216.10	2.806		
MATH	021A	CALCULUS	C+	4.00	9.20		FALL QUARTER 1998							
MATH	021AL	ESP CALCULUS WRKSH	P	2.00	.00		COMUNCN	001	INTRO PUBLIC SPEAK	C+	4.00	9.20		
COMPL	ATTM	PSSD	GPTS	GPA		ENHORT	006	INTRO ENVIRON PLANT	C+	3.00	6.90			
TERM:	14.00	12.00	12.00	32.00	2.666	MATH	108	INTRO ABSTRACT MATH	D	4.00	.00			
UC CUM:	14.00	12.00	12.00	32.00	2.666	REPEATED, EXCLUDED FROM GPA								
WINTER QUARTER 1997							STATIST	130A	BRIEF MATH STAT	C	4.00	8.00		
ART	002	DRAWING I	A	4.00	16.00		COMPL	ATTM	PSSD	GPTS	GPA			
MATH	021B	CALCULUS	B	4.00	12.00		TERM:	11.00	11.00	11.00	24.10	2.190		
MATH	021BL	ESP CALCULUS WRKSH	P	2.00	.00		UC CUM:	99.00	88.00	88.00	240.20	2.729		
POL SCI	001	AMER NATL GOVT	B	4.00	12.00		WINTER QUARTER 1999							
COMPL	ATTM	PSSD	GPTS	GPA		BIOLESCI	010	GENERAL BIOLOGY	B	4.00	12.00			
TERM:	14.00	12.00	12.00	40.00	3.333	LND ARC	190	PROSEMINAR	P	1.00	.00			
UC CUM:	28.00	24.00	24.00	72.00	3.000	MATH	149A	DISCRETE MATH	C	4.00	8.00			
SPRING QUARTER 1997							PSYCH	144	ENVIRON AWARENESS	B	4.00	12.00		
DESIGN	125	TEXTILES IN LANDSCAPE	A-	4.00	14.80		COMPL	ATTM	PSSD	GPTS	GPA			
ENG CS	030	INTRO TO PROGRAMMING	B-	4.00	10.80		TERM:	13.00	12.00	12.00	32.00	2.666		
MATH	021C	CALCULUS	C+	4.00	9.20		UC CUM:	112.00	100.00	100.00	272.20	2.722		
MATH	021CL	ESP CALCULUS WRKSH	P	2.00	.00		SPRING QUARTER 1999							
COMPL	ATTM	PSSD	GPTS	GPA		CURRENT COLLEGE(S): AGRIC & ENVIRONMENTAL SCIENCES								
TERM:	14.00	12.00	12.00	34.80	2.900	CURRENT MAJOR(S): LANDSCAPE ARCHITECTURE								
UC CUM:	42.00	36.00	36.00	106.80	2.966	HYDRO S	117	IRRIG WATER MANAGEMENT	B	3.00	9.00			
FALL QUARTER 1997							LND ARC	060	GRADING AND DRAINAGE	B	4.00	12.00		
