



**ORS 182.472 Report
with focus on the
2019-2021 Biennium**

Submitted by the

OREGON STATE
LANDSCAPE ARCHITECT
BOARD

to

**The Governor,
The President of the Senate,
The Speaker of the House of Representatives,
and
The Legislative Fiscal Officer**

April 1, 2022

ACKNOWLEDGEMENTS

This report was prepared on behalf of the Oregon State Landscape Architect Board by Christine Valentine, contract Board Administrator with assistance from Marilou Arrobang, contract Board Registration Specialist and with input from Board members. Board staff may be contacted at oslab.info@bgelab.oregon.gov or 503-589-0093.

ACRONYMS

The following list includes the most commonly used acronyms within this report.

ASLA = American Society of Landscape Architects
CLARB = Council of Landscape Architectural Registration Boards
DAS = Oregon Department of Administrative Services
LAIT = Landscape Architect-in-Training
OAR = Oregon Administrative Rules
OLCB = Oregon Landscape Contractors Board
OSBAE = Oregon State Board of Architect Examiners
OSBGE= Oregon State Board of Geologist Examiners
OSLAB= Oregon State Landscape Architect Board
ORS=Oregon Revised Statutes
RLA = Registered Landscape Architect

Oregon State Landscape Architect Board

ORS 182.472 Report – Focus on 2019-2021 Biennium *April 1, 2022*

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I. INTRODUCTION

What is Landscape Architecture: Landscape architecture has been recognized as a distinct design profession for over a century. Landscape architecture encompasses the analysis, planning, design, management, and stewardship of the natural and built environment through science and design. Landscape Architects are design professionals providing services that have the dominant purpose of landscape preservation, development, and enhancement, including but not limited to reconnaissance, research, planning, landscape, and site design. Landscape Architects prepare related drawings, construction documents and specifications and provide responsible construction observation.

Landscape Architects work as design professionals on a wide range of projects including but not necessarily limited to the following:

- corporate and commercial grounds,
- historic preservation and restoration,
- hotels, resorts, and golf courses,
- hospitals, health-care facilities, and therapeutic gardens,
- land reclamation and rehabilitation,
- parks, playgrounds, and recreation sites,
- museums, monuments, and cemeteries,
- zoos, public gardens, and arboreta,
- residential sites – multi- and single-family,
- school and college campuses,

- green roofs and stormwater management,
- streetscapes and public spaces,
- transportation corridors and multi-modal facilities,
- land use planning, and
- urban and suburban design and master planning.

Landscape Architects focus on important design and construction details in their work for a wide array of private and public projects. Fundamental aspects of landscape architecture practice are to: (a) keep the public safe from hazards, (b) protect and maximize natural resources, and (c) prevent damage to public or private property from changes in the built environment. The work of Landscape Architects often includes design of aesthetically pleasing and functional systems, approaches and settings for structures, roadways, walkways, and other features. Landscape Architects are trained to address site grading, natural drainage, erosion control, and stormwater management. They regularly design and provide construction details and specifications for plantings, irrigation systems, site lighting, site features, and grading and drainage of sites. In addition to producing construction details and specifications, Landscape Architects develop project cost estimates and reports for their clients and provide construction observance. Their work is based on field observations and analysis and their training by education, examination, and work experience.

Regulation of Landscape Architecture: All 50 states have recognized that regulation of landscape architecture practice is necessary to protect the public health, safety, and welfare. The Oregon State Landscape Architect Board (Board) is the regulatory board established by the Oregon Legislature to safeguard public health, safety, welfare, and property in relation to the practice of landscape architecture in Oregon. The Board was initially created in 1968, was sunset briefly in the early 1980s, and then was re-established by ORS 671.312 in 1982. The Board became a semi-independent regulatory board through Senate Bill 546, which was passed in the 1997 and signed into law by Governor John A. Kitzhaber on July 25, 1997. The Board operates in accordance with the semi-independent agency statutes (ORS 182.454-472), general occupational licensing statutes (ORS 670.300-380), title and practice statutes (ORS 671.310-459), Oregon Administrative Rules (OAR) Chapter 804, and its own operational policies and procedures.

Board Organization: An organization chart for the Board is in **Appendix 1**. The Board has 7 positions, with 4 designated for Registered Landscape Architect (RLA) members and 3 designated for public members. All members are appointed by the Governor. The term of office is 4 years, and a member can apply to the Governor's Office for reappointment to a 2nd term. As general practice, members do not serve more than 2 consecutive terms per Governor's Office policy although statute does not limit the number of terms a member may serve. The Board appoints a Chair, Vice Chair, and Treasurer and assigns duties to each officer. See **Appendix 2** for a roster of Board members, effective as of the date of this report. The Board continues to be comprised of highly competent individuals from the small but critical minority of the population driven to serve as volunteers. Board members provide regulatory oversight of the landscape architecture profession and service to the citizens of Oregon.

During the 2019-2021 biennium, the Board saw significant change in its membership. All but 1 of 7 positions experienced turnover. The Board had a public member complete a first term in June 2020 and not seek reappointment and another public member resign later in 2020 during a second term. Also in 2020, 3 RLAs departed, with 2 due to term-limits and 1 due to moving out of Oregon. The Governor appointed 3 new RLAs in October 2020 and 1 new public member in December 2020. In summer 2021, the Board lost another public member upon completion of a 2nd term. While the RLA positions were filled without much issue, the Board had 2 public member positions vacant for much of 2021 with these vacancies continuing into 2022. The Board also faces the departure of its longest serving RLA member in 2022 upon completion of a 2nd term.

The Board continues to find it challenging to attract volunteers to serve. Various methods of outreach about open positions have been tried. The challenge is particularly acute for the public member positions, as evidenced by an inability to secure new public members into two of those three positions in 2021 and continuing into 2022. The Board has a unique composition compared to other occupational licensure boards with the 3 public member positions.

During the 2019-2021 biennium, the Board held quarterly meetings (8/biennium) to carry out its responsibilities. The Board called 1 special board meeting during the biennium in fall 2020 as part of the process of onboarding its new RLA members and shifting various assignments. See **Appendix 3** for a list of Board meetings held. The Board follows the Oregon Public Meetings Law in noticing, running, and documenting its meetings. Board approved meeting minutes for the last ten years are available on the Board's website. Older meeting minutes are available via the Board office.

The Board relies on various committees and coordinators in carrying out its work. The Board Chair assigns Board members to committee and coordinator roles. The Board has 2 standing committees, the Administrative Rules Committee and Budget Committee. A Board member chairs the Administrative Rules Committee while the Board Administrator chairs the Budget Committee. The nature and timing of work by committees varies in relation to needs, as do the number of public meetings convened as part of committee work. The most active committee historically has been the Administrative Rules Committee, which is composed of at least 1 Board member and volunteer members from the registrant community. The Board establishes ad hoc committees as needed to address priority work items. The Board Chair also appoints individual board members to serve as coordinators with oversight over Compliance, Continuing Education, Investments, and Licensure Review and to be liaisons to the Oregon State Board of Architect Examiners (OSBAE), Oregon Landscape Contractors Board (OLCB), and the American Society of Landscape Architects (ASLA) Oregon Chapter. See **Appendix 4** for a list of committee and coordinator assignments effective as of the date of this report.

During the 2019-2021 biennium, the Board was served by a contract Administrator and contract Registration Specialist, each working half-time (0.5 FTE) for the Board. This equates to a total staffing of 1 FTE. Staff was employed by the Oregon State Board of Geologist Examiners (OSBGE) and provided services to the Board in accordance with an

interagency agreement. A new interagency agreement was also negotiated to continue with this staffing arrangement in the 2021-2023 biennium. (See also Expenses discussion under Section III-Budget Information.) Although not a permanent arrangement and subject to renegotiation with OSBGE each biennium, the Board has now been working with the same contract Administrator since 2011 and the same Registration Specialist since 2005.

Due to the very small size of the agency, the contract Board Administrator serves many roles, for example agency director, human resources manager, office manager, rules coordinator, Information Technology (IT) point of contact, webmaster, business manager, and customer service representative. The contract Registration Specialist also must take on a rather unique blend of duties ranging from executive assistant to customer service representative and accountant. Contract staff carries out the actions of the Board and attends to day-to-day business operations. Staff is kept very busy with a multitude of tasks and routinely overlapping deadlines and above all focuses on ensuring good customer service to the Board, registrants, and the public.

II. FINANCIAL REVIEW / PROCUREMENT / RISK MANAGEMENT

Financial Review: Pursuant to statutory direction and guidance received from the Secretary of State's Office and the Legislative Fiscal Office, the Board contracted for a financial review of the 2019-2021 biennium. The contractor selected to perform the review was Moss Adams. The Secretary of State's Office reviewed the scope of work and agreed it met requirements before the Board signed a contract for this work. The financial review occurred in late summer and fall of 2021.

A copy of the financial review report from Moss Adams is found **Appendix 5**. The Board's response to the financial review report was provided in a letter dated 11/18/2021, and this letter is found at the end of the financial review report. The financial review report identified no concerns regarding the Board following established controls over financial, accounting and licensing processes for the biennium. There were no findings or recommendations for changes in Board procedures or policies.

Procurement: The nature of the Board's statutory mission coupled with its budgetary constraints means that the Board does very limited procurements for goods and services. The Board is primarily focused on securing basic services required to run the Board office. Some essential services are secured through interagency agreements with other state agencies while others are secured via contractual or lease relationships. See the following table containing details for the 2019-2021 biennium. Recurring agreements, contracts, and leases were like those in place for the prior biennium. However, the database services contract was substantially updated to meet the latest IT security requirements. There were no special projects that required new procurements or agreements during the 2019-2021 biennium.

Board Contracts and Agreements in the 2019-2021 Biennium	
INTERAGENCY AGREEMENTS	
OSBGE	Shared staff/office space
DAS Human Resources	Human resources services
DAS Payroll	Payroll services
DAS IT	Computer maintenance/security
CONTRACTS	
Moss Adams	Financial review services
Finch Investigations	Investigative services
MSN Media/AppWorks	Database services
Direct Impact Solutions	Database services (replaced MSN Media/AppWorks)
LEASES/SERVICE AGREEMENTS	
Council of Landsc. Archit. Regul. Boards (CLARB)	Membership for access to national examination
Confederation of School Administrators	Office space/related services
Ricoh Copiers	Copier service
Comcast	Phone, fax, and internet services
Verizon	Cell phone service

Risk Management: The Board operated according to best practices for occupational regulatory boards. For example, the Board remained focused on its fundamental responsibilities as defined under statutes and rules and key priorities directly related to its mission. The Board, or Board officers where appropriate, reviewed and guided key communications and policy initiatives. The Board was actively involved in budget development and ultimately developed budgets that aligned with its mission and need to maintain business operations. The Board Chair and Board Treasurer engaged with Board staff on a monthly basis while the full Board reviewed financial data at each quarterly meeting. The Board reviewed the draft financial review report and this biennial report prior to the reports being finalized. Board staff completed annual inventories of Board assets for accountability and insurance purposes.

With respect to cybersecurity and related issues, Board staff worked on the following during the 2019-2021 biennium: (1) provided information on IT matters to various offices in the Department of Administrative Services (DAS) with cybersecurity responsibilities as requested, (2) attended various meetings to learn from DAS staff about cybersecurity issues, (3) completed DAS cybersecurity trainings, and (4) updated the Board's contract for database services to meet current cybersecurity requirements. The Board continued to obtain primary IT services via an interagency agreement with DAS IT. The Board has found DAS IT to be a cost-effective and otherwise viable solution.

Efforts to continually review and update policies and procedures continued during the 2019-2021 biennium. Some primary examples are updating of various desk manual procedures by staff and work with the Board on updates to policies for accounting, automobile use/insurance, public records, reimbursement of expenses, and RLA stamp design. Board policies and procedures put in place in 2017-2019 to address IT security practices, debit card use, and handling of application fees for withdrawn or forfeited applications were also implemented.

All the work described herein served to manage risks, memorialize, and update business practices, and create a clear written record of Board policies for the benefit of current and future Board members and staff.

III. BUDGET INFORMATION

The following budget information is found in **Appendix 6**:

- Adopted budget for the 2019-2021 biennium;
- Actual vs. budgeted revenues and expenses for the 2019-2021 biennium;
- Adopted budget for the 2021-2023 biennium;
- Balance sheet supporting the ending fund balance for the 2019-2021 biennium;
- Forecasted balance sheet with estimated ending fund balance for the 2021-2023 biennium;
- Fund analysis showing side-by-side comparison of the beginning and ending balances from 2017-2019 through 2021-2023; and
- Comparison of 2019-2021 actual vs. budgeted revenues and expenses and 2019-2021 and 2021-2023 budgeted revenues and expenses

Background: The Board operates entirely off fee-based revenues, i.e., with no general, lottery, federal, or other funds. The primary revenue sources for the Board are annual registration and renewal fees paid by individuals and businesses providing landscape architecture services in Oregon. To a lesser extent, the Board acquires new revenue from fees paid in association with applications for new registrations and to sit for the national licensure examination. The Board has the statutory authority to impose civil penalties as part of disciplinary proceedings but rarely reaches this point in its compliance investigations. Therefore, civil penalties are not anticipated as new revenue when formulating budgets.

The Board reviews budget to actual reports at its quarterly meetings to monitor revenues and expenditures. This allows the Board to adjust planned expenditures if necessary or to consider how to handle unexpected expenditures that arise during a biennium. The Board discusses overall budget status at each quarterly meeting and has the Board Chair and Board Treasurer work with staff between meetings to monitor financial matters. The Board Administrator notifies the Board Chair and Board Treasurer of any emerging situations that may significantly impact revenues or expenditures.

Personal services expenses remain the largest expense for the Board. As mentioned in the Introduction section of this report, the Board again secured staffing services through an interagency agreement with OSBGE. The administration fee paid monthly by the Board was based on personnel costs (salary, benefits, and related costs) for a 0.5 FTE contract Board Administrator (Principal Executive Manager - D) and a 0.5 FTE contract Registration Specialist (Executive Assistant/Accounting Tech. III). The personnel costs for the positions were projected by OSBGE prior to the start of the biennium and shared so that the two boards could develop budgets based on accurate predictions of personal services expenses. The monthly cost was memorialized in an interagency agreement for temporary

administrative services and adjusted through mutual agreement as necessary during the biennium.

OSBGE maintains personnel policies and position descriptions for the two positions and serves as the official employer. Even though OSBGE is also a semi-independent agency with the ability to set its own classifications and compensation packages, OSBGE historically has used State of Oregon classifications and associated compensation ranges as maintained by DAS. OSBGE also has a history of keeping its compensation and benefits package in line with that offered by the Governor for unrepresented, executive service, and management employees. This was again the case for the 2019-2021 and 2021-2023 biennia. In both biennia, some adjustments to the personnel costs needed to be made after budget adoption as details about the Governor's package were not available at the time of budget adoption.

Other Board expenses fall into the areas of services and supplies and professional services. These types of expenses do not generally change substantially from biennium to biennium unless special, one-time projects or purchases are required. The Board does adjust these expense estimates based on emerging needs, known cost increases, and for some line items a modest inflation factor. The general trend over the last decade has been for expenses in these areas to continually increase, with some line items increasing at a faster rate than others.

As mentioned early in this report, the Board reviews budget to actual reports at its quarterly meetings to monitor revenues and expenditures. The Board and Board Administrator work to coordinate budget line-item adjustments as prudent to ensure the Board stays within the budgeted expenditure amount. The Board also looks at expenditures in comparison to revenues so that planned expenditures can then be adjusted if necessary.

COVID-19 Health Pandemic and Budget: For the record, the Board did not see any measurable impact on its revenues nor any significant changes in expenses for 2019-2021 due to the COVID-19 health pandemic. Impacts from the pandemic were operational, and Board staff managed to adjust and minimize any impact on customer service.

2019-2021 Budget to Actuals Comparison – Revenues: The Board was very close in its revenue projections for 2019-2021. This is shown in the table below.

