

OREGON LANDSCAPE ARCHITECT BOARD
MEETING MINUTES
February 4, 2011

Members Present:

David Olsen, Landscape Architect, Board Chair
Timothy Van Wormer, Landscape Architect, Vice Chair
Ron Nichols, Public Member, Treasurer
Mel Stout, Landscape Architect
John Pellitier, Landscape Architect
Robert Edwards, Public Member
Susan Wright, Public Member

Staff Present:

Marilou P. Arrobang, Registration Specialist

Guests Present for Oral Interview from 10:30 AM to 10:55AM:

Shawna Hickey

Members Absent

Not Applicable

Other Guests:

Michael Snyder, OLCB Administrator

Chair Olsen called the meeting to order at 9:00 AM in Conference Room A of The Association Center, Salem, Oregon. The Chair inquired if there were any additions to the agenda. An Addition agenda item was added under New Business, D. 2011- 2013 Draft Biennium Budget. Van Wormer moved to approve the agenda as amended. *Seconded and passed. Nichols, yes; Olsen, yes; Pellitier, yes; Wright, yes; Stout, yes; Edwards, yes.*

1. MINUTES:

A. *Olsen* moved to approve the minutes of the August 13, 2010 Board meeting. *Seconded and passed. Nichols, yes; Olsen, yes; Pellitier, yes; Van Wormer, yes; Wright, yes; Stout, yes; Edwards, yes.*

B. *Olsen inquired if there is a minute prepared for the January 4, 2011 telephone conference meeting. Staff reported that no minute was prepared.*

2. COMPLIANCE REPORT:

Chair *Wright* reported that there is only one case pending which is the GreenGirlPDX. *Wright* confirmed with *Pellitier* if he had the opportunity to contact the Oregon Landscape Contractor Board (OLCB) regarding this. *Pellitier* responded that he did contact the OLCB and that OLCB has no problem with issue. OLCB was curious about the operation of GreenGirl Development and Solutions. *Wright* again stated that there was really a need to meet with the Engineering and Architect Boards about this. *Wright* requested staff to re-send her the contact information for these two Boards.

3. ADMINISTRATIVE MATTERS:

Administrator Report (Appendix I).

- Vice Chair, Tim Van Wormer reported on behalf of the Administrator.

- Van Wormer reported that he represented OSLAB on the selection of applicants for the Administrator position. A telephone conference meeting was held on January 28, 2011 with Twyla Lawson, DAS Hiring Specialist, Rodney Weick and Vicki McConnell, both OSBGE Board Members. Van Wormer reported that there were 26 applications received and the top 3 candidates will be attending the OSBGE Board Meeting on March 3, 2011 for final interview. OSBGE and OSLAB may have a joint meeting on that date.
- No meeting for the Compliance Committee, Rules Advisory Committee
- The Continuing Education Committee had a telephone conference meeting on January 18, 2011 and discussed procedure on Professional Development Hours carry over for Landscape Architects registered for 25 years or more.
- The LARE was administered on December 13 & 14, 2010. Van Wormer proctored on December, 13 and Susan Wright proctored on December, 14, 2010.
- The OSLAB Newsletter was issued on December 31, 2010. The next newsletter is scheduled to be released not later than March 31, 2011.
- Updates for 2009-11 Biennium: The Board reviewed the Budget versus Actual figures. No questions were raised by any Board Member.
- Check Log: *Van Wormer* moved to approve the check log containing check #3514 to #3552. *Seconded and passed. Nichols, yes; Olsen, yes; Pellitier, yes; Stout, yes; Edwards, yes; Wright, yes.*

Michael Snyder, OLCB Administrator

At 9:20AM, the Board welcomed the OLCB Administrator, Michael Snyder at 9:20AM. Chair Olsen, reminded Mr. Snyder that the Board could only give him a maximum of 30 minutes to discuss his agenda to the Board. Mr. Snyder informed that OLCB had 3 bills at the Legislature. Although these bills do not have an impact with OSLAB he thought it is better to share it with OSLAB. The 3 bills he discussed were HB2156 which increased the bond amount to \$15,000 for all landscape contracting businesses. HB2157, which requires all landscape contracting businesses registered as non-exempt independent contractor with the OLCB to carry a worker's compensation policy. HB2158, which separates the Owner/Managing employee section out of the exam for the Landscape Construction Professional license allowing the individual to work without having to be encumbered with the laws/rules and business practice.

Snyder also informed the Board that OLCB has agreed to work with David Sauter, a Landscape Architect in CA and the author of the textbook, "Landscape Construction" to prepare a complete manual that includes the material for the technical sections of the Landscape Construction Professional License Examination. He has agreed to work with OLCB to produce a manual that will be specific to Oregon laws and requirements for landscape construction. Snyder invited OSLAB Board members to participate in this event as there will be topics about ecoroof and ecowalls. Olsen requested Snyder to provide staff with information on when and where this will take place. Mr. Snyder left at 10:10AM.

The Board went on break from 10:11 – 10:30AM.

Oral Interview

At 10:30AM the Board started the Oral Interview. There is only one candidate for the oral interview. Chair Olsen introduced himself to the candidates for initial registration. Board Members then introduced themselves and identified their Board responsibilities. The candidate

then introduced herself. A question and answer portion followed. After the discussion, Chair Olsen moved to approve registration as a Landscape Architect for Shawna Hickey. Nichols, yes; Pellitier, yes; Van Wormer, yes; Wright, yes; Stout, yes; Edwards, yes. Olsen issued the certificate and letter and Board Members exchanged greetings and congratulations. The oral interview was completed by 11:20AM.