FRENCH	002	ELEMENTARY FRENCH	C+	5.00	11.50		LND ARC	190	PROSEMINAR	P	1.00	.00		
LND ARC	021	LANDSCAPE DRAFTING	A-	4.00	14.80		LND ARC	192	INTERNSHIP	P	3.00	.00		
LND ARC	040	INTRO LAND ARCH	C+	3.00	6.90		MATH	149B	DISCRETE MATH	C+	4.00	9.20		
MATH	021D	VECTOR ANALYSIS	C	4.00	8.00		COMPL	ATTM	PSSD	GPTS	GPA			
COMPL	ATTM	PSSD	GPTS	GPA		TERM:	15.00	11.00	11.00	30.20	2.745			
TERM:	16.00	16.00	16.00	41.20	2.575	UC CUM:	127.00	111.00	111.00	302.40	2.724			
UC CUM:	58.00	52.00	52.00	148.00	2.846	SUMMER SESSION 1 1999								
WINTER QUARTER 1998							MATH	108	INTRO ABSTRACT MATH	B-	4.00	10.80		
GEOG	010	WORLDS REGIONS	C+	3.00	6.90		REPEATED, INCLUDED IN GPA							
LND ARC	030	HISTORY LANDSCAPE ARCH	B	4.00	12.00		COMPL	ATTM	PSSD	GPTS	GPA			
LND ARC	070	BASIC LANDSCAPE DESIGN	B+	4.00	13.20		TERM:	4.00	4.00	4.00	10.80	2.700		
MATH	022A	LINEAR ALGEBRA	C	3.00	6.00		UC CUM:	131.00	115.00	115.00	313.20	2.723		
MATH	098	DIRECTED GP STUDY	P	1.00	.00		FALL QUARTER 1999							
COMPL	ATTM	PSSD	GPTS	GPA		LND ARC	170	FIELD STUDIO	B	12.00	36.00			
TERM:	15.00	14.00	14.00	38.10	2.721	COMPL	ATTM	PSSD	GPTS	GPA				
UC CUM:	73.00	66.00	66.00	186.10	2.819	TERM:	12.00	12.00	12.00	36.00	3.000			
FALL QUARTER 1999							UC CUM:	143.00	127.00	127.00	349.20	2.749		
WINTER QUARTER 2000							WINTER QUARTER 2000							
ENHORT	133	WOODY PLANTS: MGMT	B	4.00	12.00		ENHORT	133	WOODY PLANTS: MGMT	B	4.00	12.00		
LND ARC	160	MATERIALS AND DETAILING	A	4.00	16.00		LND ARC	160	MATERIALS AND DETAILING	A	4.00	16.00		
LND ARC	180M	URBAN AND COMM DESIGN	B+	2.00	6.60		LND ARC	180M	URBAN AND COMM DESIGN	B+	2.00	6.60		
LND ARC	181M	URBAN/COMM DESIGN STUDIO	A-	3.00	11.10		LND ARC	181M	URBAN/COMM DESIGN STUDIO	A-	3.00	11.10		