Revenues - Budget	Revenues – Actual	\$ Difference	% Difference
470,950.00	469,324.21	2,625.79.00	-0.35

Individual and business renewals were slightly above projections. New individual registrations were slightly higher than projected while business registrations were only slightly less than projected. The number of individuals requesting to switch registrations from active to inactive or inactive emeritus status was less than projected. The Board was uncertain about how the COVID-19 health pandemic might impact renewals, new registrations, and requests for inactive/inactive emeritus status. But there was no apparent impact despite the unsettled times from spring 2020 and continuing through the rest of the biennium.

Like past biennia, the Board continued to see little interest in its Landscape-Architect-in-Training (LAIT) registration. The LAIT registration type provides a stepping-stone to individual registration but continues to not be valued within the industry. The LAIT provides a right to use title but does not authorize independent practice.

The Board did see lower revenues for examination application, which merits brief discussion even though this has never been a large revenue stream. The Boards changed its requirements in early 2021 for examination application such that most examination candidates no longer need to apply to the Board for approval to start the national examination process. This was a process streamlining change made by the Board after review of examination data. However, the Board believes that disruptions caused by the COVID-19 health pandemic also impacted the number of examination candidates for the biennium. The Council of Landscape Architectural Registration Boards (CLARB) as the national examination provider worked hard with its contracted test centers to mitigate for new risks and challenges posed by the health pandemic, but undoubtedly the disruptions caused by the pandemic led some to delay sitting for examination.

2019-2021 Budget to Actuals Comparison – Expenses:

The Board was not as close in its expenses projections for 2019-2021 as it was in its revenue projections. Actual expenses were notably less than projected as shown below.

Expenses - Budget	Expenses – Actual	\$ Difference	% Difference
468,290.00	381,767.10	86,522.90	-18.48

The “savings” in expenses varied by budget category as shown in the following table:

Budget Category	Budgeted \$	Actual \$	\$ Difference	% Difference
Personal Services	265,906.00	271,731.82	5,825.82	2.19
Services/Supplies	63,896.00	46,164.84	17,731.16	-27.75
Professional Services	138,488.00	63,870.44	74,617.56	-53.88

The Board spent a small percentage more in personal services because of increased cost for staffing services compared to the budgeted amount. The increase was due to higher cost-of-living increases for staff compared to what was anticipated in the budget. OSBGE decided to align its compensation package for 2019-2021 with that offered by the Governor for executive service, management service, and other non-unionized employees. OSBGE did not have complete information until fall of 2019, i.e., after the Board and OSBGE had adopted their budgets and signed the interagency agreement for staffing services. The agreement was amended to reflect an increased monthly payment. The Board did not amend its budget as the cost difference was relatively small and could be absorbed through savings in other expense line items.

Within the services/supplies budget category, the Board was able to spend less than projected in all but one line item. This category includes in and out-of-state travel expenses, which were greatly restricted from spring 2020 through the end of the biennia due to the COVID-19 health pandemic. The Board did make modest IT-related investments in FY 2 to ensure staff

had the necessary technology to support remote work in a secure manner. The Board also saw more cost for e-commerce related merchant fees as use of these services increased, perhaps in part due to the pandemic as people were working remotely and growing increasingly accustomed to doing business online.

The greatest discrepancy between budget projections and actuals was in the professional services budget category. Within this category, most the “savings” came in the legal and investigative services line items. The budget included contingency funds to safeguard against potential legal and compliance expenses, but the Board did not end up having a challenging biennium on these fronts. The Board saw a very light compliance case load and limited needs for legal services. The Board continues to find it hard to predict what might emerge in any given biennium with respect to legal issues and investigative costs. Since the Board as a semi-independent agency is unable to request emergency funding via the Oregon Legislature, the Board errs on the side of caution when planning for legal and compliance costs.

Within professional services, the Board also was able to spend less than projected on computer and database support costs. This was partial due to delay in some database maintenance work until the later part of the biennium. The Board also budgeted for the potential of computer or database problems, but systems did not experience any substantial problems in the biennium. Finally, the Board was expecting an IT security assessment charge from DAS that did not materialize.

Other “savings” were in training, where staff and Board members were able to partake of free trainings during the biennium instead of paid trainings, and in special services since the Board did not end up carrying out any special projects in the biennium. The Board did expend more than budgeted in the membership dues for the national examination organization; these increases were not known at the time of budget adoption. The Board also expended more on fees to its e-commerce provider because use of those services was higher than projected; see earlier comments about this.

2019-2021 and 2021-2023 Budget Comparison – Revenues:

Revenues Budgeted 2019-2021	Revenues Budgeted 2021-2023	\$ Change	% Change
470,950.00	475,800.00	3,850.00	1.03

The Board continued to rely on historical data as well as current registration statistics when estimating revenues. Since the Board has been very close in its revenue projections for the prior two biennia, this status quo approach seemed justified. The adopted budget reflects the Board’s anticipation of a basically stable registrant pool. Individual and business renewals were projected using actual registrant count as of fall 2020 and with no growth from FY 1 to FY 2. This was thought to be a reasonable and appropriately conservative approach. New registrations for individual and business renewal revenues were projected at slightly less than the five-year average as it seemed prudent to not over project especially with some remaining uncertainty going into 2021-2023 about future impacts from the ongoing COVID-19 health pandemic. Examination fees were scaled back given changes made by the Board in early

2021. See discussion on this under subsection 2019-2021 Budget to Actuals Comparison – Revenues. However, examination fees have never been a large revenue stream. Other revenue categories included in the budget are non-consequential to the Board’s overall revenue picture compared to registration and renewal fees.

For 2021-2023, the Board anticipates new revenues will not be sufficient to cover all projected expenses. As a result, the Board shows in its adopted budget the use of reserve funds. The Board has sufficient reserve funds to balance the budget should actual revenues not be sufficient to cover actual expenses.

2019-2021 and 2021-2023 Budget Comparison – Expenses:

Expenses Budgeted 2019-2021	Expenses Budgeted 2021-2023	\$ Change	% Change
468,290.00	501,511.00	33,221.00	7.09

Expenses by Budget Category	2019-2021 \$ Budgeted	2021-2023 \$ Budgeted	\$ Change	% Change
Personal Services	265,906.00	301,761.00	35,855.00	13.48
Services/Supplies	63,896.00	62,020.00	-1,876.00	-2.94
Professional Services	138,488.00	137,730.00	-758.00	-0.55

The increase in projected expenses between the 2019-2021 and 2021-2023 biennia reflects anticipated costs increases for many budget line items. The Board used best available estimates of costs at the time of budget adoption. Two of the largest cost increases are for staffing services (\$261,600 budgeted in 2019-2021 and \$297,240 budgeted in 2021-2023) and state risk insurance (\$12,817 budgeted in 2019-2021 and \$34,000 budgeted in 2021-2023). These two expense line items together account for \$56,823 higher costs (\$35,640 for staffing services and \$21,183 for risk insurance) compared to the projected costs for these line items in the 2019-2021 budget. The Board trimmed projected expenses in the services/supplies and professional services budget categories in response to the cost increases in these two line-items as well as based on experience in the past two biennia. The Board will need to monitor expenses closely since less contingency funds for supplies/services and professional services are built into the adopted 2021-2023 budget than was the case for prior budgets.

The increase in staffing services is due to increases in overall benefit and salary costs for the OSBGE positions providing staffing services to the Board. These costs, along with human resources administration costs, continue to be split 50/50 per the terms of the interagency agreement with OSBGE. Increases are anticipated in PERS employer rates, medical insurances costs, and staff salaries. With respect to staff salaries, cost-of-living increases are covered. For the Registration Specialist position, OSBGE implemented an upward reclassification effective 07/01/2021. OSBGE decided on this reclassification as part of a succession planning exercise and in consultation with DAS. While the Board does not set the compensation rates for staff, the Board was kept informed by OSBGE about anticipated changes.

The increase in risk insurance is driven by costs borne by the state insurance fund and how those costs are shared in the risk pool. DAS Risk sets the insurance costs following protocols for assessments. The 2021-2023 rate is the highest ever to be paid by the Board. There is not currently a viable alternative to obtaining insurance from the DAS Risk program. DAS Risk is aware of the Board's concern as well as the concerns of other small boards about such large cost increases. Small boards have difficulty absorbing this level of cost increase in their small budgets and can do little to raise new revenues quickly to compensate.

The projected expenses for 2021-2023 are more than actual expenses in 2019-2021. The Board is confident that the personal services increase is close to what actual costs will be. However, uncertainty with projections increases from there, with some uncertainty about services/supplies costs and even more uncertainty with professional services costs. For services/supplies and professional services, the Board projected expenses higher than 2019-2021 actuals but not without trimming projected expenses in some line items. The increases were largely driven by available estimates of increasing fees and assessments, and then the Board trimmed where feasible. The same service in 2021-2023 in some cases still cost more even if the amount of the service is reduced in the budget. For example, the Board trimmed the legal expense line item from 95 hr. of legal services/FY to 60 hr./FY, but the hourly rate for legal services increased thereby limiting how much the projected cost could be estimated downward. The Board would be pleased to expend less than projected in the services/supplies and professional services budget categories in 2021-2023 as any amount the Board needs to pull from reserve to balance the budget will then be reduced accordingly.

Budget Hearing Process: The Board's budget development process generally starts in the fall prior to the year the new budget must be adopted. Budget development is discussed through the Board's Budget Committee and at several Board meetings prior to budget adoption. For example, the 2019-2021 budget process started in fall 2018, with discussions at Nov. 2018 and Feb. 2019 quarterly meetings and budget rule adoption in May 2019. The Board aligns its budget adoption process such that the budget rule is adopted at the last quarterly meeting prior to the start of the new biennium. The budget rule is then filed with an effective date of the start of the new biennium.

The Board adopts its budgets through the formal rulemaking process pursuant to ORS 182.462(1)(b). Once the Board is comfortable with the proposed budget, it authorizes issuance of rulemaking notice. This means that the Board issues public notice, sets a hearing date, considers public comments, and adopts its final budgets via rule amendments adopted in a public meeting. If fees are updated as part of the budget, then the budget and fee rule amendments are processed together. No fee increases were proposed as part of either the 2019-2021 or 2021-2023 budget.

The public rulemaking hearing dates and Board meeting dates when budget adoption occurred were as follows:

- 04/09/2019 hearing for 2019-2021 budget, adopted 05/08/2019, effective 07/01/2019
- 04/05/2021 hearing for 2021-2023 budget, adopted 05/06/2021, effective 07/01/2021

Since the Board did not need to exceed the maximum (total) expenditure for the 2019-2021 biennium, there was no need to amend the Budget rule until it was time to adopt the 2021-2023 budget.

Whether for budget adoption or other efforts, the Board routinely sends rulemaking notices to all Board registrants plus to other interested parties on a list maintained in the Board office. The Board also posts all rulemaking notices and draft rules on its website. When feasible, the Board further disseminates information on rulemakings via its newsletters. Despite efforts to broadly disseminate all rulemaking notices, the Board does not generally receive a significant amount of public comment on rules. This has remained true no matter the topic of the rule. The Board does find those limited comments received to generally be helpful and considers such comments prior to final adoption of rules.

See also the Budget Hearing Reports included in **Appendix 7** and the 2019-2021 Rulemaking Summary in **Appendix 9** for additional details including rule filing and effective dates.

Investments: The Board maintains limited investments in certificates of deposit and a money market account as authorized by ORS 182.470(2) and ORS 294.035-145. The investments are intended as contingency funds to cover unanticipated expenses or revenue declines. The Board has taken the prudent action of establishing investments in realization of its need to operate without any general, lottery, federal, or other funds. The Board must have revenue on hand to address emergencies or other unanticipated issues. As a semi-independent agency following ORS 182.462, the Board does not have a path to request funds from the Legislative Emergency Board or request funds through a budget bill presented to the Oregon Legislature. The Board also cannot turn to the Executive Branch to fund services or other needs. By keeping some funds in reserve, the Board avoids having all funds accessible in one location while still having reasonable access to its funds.

The Board has an investment policy which memorializes business practices for management of investment and money market accounts. The Board also has a financial reserves policy that provides guidance on long-term management of reserves. This policy sets the Board's target reserve level as 6 to 9 months of operating expenses. This target helps the Board in assessment of its financial status and development of budgets. The reserve policy allows for the Board to create a designated reserve for a special project. The Board has not set up a designated reserve but has tentatively talked about this possibility to fund future database upgrades or replacement. However, the Board has not yet concluded that such a project is financially feasible or otherwise prudent.

IV. FEES

Background: As stated in the Budget section, the Board operates entirely off fee-based revenues. The Board fee schedule is adopted in OAR 804-0040-0000. See **Appendix 8** for the current fee schedule. Any revisions to the fee schedule must be processed through the rulemaking process, including notice, and setting of a hearing pursuant to ORS 182.466(4).

For fee amendments, the Board follows the rulemaking procedures previously described in the Budget Hearing Process section of this report.

Fees for 2019-2021: The Board last raised registration and renewal fees at the start of the 2017-2019 biennium. See the Board's ORS 182.472 reports from 2018 and 2020 for details about the factors that led to those fee increases. The Board determined that the revenues provided through the 2017 fee increases resulted in sufficient operating revenues to not require additional fee increases in either the 2019-2021 or 2021-2023 biennia. When the Board raised fees in 2017, one goal was to avoid having to raise fees again for several biennia. This goal has been met.

The Board did add one new fee in the 2019-2021 biennium but not due to budgetary concerns. The new fee was added via rule amendment in association with establishment of a temporary military spouse registration. The Oregon Legislature passed new requirements in 2019 for occupational licensure boards to offer a temporary military spouse registration as of 01/01/2020. See Senate Bill 688 and House Bill 3030 from the 2019 session for details. The Board set the application fee and registration fee the same as for a standard registration. However, temporary registrations are valid for 2 years instead of 1 year like a standard registration. The Board thus far has not received any applications for or even inquiries about temporary military spouse registration. The Board never anticipated significant revenue to be associated with this new registration type given the availability of reciprocity registration and no prior interest from military spouses in registration. Nonetheless, this registration type is now available in case a military spouse wants to seek one in the future.

The Board remains challenged with respect to revenues and future fee increases due to having a very small registrant pool. This means that fewer individuals shoulder the weight of funding Board operations compared to an occupational licensing board with a large registrant pool. The registrants of the Board carry the full responsibility for funding the regulation of the landscape architecture profession in Oregon even though the benefits of regulation accrue to the public through protection of public health, safety, and welfare in relation to landscape architecture practice. This aspect of the Board's semi-independent status can be difficult to explain to Board registrants, especially when neighboring states use alternative board models where the regulatory costs can be offset with revenues coming from sources other than just fees paid by licensed Landscape Architects.

Fees for 2021-2023 and 2023-2025: Each biennium, the Board is presented with a budget to actuals summary at the close of the first FY of the biennium. This assessment is used to determine if revenues and expenses are trending similar to budget projections and provides data to determine if a budget amendment might be required (i.e., maximum expenditure might be exceeded in FY 2). This assessment also gives the Board data upon which it can start to consider whether revenues are not keeping pace with expenses, and this helps to provide an early indication of whether there may be a need to consider fee increases in the next biennia. The Board will receive this report for the 2021-2023 biennium in summer 2022. Board staff will also collect information on anticipated expenses for the 2023-2025 biennium starting in late summer of 2022 and continuing through the budget development process of fall 2022 – spring 2023. Given that fees have not been increased

since 2017 while standard operating expenses have continued to rise, the Board anticipates needing to carefully evaluate what its financial position will be going into 2023-2025. The Board's ability to add to its reserve fund in 2019-2021 by spending less than new revenues received helped the Board's overall financial position going into the 2021-2023 biennium. This will have some positive effect rolling forward to 2023-2025.

V. RULEMAKING

See **Appendix 9** for a summary of the Board's rulemaking activities in 2019-2021. Rulemaking related to the biennial budget, fees, and temporary military spouse registration were addressed previously in this report. Other rulemaking actions of note are described herein.

Early in the 2019-2021 biennium, the Board completed a rulemaking effort started in the 2017-2019 biennium with adoption of an updated public records rule. The amendments clarified processes and fees and included various housekeeping changes to ensure alignment with the Public Records Law & direction to state agencies from DAS and the Governor's Office.

