



STATE OF WASHINGTON  
**DEPARTMENT OF LICENSING**

**WASHINGTON BOARD OF LICENSURE  
FOR LANDSCAPE ARCHITECTS  
MEETING MINUTES  
REGULAR BOARD MEETING**

**DATE:** October 14, 2016

**TIME:** 11:00 a.m.

**LOCATION:** Historic Davenport Hotel  
Davenport Board Room  
Spokane, WA

**PRESENT:** Karen Kiest, Chair  
Len Zickler, Secretary  
Daren Crabill, Member

**ABSENT:** Deborah Peters, Vice Chair

**STAFF PRESENT:** Lorin Doyle, Administrator  
Rick Storvick, Assistant Administrator  
Jenni Lingle, Administrative Assistant  
Julia Manley, Licensing Manager  
Vonna Rakestraw, Licensing Lead

**OTHERS PRESENT:** None

**1. Call to Order 11:00 AM**

1.1. Introduction of Visitors

Board members and staff introduced themselves. There were no visitors present.

1.2. Order of Agenda

Mr. Zickler made a MOTION to accept the agenda, as presented. Mr. Crabill seconded the MOTION and it passed.

1.3. Approval of Minutes: July 22, 2016

Mr. Zickler made a MOTION to accept the minutes, as presented. Mr. Crabill seconded the MOTION and it passed.

1.4. Review of Communications – None.

**2. Public Comment/Presentations – None.**

### **3. New Business**

#### 3.1. 2017 Meeting Schedule

Board members agreed that Friday meetings are preferred, as well as the ability to meet with the other regulatory boards. They chose the following dates and locations for 2017 board meetings:

- January 27 - TBD
- April 20 - Spokane - to align with Washington Chapter of the American Society of Landscape Architects (WASLA) spring meeting
- July 21 - TBD
- October 20 - Olympia

### **4. Old Business**

#### 4.1. CLARB Model Board Project Update & Action Plan

Ms. Gambrel presented the board's work on the Model Board Project at the Council of Landscape Architectural Registration Boards' (CLARB) annual meeting recently. She discussed the differences between how our board operates and the model language and the need to create an action plan to address these differences.

**Action Item: The model board action plan will be at topic for the January 2017 board meeting.**

4.1.1. Outreach Planning - The board will meet with members of the Washington Chapter of the American Society of Landscape Architects (WASLA) next spring, and board members will attend professional practices classes at the University of Washington and Washington State University outside of the board meeting setting.

**Action Item: Staff will start planning for the April 20, 2017 board meeting and the associated meeting with WASLA members at WASLA's spring conference.**

#### 4.2. Rule Change Update

Comments regarding the proposed changes for the seal/stamp have been about 50% in favor and 50% opposed. A hearing on the subject will be held at 1:00pm on October 26, 2016. Board members are not required to be present.

Mr. Crabill made a MOTION to accept the proposed changes to the seal/stamp. Mr. Zickler seconded the MOTION and it passed. The rule change for the new stamp/seal should go into effect January 1, 2017.

Action Item: Staff will forward any public concerns or comments about the stamp to the board members, and may schedule a special board meeting to discuss if necessary.

4.3. Review Master Action Items List  
The master action items list was reviewed.

**5. Complaint Cases for Review\* - None.**

**6. Legal Issues for Deliberation\***

6.1. Orders To Be Presented  
There were no orders presented.

**7. Disciplinary and Investigation Reports**

7.1. Closed Session Deliberation Report (only necessary if a closed session is held)  
No business.

7.2. Disciplinary Cases Report  
Packet item; no action.

7.3. Administrative Closures Report  
No business.

**8. Assistant Attorney General's Report – None**

**9. Committee/Task Force Reports**

9.1. Joint Board Subcommittee

**10. Board Administrator's Report**

10.1 Program Operations  
The Financial Report, Licensee Demographics and Trends, and list of New Licensees were reviewed.

Action Item: Staff will bring a report to the next board meeting showing licensing trends over time.

10.2 Department of Licensing – No report.

10.3 Other Items – None

**11. Other Business**

11.1. Action Items From This Meeting  
Action items were reviewed and will be added to the master action items list.

11.2. Agenda Items For Next Meeting

- Comments on the new seal/stamp design

11.3. Any Other Business

**12. Adjournment 11:35 AM**

Approved by:

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Lorin Doyle, Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Karen Kiest, Chair

\_\_\_\_\_  
Date