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

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

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

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

TRANSCRIPT OF:

PETER DANIEL LARIMER

ISSUED TO:

MTW GROUP
2707 K ST STE 201
SACRAMENTO, CA 95816-5130THIS INFORMATION HAS BEEN RELEASED IN ACCORDANCE WITH THE
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Legal Seal

ACADEMIC TRANSCRIPT

This transcript is printed on special security paper with a
blue background, the seal of the University of California,
Davis, and the signature of the University Registrar,
Eric Cron. This is an official sealed instrument; a raised
seal is not required.

A handwritten signature in cursive script, reading "Eric Cron".

University Registrar

PETER DANIEL LARIMER

ID

Name

Student

COURSE	NUMBER	TITLE	GRADE	UNITS	GPD	PTS	COURSE	NUMBER	TITLE	GRADE	UNITS	GPD	PTS
CONTINUED:													
	COMPL	ATTM	PSSD	GPTS	GPA								
TERM:	13.00	13.00	13.00	45.70	3.515								
UC CUM:	156.00	140.00	140.00	394.90	2.820								
SPRING QUARTER 2000													
ENVH0RT	130	TURFGRASS MANAGEMENT	B	4.00	12.00								
LND ARC	180K	SOCIAL FACTORS IN LDA	A-	2.00	7.40								
LND ARC	181K	SOCIAL FACTORS STUDIO	B+	3.00	9.90								
LND ARC	190	PROSEMINAR	P	1.00	.00								
POL SCI	003	INTERNATL RELATIONS	P*	4.00	.00								
	COMPL	ATTM	PSSD	GPTS	GPA								
TERM:	14.00	9.00	9.00	29.30	3.255								
UC CUM:	170.00	149.00	149.00	424.20	2.846								
FALL QUARTER 2000													
ARTH1	188B	U S ARCHITECTURE	B-	4.00	10.80								
LND ARC	161	CONSTRUCTION DOCUMENTS	A-	4.00	14.80								
SOCIOL	159	SOC OF OCCUPATIONS	C+	4.00	9.20								
	COMPL	ATTM	PSSD	GPTS	GPA								
TERM:	12.00	12.00	12.00	34.80	2.900								
UC CUM:	182.00	161.00	161.00	459.00	2.850								
WINTER QUARTER 2001													
AGSY&EN	132	GIS IN APPLIED ECOLOGY	C	3.00	6.00								
CM&RGDE	001	THE COMMUNITY	B	4.00	12.00								
LND ARC	191	WORKSHOP IN LDA	A	4.00	16.00								
LND ARC	193A	SENIOR PROJECT	P	3.00	.00								
	COMPL	ATTM	PSSD	GPTS	GPA								
TERM:	14.00	11.00	11.00	34.00	3.090								
UC CUM:	196.00	172.00	172.00	493.00	2.866								
SPRING QUARTER 2001													
LND ARC	192	INTERNSHIP	P	8.00	.00								
LND ARC	193B	SENIOR PROJECT	P	4.00	.00								
	COMPL	ATTM	PSSD	GPTS	GPA								
TERM:	12.00	.00	.00	.00	.000								
UC CUM:	208.00	172.00	172.00	493.00	2.866								

***** TRANSCRIPT TOTALS *****

TOTAL UNITS COMPLETED: 208.00 UC GPA: 2.866
 UC BALANCE POINTS: 149

STUDENT IN GOOD ACADEMIC STANDING

***** MEMORANDA *****

UNIVERSITY REQUIREMENTS:

ELWR: SATISFIED 04/25/96
 AMERICAN HIST/INST - SATISFIED 04/25/96
 HIGH SCHOOL: EAST UNION HIGH SCHOOL JUN-96

END OF RECORD

OFFICIAL UC DAVIS TRANSCRIPT COMPUTER PRODUCED ON
 10/09/20

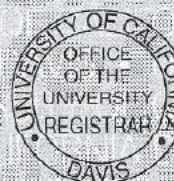
TRANSCRIPT OF:

PETER DANIEL LARIMER

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ISSUED TO:

MTW GROUP
 2707 K ST STE 201
 SACRAMENTO, CA 95816-5130



Legal Seal

ACADEMIC TRANSCRIPT

This transcript is printed on special security paper with a blue background, the seal of the University of California, Davis, and the signature of the University Registrar, Erin Cron. This is an official sealed instrument; a raised seal is not required.

Erin Cron
 University Registrar

TRANSCRIPT LEGEND

Credit for academic work in the University is evaluated in quarter units, except for the School of Law, which is on the semester system. One quarter unit represents three hours of work per week by the student, including both class attendance and preparation. Laboratory and discussion sections may or may not be given unit value. To convert quarter units to semester units, multiply by 2/3; from semester to quarter units, multiply by 3/2. Undergraduate students are considered in good academic standing if they: 1) maintain quarterly and cumulative grade point averages of 2.000 or greater; and, 2) maintain the required minimum progress standards. Graduate and professional school students with scholarship deficiencies are subject to action at the discretion of their respective deans.

The Grading System at the University of California, Davis is as follows:

A	-	excellent
B	-	good
C	-	fair
D	-	barely passing
F	-	not passing (work so poor that it must be repeated to receive recognition)
H	-	Honors (School of Medicine)
I	-	incomplete (work is satisfactory but incomplete for a good cause)
IP	-	in progress
P	-	passed (grade C - or better)
NP	-	not passed
S	-	satisfactory
U	-	unsatisfactory
*	-	pass/no pass or satisfactory/unsatisfactory-student option
NG	-	no grade
Y	-	grade pending