In 2020 as a response to the COVID-19 health pandemic, the Board adopted rule amendments to add new options for registrants to request exemption from continuing education requirements due to impacts from a federal or state declared emergency or disaster. These changes were first adopted as temporary rules as the Board was concerned that some registrants might need immediate relief. The nature, range, and severity of impacts to individuals from the health pandemic were unknowns, but this uncertainty led the Board to feel there was a sense of urgency to act. The Board proceeded with permanent rules based on a finding that keeping the amendments going forward would leave the Board better prepared for assisting RLAs impacted by other emergencies or disasters.

In 2021, the Board adopted updates to its rules setting requirements for examination to limit when applicants must obtain Board approval prior to starting the national examination. Then towards the end of the biennium, the Board started the rulemaking process for housekeeping updates to its rulemaking notice rule. The updated notice rule was adopted in the early part of 2021-2023 biennium.

The Board sends many of its proposals for rule revisions to its Administrative Rules Committee for review and comment. The Administrative Rules Committee is chaired by a Board member and is composed of registrants of the Board that have volunteered to serve on the Committee. The Committee works diligently in providing review and input to the Board on rule revisions. The Board does not have a statutory mandate to utilize a rules committee but generally finds the process to be beneficial.

Budget and fee rules are not generally vetted through the Administrative Rules Committee. The budget and fee rules are considered by the Budget Committee and the full Board due to the need to consider detailed information about Board finances. Also changes to budget and

fee rules are processed in accordance with the additional rulemaking requirements found in ORS 182.462 and 182.466.

VI. CONSUMER PROTECTION

The Board addressed consumer protection primarily through the following forums:

Compliance Investigations: The Board regulates the practice of landscape architecture as defined in ORS 671.310 to 671.459. The Board also oversees the use of the title Landscape Architect, RLA, and variations thereof as is limited by statute. The Board responds to cases of suspected advertisement of landscape architecture services by non-registered individuals. Similarly, the Board responds to cases where a business offers landscape architecture services without a business registration or a designated RLA. The Board also handles cases of suspected violation of the practice side of the landscape architecture statutes. The Board maintains a complaints page on its website, and staff assists individuals with questions about the complaint process as requested.

The Board's Code of Professional Conduct for its registrants is found in rule at OAR 804 Division 50. The Code of Professional Conduct sets forth the responsibilities all RLAs have to the profession, employers, and the Board. The Board has authority to refuse to register or renew or may also suspend registration for a person found to have violated either ORS 671.310-459 or the Code of Professional Conduct. The Board can take disciplinary actions as authorized under ORS 671.408 and impose civil penalties. For details on actions taken by the Board during the 2019-2021 biennium, see the Enforcement Activities section of this report and **Appendix 10**.

Continuing Education: The Board's continuing education requirements are designed to ensure that RLAs remain informed and educated about health, safety, and welfare issues so that consumers of landscape architecture services and users of sites designed by RLAs can be better protected. RLAs are generally required to complete twelve (12) professional development hours (PDH) of continuing education annually. Of the twelve (12) PDH required, nine (9) hours must relate to health, safety, and welfare issues. At renewal time, each RLA must be prepared to validate continuing education information, unless exempted under OAR 804-025-0010. The Board continued to audit approximately 3-5% of registrants on an annual basis, with individuals randomly drawn for audit. The audit process ran smoothly during the 2019-2021 biennium.

Newsletters: The Board continued to publish e-newsletters on an approximately quarterly schedule. The newsletter is used to communicate issues relevant to the regulation of the profession. Newsletters are posted on the Board's website and thus available for citizens and others considering the services of a RLA or otherwise interested in the profession. The Board currently maintains multiple years of newsletters on the website. Newsletters are sent electronically to all RLAs with e-mail addresses on file with the Board office. The newsletter is also issued by email to regional universities where future Landscape Architects are trained.

Website: Board staff maintain a website in the Oregon.gov Share Point system. The site address is <https://www.oregon.gov/landarch/Pages/default.aspx>. This website contains information related to the practice and regulation of landscape architecture, including relevant laws, rules, applications, publications, and links to related organizations. The Board also has a license lookup feature linked in its website that provides the public the ability to search listings of individual and business registrations. The data is updated daily, and the public has access to this information 24/7.

VII. LICENSURE ACTIVITIES:

Registrations: The Board administers three types of registrations: LAIT, RLA, and LA Business. See **Appendix 11** for details about registrations issued in the last five biennia. For the LAIT and LA Business, the status can be active or lapsed. For the RLA, the status can be active, inactive/inactive emeritus, lapsed, or expired. Inactive refers to a registration that the individual purposefully requested be put on hold. Inactive status does not allow practice in Oregon but makes it easier to have registration reinstated compared to having a lapsed registration. The Board also offers an emeritus inactive status that is available to individuals with 25+ years of registration and similarly does not allow practice but does allow for use of title such as Landscape Architect, Emeritus or Landscape Architect, Retired. Lapsed registrations are those that are not renewed timely without any request to move to an inactive status. There are statutorily defined periods of 60 days after a renewal date for RLAs and 30 days after a renewal date for LA businesses in which registration can be renewed easily. After these timeframes, the registration is only through a reinstatement process and subject to payment of a late fee.

The size of the RLA pool remained very stable from 2017-2019 to 2019-2021, continuing a trend seen over multiple biennia. The Board saw very small gain of RLAs and very small loss of LA business registrants compared to the registration totals at the end of 2017-2019. This stability in registrations is thought to be related to the continued availability of work for Oregon registered RLAs. The number of individuals on inactive and inactive emeritus status increased by only a handful of individuals from 2017-2019 to 2019-2021. Nonetheless, the Board continues to have concerns about the future availability of RLAs because the potential remains for many of the baby boomer generation to retire from practice. Continued stability seen for several biennia would not be enough to counter a large retirement exodus. Also, gains in reciprocity registrations can result in short-term gains as some of these individuals do not maintain an Oregon registration over the long-term, instead dropping registration after finishing Oregon-based projects.

The LAIT registration continued to be unpopular, with only 2 active LAITs at the end of the 2019-2021 biennium and only 2 new applications for this registration type in the biennium. The LAIT registration is available to candidates who have completed at least two sections of the national licensure examination. Examination candidates continued to show little interest in this optional, title-only registration. The Board has heard anecdotally that candidates generally are not interested in the LAIT due to seeing no real emphasis within the industry on the LAIT registration as an important milestone. With no real encouragement or reward from employers for holding the LAIT registration, the registration appears to be perceived as not

worth the nominal cost. If the industry does not value the LAIT registration, then it will remain a largely unused registration type. The Board has not phased out the LAIT since statute refers to the Board offering this registration category.

Examinations: For many years, the Board was responsible for administering sections of the multipart national licensure examination. The Board's responsibilities for proctoring examinations decreased over the years as the national examination was revised and sections were transitioned to a computer-based testing format. The Board last administered examinations in June 2012. CLARB, the national examination provider, administers all sections of the examination in computerized formats at private sector test centers. Candidates select the test center location. In the 2019-2021 biennium, CLARB also started to offer 2 of 4 examination sections through secure online proctoring.

The Board continues to process applications to sit for examination, and this provides the Board with some data to consider regarding the registration pipeline. However, streamlining of the examination application requirements in early 2021 means that most examination candidates now go direct to CLARB to start the examination process. The Board now only requires applications from candidates without an accredited landscape architecture degree. The Board offers several other pathways to examination and registration, and the Board needs to work with these candidates to make sure their education and experience meets requirements designed as equivalents to the accredited degree pathway. This change contributed to a drop in the number of exam applications approved in the biennium compared to prior biennia. However, the Board believes disruptions to the lives of candidates caused by the COVID-19 health pandemic likely also contributed to a lower number of exam applications for the period of March 2020 – June 2021. See **Appendix 11** for details about examination applications approved in the last five biennia.

Starting in the 2013-2015 biennium and continuing since, the Board has periodically looked at examination candidate volume and tried to spot trends. The limits of available data constrain how much the Board can evaluate. Variables outside the regulatory system appear to have significant influence over when, how, or if individuals pursue completion of the national examination. CLARB continues to tell candidates and state regulatory boards that data shows those aspiring toward licensure are ultimately more successful if the first two sections of the national examination are started soon after college graduation. However, this exam success is most pronounced for candidates with accredited landscape architecture degrees than for individuals pursuing other pathways to registration. The Board is not realistically able to exert influence over when graduates start the examination process. With only one university in Oregon offering degrees in landscape architecture, many of the individuals that ultimately seek registration in Oregon have not completed their degrees in Oregon. The Board often has no direct contact with these individuals prior to their first identifying an interest in application for registration. This situation complicates any notion of outreach from the Board direct to students.

Completion of the national examination is an expensive undertaking for candidates. The Board periodically expresses concerns to CLARB about examination cost as a potential barrier to registration. While CLARB acknowledges the concern, control of the examination

cost is thwarted by the needs to maintain a highly defensible examination and to recoup costs for test maintenance and evolution from a small candidate pool. The volume of examination takers is much less than is seen for national examinations for the allied professions of engineering and architecture.

In addition to requiring completion of the national examination, the Board continued its practice of requiring oral examinations with all individuals seeking initial registrations in Oregon. The oral examination step is not required for individuals seeking reciprocity registration, i.e., already practicing as a RLA in another jurisdiction. This process afforded individuals receiving their first registrations to practice landscape architecture with the opportunity to gain a better understanding of the Board's regulatory role and the requirements that apply to Board registrants. The oral examinations provide the Board with the opportunity to direct questions to applicants for initial registrations about the laws and rules under which they will work and to gain insight from these individuals about their experiences with the national licensure examination process. In turn, new registrants can ask regulatory and practice questions of the Board.

VIII. ENFORCEMENT ACTIVITIES

The Board resolved two complaint cases opened in the 2017-2019 biennium during the 2019-2021 biennium. The Board closed both cases early in the biennium. The Board opened and resolved 2 other cases in the 2019-2021, without any cases carrying over to the 2021-2023 biennium. Several possible compliance situations were considered through the rest of the biennium but without complaint investigations opened. See **Appendix 10** for more details about these compliance cases.

The Board has not historically seen a huge caseload of complaint investigations. But for the 2017-2019 and 2019-2021 biennia, the Board experienced what even for it was a very low volume of complaint investigations. The Board is uncertain as to why this was the case. One theory is that there was plenty of appropriate, available work for both Landscape Architects and unlicensed landscape designers to avoid conflicts that could lead to the filing of complaints with the Board. The Board has no evidence to prove this theory, however. Another theory is that the nature of RLA work, which includes mostly work for public or larger private entities, is inherently less likely to result in consumer complaints. But again, there is no data to rely on here.

Traditionally, the Board has not received many complaints from citizens about RLAs. Most compliance cases opened by the Board stem from either complaints or inquiries submitted by registrants self-policing the profession or items that otherwise have come to the attention of Board members or staff. The most common types of compliance cases historically have involved advertisements for landscape architecture services by non-registered individuals, use of statutorily protected title by non-registrants, and businesses not registered with the Board offering landscape architecture services. The Board also has the occasional case looking at whether a RLA acted in accordance with practice standards and the Board's Code of Professional Conduct or continuing education requirements.

Title or advertisement cases sometimes involve publishers including advertisements under the title Landscape Architects for non-registered individuals or businesses. The Board has communicated with many individuals and businesses over the years about the need to monitor advertising. Monitoring advertisements on the internet is another concern of the Board but has remained largely outside the ability of the Board to effectively police. Individuals are not always able to control online postings or subsequent editing or removal of such information.

As was addressed under the Consumer Protection section of this report, the Board has statutory authority to refuse to register or renew any applicant or may also suspend registration for a person found to have violated ORS 671.310-459 or the Code of Professional Conduct. The Board is also authorized under ORS 671.408 to impose civil penalties. The Board's overarching goal is to educate first through the compliance process, and thus the Board has not pursued disciplinary action or imposition of civil penalties as routine outcomes. However, the Board recognizes that disciplinary action or imposition of civil penalties is sometimes necessary in cases where the actions of a respondent have potentially serious implications for the health, safety, and welfare of consumers and the public or to address repeat offenders.

The Board has not found much success over the years in reducing the average number of days to resolve cases. The Board's quarterly meeting schedule presents a challenge as it limits the opportunities for the Board to be briefed on investigations, and all cases must ultimately be acted on by the Board. Another constraint is that the Board cannot afford its own staff investigator. Investigative services were previously secured through an interagency agreement and now are secured through a contract with a private company. The Board feels that it received quality investigative services through the IAA and contract approaches. But with these approaches, Board cases are not always first in line for the attention of the professional investigator. The Board also wants to ensure investigations are thorough, and spending time to gather and analyze information does not always allow for a quick timeline to resolution.

IX. OTHER ACTIONS/INFORMATION

Following are descriptions of other actions taken by the Board during the 2019-2021 biennium that relate to maintaining efficient and effective operations or to carrying out the Board's mission. These actions are presented in alphabetical order with no intent to suggest a specific order of importance.

Board Best Practices, Policies, and Procedures: Board staff continued to review and update internal practices and procedures as prudent. The Board Administrator worked with the Board on various policy updates. The Board approved updated and new policies as needed. See also Section II - Financial Review/Procurement/Risk Management of this report for more details. Keeping management practices, policies and procedures updated greatly helps to ensure consistency in business practices and decision-making especially as Board members change and in the event of future staff change.

During the 2019-2021 biennium, this work also included having the Board Administrator keep abreast of new, evolving requirements related to mitigating the impacts of the COVID-19 health pandemic such as found in directives from the Governor, Oregon Occupational Safety and Health, and the Oregon Health Authority. The Board Administrator periodically updated the Board officers on the latest developments.

Coordination with Other Licensing Boards/Professions: The Board coordinates as needed with the Oregon State Board of Architect Examiners (OSBAE), Oregon Landscape Contractors Board (OLCB), and Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS) on various issues of mutual interest. This coordination occurs through e-mail exchanges, discussion between respective Board Administrators, and by having Board members appointed as liaisons to other boards.

During the 2019-2021 biennium, the Board continued its contractual relationship with OSBGE for staffing services. (See the Budget – Expenses section for a description of this unique interagency relationship.) The Board Chairs work cooperatively on oversight of the Board Administrator. The Board and OSBGE continued to find administrative efficiencies, and other benefits in this relationship. As a result, the Boards elected to enter into a new interagency agreement to extend this temporary arrangement for the 2021-2023 biennium.

Coordination with Professional Trade Organization for Landscape

Architects: ASLA is the professional trade organization for Landscape Architects and operates on a national scale with local chapters. The Board periodically communicated with the ASLA Oregon Chapter through various outreach efforts. This was done to encourage understanding of and participation in Board regulatory efforts. Board officers also periodically communicated with ASLA representatives in person or by phone and e-mail on issues of concern to the industry where related to licensing and the practice and title law. Throughout the 2019-2021 biennium, the Board saw increased participation in its quarterly meetings by ASLA Oregon Chapter representatives.

The Board provides logistical support for the ASLA Oregon Chapter to recognize RLAs that received initial registrations in Oregon at the chapter's annual awards events. The Board is pleased to see those new to registration being recognized within the professional community for this achievement. However, the annual events were cancelled for 2020 and 2021 due to the covid-19 health pandemic.

Membership with the National Examination Provider: The Board is a dues-paying member of CLARB, the provider of the national licensure examination that tests for minimum competency in landscape architecture practice. In addition to administering the examination, CLARB conducts periodic task analyses, post examination reviews, and responds to examination administration issues. CLARB is also involved in evaluation of national and international standards for the profession.

For the last several biennia, the Board has aimed to send one Board member and the Board Administrator to annual meetings of CLARB. These meetings are valuable opportunities for

training, discussions on regional and national issues related to landscape architecture licensure, and convocations. The networking with other landscape architecture boards and organizations at these national meetings broadens the Board's knowledge of the national examination development process, the grading of the national examination, practice issues faced by other state boards, ways to streamline operations, and various regional issues. Attendance was in-person in 2019 at St. Louis, Missouri and then virtual in 2020 and 2021 due to the ongoing impacts of the COVID-19 health pandemic. A benefit of the virtual meeting options in 2020 and 2021 was that additional Board members could participate in annual meetings than would normally be possible.