4. COMMITTEE REPORTS

A. ADMINISTRATIVE RULES COMMITTEE: *Nichols* reported that there is no pending Administrative Rules (OAR) action being considered at this time. Nichols reminded the Board that at the November Board meeting he was asked to investigate the possibility of considering work experience under a mentor. This issue was brought about by Van Wormer after he learned that Alaska was adopting mentorship for work experience purposes. Nichols needed a specific direction from the Board on how to proceed. Stout voiced out that this maybe taken on a case by case basis. Olsen will bring this up to the CLARB Region 5 Meeting. Staff was also directed to seek the advice of legal counsel, Kyle Martin if the Board has authority to add this type of work experience under mentorship. Pellitier volunteered to write an article about this for the March 2011 Newsletter.

B. CONTINUING EDUCATION COMMITTEE: *Stout* submitted the CEC Report and Recommendations. Three audited registrants, with renewal period of July, August and September, 2010 passed the audit. One registrant did not submit the required PDH but assured the Board that he will turn in his hours within 21 days. Stout moved to approve the CEC recommendations. Seconded and passed. *Nichols, yes; Olsen, yes; Pellitier, yes; Van Wormer, yes; Wright, yes; Edwards, yes.*

Eight registrants were drawn for audit for the renewal months of October, November and December, 2010.

C. INVESTMENT COMMITTEE: *Nichols* reported that the Board's cash amount with Pioneer Trust Bank, including the six CD's is still within the maximum \$250,000.00 FDIC insured amount.

D. LICENSURE REVIEW COMMITTEE:

- *Van Wormer* reported that in addition to the new registrant for initial registration approved at today's meeting, reciprocity applications continue and four new registrants were added during November and December, 2010.
- Van Wormer reported that no new business registrations were added to the business roster since the last Board meeting.
- One registrant had delinquent registration over 60 days. (See Appendix II).

Lunch was served at 11:30AM.

E. OTHER:

1. Liaison to OBAE: Olsen reported that OSLAB will work on participating in the next round of revision of the Reference Manual for Building Officials.

2. Liaison to OLCB: Pellitier mentioned that he thinks the reason why Snyder requested to be present at the meeting was the issue about ecoroof and ecowall and not the legislative bills that OLCB had been proposing.

5. CORRESPONDENCE

A. LAC 11 01 015: Letter to Dawn Zanto of Mead and Hunt, respectfully suggesting to consider a minor change in the firm's contracting policy which incorporates the use of two or more signatures – of which is an Oregon Registered Landscape Architect for landscape architecture work to be performed by their Oregon office, which is similar to a two-signature check policy.

6. OLD BUSINESS

A. Action List: Van Wormer distributed the updated List and reviewed with Board. Board discussed assignments and responsibilities of respective Board members.

B. Biennial Report: Nothing new/no updates

C. Bylaws: On hold until a new Administrator is hired

D. Governors Administrative Cuts and Reset: Nothing new/no updates

E. Administrator Hire Update: Van Wormer reported that a phone conference meeting was held on January 27, 2011 to review the pool of candidates for the Administrator position and select the top 3 candidates. Twyla Lawson of DAS, Vicki McConnell and Rodney Weick, both OSBGE Board Members, were also present.

7. NEW BUSINESS

A. PDH Carry-over Hours for Registrants registered for 25 years or more: Stout informed the Board that registrants registered for 25 years or more are eligible for the 4 PDH annually thru self study to comply with the Continuing Education requirement for renewal of registration. Due to the reduced hours extended, the Continuing Education Committee would like to propose that the rule be changed to that no carry over hours will be extended to registrants registered for 25 years or more.

B. Draft Budget, 2011-2013: Van Wormer led the Board members in the review of the Draft Budget for 2011-2013. The draft budget showed that estimated revenue totaled \$341,035.035 and estimated expenses totaled \$341,460.00 with an ending revenue balance of \$(425.00). The DAS Risk Management Repayment of \$25,936 was included in the expense total of \$341,460.00. Van Wormer, reminded the Board that it was voted before that this Risk Management repayment should be paid by cashing out one of the Board's CD. This was not done in the 2009-2011 biennium as it was directly paid through the money in the checking account. For the 2011-2013 biennium, this payment must be paid by cashing out a CD. With this decision, the total expense was reduced to \$315,524.00 leaving an estimated net revenue of \$25,511.00.

The Board then reviewed each of the expense items and adjusted the following:

Newsletter: Added \$2,000.00 for buying a new graphics software

Computer Hardware/Software Upgrade: Increased budget from \$2,000.00 to \$5000.00.

Professional Investigator: Budgeted \$20,000.00

With all the adjustments made, the total expense came up to \$340,524 leaving an estimated revenue of \$511.35.

Olsen moved to adopt the 2011-2013 Budget. Seconded and passed. *Nichols*, yes; *Olsen*, yes; *Pellitier*, yes; *Van Wormer*, yes; *Wright*, yes; *Edwards*, yes.

C. Representative to the CLARB Spring Meeting: Olsen informed the Board that he will be attending the CLARB Spring Meeting in Colorado from Feb. 25-26, 2011.

D. Revamp of OSLAB Newsletter: Olsen showed the Board how the current newsletter looked.. He would like to have a more professional / interesting looking newsletter. *Wright* to investigate different software for desktop publishing.

E. Day at the Capitol: Tim Van Wormer attending in behalf of OSLAB.

F. New Mileage Reimbursement for 2011: The new mileage rate effective January 1, 2011 is \$.51/miles.

8. ANNOUNCEMENTS:

The Board went over the list of announcements included in the agenda.

9. ADJOURNMENT: Chair *Olsen* adjourned the meeting at 2:30PM.

Respectfully submitted,

Marilou P. Arrobang
Registration Specialist

The minutes of the February 4, 2011 Board meeting were approved as presented at the May 13, 2011 Board meeting.

Respectfully submitted,
Christine Valentine, Administrator