4.0	=	A+	3.0	=	B	1.7	=	C-	0.0	=	F
4.0	=	A	2.7	=	B-	1.3	=	D+	0.0	=	I
3.7	=	A-	2.3	=	C+	1.0	=	D	0.0	=	NG
3.3	=	B+	2.0	=	C	0.7	=	D-	0.0	=	Y
									n/a	=	IP, P, NP, S, U

1	-	99	Lower Division Courses
100	-	199	Upper Division Courses
200	-	299	Graduate Courses
300	-	399	Professional Courses for Teachers and Nurse Practitioners - Teacher-training courses offered by the School of Education and in other departments especially intended for teachers or prospective teachers. Included are courses designed to provide instruction to teaching assistants, and certification of family nurse practitioners and physician assistants.
400	-	499	Other Professional Courses - Professional courses in departments and schools other than the School of Education.

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 brown. 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 530-752-3639. ALTERATION OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE!

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: Harmony Navarro

Title: Licensing Coordinator

Address: 2420 Del Paso Rd., Ste. 105

City, State, Zip Code: Sacramento CA 95834

Telephone Number: (916) 575-7230

Name of Licensee: Peter Daniel Larimer

License Number: LA 5284

Expiration Date:	06/60/2022
------------------	------------

Date Issued: 04/03/2007

Date Prepared: 10/22/2020

Disciplinary Action: Yes _____ No X

If yes, explanation attached.

Signature: Irish Rodriguez

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	PASS 04/2005	B	PASS 04/2005	C	PASS 12/2004	D	PASS 04/2005	E	PASS 12/2006
LARE 12/96 – 6/98	1		2		3		4		5	
	6									
LARE 1992 – 6/96	1		2		3		4		5	
	6		7							
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									

LICENSE VERIFICATION FORM

Exam Section Titles

LARE 9/12 – Present

- 1 – Project and Construction Administration
- 2 – Inventory and Analysis
- 3 – Design
- 4 – Grading, Drainage and Construction Documentation

LARE 2/06 – 9/12

- A – Project and Construction Administration
- B – Inventory, Analysis and Program Development
- C – Site Design
- D – Design and Construction Documentation
- E – Grading, Drainage and Stormwater Management

LARE 6/99 – 1/06

- A – Legal and Administrative Aspects of Practice
- B – Analytical Aspects of Practice
- C – Planning and Site Design
- D – Structural and Material and Methods of Construction
- E – Grading, Drainage and Stormwater Management

LARE 12/96 - 12/98

- 1 – Legal and Admin Aspects of Practice
- 2/7 – Analytical and Technical Aspects of Practice
- 3 – Conceptualization and Communication
- 4 – Design Synthesis
- 5 – Integration of Technical and Design Requirements
- 6 – Grading and Drainage

PELA 6/93 - 6/96

- 1 – Objective
- 2 – Design
- 3 – Construction Documents

LARE 1992 - 6/96

Administered in California in 1992 only

- 1 – Legal and Admin Aspects of Practice
- 2 – Programming and Environmental Analysis
- 3 – Conceptualization and Communication
- 4 – Design Synthesis
- 5 – Integration of Technical and Design Requirements
- 6 – Grading and Drainage
- 7 – Implementation of Design through Construction Process

UNE 1988 - 1991

- 1 – Professional Practice
- 2 – Design
- 3 – Design Application
- 4 – Design Implementation
- 5 – Grading and Drainage

UNE 1986 – 1987

- 1 – Professional Practice
- 2 – Design
- 3 – Design Application
- 4 – Design Implementation

UNE 1976 – 1985

- A – History
- B – Professional Practice
- C – Design
- D – Design Implementation

UNE 1969 – 1975

- C – History/Theory
- D – Professional Admin
- E – Landscape Construction
- F1 – Plant Materials
- F2 – Planting Design
- G – Landscape Architectural Design

State of Nevada Professional and Occupational Licensing Boards

Administrative Collaborative

Preface State of Nevada professional and occupational licensing Boards (Boards) are funded solely from the fees received from the professions they regulate. The Boards are exempt from the State Budget Act (NRS 353.005) and receive no funding from the State General Fund.