The Board, generally represented by the Chair and Administrator, also participated in other CLARB-related activities during the biennium. This included participation in various webinars and trainings as well as response to various inquiries from CLARB staff. The Board Administrator became a volunteer member of the CLARB member board executives committee, starting a 3-year term in 2020. The committee meets approximately monthly and works on a broad range of issues related to administration of occupational licensure for the profession. The Board worked to stay abreast of large CLARB initiatives, including changes related to administration of the national licensure examination and a project to research and recommend uniform requirements for registration for consideration by CLARB member boards.

Occupational Licensure Legislation Response: During the 2019-2021 biennium, the Board reviewed and responded to various legislative changes. This included new requirements placed on Oregon occupational licensure boards by the Oregon Legislature. One effort was in response to SB 688 (2019) and HB 3030 (2019), which required licensure boards to provide for temporary military spouse registration and to then report annually on implementation. Another effort was in response to SB 855 (2019) addressing potential occupational licensure barriers facing refugees and immigrants in Oregon. The Board learned about potential barriers and prepared a report on the matter. The Board also ensured that its existing procedures for registration applications were consistent with the requirements of SB 854 (2019). That legislation addressed alternatives to providing Social Security numbers on applications. In 2021, the Board was briefed on potential impacts of Ballot Measure 110 on occupational licensure actions.

Online Services for Renewal and Payment: The Board continued to offer e-commerce payment and online renewal services. These services were launched in 2017, and use has grown steadily since then. The Board contemplated outreach to promote more use of online renewal but did not end up needing to worry about this. The Board saw use increase on its own and believes this occurred through a combination of familiarity with the online options, more consumer comfort with e-commerce, and convenience when many individuals shifted to remote work during the COVID-19 health pandemic.

Semi-Independent Boards and Agencies (SIBA): The Board continued to have its Board Administrator actively participate in the SIBA group. With a few exceptions, SIBA met every other month during the report period. Through these meetings, the Board Administrator gathered information on business practices and lessons learned that could be

shared with the Board and requested feedback from other SIBA members on issues germane to Board operations. SIBA participation also offers professional development and networking opportunities to the Board Administrator.

Technical Assistance to Cities/Counties: The Board periodically receives requests from local governments for advice on whether or when Landscape Architects should be required to complete various types of reports required via local land use ordinances. Sometimes local governments also ask for clarification about the role of Landscape Architects compared to other licensed professionals commonly engaged on project teams. The Board works with any jurisdiction interested in updating ordinances to offer advice about qualifications of RLAs to complete various project elements.

Other: See **Appendix 12** for a summary table of Board operations data requested by the Legislative Fiscal Office.

Oregon State Landscape Architect Board

ORS 182.472 Report – Focus on 2019-2021 Biennium *April 1, 2022*

APPENDICES

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Oregon State Landscape Architect Board

Organization Chart

Governor of
Oregon



Board Chair &
Board

7 members total:

4 Registered Landscape Architects

3 Public Members



Administrator

(Exec. Director, 0.5 FTE Contract
Services)



Registration
Specialist

(0.5 FTE Contract Services)

Appendix 2: Board Roster (2019-2021 & Current)

CURRENT

Michael O'Brien, RLA, Chair
Mayer/Reed
Portland, OR
04/08/2013 – 06/30/2014
07/01/2014 – 06/30/2018
07/01/2018 – 06/30/2022

Brian Bainnson, RLA, Vice Chair
Quatrefoil, Inc.
Portland, OR
10/01/2020 – 06/30/2024

Craig Kiest, RLA
Huntington and Kiest
Portland, OR
10/01/2020 – 06/30/2024

Kia Selley, RLA
Selley Partnerships
Portland, OR
10/01/2020 – 06/30/2021
07/01/2021 – 06/30/2025

Doug Henne, Public Member, Treasurer
12/03/2020 – 06/30/2022

Two public member positions vacant.

Board Chairs during 2019-2021*
Stephen Ray, RLA, 07/2019-09/2020
Michael O'Brien, RLA, 10/2020-06/2021

Board Vice Chairs during 2019-2021*
Michael O'Brien, RLA, 07/2019-09/2020
Brian Bainnson, RLA, 10/2020-06/2021

Board Treasurer during 2019-2021*
Lauri L'Amoreaux, RLA, 07/2019-09/2020
Doug Henne, RLA, 02/2021-06/2021

*See above for current officers

REPLACED DURING 2019-2021

Individuals listed below either finished 2nd terms during the biennium or resigned from the Board during the biennium. The RLA positions were all filled within the biennium. Only one of the public member positions has been filled as of the start of 2022.

Stephen Ray, RLA
PLACE Studio, LLC
Portland, OR
07/01/2012 – 06/30/2016
07/01/2016 – 06/30/2020

Lauri L'Amoreaux, RLA
Port of Portland
Portland, OR
07/01/2012 – 06/30/2016
07/01/2016 – 06/30/2020

Gregg Everhart, RLA
Everhart Landscape Architecture
Portland, OR
07/01/2013 – 06/30/2017
07/01/2017 – 08/31/2020

Anjanet Banuelos, Public Member
10/11/2016 – 06/30/2020

Sydney Hatch, Public Member
12/01/2014 – 06/30/2018
07/01/2018 – 12/02/2020

Susan Smith, Public Member
07/01/2013 – 06/30/2017
07/01/2017 – 06/30/2021

Appendix 3: Board Meetings

Oregon State Landscape Architect Board

Meetings Held 2019 – 2021 Biennium*

2019

08/01/2019

11/14/2019

2020

02/27/2020

05/08/2020

08/05/2020

10/20/2020*

11/12/2020

2021

02/04/2021

05/08/2021

*=OSLAB held one special meeting in addition to its regular, quarterly meetings.

OSLAB Board Member Assignments

(Roles are as documented in OSLAB Operational Policies)

OFFICERS

Chair: The Chair shall set the dates for and preside at all Board meetings. The Chair and the Administrator will collaborate in the preparation of meeting agendas. The Administrator will confer with the Chair in carrying out the work of the Board between meetings. The Chair will annually complete a written performance review of the Administrator. The Chair will inform the Board of the outcomes of performance evaluations. The Chair will appoint Committee Chairs, Coordinators and Liaisons. The Chair may serve as one of two Board member check signers for the Board. ***CURRENT ASSIGNMENT: MIKE O'BRIEN, RLA***

Vice-Chair: The Vice Chair assists the Chair and Administrator as needed and shall perform such duties as the Chair may assign to that office. The Vice-Chair, in the absence of the Chair, will exercise the duties of the Chair. The Vice Chair may serve as one of two Board member check signers for the Board. ***CURRENT ASSIGNMENT: BRIAN BAINNSON, RLA***

Treasurer: The Board Treasurer will serve on the Budget Committee along with the Chair, serve as the Investment Coordinator, and otherwise attend to financial oversight in coordination with the Administrator. This will include monthly review of banking and investment information and serving as a check signer for the Board. The Treasurer will help to report on the status of Board finances at quarterly Board meetings. ***CURRENT ASSIGNMENT: DOUG HENNE, PUBLIC MEMBER***

COORDINATORS

Compliance Coordinator: The Compliance Coordinator is generally one of the public members of the Board. The Coordinator is supported by the Administrator and contract investigator. The Compliance Coordinator oversees the investigation process and helps to present investigative information to the Board. The Administrator and contract investigator assist in the presentation to the Board. (See also Delegation of Authority document and Complaint Case Manual.) ***CURRENT ASSIGNMENT: Not assigned. Have instead a contract investigator.***

Continuing Education (CE) Coordinator: The CE Coordinator is generally one of the Registered Landscape Architect (RLA) members of the Board. The CE Coordinator presents findings and makes audit recommendations to the Board at each quarterly meeting. Audits are conducted in accordance with Board rules and help to ensure registrants abide by the law and rules for CE. The CE Coordinator may highlight for Board consideration possible enhancements to the audit procedures or CE rules. The CE Coordinator also reviews CE documentation submitted in support of requests for reactivation or reinstatement of registration. The CE Coordinator also assists and advises Board staff on outreach, requests for information, and general issues related to CE. (See also Delegation of Authority document and CE audit procedures.) ***CURRENT ASSIGNMENT: KIA SELLEY, RLA***

Licensure Review Coordinator: The Licensure Review Coordinator is generally one of the RLA members of the Board. This Coordinator reviews applications in accordance with established procedures. The Coordinator relies on Board staff to complete initial application reviews and highlight areas of potential

concern with respect to meeting Board application requirements. This Coordinator notifies Board staff of conclusions about application approvals. Where necessary to complete review, this Coordinator will request that staff gather additional information from applicants to aid in review or prepare for Board deliberation on proposed denials. (See also Delegation of Authority document and application review procedures.)

CURRENT ASSIGNMENT: CRAIG KEST, RLA

Investment Coordinator: The Treasurer serves as the Investment Coordinator. The Treasurer may consult with the Chair on issues related to investments. The Coordinator, with the Administrator's assistance, oversees the Board's investments and related matters through periodic monitoring of investment terms, balances, maturity dates, etc. The Treasurer works closely with the Administrator to ensure needs for investment transactions are brought to the Board's attention for review as further addressed in the Board's Investment Policy. ***CURRENT ASSIGNMENT: DOUG HENNE, PUBLIC MEMBER***

COMMITTEES

Administrative Rules Committee: The Administrative Rules Committee (ARC) is chaired by a member of the Board. The ARC is comprised of RLA volunteers solicited from the registrant pool. At the direction of the Board, the ARC Chair and Administrator work together to draft and revise administrative rules. Draft rules are then generally sent to the Committee for review to determine if additional clarification, simplification or elimination is needed. The ARC Chair and Administrator present Committee input regarding potential rule revisions to the Board at quarterly meetings so that the Board can better determine need for and potential impacts of possible rulemaking actions. ***CURRENT ASSIGNMENT: MIKE O'BRIEN, RLA as Committee Chair, KIA SELLEY, RLA as Committee Member***

Budget Committee: The Chair, the Treasurer, and the Administrator will serve as the Budget Committee. The Administrator drafts a biennial budget and any subsequent amendments for review by the Committee. The final draft budget or draft budget amendment is presented to the entire Board for review and approval. For the biennial budget, this generally occurs each February or March of odd numbered years. ***CURRENT ASSIGNMENT: CHAIR MIKE O'BRIEN, RLA and TREASURER DOUG HENNE, PUBLIC MEMBER***

LIAISONS (as needed)

Liaison to the Oregon State Board of Architect Examiners (OSBAE): The Liaison will review OSBAE meeting notes (bi-monthly) and other documents including draft administrative rules, may occasionally attend OSBAE meetings as the Board representative, and reports to the Board on a quarterly basis as needed. ***CURRENT ASSIGNMENT: CRAIG KEST, RLA***

Liaison to the Oregon Landscape Contractor Board (OLCB): The Liaison will review OLCB meeting minutes and other documents including draft administrative rule changes, may occasionally attend OLCB meetings as the Board representative, and reports to the Board on a quarterly basis as needed. ***CURRENT ASSIGNMENT: MIKE O'BRIEN, RLA***

Liaison to the Oregon Chapter of the American Society of Landscape Architects (OR ASLA): The Liaison will review chapter newsletters and other materials, periodically communicate with the Executive Committee of the chapter, and may represent the Board at various OR ASLA meetings or functions. Reports to the Board on a quarterly basis as appropriate. ***BRIAN BAINNSON, RLA***

Appendix 5: Financial Review Report & Board Response



Report of Independent Accountants

Oregon State Landscape Architect Board
Oregon Secretary of State Audits Division

We have performed the procedures enumerated below, on the accounting records noted below for the Biennium ended June 30, 2021. The Oregon State Landscape Architect Board is responsible for the accounting records noted below.

The Oregon State Landscape Architect Board has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting the Oregon Landscape Architect Board in complying with Oregon Revised Statute (ORS) 182.464. Additionally, the Oregon Secretary of State Audit Division has agreed to and acknowledged that the procedures performed are appropriate to meet their purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures we performed and our findings are as follows:

Receiving, Recording and Reporting Transactions

1. We obtained the following list of internal controls for receiving, recording and reporting transactions. We agreed the list of internal controls to the Board's policies and procedures without exception.
 - a. Checks received are imaged and generally deposited within 24 hours, during working days, using check scanner.
 - b. Online payments are automatically imported daily into FileMaker and a daily report is maintained for use in the monthly bank reconciliation process.
 - c. Electronic Fund Transfers are automatically deposited and deducted from the Board's checking account. Monthly reconciliations are reviewed and approved.
 - d. Invoices or bills received by US Mail are date stamped and recorded in Quickbooks. Payments are processed by the Registration Specialist and approved by the Board Administrator. Checks are signed by the Board Administrator, with the exceptions of checks over \$2,000 where signature approval by the Board Chair or Board Treasurer is required before payment.
 - e. The Board Administrator determines if a purchase is to be made by debit card and can directly make such a purchase or direct the Registration Specialist to make said purchase. The debit card is setup with a \$2,000 daily limit with no cash withdrawals allowed.
 - f. Online refunds are prepared by Registration Specialist and reviewed and approved by Board Administrator prior to paying.
 - g. Check payments are prepared by Registration Specialist and reviewed and approved by Board Administrator prior to paying.

2. We obtained a schedule from management of all accounting transactions from Quickbooks that occurred during the Biennium ended June 30, 2021 and haphazardly selected 10 transactions. We performed procedures over the items selected to obtain evidence that the control took place. The results of our procedures are included in the table below:

Transactions Selected	Control A	Control B	Control C	Control D	Control E	Control F	Control G
1	N/A	N/A	✓	N/A	N/A	N/A	N/A
2	N/A	✓	N/A	N/A	N/A	N/A	N/A
3	✓	N/A	N/A	N/A	N/A	N/A	N/A
4	N/A	✓	N/A	N/A	N/A	N/A	N/A
5	N/A	✓	N/A	N/A	N/A	N/A	N/A
6	✓	N/A	N/A	N/A	N/A	N/A	N/A
7	N/A	✓	N/A	N/A	N/A	N/A	N/A
8	✓	N/A	N/A	N/A	N/A	N/A	N/A
9	N/A	N/A	N/A	✓	N/A	N/A	✓
10	N/A	✓	N/A	N/A	N/A	N/A	N/A
✓ = Procedure performed without exception							
N/A = Control not applicable for this selection							
Control A: We agreed the check image date to the bank deposit date.							
Control B: We agreed the online payment to the FileMaker daily report and the bank reconciliation.							
Control C: We agreed the Electronic Fund Transfer to bank statement and bank reconciliation.							
Control D: We noted the invoice was date stamped with the Board Administrators signature on it.							
Control G: We agreed the invoice to the check noting approval by the Board Administrator.							

Cash Handling

The Oregon State Landscape Architect Board does not receive cash or disburse cash, thus no procedures were performed over Cash Handling.

Licensing Individuals

3. We obtained the following list of internal controls for licensing individuals. We agreed the list of internal controls to the Board's policies and procedure without exception.
- Individual applications and business registrations are received by US Mail and date stamped when received.
 - Individual applications and business registrations are reviewed for completeness by the Registration Specialist. If minimum requirements are met, individual applications are sent to the Application Review Coordinator for review and approval which is documented in File Locator. Business applications are reviewed and approved administratively since these do not grant a practice right.
 - Approved individual applications and business registrations are sent an approval letter, registration card and wall certification (as applicable) that are reviewed and approved by the Board Administrator.
 - Registration status changes from active to inactive or inactive emeritus status are prepared by the Registration Specialist and reviewed and approved by the Board Administrator.
 - Applications denied or withdrawn provide support for why application was denied or withdrawn, with this documentation by the Registration Specialist and reviewed and approved by Board Administrator. Any application that is denied must also include documentation of a formal Board Decision to deny. Withdrawn applications do not go in front of the Board.

