



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE
QUARTERLY MEETING
AGENDA

Joe Lombardo
Governor

BOARD MEMBERS

Stan Southwick, President
Melinda Gustin, Secretary/Public
Member
Marc Chapelle, CLARB
Representative
Laura Miller, Newsletter Editor
John L'Etoile

DEPUTY ATTORNEY GENERAL
Henna Rasul

EXECUTIVE DIRECTOR
Ellis Antuñez

DATE: *February 9, 2024*

TIME: *10:00 AM*

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

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), in advance, so that arrangements can be made.

1. CALL TO ORDER- , 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 TOPICS BELOW

A. Approval of September 19, 2023, Meeting Minutes. (For Possible Action)

B. Election of Officers (For Possible Action)

- 1) President
- 2) Secretary
- 3) CLARB Representative
- 4) Newsletter Editor
- 5) Outreach

4. LICENSEES AND APPLICANTS (For Possible Action)

A. Review, Discuss and Approve the following licensees and Applicants.

- 1) Becker, Jon Reciprocity (Reinstatement)
- 2) Jessica Baker Reciprocity
- 3) Hewitt, David Reciprocity
- 4) Johnston, Daniel LAIT/LARE Applicant

5. OLD BUSINESS

A. Review and Discuss the implementation of Big Picture Software. (For Possible Action)

- 1) Application & Renewal Website
- 2) Proposal for Website Administration

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

A. Discussion and possible action on Financial Operations Update

- 1) Review of Profit & Loss Statement as of February 1, 2024
 - a) Balance Sheet for Fiscal Year 2024
- 2) Review current budget statement for FY2024 to date.
- 3) Report on Certificate of Deposit accounts
- 4) Update, Review, Discuss and Possible Approval of changes to Budget for Fiscal Year 2024

B. Discuss and Review the following policies.

- 1) Financial Management Policy
- 2) Financial Reserve Policy

C. Newsletter Preparation and Distribution.

- 1) Renewal and Application On-Line Article
- 2) Other Articles

D. Professional and Occupational Licensing Boards Administrative Collaborative update.

- 1) February 1, 2024, Agenda & Materials

E. Governor's Directive on Remote Working December 18, 2023

F. Forms for Annual Evaluation of Executive Director

- 1) Job Description of Executive Director
- 2) Annual Review Evaluation Form

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

A. CLARB Annual Meeting attendance, In-Person

- 1) Costs from 2023 meeting
- 2) Proposed Costs

B. Review Continuing Education Policy

- 1) Propose Purpose
- 2) For Review & Possible Action: Policy Clarification



8. 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.** Nevada ASLA representative report.
 - 1) State and Northern Section happenings
 - 2) Government Affairs and Licensure Committee Report

- B.** CLARB Report
 - 1) Spring Licensure Summit March 6, 2024, via Zoom
 - 2) Mid-Year Update March 14, 2024
 - 3) Strategic Planning 101 April 9, 2024

- C.** CLARB Annual Meeting Locations
 - 1) Buffalo, NY September 19-21, 2024
 - 2) Region 2
 - 3) Region 3
 - 4) Region 4
 - 5) Region 5

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

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

- A. May 10, 2024, Budget Meeting
- B. June 14, 2024, Quarterly Meeting

11. 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.***

12. ADJOURNMENT

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.

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 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



In accordance with NRS 241.020, this public notice and agenda was posted on or before August 9, 2021 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 (6) 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
2-6-2024

The undersigned affirms that on or before 9AM on February 6, 2024, he/she posted a copy of the Notice of Public Meeting and Agenda for the February 9, 2024 meeting of the Nevada State Board of Landscape Architecture in accordance with NRS 241.020: said agenda was posted at the following location:

| Signature | Title | Date & Time of Posting |
|-----------|-------|------------------------|
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