The Boards oversee various occupations and professions and are charged with the protection of the public health, safety and welfare of the citizens in Nevada. The Boards provide the public and practitioners a means by which they can pursue administrative legal recourse, in cases of questionable actions or practice.

The Boards independently conduct business in accordance with legislative, state and internal directives. They are charged with compliance with existing and new legislative mandates, state administrative requirements and establishing internal management systems. Small Boards face challenges due to limited funding and staff resources.

The Boards are governed by additional laws and legislation outside their specific professions NRS sections; and must adhere to those requirements in conducting their business and operations. A partial listing of applicable laws include but is not limited to the following:

Title 17 State Legislative Department – NRS 218G Legislative Audits;

Title 18 State Executive Department - NRS 232A Appointments by the Governor to Public Bodies, NRS 232B Legislative Review of Public Agencies, NRS 233B Nevada Administrative Procedures Act

Title 19 Miscellaneous Matters Relating to Government and Public Affairs - NRS 241 Meetings of State and Local Agencies (Open Meeting Law)

Title 23 Public Officers - NRS 281 General Provisions, NRS 281A Ethics in Government; NRS 282 Official Bonds and Oaths and NRS 283 Resignations, Vacancies and Removals

Title 54 Professions, Occupations and Business - NRS 622 General Provisions, NRS 622A Administrative Procedures and NRS 629 Healing Arts

In addition to State laws, the Professional and Occupational Licensing Boards have the responsibility to adhere to specific requirements contained in the State of Nevada Administrative Manual (SAM).

Whereas, Professional and Occupational Licensing Boards have varying levels of experienced executive staff who may benefit from opportunities for collaboration with experienced resources in administration of professional and occupational regulatory Boards; and

Whereas, collaboration efforts may include but not be limited to:

- Consultation with experienced personnel working with professional and occupational regulatory Boards;
- Joint training opportunities for Board members and staff;
- Consulting on administrative requirements, and reporting of Board activities;
- Sharing of best practices and processes, procedures and administrative manuals;
- Reviewing current and proposed legislation pertaining to professional and occupational licensing Boards as a whole;
- Any other matter deemed pertinent to the Boards.

9.4.20

Board Administrative Collaborative

Whereas, it has been determined that it is in the best interests of the State of Nevada and Professional and Occupational Licensing Boards to enter into an Administrative Collaborative in order to provide a cost effective and efficient means to enhance collaborative efforts and establish a structured means by which Professional and Occupational Licensing Boards may increase adherence to state and legislative requirements and strengthen the Professional and Occupational Licensing Boards' administrative and oversight functions.

There is hereby established the ***“Professional and Occupational Licensing Boards, Administrative Collaborative”*** comprised of the Executive Directors or designated personnel of each participating Board who shall be authorized to represent their respective Boards' interests as participating Professional and Occupational Licensing Boards.

Participation in the Administrative Collaborative may be terminated by any of the parties, at any time upon 30 days written notice.

Now therefore in consideration thereof, the ***“Administrative Collaborative”*** shall become effective upon approval by a minimum of three (3) Professional and Occupational Licensing Boards as evidenced by signature below.

Board of Occupational Therapy

Board

Chair Dated

Board

Chair Dated

Board

Chair Dated

Board

Chair Dated

Board

Chair Dated

Chair Dated

9.4.20

Board Administrative Collaborative



**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 Intern Registration and Renewal of Registration

Oversees the processing of all Landscape Architect and Landscape Architecture Intern 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, facsimile machine and 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 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.

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 Deputy Attorney General as needed for follow-up and disposition.

Assists the Field Enforcement Officers and Deputy Attorney General as requested with all enforcement activities. Communicates to the Board recommendation concerning complaint pursuant to the provisions of NAC623A.511

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.