4. We obtained a schedule from management of all licenses issued, denied, or withdrawn during the Biennium ended June 30, 2021 and haphazardly selected 8 licenses issued and 2 licenses denied or withdrawn. We performed procedures over the items selected to obtain evidence that the control took place. The results of our procedures are included in the table below:

Licensees Selected	Control A	Control B	Control C	Control D	Control E
1	✓	✓	✓	N/A	N/A
2	✓	✓	✓	N/A	N/A
3	✓	✓	✓	N/A	N/A
4	✓	✓	✓	N/A	N/A
5	✓	N/A	N/A	✓	N/A
6	✓	✓	✓	N/A	N/A
7	✓	✓	✓	N/A	N/A
8	✓	✓	✓	N/A	N/A
9	✓	N/A	N/A	N/A	✓
10	✓	N/A	N/A	N/A	✓
✓ = Procedure performed without exception					
N/A = Control not applicable for this selection					
Control A: We noted a date stamp on all applications and registrations.					
Control B: We noted the Application Review Coordinator's signature on the application.					
Control C: We noted Approval Letter signed by Board Administrator.					
Control D: We noted inactive application was signed by Board Administrator.					
Control E: We noted denied application was signed by Board Administrator.					

Bank Reconciliations

5. We confirmed bank balances with financial institutions that the Board uses as of June 30, 2021. We agreed the confirmations to the June 30, 2021 bank reconciliations without exception.
6. We obtained the following list of internal controls over bank reconciliations. We agreed the list of internal controls to the Board's policies and procedures without exception.
- Bank statements received by US Mail and date stamped by the Registration Specialist.
 - The Board Administrator prepares the bank reconciliation and signs the completed reconciliation report.
 - The Registration Specialist scans the bank statement, reconciliation report and copy of checks and paid invoices and sends to the Board Treasurer for review and approval. The Board Treasurer signs off on the reconciliation report as evidence of review.

7. We obtained a list from management of all bank reconciliations for the Biennium ended June 30, 2021 and haphazardly selected 3 reconciliations. We performed procedures over the items selected to obtain evidence that the control took place. The results of our procedures are included in the table below:

Reconciliations Selected	Control A	Control B	Control C
1	✓	✓	✓
2	✓	✓	✓
3	✓	✓	✓
✓	= Procedure performed without exception		
N/A	= Control not applicable for this selection		
Control A: We noted the bank statement was date stamped.			
Control B: We noted the Board Administrators signature on the bank reconciliation.			
Control C: We noted the Board Treasurer's approval signature on the bank reconciliation			

8. We haphazardly selected 3 reconciling items from each of the bank reconciliations selected in Procedure 7 and agreed those reconciling items to supporting documentation without exception.

Revenues other than Licensing

9. We obtained the following list of internal controls over revenues other than licensing (see items 3 & 4 above for internal controls over licensing). We agreed the list of internal controls to the Board's policies and procedures without exception.
- The Registration Specialist enters the non-licensure revenue item in Quickbooks.
 - Non-licensure revenue received via Electronic Funds Transfers (interest), are automatically deposited into the Board's checking account. Monthly reconciliations are reviewed and approved.
 - The Board Administrator reviews the journal entry in Quickbooks and approves it.

10. We obtained a schedule from management of non-licensure revenues during the Biennium ended June 30, 2021 and haphazardly selected 10 non-licensure revenue items. We performed procedures over the items selected to obtain evidence that the control took place. The results of our procedures are included in the table below:

Revenues Selected	Control A	Control B	Control C
1	✓	✓	✓
2	✓	✓	✓
3	✓	✓	✓
4	✓	✓	✓
5	✓	✓	✓
6	✓	✓	✓
7	✓	✓	✓
8	✓	✓	✓
9	✓	✓	✓
10	✓	✓	✓
✓	= Procedure performed without exception		
N/A	= Control not applicable for this selection		
Control A: We noted the non licensure revenue item was entered into Quickbooks.			
Control B: We noted the revenue item was included in the bank statement and the bank reconciliation was signed by the Board Administrator as evidence of review.			
Control C: We noted the journal entry was approved by the Board Administrator			

Expenses

11. We obtained the following list of internal controls over expenses. We agree the list of internal controls to the Board's policies and procedures without exception.
- Invoices or bills received by US Mail are date stamped and recorded in Quickbooks and reviewed and approved by the Board Administrator. Payments are processed by Registration Specialist and reviewed by Board Administrator.
 - Checks are signed by the Board Administrator. If checks are over \$2,000, signature approval by Board Chair or Board Treasurer is required before payment.
 - Stipends or Board Member Reimbursements are reviewed and approved by Board Administrator and then processed by the Registration Specialist.
 - Employee and Board Member reimbursements are reviewed and approved by the Board Administrator. The Board Chair reviews and approves for the Board Administrator. They are then processed by the Registration Specialist.
 - Quarterly financial reports (which include budget-to-actual reports) are prepared by the Registration Specialist and Board Administrator and provided to the Board on a quarterly basis.

12. We obtained a schedule from management of expenses during the Biennium ended June 30, 2021 and haphazardly selected 10 expense items. We performed procedures over the items selected to determine if the internal controls identified above were followed. The results of our procedures are included in the table below:

Expenses Selected	Control A	Control B	Control C	Control D	Control E
1	✓	✓	N/A	N/A	N/A
2	✓	✓	N/A	N/A	N/A
3	✓	✓	N/A	N/A	N/A
4	✓	✓	N/A	N/A	N/A
5	✓	✓	N/A	N/A	N/A
6	✓	✓	N/A	N/A	N/A
7	✓	✓	N/A	N/A	N/A
8	✓	✓	N/A	N/A	N/A
9	✓	✓	✓	N/A	N/A
10	✓	✓	N/A	N/A	N/A
✓	= Procedure performed without exception				
N/A	= Control not applicable for this selection				
Control A: We noted the invoice / bill was date stamped and recorded in Quickbooks and we noted the Board Administrators signature as evidence of approval for payment.					
Control B: We noted the Board Administrator had signed the check.					
Control C: We noted the Board Administrator and Board Chair's signature of approval					

Budget and Board Financial Reporting

13. We obtained the following list of internal controls over Budgetary and Board Financial Reporting. We agree the list of internal controls to the Board's policies and procedures without exception.
- Every quarter the Board Administrator will prepare a Board packet that contains a budget to actual report, the check register for the quarter, a balance sheet with prior year comparison, a revenue and expense report with prior year comparison and a Board Administrators report.

Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5	Quarter 6	Quarter 7	Quarter 8
Control A	✓	✓	✓	✓	✓	✓	✓	✓
✓ = Procedure performed without exception								
Control A: We noted the Board packet contained a budget to actual report, the check register for the quarter, a balance sheet with prior year comparison, a revenue and expense with prior year comparison as well as a Board Administrator's report								

14. We reviewed the final budget to actual report for the Biennium ended June 30, 2021 and noted that actual expenditures for the biennium did not exceed budget expenditures.
15. We reviewed the budget to actual report for the Biennium ended June 30, 2021 and identified the following budget line items that exceeded 10% of total revenues or expenses. We noted that these budget line items did not have a variance exceeding 10% of total revenue or expenses for the biennium so did not perform any additional procedures. As follows:
 - a. RLA Renewal Revenue; actual was 1% greater than budget
 - b. Firm Renewal Revenue; actual was 2% greater than budget
 - c. Board Administration Expense; actual was 3% greater than budget

We were engaged by the Oregon State Landscape Architecture Board to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on accounting records of the Oregon State Landscape Architecture Board for the Biennium ended June 30, 2021. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Oregon State Landscape Architecture Board and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

Moss Adams LLP

Portland, Oregon
November 18, 2021



Oregon

Kate Brown, Governor

Landscape Architect Board

707 13th Street SE, Suite 114

Salem, OR 97301

Phone: 503-589-0093

Fax: 503-485-2947

E-mail: oslab.info@bgelab.oregon.gov

Web: www.oregon.gov/LANDARCH

November 18, 2021

Moss Adams LLP
805 SW Broadway, Suite 1200
Portland, OR 97205

This letter is provided in connection with your engagement to apply agreed-upon procedures to assist the Oregon State Landscape Architect Board (Agency) in compliance with Oregon Revised Statute (ORS) 182.464 for the biennium ended June 30, 2021. This engagement is documented in the Contract between the Agency signed on August 5, 2021. We confirm, to the best of our knowledge and belief, the following representations made to you during your engagement.

1. We are responsible for designing, implementing and operating internal controls for the Agency. Our internal controls include, but are not limited to the following:
 - a. Receiving, Recording and Reporting Transactions:
 - i. Checks received are imaged and generally deposited within 24 hours during working days using a check scanner.
 - ii. Online renewal payments are automatically imported daily into FileMaker and a daily report is maintained for use in the monthly bank reconciliation process.
 - iii. Electronic Fund Transfers are automatically deposited and deducted from the Board's checking account. Monthly reconciliations are reviewed and approved.
 - iv. Invoices or bills received by US Mail are date stamped and recorded in QuickBooks. Payments are processed by the Registration Specialist and approved by the Board Administrator. Checks are signed by the Board Administrator, with the exception of checks over \$2,000 where signature approval by the Board Chair or Board Treasurer is required before payment.
 - v. The Board Administrator determines if a purchase is to be made by debit card and can directly make such a purchase or direct the Registration Specialist to make said purchase. The debit card is setup with a \$2,000 daily limit with no cash withdrawals allowed.
 - vi. Online refunds are prepared by Registration Specialist and reviewed and approved by Board Administrator prior to paying.
 - vii. Check payments are prepared by Registration Specialist and reviewed and approved by Board Administrator prior to paying.

b. Licensing Individuals:

- i. Individual applications and business registrations are received by US Mail and date stamped when received.
- ii. Individual applications and business registrations are reviewed for completeness by the Registration Specialist. If minimum requirements are met, individual applications are then sent to the Application Review Coordinator for review and approval which is documented in File Locator. Business registration applications are reviewed and approved administratively since these do not grant a practice right.
- iii. Approved individual applications and business registrations are sent an approval letter, registration card and wall certification (as applicable) that are reviewed and approved by the Board Administrator.
- iv. Registration status changes from active to inactive and inactive emeritus status are prepared by Registration Specialist and reviewed and approved by Board Administrator.
- v. Applications denied or withdrawn provide support for why application was denied or withdrawn, with this documentation by the Registration Specialist and reviewed and approved by Board Administrator. Any application that is denied must also include documentation of a formal Board Decision to deny. Withdrawn applications do not go in front of the Board.

c. Bank Reconciliations:

- i. Bank statements received by US Mail and date stamped by the Registration Specialist.
- ii. The Board Administrator prepares the bank reconciliation and signs the completed reconciliation report.
- iii. The Registration Specialist scans the bank statement, reconciliation report and copy of checks and paid invoices and sends to the Board Treasurer for review and approval. The Board Treasurer signs off on the reconciliation report as evidence of review.

d. Revenues other than Licensing:

- i. The Registration Specialist enters the non-licensure revenue item in QuickBooks.
- ii. Non-licensure revenue received via Electronic Funds Transfers (interest), are automatically deposited into the Board's checking account. Monthly reconciliations are reviewed and approved.
- iii. The Board Administrator reviews the journal entry in QuickBooks and approves it.

e. Expenses:

- i. Invoices or bills received by US Mail are date stamped and recorded in QuickBooks and reviewed and approved by the Board Administrator. Payments are processed by Registration Specialist and reviewed by Board Administrator.
- ii. Checks are signed by the Board Administrator. If checks are over \$2,000, signature approval by Board Chair or Board Treasurer is required before payment.
- iii. Stipends or Board Member Reimbursements are reviewed and approved by Board Administrator and then processed by the Registration Specialist.
- iv. Employee and Board member reimbursements are reviewed and approved by the Board Administrator. The Board Chair reviews and approves for the Board Administrator. They are then processed by the Registration Specialist.
- v. Quarterly financial reports (which include budget-to-actual reports) are prepared by the Registration Specialist and Board Administrator and provided to the Board on a quarterly basis.

f. Budget and Board Financial Reporting:

- i. Every quarter the Board Administrator will prepare a Board packet that contains a budget to actual report, the check register for the quarter, a balance sheet with prior year comparison, a revenue and expense report with prior year comparison and a Board Administrators report.

2. We have provided you with all relevant information and access, as applicable.
3. We are unaware of any matters contradicting the internal controls identified above.
4. We are not aware of any material departures from the internal controls identified above.
5. We have disclosed to you all known events subsequent to the biennium end date of June 30, 2021 that would have a material effect on the internal controls identified above.
6. We have obtained from the Oregon Secretary of State Audits Division their agreement to the procedures and acknowledgment that the procedures are appropriate for their purposes.
7. We agree with the final procedures performed and acknowledge that they are appropriate for the intended purpose of the engagement.



Christine Valentine

Board Administrator for the Oregon State Landscape Architects Board

Appendix 6(A): 2019-2021 Adopted Budget

Oregon State Landscape Architect Board
2019-2021 Budget

FINAL, ADOPTED 05/08/2019, EFFECTIVE 07/01/2019

Line Item #			Year 1	Year 2	Budget	Budget	TOTALS
	NO FEE INCREASES PROPOSED	Initial	# Per	# Per	07/01/19 - 6/30/20	7/01/20 - 6/30/21	for
	NEW REVENUES	Fee	Year	Year	Year 1	Year 2	Biennium
1	Application Fee, RLA Registration	100	35	35	3,500	3,500	7,000
2	Application Fee, Examination	100	20	20	2,000	2,000	4,000
3	Application Fee, Firm Registration	100	20	20	2,000	2,000	4,000
4	LA Renewals	325	500	500	162,500	162,500	325,000
5	Emeritus Inactive/Inactive Renewals	50	55	55	2,750	2,750	5,500
6	New LA Registrations	325	33	33	10,725	10,725	21,450
7	LAIT Renewals	50	4	4	200	200	400
8	Firm Renewals	225	200	200	45,000	45,000	90,000
9	Initial Firm Registrations	225	20	20	4,500	4,500	9,000
10	Late Fees	1,800	1	1	1,800	1,800	3,600
11	Sublease Income	-	-	-	DELETE	DELETE	DELETE
12	Other Income (public records, civil penalties, etc.)	100	1	1	100	100	200
13	Bank Account Interest	400	1	1	400	400	800
14	Total Revenue (See below for Reserve Funds)				235,475	235,475	470,950
15	NEW EXPENSES				07/01/19 - 6/30/20	7/01/20 - 6/30/21	Total
16	Personal Services				Year 1	Year 2	Biennium
17	Board Administration (IAA for Staff Services)	10,900	12	12	130,800	130,800	261,600
18	Board Stipends (Members)	50	40	40	2,000	2,000	4,000
19	Board Soc.Security/Medic. Taxes (Members)	7.65%	40X50	40X50	153	153	306
20	Total Personal Services				132,953	132,953	265,906
21	Services and Supplies				Year 1	Year 2	Biennium
22	Lease for Office Space (Assoc. Center)	varies	12 X 775	12 X 798	9,300	9,576	18,876
23	Instate Meals and Lodging	150	6	6	900	900	1,800
24	Instate Ground Transportation & Misc. Expenses	0.545/m	N/A	N/A	1,000	1,000	2,000
25	Out of State Meals and Lodging	varies	2	2	2,000	3,000	5,000
26	Out of State Travel & Misc. Expenses	varies	2	2	2,000	3,000	5,000
27	CLARB Mtg. Registration (Annual Mtg.)	1000	1.5	1.5	1,500	1,500	3,000
28	Office Supplies/Services (+copy, print, post, freight)	5000	1	1	5,000	5,000	10,000
29	Bank Charges (Lock Box, Analysis, RDC)	130	12	12	1,560	1,560	3,120
30	Merchant Fees (Online Payment/Renewals)	varies	3000	3000	3,000	3,000	6,000
31	Newsletter Development/Printing (Quarterly)	250	1	1	250	250	500
32	Communications (Phone, Internet, Fax)	150	12	12	1,800	1,800	3,600
33	Computer Hardware/Software Upgrades	varies	varies	varies	2,500	2,500	5,000
34	Total Services and Supplies				30,810	33,086	63,896
35	Professional Services				Year 1	Year 2	Biennium
36	Attorney General Fees (DOJ)	223	95	95	21,185	21,185	42,370
37	Govt Charges (SOS Rules, Ethics, etc.)	2,800	0.5	0.5	1,400	1,400	2,800
38	Govt. Charges (IT security/related)	3,000	0.5	0.5	1,500	1,500	3,000
39	Govt. Charges (Payroll Services-Stipend Process.)	400	1	1	400	400	800
40	Govt. Charges (Risk Liability/Property Insur.)	12,817	0.5	0.5	6,409	6,409	12,817
41	CLARB Membership Dues (Exam Provider)	5850	1	1	5,850	5,850	11,700
42	Computer Support (Server,Desktop,Laptop,Website,Email)	total	6000	6000	6,000	6,000	12,000
43	Computer Support (Database)	total	9000	9000	9,000	9,000	18,000
44	Prof. Services (Financial Review/Audit)	10,000	1	0	10,000	-	10,000
45	Prof. Services (Tech. Rev., Facil., Consult., Etc.)	10,000	0.5	0.5	5,000	5,000	10,000
46	Prof. Services (NICUSA Inc. Online Processing)	\$1, \$3	1500	1500	1,500	1,500	3,000
47	Prof.Services (Investigator)	10,000	0.5	0.5	5,000	5,000	10,000
48	Records Management (intern/temp.)	0	0	0	DELETE	DELETE	DELETE
49	Training (Board Members/Staff)	1000	1	1	1,000	1,000	2,000
50	Total Professional Services				74,244	64,244	138,487
51	TOTAL NEW EXPENSES				238,007	230,283	468,289
52	TOTAL NEW REVENUES				235,475	235,475	470,950
52	Net New Revenue				(2,532)	5,193	2,661
53	Interest from CDs				325	325	650
54	Net Adjusted New Revenue				(2,207)	5,518	3,311
55	BOARD RESERVE FUNDS APPLIED				-	-	-
56	TOTAL ENDING BUDGETED AMOUNT				(2,207)	5,518	3,311

