



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE  
SPECIAL MEETING  
AGENDA

Steve Sisolak  
Governor

**DATE:** *March 12, 2021*

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

**BOARD MEMBERS**

Melinda Gustin, President/Public  
Member

Stan Southwick, Secretary

Marc Chapelle, CLARB  
Representative

Laura Miller, Newsletter Editor

John L'Etoile

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

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

**Meeting ID: 655 559 0472**

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

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

**Meeting ID 655-559-0472**

**DEPUTY ATTORNEY GENERAL**

Henna Rasul

**EXECUTIVE DIRECTOR**

Ellis Antuñez

***Pursuant to the Governor's Emergency Directive 006, this meeting will be conducted online and there will be no physical location for the meeting. This meeting can be viewed live over the Internet at the above stated Zoom Meeting website.***

**Please Note:** The Nevada State Board of Landscape Architecture may 1) take agenda items out of order; 2) combine two or more items for consideration; 3) remove an item from the agenda or delay discussion related to an item at any time. Reasonable efforts will be made to assist and accommodate individuals with disabilities who wish to attend the meeting. Please, contact Ellis Antuñez at (775) 971-4410 ([landscapeboard@nsbla.nv.gov](mailto:landscapeboard@nsbla.nv.gov)), in advance, so that arrangements can be made.

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

- A.** Roll Call of Board Members
- B.** Establish Quorum.

**2. PUBLIC COMMENT PERIOD** Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later date. Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual, the board may refuse to consider public comment. See NRS 233B.126.

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



**3. DISCUSSION AND POSSIBLE ACTION ON**

- A. Approval of February 5, 2021, Meeting Minutes. (For Possible Action)**

**4. OLD BUSINESS**

- A. Review and Discuss the implementation of Big Picture Software. (For Possible Action)**  
**B. Review of Executive Director Job Description & Evaluation**

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

- A. Discussion and possible action on Financial Operations Update**  
1) Total Balance of all accounts as of March 5, 2021  
2) Review of Balance Sheet as of March 5, 2021  
3) Review current budget statement for FY2021 to date.  
**B. Number of new licenses granted via reciprocity by CLARB Council Record in the past quarter.**  
**C. Newsletter Preparation and Distribution.**  
**D. Professional and Occupational Licensing Boards Administrative Collaborative update.**  
1) State of Occupational Licensing in Nevada

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

- A. Review, Discuss and Approve the following licensees and Applicants.**  
1) Lofstedt, Gavin, Reciprocity  
2) Trapp, Clayton, Reciprocity  
**B. Legislative Update:**  
1) Legislative Session Guidance  
2) AB3 Electronic maps for divisions of land  
3) SB39 Accepting Token for Payment  
4) Other Legislation Introduced - **Discussion Only**  
**C. Review and Discuss Electronic Stamping of Plans.**  
**D. Rules of Practice Policy Review & Update**  
**E. Washoe County Community Development requesting fee proposal for work.**

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

- A. Regional Meeting Summary**  
**B. ASLA/CLARB License Committee Taskforce Update**  
**C. Nevada Chapter ASLA Update**  
**D. CLARB Annual Meeting Location**  
1) Phoenix, Arizona, 2021  
2) Atlanta, Georgia, 2022  
3) Omaha, Nebraska, 2023  
4) Seattle, Washington, 2024

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

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

- A. May 7, 2021**  
**B. August 13, 2021**  
**C. November 5, 2021**



**10. PUBLIC COMMENT PERIOD** Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later date. Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual, the board may refuse to consider public comment. See NRS 233B.126. ***The public may comment via video conference or telephone using the meeting identification listed above.***

## **11. ADJOURNMENT**

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At the discretion of the Chair, public comment is welcomed by the Board, but will be limited to five minutes per person. A public comment time will be available at the beginning of the meeting and then once again prior to adjournment of the meeting. The Chair may allow additional time to be given a speaker as time allows and at his/her discretion. Once all items on the agenda are completed the meeting will adjourn.

Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual, the board may refuse to consider public comment. See NRS 233B.126.

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Anyone desiring agenda or supporting Materials regarding any board meeting is invited to call or email the Executive Director, Ellis Antuñez at (775) 971-4410 or by email at [landscapeboard@nsbla.nv.gov](mailto:landscapeboard@nsbla.nv.gov) and is available on the web site: <http://landscapeboard.nv.gov/Agendas.html> The agenda and supporting materials may also be picked up in person at 1755 E. Plumb Lane, Suite 107, Reno, Nevada 89502

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***As per Governor Sisolak Directive 006: The requirements contained in NRS 241.020(4)(a) that public notice agendas be posted at physical locations within the State of Nevada are suspended.***

In accordance with NRS 241.020, this public notice and agenda was posted on or before November 2, 2020 on the Nevada State Board of Landscape Architecture website, <http://nsbla.nv.gov>, the State of Nevada's Public Notice Website, <https://notice.nv.gov> and in the following locations:

- a. Nevada State Board of Landscape Architecture, 1755 E. Plumb Lane, Suite 107-C, Reno, NV 89502
  - b. Nevada State Board of Landscape Architecture Website: <http://nsbla.nv.gov/meetings/2020/home>
  - c. Nevada Meeting Notice Website: <https://NV.GOV>
- The Board reserves the right to change the order of items (other than those items posted with a specific date and time) on the agenda. Agenda items may be taken out of sequence to accommodate persons appearing before the Board and/or to aid in the effectiveness of the meeting.
  - The Board is pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements are necessary, in this regard, please notify Ellis Antuñez at 1755 E. Plumb Lane, Suite 107-C, Reno, NV 89502 or by mail at P.O. Box 34143, Reno, NV 89533, or at 775 971-4410 as soon as possible prior to the date of the meeting.
  - This Agenda was sent to all requestors for notice in accordance with NRS241.0203B. Persons/facilities must submit a request in writing every six months, NRS241.0204(c).
  - With regard to any Board meeting, it is possible that an amended notice will be published adding new items to the original agenda. Amended notices will be posted in accordance with the Open Meeting Law.



AFFIDAVIT OF POSTING  
3-8-2021

The undersigned affirms that on or before 9AM on March 8, 2021, he/she posted a copy of the Notice of Public Meeting and Agenda for the March 12, 2021 meeting of the Nevada State Board of Landscape Architecture in accordance with NRS 241.020: said agenda was posted at the following location:

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Signature	Title	Date & Time of Posting
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