

**LANDSCAPE CONTRACTORS BOARD**  
**Minutes of the June 18, 2015**  
**Board Meeting**  
**Conference Call**

**PRESENT**

Board Members

Molly Dunston, Chair  
William Bumgardner, Vice Chair  
John Gawlista  
Larry Hoekman  
Loren Radford

Excused

Christine Hollenbeck  
Annie Lee

Guests

None

Staff

Elizabeth Boxall, Administrator  
Kim Gladwill-Rowley, Program Manager

**1. CALL TO ORDER**

The meeting was called to order at 2:02 pm by Ms. Dunston, Chair.

**2. AMENDMENT OF OAR 808-001-0008**

**Adoption of 2015-17 Operating Budget**

The Board reviewed the proposed amendment to OAR 808-001-0008, which includes the budget numbers for the 2015-2017 operating budget.

**BOARD ACTION:** Moved by Mr. Gawlista and carried to approve the amendment of OAR 808-001-0008. Vote: 5-0 (Hollenbeck & Lee excused).

**3. LEGISLATIVE UPDATE**

**A. SB 580 – Landscape Work Group Product**

SB580 passed the Senate floor. On the House side, a few amendments were adopted. Those amendments were to remove the request for collection of reasonable costs for claim hearings and added a requirement to translate the exam to Spanish. The bill passed the House floor this week with the amendments made on the House side. Staff expects this bill to pass as amended. If so, it will be effective January 1, 2016. Staff reported they will begin reviewing the website, administrative rules, and all documents published by the LCB for amendments necessary based on the multiple changes in this bill. Staff will also seek clarification from legal counsel regarding the effective date of this bill for the translation of the exam into Spanish since HB3304 states the translation does not have to be completed until May 1, 2016.

**B. HB3304 – Hands-on, Practical Skills Test Requirement**

This bill has passed the committee on the House side and was referred to the Ways & Means Committee due to the large fiscal impact. The Ways & Means Committee passed it to the House floor and the House approved it this week. It will now be heard on the Senate floor for adoption. There have been no public comments made in opposition to this bill. The bill was amended to extend the effective date of the hand-on testing from May 1, 2016 to September 1, 2016.

The Board is concerned there may not be enough time to meet the January 1, 2016 translation date. The Board would like the Exam Committee to review the exam prior to the translation. This will mean the committee will need to meet soon so there is still time for the translation to take place. The Board believes it is best to ask the legislature for an extension regarding the translation because SB580 requires its completion by January 1, 2106.

Ms. Boxall reported that PSI bid the translation to be \$75,000. She continues to correspond with them regarding a lower rate and options. The LCB owns the exam and can explore other translation and publication costs. Ms. Sneed had received an estimate of about \$10,000 initially, but current staff is unsure where that was from. The \$150,000 start up appropriation for the practical skills testing was not approved by the Legislative Fiscal Office. Ms. Boxall will continue to explore the cost options for translation of the exam to Spanish and will work with PSI regarding the review of the current exam.

Section 1 of HB3304 includes some wording that is ambiguous. This was reviewed by LCB legal counsel who submitted an initial interpretation. Staff sent the language to Representatives Heard and Smith to make the interpretation clear. Upon discussion with Representative Heard, he felt the interpretation was flexible, so staff did not send the letter to all committee members.

The Board discussed formulation of an Implementation Committee for the practical exam piece of this bill. John Gawlista and Loren Radford had stated prior interest in this committee. Mr. Radford stated he has concerns about the class for the Laws and Rules portion of the exam in relation to not test being allowed during this class. Loren Radford no longer wishes to participate on the Implementation Committee. Ms. Dunston will participate if there is difficulty finding members. Ms. Boxall will pursue further committee members and get the committee organized.

Ms. Gladwill-Rowley has arranged the July board meeting to be held at Clackamas Community College in conjunction with the CLT exam. She has also arranged for the Board to have a tour of the exam site that day. Representative Heard has been invited to also attend this tour.

#### **4. PUBLIC COMMENT**

There were no members of the public present.

#### **FINANCIAL REVIEW AND CHANGE OF DIRECTOR AUDIT**

Ms. Boxall reported the change of director's audit covers the two months prior to Ms. Sneed's departure and two months after her departure when Ms. Boxall was hired. This period of time will be March 15, 2015 to July 15, 2015. There is also a financial review to be performed by the same CPA in August 2015. Ms. Boxall and Ms. Gladwill-Rowley met with the CPA and requested a statement of work and pricing on some options. It is to the LCB's financial advantage to consolidate the two reviews. The Board consensus is to consolidate those reviews by pushing the change of director audit to August and consolidate it with the financial review.

#### **5. ADJOURNMENT AND NEXT MEETING SCHEDULE**

The meeting was adjourned at 2:43 pm. The next meeting of the Landscape Contractors Board will be July 24, 2015 at Clackamas Community College.

Respectfully Submitted,

Kim Gladwill-Rowley  
Program Manager