Appendix 6(B): 2019-2021 Budget vs. Actuals

	2 0 1 9 - 2 0 2 1 B u d g e t								
	Adopted Budget 2019-2021	Total Actual 2019-2021	Diff. 6/30/2021	1st Yr Budget			2nd Yr Budget		
				Budget 7/01/19-6/30/20	Actual 7/01/19-6/30/20	Diff. 6/30/2020	Budget 7/01/20-6/30/21	Actual 7/1/20-6/30/21	Diff. 6/30/2021
Ordinary Income/Expense:									
<i>Income:</i>									
Civil Penalty	0.00	2,000.00	2,000.00	0.00	2000.00	2,000.00	0.00	0.00	0.00
RLA Renewal	\$ 325,000.00	328,350.00	\$ 3,350.00	\$ 162,500.00	\$ 165,100.00	\$ 2,600.00	\$ 162,500.00	\$ 163,250.00	750.00
RLA Initial LA Registration	\$ 21,450.00	23,075.00	\$ 1,625.00	\$ 10,725.00	\$ 9,100.00	\$ (1,625.00)	\$ 10,725.00	\$ 13,975.00	3,250.00
LAIT Initial Registration & Renewals	\$ 400.00	250.00	\$ (150.00)	\$ 200.00	100.00	\$ (100.00)	\$ 200.00	150.00	(50.00)
Emeritus Inactive/Inactive LA Renewals	\$ 5,500.00	3,650.00	\$ (1,850.00)	\$ 2,750.00	\$ 1,800.00	\$ (950.00)	\$ 2,750.00	\$ 1,850.00	(900.00)
Application Fee, Exam	\$ 4,000.00	2,600.00	\$ (1,400.00)	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 600.00	(1,400.00)
Application Fee, LA	\$ 7,000.00	7,100.00	\$ 100.00	\$ 3,500.00	\$ 2,800.00	\$ (700.00)	\$ 3,500.00	\$ 4,300.00	800.00
Application Fee, Firm/Statement of Resp.	\$ 4,000.00	3,700.00	\$ (300.00)	\$ 2,000.00	\$ 2,550.00	\$ 550.00	\$ 2,000.00	\$ 1,150.00	(850.00)
Firm Renewal	\$ 90,000.00	91,350.00	\$ 1,350.00	\$ 45,000.00	\$ 44,550.00	\$ (450.00)	\$ 45,000.00	\$ 46,800.00	1,800.00
Firm Initial Registration	\$ 9,000.00	4,500.00	\$ (4,500.00)	\$ 4,500.00	\$ 3,375.00	\$ (1,125.00)	\$ 4,500.00	1,125.00	(3,375.00)
Late Fee	\$ 3,600.00	3,100.00	\$ (500.00)	\$ 1,800.00	\$ 1,700.00	\$ (100.00)	\$ 1,800.00	\$ 1,400.00	(400.00)
Other Income	\$ 200.00	100.00	\$ (100.00)	\$ 100.00	50.00	\$ (50.00)	\$ 100.00	50.00	(50.00)
Rental Income	\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest	\$ 800.00	1,374.21	\$ 574.21	\$ 400.00	\$ 1,115.68	\$ 715.68	\$ 400.00	\$ 258.53	(141.47)
<i>Gross Income</i>	<i>\$ 470,950.00</i>	<i>\$471,149.21</i>	<i>\$199.21</i>	<i>\$ 235,475.00</i>	<i>\$ 236,240.68</i>	<i>\$ 765.68</i>	<i>\$ 235,475.00</i>	<i>\$ 234,908.53</i>	<i>(566.47)</i>
<i>Refunds:</i>									
Late Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Examination Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Renewal	0.00	1,050.00	1,050.00	0.00	650.00	650.00	0.00	400.00	400.00
Reciprocity		0.00	0.00			0.00			0.00
Application Fee	0.00	100.00	100.00	0.00	0.00	0.00	0.00	100.00	100.00
Firm Renewal	0.00	675.00	675.00	0.00	\$ 450.00	450.00	0.00	225.00	225.00
Total Refunds	0.00	\$ 1,825.00	1,825.00	0.00	\$ 1,100.00	\$ 1,100.00	0.00	725.00	725.00
<i>Total Income</i>	<i>\$ 470,950.00</i>	<i>469,324.21</i>	<i>(\$1,625.79)</i>	<i>\$ 235,475.00</i>	<i>\$ 235,140.68</i>	<i>\$ (334.32)</i>	<i>\$ 235,475.00</i>	<i>\$ 234,183.53</i>	<i>\$ (1,291.47)</i>
<i>Expenses:</i>									
<i>Personal Services:</i>									
Board Member Stipend	\$ 4,000.00	2,400.00	\$ (1,600.00)	\$ 2,000.00	1,450.00	\$ (550.00)	\$ 2,000.00	950.00	\$ (1,050.00)
Board Administration	\$ 261,600.00	269,148.18	\$ 7,548.18	\$ 130,800.00	\$ 133,620.00	\$ 2,820.00	\$ 130,800.00	\$ 135,528.18	\$ 4,728.18
Social Security Taxes	\$ 306.00	183.64	\$ (122.36)	\$ 153.00	110.97	\$ (42.03)	\$ 153.00	72.67	\$ (80.33)
<i>Total Personal Services</i>	<i>\$ 265,906.00</i>	<i>\$ 271,731.82</i>	<i>\$ 5,825.82</i>	<i>\$ 132,953.00</i>	<i>\$ 135,180.97</i>	<i>\$ 2,227.97</i>	<i>\$ 132,953.00</i>	<i>\$ 136,550.85</i>	<i>\$ 3,597.85</i>
<i>Services and Supplies:</i>									
Instate Travel; Meals & Lodging	\$ 1,800.00	\$ 295.16	\$ (1,504.84)	\$ 900.00	\$ 295.16	\$ (604.84)	\$ 900.00	0.00	\$ (900.00)
Instate Travel ; Transportation & Misc.	\$ 2,000.00	\$ 502.23	\$ (1,497.77)	\$ 1,000.00	\$ 502.23	\$ (497.77)	\$ 1,000.00	0.00	\$ (1,000.00)
Out of State Travel; Transportation & Misc.	\$ 5,000.00	\$ 1,292.87	\$ (3,707.13)	\$ 2,000.00	\$ 1,292.87	\$ (707.13)	\$ 3,000.00	0.00	\$ (3,000.00)
Out of State Travel; Meals & Lodging	\$ 5,000.00	\$ 1,937.00	\$ (3,063.00)	\$ 2,000.00	\$ 1,937.00	\$ (63.00)	\$ 3,000.00	0.00	\$ (3,000.00)
Office Supplies/Services	\$ 10,000.00	\$ 8,249.22	\$ (1,750.78)	\$ 5,000.00	\$ 4,858.64	\$ (141.36)	\$ 5,000.00	3,390.58	\$ (1,609.42)

Appendix 6(B): 2019-2021 Budget vs. Actuals

	2 0 1 9 - 2 0 2 1 B u d g e t								
Conference Registrations	\$ 3,000.00	\$ 1,462.50	\$ (1,537.50)	\$ 1,500.00	\$ 1,462.50	\$ (37.50)	\$ 1,500.00	0.00	\$ (1,500.00)
Lease - Office Space	\$ 18,876.00	\$ 18,588.00	\$ (288.00)	\$ 9,300.00	\$ 9,294.00	\$ (6.00)	\$ 9,576.00	9,294.00	\$ (282.00)
Bank Charges	\$ 3,120.00	\$ 891.35	\$ (2,228.65)	\$ 1,560.00	\$ 542.12	\$ (1,017.88)	\$ 1,560.00	349.23	\$ (1,210.77)
Merchant Fees	\$ 6,000.00	\$ 7,352.74	\$ 1,352.74	\$ 3,000.00	\$ 3,543.71	\$ 543.71	\$ 3,000.00	3,809.03	\$ 809.03
Newsletter	\$ 500.00	\$ -	\$ (500.00)	\$ 250.00	0.00	\$ (250.00)	\$ 250.00	\$0.00	\$ (250.00)
Communications (Telephone, Internet, Fax, Email)	\$ 3,600.00	\$ 4,030.18	\$ 430.18	\$ 1,800.00	\$ 1,761.03	\$ (38.97)	\$ 1,800.00	2,269.15	\$ 469.15
Computer Upgrades (Software & Hardware)	\$ 5,000.00	\$ 1,563.59	\$ (3,436.41)	\$ 2,500.00	0.00	\$ (2,500.00)	\$ 2,500.00	1,563.59	\$ (936.41)
Total Services and Supplies	\$ 63,896.00	\$ 46,164.84	\$ (17,731.16)	\$ 30,810.00	\$ 25,489.26	\$ (5,320.74)	\$ 33,086.00	20,675.58	\$ (12,410.42)
Professional Services:									
CLARB Membership Dues	\$ 11,700.00	12,170.00	\$ 470.00	\$ 5,850.00	5,995.00	\$ 145.00	\$ 5,850.00	\$ 6,175.00	\$ 325.00
Computer Support (Website/DAS-IT)	\$ 12,000.00	4,422.40	\$ (7,577.60)	\$ 6,000.00	2,210.88	\$ (3,789.12)	\$ 6,000.00	2,211.52	\$ (3,788.48)
Professional Services (TechRev, Facil, etc.)	\$ 10,000.00	0.00	\$ (10,000.00)	\$ 5,000.00	0.00	\$ (5,000.00)	\$ 5,000.00	0.00	\$ (5,000.00)
Professional Services, NICUSA	\$ 3,000.00	3,169.00	\$ 169.00	\$ 1,500.00	\$ 1,536.00	\$ 36.00	\$ 1,500.00	\$ 1,633.00	\$ 133.00
Training	\$ 2,000.00	0.00	\$ (2,000.00)	\$ 1,000.00	0.00	\$ (1,000.00)	\$ 1,000.00	\$0.00	\$ (1,000.00)
Professional Services, Payroll Services	\$ 800.00	425.15	\$ (374.85)	\$ 400.00	322.25	\$ (77.75)	\$ 400.00	\$ 102.90	\$ (297.10)
Atty General Legal Fees	\$ 42,370.00	13,521.54	\$ (28,848.46)	\$ 21,185.00	\$ 8,148.00	\$ (13,037.00)	\$ 21,185.00	\$ 5,373.54	\$ (15,811.46)
Professional Services, Investigator	\$ 10,000.00	679.15	\$ (9,320.85)	\$ 5,000.00	679.15	\$ (4,320.85)	\$ 5,000.00	0.00	\$ (5,000.00)
Government Assessment (Risk Ins.)	\$ 12,818.00	11,872.00	\$ (946.00)	\$ 6,409.00	\$ 5,937.00	\$ (472.00)	\$ 6,409.00	\$ 5,935.00	\$ (474.00)
Financial Review/Audit	\$ 10,000.00	6,575.90	\$ (3,424.10)	\$ 10,000.00	\$ 6,575.90	\$ (3,424.10)	\$0.00	\$ -	\$0.00
Government Assessments (Rules, Ethics, etc.)	\$ 2,800.00	2,662.80	\$ (137.20)	\$ 1,400.00	\$ 1,324.08	\$ (75.92)	\$ 1,400.00	\$ 1,338.72	\$ (61.28)
Government Assessment (IT Security)	\$ 3,000.00	0.00	\$ (3,000.00)	\$ 1,500.00		\$ (1,500.00)	\$ 1,500.00	\$ -	\$ (1,500.00)
Database Computer Support	\$ 18,000.00	8,372.50	\$ (9,627.50)	\$ 9,000.00	\$ 1,125.00	\$ (7,875.00)	\$ 9,000.00	\$ 7,247.50	\$ (1,752.50)
Total Professional Services	\$ 138,488.00	\$ 63,870.44	\$ (74,617.56)	\$ 74,244.00	\$ 33,853.26	\$ (40,390.74)	\$ 64,244.00	\$ 30,017.18	\$ (34,226.82)
Total Expense	\$ 468,290.00	\$ 381,767.10	\$ (86,522.90)	\$ 238,007.00	\$ 194,523.49	\$ (43,483.51)	\$ 230,283.00	\$ 187,243.61	\$ (43,039.39)
Net Ordinary Income	\$ 2,660.00	\$ 87,557.11	\$ 84,897.11	\$ (2,532.00)	\$ 40,617.19	\$ 43,149.19	\$ 5,192.00	\$ 46,939.92	\$ 41,747.92
Interest from CD	\$ 650.00	\$ 2,871.59	\$ 2,221.59	\$ 325.00	\$ 1,756.99	\$ 1,431.99	\$ 325.00	1114.60	\$ 789.60
NET INCOME/(LOSS)	\$ 3,310.00	\$ 90,428.70	\$ 87,118.70	\$ (2,207.00)	\$ 42,374.18	\$ 44,581.18	\$ 5,517.00	\$ 48,054.52	\$ 42,537.52
Carryover/Other Cash Reserves	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
NET INCOME/LOSS AFTER RESERVE	\$ 3,310.00	\$ 90,428.70	\$ 87,118.70	\$ (2,207.00)	\$ 42,374.18	\$ 44,581.18	\$ 5,517.00	\$ 48,054.52	\$ 42,537.52

Notes: * Amount shown indicates the net loss for the period covered by this report. See the Revenue and Expense Report for details. This will show how the Board managed to pay for the expenses when the revenues are less than expenditures.

Appendix 6(C): 2021-2023 Adopted Budget

Oregon State Landscape Architect Board 2021-2023 Budget, Adopted

See 05/06/2021
Mtg. Minutes

ADOPTED 05/06/2021, EFFECTIVE 07/01/2021

Line Item #	***NO FEE INCREASES PROPOSED***	Initial	Year 1 # Per	Year 2 # Per	Budget 07/01/21 - 06/30/22	Budget 07/01/22 - 06/30/23	TOTALS for
Line Item #	NEW REVENUES	Fee	Year	Year	Year 1	Year 2	Biennium
1	Application Fee, RLA Registration	100	30	30	3,000	3,000	6,000
2	Application Fee, Examination	100	5	5	500	500	1,000
3	Application Fee, Firm Registration	100	15	15	1,500	1,500	3,000
4	LA Renewals	325	515	515	167,375	167,375	334,750
5	Emeritus Inactive/Inactive New & Renewals	50	55	55	2,750	2,750	5,500
6	New LA Registrations	325	30	30	9,750	9,750	19,500
7	LAIT New & Renewals	50	2	2	100	100	200
8	Firm Renewals	225	210	210	47,250	47,250	94,500
9	Initial Firm Registrations	225	15	15	3,375	3,375	6,750
10	Late Fees	1,700	1	1	1,700	1,700	3,400
11	Sublease Income	-	-	-	DELETE	DELETE	DELETE
12	Other Income (public records, civil penalties, etc.)	100	1	1	100	100	200
13	Bank Account Interest	500	1	1	500	500	1,000
14	Total Revenue (See below for Reserve Funds)				237,900	237,900	475,800
15	NEW EXPENSES				07/01/19 - 6/30/20	7/01/20 - 6/30/21	Total
16	Personal Services				Year 1	Year 2	Biennium
17	Board Administration (IAA for Staff Services)	12,385	12	12	148,620	148,620	297,240
18	Board Stipends (Members)	50	7 X 6/yr	7 X 6/yr	2,100	2,100	4,200
19	Board Soc.Security/Medic. Taxes (Members)	7.65%	Stipend \$	Stipend \$	161	161	321
20	Total Personal Services				150,881	150,881	301,761
21	Services and Supplies				Year 1	Year 2	Biennium
22	Lease for Office Space (Assoc. Center)	800	12	12	9,600	9,600	19,200
23	Instate Meals and Lodging	150	4 + incid.	4 + incid.	800	800	1,600
24	Instate Ground Transportation & Misc. Expenses	varies	800	800	800	800	1,600
25	Out of State Meals and Lodging	varies	2	2	2,000	2,000	4,000
26	Out of State Travel & Misc. Expenses	varies	2	2	2,000	2,000	4,000
27	CLARB Mtg. Registration (Annual Mtg.)	1000	1.5	1.5	1,500	1,500	3,000
28	Office Supplies/Services (+copy, print, post, freight)	4900	1	1	4,900	4,900	9,800
29	Bank Charges (Remote Deposit Check Scanner)	30	12	12	360	360	720
30	Merchant Fees (Online Payment/Renewals)	3500	1	1	3,500	3,500	7,000
31	Newsletter Development/Printing (Quarterly)	-	-	-	DELETE	DELETE	DELETE
32	Communications (Phones, Internet, Fax, Zoom)	2200	1	1	2,200	2,200	4,400
33	Computer Hardware/Software	varies	2600	4100	2,600	4,100	6,700
34	Total Services and Supplies				30,260	31,760	62,020
35	Professional Services				Year 1	Year 2	Biennium
36	Attorney General Fees (DOJ)	241	60	60	14,460	14,460	28,920
37	Govt Charges (SOS Archives-Rules, Ethics, etc.)	300	0.5	0.5	150	150	300
38	Govt. Charges (IT security/related)	-	-	-	DELETE	DELETE	DELETE
39	Govt. Charges (Payroll Services-Stipend Process.)	800	1	1	800	800	1,600
40	Govt. Charges (Risk Liability/Property Insur.)	34,000	0.5	0.5	17,000	17,000	34,000
41	CLARB Membership Dues (Exam Provider)	varies	1	1	6,360	6,550	12,910
42	Computer Support (Desktop,Laptop, Email, Etc.)	600	12	12	7,200	7,200	14,400
43	Computer Support (AWS Server, Database)	15,000	0.5	0.5	7,500	7,500	15,000
44	Prof. Services (Financial/AUP Review)	10,000	1	0	10,000	-	10,000
45	Prof. Services (Tech. Rev., Facil., Consult., Etc.)	10,000	0.5	0.5	5,000	5,000	10,000
46	Prof. Services (NICUSA Inc. Online Processing)	1,500	1	1	1,500	1,500	1,600
47	Prof. Services (Investigator)	8,000	0.5	0.5	4,000	4,000	8,000
48	Records Management (intern/temp.)	-	-	-	DELETE	DELETE	DELETE
49	Training (Board Members/Staff)	500	1	1	500	500	1,000
50	Total Professional Services				74,470	64,660	137,730
51	TOTAL NEW EXPENSES				255,611	247,301	501,511
52	TOTAL NEW REVENUES				237,900	237,900	475,800
52	Net New Revenue				(17,711)	(9,401)	(25,711)
53	Interest from CDs				1,070	1,070	2,140
54	Net Adjusted Revenue				(16,641)	(8,331)	(23,571)
55	BOARD RESERVE FUNDS APPLIED				(16,641)	(8,331)	(23,571)
56	TOTAL ENDING BUDGETED EXPENSE						499,371

Appendix 6(D): 2019-2021 Balance Sheet

OR State Landscape Architect Board

Balance Sheet

As of June 30, 2021

06/30/2021

ASSETS

Current Assets

Checking/Savings

1001 · Pioneer Trust Bank \$ 190,624.01

1051 · Money Market Account \$ 102,546.08

Total Checking/Savings \$ 293,170.09

Other Current Assets

1900 · CD Investments - Pioneer Trust \$ 129,032.15

Total Other Current Assets \$ 129,032.15

Total Current Assets \$ 422,202.24

TOTAL ASSETS

\$ 422,202.24

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable \$ 5,088.87

Total Accounts Payable \$ 5,088.87

Total Current Liabilities \$ 5,088.87

Total Liabilities \$ 5,088.87

Equity

3900 · Retained Earnings \$ 369,058.85

Net Income \$ 48,054.52

Total Equity \$ 417,113.37

TOTAL LIABILITIES & EQUITY

\$ 422,202.24

Appendix 6(E): 2021-2023 Projected Balance Sheet

OR State Landscape Architect Board Forecasted Balance Sheet Projecting to June 30, 2023

	06/30/2021 Actual	6/30/2023 Forecasted
ASSETS		
Current Assets		
Checking/Savings		
1001 · Pioneer Trust Bank	\$ 190,624.01	\$ 159,824.14
1051 · Money Market Account	\$ 102,546.08	\$ 102,546.08
Total Checking/Savings	\$ 293,170.09	\$ 262,370.22
Accounts Receivable		
1200 · Accounts Receivable	\$ -	0.00
Total Accounts Receivable	\$ -	0.00
Other Current Assets		
1900 · CD Investments - Pioneer Trust	\$ 129,032.15	\$ 129,032.15
Total Other Current Assets	\$ 129,032.15	\$ 129,032.15
Total Current Assets	\$ 422,202.24	\$ 391,402.37
TOTAL ASSETS	\$ 422,202.24	\$ 391,402.37
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	\$ 5,088.87	0.00
Total Accounts Payable	\$ 5,088.87	0.00
Other Current Liabilities		
2235 · Unearned Rent		0.00
Total Other Current Liabilities	\$ -	0.00
Total Current Liabilities	\$ 5,088.87	0.00
Total Liabilities	\$ 5,088.87	0.00
Equity		
3900 · Retained Earnings	\$ 369,058.85	\$ 417,113.37
Net Income	\$ 48,054.52	\$ (25,711.00)
Total Equity	\$ 417,113.37	\$ 391,402.37
TOTAL LIABILITIES & EQUITY	\$ 422,202.24	\$ 391,402.37

Appendix 6(F): Board Fund Analysis

Fund Analysis - 3 Biennia

Source	2017-2019 Actual	2019-2021 <i>Adopted</i>	2019-2021 Actual	2021-2023 <i>Adopted</i>
Beginning Fund Balance	\$ 216,434.38	\$ 321,871.61	\$ 321,871.61	\$ 409,428.72
Total Revenue	\$ 461,928.60	\$ 470,950.00	\$ 469,324.21	\$ 475,800.00
Total Funds Available	\$ 678,362.98	\$ 792,821.61	\$ 791,195.82	\$ 885,228.72
Total Expenditure	\$ 356,491.37	\$ 468,290.00	\$ 381,767.10	\$ 501,511.00
Ending Fund Balance	\$ 321,871.61	\$ 324,531.61	\$ 409,428.72	\$ 383,717.72
		\$ 2,660.00	\$ 87,557.11	\$ (25,711.00)

Appendix 6(G): OSLAB Budget Comparisons

	Adopted Budget 2019-2021	Total Actual 2019-2021	% Change Budget to Actual	Diff. \$ 6/30/2021	Adopted Budget 2021-2023	Diff. \$ 2019-2021 Adopted to 2021-2023 Adopted	% Change 2019-2021 Adopted to 2021-2023 Adopted
Ordinary Income/Expense:							
Income:							
Civil Penalty	0.00	2,000.00		2,000.00	0.00	0.00	0%
RLA Renewal	\$ 325,000.00	328,350.00	1.0%	\$ 3,350.00	\$ 334,750.00	\$ 9,750.00	3.00%
RLA Initial LA Registration	\$ 21,450.00	23,075.00	7.6%	\$ 1,625.00	\$ 19,500.00	\$ (1,950.00)	-9.1%
LAIT Initial Registration & Renewals	\$ 400.00	250.00	-37.5%	\$ (150.00)	\$ 200.00	\$ (200.00)	-50.00%
Emeritus Inactive/Inactive LA Renewals	\$ 5,500.00	3,650.00	-33.6%	\$ (1,850.00)	\$ 5,500.00	\$ -	0.0%
Application Fee, Exam	\$ 4,000.00	2,600.00	-35.0%	\$ (1,400.00)	\$ 1,000.00	\$ (3,000.00)	-75.00%
Application Fee, LA	\$ 7,000.00	7,100.00	1.4%	\$ 100.00	\$ 6,000.00	\$ (1,000.00)	-14.3%
Application Fee, Firm/Statement of Resp.	\$ 4,000.00	3,700.00	-7.5%	\$ (300.00)	\$ 3,000.00	\$ (1,000.00)	-25.00%
Firm Renewal	\$ 90,000.00	91,350.00	1.5%	\$ 1,350.00	\$ 94,500.00	\$ 4,500.00	5.0%
Firm Initial Registration	\$ 9,000.00	4,500.00	-50.0%	\$ (4,500.00)	\$ 6,750.00	\$ (2,250.00)	-25.00%
Late Fee	\$ 3,600.00	3,100.00	-13.9%	\$ (500.00)	\$ 3,400.00	\$ (200.00)	-5.6%
Other Income	\$ 200.00	100.00	-50.0%	\$ (100.00)	\$ 200.00	0.00	0.00%
Rental Income	\$0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Interest	\$ 800.00	1,374.21	71.8%	\$ 574.21	\$ 1,000.00	\$ 200.00	25.00%
Gross Income	\$ 470,950.00	\$471,149.21	0.04%	\$199.21	\$ 475,800.00	\$ 4,850.00	1.0%
Refunds:							
Late Fee	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
Examination Fee	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
Renewal	0.00	1,050.00	1050.00%	1,050.00	0.00	0.00	0.00
Reciprocity	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
Application Fee	0.00	100.00	100.00%	100.00	0.00	0.00	0.00
Firm Renewal	0.00	675.00	670.00%	675.00	0.00	0.00	0.00
Total Refunds	0.00	\$ 1,825.00	1825.00%	1,825.00	0.00	0.00	0.00
Total Income	\$ 470,950.00	469,324.21	3.00%	(\$1,625.79)	\$0.00	\$0.00	\$0.00
Expenses:							
Personal Services:							
Board Member Stipend	\$ 4,000.00	2,400.00	-40.0%	\$ (1,600.00)	\$ 4,200.00	\$ 200.00	5.00%
Board Administration	\$ 261,600.00	269,148.18	2.89%	\$ 7,548.18	\$ 297,240.00	\$ 35,640.00	13.62%
Social Security Taxes	\$ 306.00	183.64	-39.99%	\$ (122.36)	\$ 322.00	\$ 16.00	5.23%
Total Personal Services	\$ 265,906.00	\$ 271,731.82	2.19%	\$ 5,825.82	\$ 301,762.00	\$ 35,856.00	13.48%

Appendix 6(G): OSLAB Budget Comparisons

<i>Services and Supplies:</i>							
Instate Travel; Meals & Lodging	\$ 1,800.00	\$ 295.16	-83.60%	\$ (1,504.84)	\$ 1,600.00	\$ (200.00)	-11.11%
Instate Travel ; Transportation & Misc.	\$ 2,000.00	\$ 502.23	-74.89%	\$ (1,497.77)	\$ 1,600.00	\$ (400.00)	-20.00%
Out of State Travel; Transportation & Misc.	\$ 5,000.00	\$ 1,292.87	-74.14%	\$ (3,707.13)	\$ 4,000.00	\$ (1,000.00)	-20.00%
Out of State Travel; Meals & Lodging	\$ 5,000.00	\$ 1,937.00	-61.26%	\$ (3,063.00)	\$ 4,000.00	\$ (1,000.00)	-20.00%
Office Supplies/Services	\$ 10,000.00	\$ 8,249.22	-17.51%	\$ (1,750.78)	\$ 9,800.00	\$ (200.00)	-2.00%
Conference Registrations	\$ 3,000.00	\$ 1,462.50	-51.25%	\$ (1,537.50)	\$ 3,000.00	\$ -	0.00%
Lease - Office Space	\$ 18,876.00	\$ 18,588.00	-1.53%	\$ (288.00)	\$ 19,200.00	\$ 324.00	1.72%
Bank Charges	\$ 3,120.00	\$ 891.35	-71.43%	\$ (2,228.65)	\$ 720.00	\$ (2,400.00)	-76.92%
Merchant Fees	\$ 6,000.00	\$ 7,352.74	22.55%	\$ 1,352.74	\$ 7,000.00	\$ 1,000.00	16.67%
Newsletter	\$ 500.00	\$ -	-100.00%	\$ (500.00)	\$ -	\$ (500.00)	-100.00%
Communications (Phone, Internet, Fax, Email)	\$ 3,600.00	\$ 4,030.18	11.95%	\$ 430.18	\$ 4,400.00	\$ 800.00	22.22%
Computer Upgrades (Software & Hardware)	\$ 5,000.00	\$ 1,563.59	-68.73%	\$ (3,436.41)	\$ 6,700.00	\$ 1,700.00	34.00%
<i>Total Services and Supplies</i>	\$ 63,896.00	\$ 46,164.84	-27.75%	\$ (17,731.16)	\$ 62,020.00	\$ (1,876.00)	-2.94%
<i>Professional Services:</i>							
CLARB Membership Dues	\$ 11,700.00	12,170.00	4.02%	\$ 470.00	\$ 12,910.00	\$ 1,210.00	10.34%
Computer Support (Website/DAS-IT)	\$ 12,000.00	4,422.40	-63.15%	\$ (7,577.60)	\$ 14,400.00	\$ 2,400.00	20.00%
Professional Services (TechRev, Facil, etc.)	\$ 10,000.00	0.00	-100.00%	\$ (10,000.00)	\$ 10,000.00	\$ -	0.00%
Professional Services, NICUSA	\$ 3,000.00	3,169.00	5.63%	\$ 169.00	\$ 3,000.00	\$ -	0.00%
Training	\$ 2,000.00	0.00	-100.00%	\$ (2,000.00)	\$ 1,000.00	\$ (1,000.00)	\$ (0.50)
Professional Services, Payroll Services	\$ 800.00	425.15	-46.86%	\$ (374.85)	\$ 1,600.00	\$ 800.00	100.00%
Atty General Legal Fees	\$ 42,370.00	13,521.54	-68.09%	\$ (28,848.46)	\$ 28,920.00	\$ (13,450.00)	
Professional Services, Investigator	\$ 10,000.00	679.15	-93.21%	\$ (9,320.85)	\$ 8,000.00	\$ (2,000.00)	-20.00%
Government Assessment (Risk Ins.)	\$ 12,818.00	11,872.00	-7.38%	\$ (946.00)	\$ 34,000.00	\$ 21,182.00	165.25%
Financial Review/Audit	\$ 10,000.00	6,575.90	-34.241%	\$ (3,424.10)	\$ 10,000.00	\$ -	0.00%
Government Assessments (Rules, Ethics, etc.)	\$ 2,800.00	2,662.80	-4.90%	\$ (137.20)	\$ 300.00	\$ (2,500.00)	-89.29%
Government Assessment (IT Security)	\$ 3,000.00	0.00	-100.00%	\$ (3,000.00)	\$ -	\$ (3,000.00)	-100.00%
Database Computer Support	\$ 18,000.00	8,372.50	-53.49%	\$ (9,627.50)	\$ 15,000.00	\$ (3,000.00)	-16.67%
<i>Total Professional Services</i>	\$ 138,488.00	\$ 63,870.44	-53.88%	\$ (74,617.56)	\$ 139,130.00	\$ 642.00	0.46%
<i>Total Expense</i>	\$ 468,290.00	\$ 381,767.10	-18.48%	\$ (86,522.90)	\$ 502,912.00	\$ 34,622.00	7.39%
<i>Net Ordinary Income</i>	\$ 2,660.00	\$ 87,557.11	3191.62%	\$ 84,897.11	\$ (27,112.00)	\$ (29,772.00)	-1119.25%
Interest from CD	\$ 650.00	\$ 2,871.59	341.78%	\$ 2,221.59	\$ 2,140.00	\$ 1,490.00	229.23%
<i>NET INCOME/(LOSS)</i>	\$ 3,310.00	\$ 90,428.70	2631.98%	\$ 87,118.70	\$ (24,972.00)	\$ (28,282.00)	-854.44%
Carryover/Other Cash Reserves	0.00	0.00	0.00%	0.00	0.00	\$ -	0.00%
<i>NET INCOME/LOSS AFTER RESERVE</i>	\$ 3,310.00	\$ 90,428.70	2631.98%	\$ 87,118.70	\$ (24,972.00)	\$ (28,282.00)	-854.44%

Notes: * Amount shown indicates the net loss for the period covered by this report. See the Revenue and Expense Report for details. This will show how the Board managed to pay for the expenses when the revenues are less than expenditures.

Appendix 7(A): 2019-2021 Budget Rule Hearing Report

Hearing's Officer Report to Board on Rulemaking Hearing

Date: 04/10/2019
To: Members of the Oregon State Landscape Architect Board
From: Christine Valentine, Board Administrator
Subject: Report on 04/09/2019 Rulemaking Hearing and Public Comments

Rules Covered:	OAR 804-001-0002, Biennial Budget OAR 804-003-0000, Definitions OAR 804-022-0025, Inactive and Inactive Emeritus OAR 804-027-0010, Registered Landscape Architect OAR 804-030-0000, Stamp of Landscape Architect OAR 804-030-0003, Signature
Hearing Date/Time:	04/09/2019, 10:00 AM
Comment Deadline:	04/09/2019, 5:00 PM
Hearing Location:	Assoc. Center, 707 13 th St. SE, Salem, Oregon
Staff Present:	Christine Valentine, Administrator
Guests Present:	NONE

Summary of Hearing and Public Comments

A hearing was scheduled as part of the public review process for the 2019-2021 budget review, including proposed revisions to OAR 804-001-0002 that are needed to adopt the budget. The hearing also covered the Board's proposed changes to the other rules listed above, including definitions and stamping and signature requirements. The hearing convened at 10:05 AM and was closed quickly thereafter due to lack of participants. A copy of the hearing script is maintained in the Board office.

The purpose of the hearing was to provide an opportunity for oral public comment on the rule amendments listed above. The budget and proposed budget rule amendments as well as the other various rule amendments were approved by the Board for purposes of public review at its last quarterly meeting on 02/07/2019. The proposed effective date for the budget and associated budget rule revisions is 07/01/2019. The proposed effective date for the other rule amendments is upon Board adoption and filing, which should be soon after the 05/08/2019 Board meeting.

Notification of the rulemaking hearing and opportunity to comment was published in the March 2019 Oregon Bulletin. Notice to interested parties, including all registrants, occurred on 03/01/2019 through a combination of email and US mail. The notice to interested parties, rulemaking notice filings including proposed rule amendment text, and the proposed budget were posted on the Board's website for public review. A reminder about the opportunity to comment was also included in the Board's Spring 2019 newsletter.

For the record, *no one other than staff attended the hearing; thus no oral or written comments about the budget or proposed rule amendments were received at the hearing.* In addition, no written comments on the proposed budget or the proposed rule amendments were received at any time prior to the close of the comment period on the 04/09/2019 at 5:00 PM.

Appendix 7(B): 2021-2023 Budget Rule Hearing Report

Hearing's Officer Report to Board on Rulemaking Hearing

Date: 04/06/2021
To: Members of the Oregon State Landscape Architect Board
From: Christine Valentine, Board Administrator
Subject: Report on Rulemaking Hearing and Public Comments

Rules Covered:	OAR 804-001-0002, Biennial Budget
Hearing Date/Time:	04/05/2021, 10:00-10:30 AM
Comment Deadline:	04/05/2021, 5:00 PM
Hearing Location:	Virtual via Zoom
Staff Present:	Christine Valentine, Administrator
Guests Present:	NONE

Summary of Hearing and Public Comments

At its last quarterly meeting on 02/04/2021, the Board approved issuance of rulemaking notice for the above listed rule amendments and the proposed 2021-2023 budget. A hearing was held as part of the public review process for the proposed 2021-2023 budget and related amendments to OAR 804-001-0002 that are needed to adopt the budget. The purpose of the hearing was to provide an opportunity for individuals to submit comments orally on the budget and related rule amendments.

Notification of the rulemaking hearing and opportunity to comment was published in the March 2021 Oregon Bulletin. Notice to interested parties, including all registrants, occurred on 03/01/2021. The notice to interested parties, rulemaking notice filings including proposed rule amendment text, and the proposed budget were also posted on the Board's website for public review. The notice explained that comment could be submitted during the hearing or otherwise by mail, fax, or email.

For the record, *no one other than staff attended the hearing; thus no oral or written comments about the budget or proposed rule amendments were received at the hearing.* In addition, no written comments on the proposed budget or the proposed rule amendments were received at any time prior to the close of the comment period.

The proposed effective date for the budget and associated budget rule revisions is 07/01/2021. However, the Board will need to vote to approve adoption of the updated budget rule to complete the rulemaking process. The amended rule will then be filed with the 07/01/2021 effective date specified.

Appendix 8: Board Fees

Oregon State Landscape Architect Board

The Board's fee schedule is found in OAR Chapter 804 Division 40; see rule language below with underlining and bold added. See also Section IV- Fees of the narrative section of this report for more about fees.

(1) Examination Fees:

(a) Application fee for examination: \$100.

(b) Landscape Architect Registration Examination (LARE): the cost for each section of the LARE is set by the Council of Landscape Architectural Boards (CLARB) and must be paid directly to CLARB.

(2) Registration Fees:

(a) Initial Landscape Architect in Training registration: \$50.00.

(b) Annual renewal for Landscape Architect in Training: \$50.00.

(c) Application fee for initial Landscape Architect registration: \$100.00.

(d) Application fee for Landscape Architect registration by reciprocity: \$100.00.

(e) Initial Landscape Architect registration: \$325.00.

(f) Annual renewal for Landscape Architect: \$325.00.

(g) Inactive and Inactive Emeritus Annual fee: \$50.00.

(3) Business Fees:

(a) Application fee for business registration: \$100.00.

(b) Initial business registration fee: \$225.00.

(c) Annual business registration renewal fee: \$225.00.

(d) Initial or revised statement of responsibility filing for an individual Registered Landscape Architect designated as in responsible charge of landscape architectural services: \$50.00

(4) Miscellaneous Fees:

(a) Late fee: \$100.00 for each delinquent year.

(b) Duplicate certificate: \$50.00.

(c) Fee for registrant list: \$50.00.

(d) Application fee for temporary military spouse registration: \$100.00.

(e) Temporary military spouse registration fee (2 year): \$325.00

Appendix 9: 2019-2021 Board Rulemaking Activities

Rulemaking Pursuant to ORS 183.335(2), (3), (5), and (7)							
#	Rule Citation	Rule Title & Description of Change	Type	Notice in OR Bulletin	Public Hearing Date	Board Adoption Date	SOS/LC Filing Date
1	804-022-0030	<u>Required Application Information</u> - corrected a rule reference that was inadvertently included when last revised	Minor Correction	N/A	N/A	N/A	07/02/2019
2	804-001-0020 (started in 2017-2019)	<u>Public Records Requests</u> - clarified processes & fees, made other housekeeping changes to ensure alignment with Public Records Law & direction from DAS/Governor's Office	Perm	06/2019	07/08/2019	08/01/2019	08/02/2019
3	804-022-0035	<u>Temporary Military Spouse Registration</u> - established new registration type pursuant to 2019 legislation	Temp (effective 11/15/2019 until replaced 3/1/2020)	12/2019	N/A	11/14/2019	11/15/2019
4	804-040-0000	<u>Fees</u> - added fees for new temporary military spouse registration	Temp (effective 11/15/2019 until replaced 3/1/2020)	12/2019	N/A	11/14/2019	11/15/2019
5	804-022-0035	<u>Temporary Military Spouse Registration</u> - established new registration type pursuant to 2019 legislation. Replaced temporary rule adopted in late 2019 to meet the 01/01/2020 effective date of the 2019 legislation.	Perm	12/2019	01/07/2020	02/27/2020	02/28/2020; effective 03/01/2020
6	804-040-0000	<u>Fees</u> – added fees for new temporary military spouse registration type. Replaced temporary rule adopted in late 2019 to meet the 01/01/2020 effective date of the 2019 legislation.	Perm	12/2019	01/07/2020	02/27/2020	02/28/2020; effective 03/01/2020
7	804-025-0010	<u>Continuing Education Requirements</u> - added new options for exemptions due to economic hardships	Temp	09/2020	N/A	08/05/2020	08/07/2020

Appendix 9: 2019-2021 Board Rulemaking Activities

[illegible]

Appendix 10: 2019-2021 Board Enforcement Activities

ORS 182.472 Section 5 (e) - (i)

Complaint Cases, 07/01/2019 - 06/30/2021

	ORS 182.472(5)	Opened 17-19 & Closed 19-21	Opened 19-21 & Closed 19-21	Opened 19-21 & Closed as of 12/31/21	Opened 19-21 & Remain Open as of 12/31/21
(5)(e)-(g)	# & TYPES OF INVESTIGATIONS & RESOLUTIONS (3 TOTAL CASES)				
	Total Registrants (Individuals/Firms) Investigated	1	1	1	0
	Total Unregistered (Individuals/Firms) Investigated	1	0	0	0
	Types of investigations/issues*				
	Unregistered individual title use or practice	1	0	0	0
	Unregistered business providing LA services	1	0	0	0
	Business failure to verify not providing LA services	0	0	0	0
	Business representing unregistered employees as LAs	0	0	0	0
	Failure of a city/public entity to secure LA services	0	0	0	0
	Complaint of poor work by registrant or unlicensed person	0	0	0	0
	Other, including professional code of conduct	1	1	1	0
	Types of Resolutions				
	Case Dismissed, Allegations Unfounded	0	0	0	0
	Closed with No Action/Issue Resolved Without Action	0	0	1	0
	Outreach Letter Issued	0	0	0	0
	Letter of Concern Issued	1	0	0	0
	Notice of Intent/Final Order	0	0	0	0
	Settlement Agreement	0	1	0	0
	Penalty Imposed - Final Order or Settlement Agreement	1	0	0	0
(5)(h)	# & TYPE OF SANCTIONS IMPOSED				
A	Disciplinary Action (reprimand, cont. educ., peer review, suspension, revocation, etc.)	0	0	0	0
B	Civil Penalty	1	0	0	0
(5)(i)	# DAYS STARTING INVESTIGATION TO RESOLUTION				
	Average	343.5	90	181	N/A
	Range	191 - 496 days	N/A	N/A	N/A
NOTES	* Cases often involve more than one primary issue. Therefore, the # of issues marked can exceed the total # of cases. The average timeframe for cases opened 2017-2019 and closed 2019-2021 is skewed by one case that was open longer than usual due to the Board finding the respondent to be completely unresponsive.				

Appendix 11: Board Licensure Activities

Reported per ORS 182.472 Section 5 (a)-(d)

ORS 182.472 (5)	7/1/2013 to 6/30/2015	7/1/2015 to 6/30/2017	7/1/2017 to 6/30/2019	7/1/2019 to 6/30/2021	2017-2019 vs. 2019-2021	
					Total # Change	% Change (Rounded)
(a) TOTAL license applications;	89	115	129	95	-34	-26%
New LAIT applications for registration	1	1	3	2	-1	-33%
New RLA application for registration	66	77	81	64	-17	-21%
New Business Certificate application	22	37	45	29	-16	-36%
(b) TOTAL licenses issued; *	1453	1425	1469	1589	120	8%
Renew LAIT registration	1	3	4	2	-2	-50%
New LAIT registration	1	1	2	2	0	0%
Renew RLA registration	973	949	958	1057	99	10%
New RLA registration	66	75	77	61	-16	-21%
Renew Business registration	390	360	383	438	55	14%
New Business registration	22	37	45	29	-16	-36%
Total RLA - Close of Biennium **	495	527	539	546	7	1%
RLA on Active Status - Close of Biennium **	478	510	521	524	3	1%
RLA on Inactive Emeritus Status - Close of Biennium **	17	17	18	22	4	22%
Total Business Certificate** Close of Biennium	193	200	215	206	-9	-4%
* Total is the total # of registrations issued by OSLAB during the biennium, which is more than the total # of registrants at the end of the biennium given that registrations must be renewed annually. **Starting with 2015-2017, OSLAB implemented a database modification that resulted in individuals on inactive emeritus status no longer being tracked as part of the active RLA count. The emeritus inactive registrants are no longer counted as active since these individuals can use title but cannot practice in OR.						
(c) The number of examinations conducted; (total) (See Notes Below)	0	0	0	0	0	N/A
Number of LARE Section C Exams Administered by Board	0	0	0	0	0	N/A
Number of LARE Section E Exams Administered by Board	0	0	0	0	0	N/A
Total Candidates for LARE Section 3 (previously Section C)	13	0	0	0	0	N/A
Total Candidates for LARE Section 4 (previously Section 4)	21	0	0	0	0	N/A
Candidates approved prior to 11/2014 for Sections A, B, D (later Sections 1 & 2).	23 ***	0	0	0	0	N/A
Candidates approved for Sections 1-4 (Exam approvals from 11/2014 to current.)	13 ***	39 ***	37 ***	22 ^^	-15	-41%
***Effective 11/2014, the Board switched to a one-time (5 year) approval process instead of approvals by exam section. ^^Effective 7/2021, the Board no longer requires pre-approval to sit for exam for candidates with accredited degrees in landscape architecture. With that change, the overwhelming majority of candidates no longer need to apply to the Board before starting the exam process.						
(d) The average time between application for and issuance of licenses;	3-4 weeks	3-4 weeks	3-4 weeks	3-4 weeks	N/A	N/A

Appendix 12: Board Operations Data

Oregon State Landscape Architect Board

Biennia	Positions	FTE	Meetings	# Registrants on 6/30 [@] (close of biennium)		Board Stipend	Administrator Salary* \$/Month on 6/30 (close of biennium)
				Individuals	Business		
2011-2013	Contract with OSBGE	n/a	10	477	209	\$50/day	n/a
2013-2015	Contract with OSBGE	n/a	11	478 ⁺	193	\$50/day	n/a
2015-2017	Contract with OSBGE	n/a	9	513 ⁺	200	\$50/day	n/a
2017-2019	Contract with OSBGE	n/a	8	521 ⁺	217	\$50/day	n/a
2019-2021	Contract with OSBGE	n/a	9	525 ⁺	206	\$50/day	n/a
<i>#s in italics are estimates</i> 2021-2023	Contract with OSBGE	n/a	10	545	225	\$50/day	n/a

* OSLAB receives administrative services via contractual agreement with the Oregon State Board of Geologist Examiners (OSBGE). OSBGE sets the staff salary and benefits package.

[@] Registrants must renew their registrations annually.

⁺ As of 2015-2017, OSLAB implemented database modifications to no longer count registrants in emeritus inactive status in the total count of active registrants. Individuals on emeritus status cannot practice in Oregon but were previously included with active registrants since they can use title, i.e. Landscape Architect, Emeritus or Landscape Architect, Retired. Reported #s above were adjusted accordingly starting with the 2013-2015 biennium. With those on emeritus status included, the 2013-2015 and 2015-2017 registrant counts were originally reported in prior biennial reports as 495 and 530, respectively.

For 2013-2015, 477 Registered Landscape Architects, 1 Landscape Architects-in-Training.
 For 2015-2017, 510 Registered Landscape Architects, 3 Landscape Architects-in-Training.
 For 2017-2019, 518 Registered Landscape Architects, 3 Landscape Architects-in-Training.
 For 2019-2021, 522 Registered Landscape Architects, 3 Landscape Architect-in-Training.