

Landscape Architect Board Meeting

Tab 1

Call to Order

April 23, 2015

9:00 a.m.

Washington State University

Carpenter Hall, Room 521

Pullman, WA



STATE OF WASHINGTON
DEPARTMENT OF LICENSING

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

DATE: April 23, 2015

TIME: 9:00 a.m.

LOCATION: Washington State University
 Carpenter Hall Room 521
 Pullman, WA

AGENDA:

OPEN SESSION.....9:00 AM

1. Call to Order

- 1.1. Introduction of Visitors
- 1.2. Order of Agenda
- 1.3. Approval of Minutes: January 23, 2015
- 1.4. Review of Communications
 - 1.4.1. Thurston County Stamping: Engineers/Landscape Architects

2. Public Comment

3. New Business

- 3.1. Officer elections
- 3.2. Professional Development Process Update
- 3.3. CLARB Strategic Board Pilot Project
- 3.4. Stamp/Seal Change

4. Old Business

- 4.1. Review Master Action Items List
- 4.2. Schedule Meeting in October – Place & Date
- 4.3. Future Meetings With Students - When & Where

5. Complaint Cases for Review *

6. Legal Issues for Deliberation*

- 6.1. Orders to be Presented

7. Disciplinary and Investigation Reports

- 7.1. Closed Session Deliberation Report (only necessary if a closed session is held)
- 7.2. Disciplinary Cases Report
- 7.3. Administrative Closures Report

8. Assistant Attorney General's Report**9. Committee/Task Force Reports**

- 9.1. Joint Board Subcommittee

10. Board Administrator's Report

- 10.1. Program Operations
 - 10.1.1. Legislative Update
 - 10.1.2. Financial Report
 - 10.1.3. Licensing and Application Statistics
- 10.2. Department of Licensing
- 10.3. Other Items

11. Other Business

- 11.1. Action Items From This Meeting
- 11.2. Agenda Items For Next Meeting
- 11.3. Any Other Business

12. Adjourn Business Meeting

*The Board may enter into closed session to discuss disciplinary proceedings.



STATE OF WASHINGTON
DEPARTMENT OF LICENSING

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

DATE: January 23, 2015

TIME: 9:30 a.m.

LOCATION: Department of Licensing
 405 Black Lake Blvd. SW
 Building 2, Conf. Room 2105
 Olympia, WA

PRESENT: Deborah Peters, Chair
 Len Zickler, Vice Chair
 Karen Kiest, Member
 Bill Bernstein, Secretary

STAFF PRESENT: Lorin Doyle, Administrator
 Lily Reinecke, Administrative Assistant

OTHERS PRESENT: Jeff Glander, WA Chapter of the Am. Society of Landscape Architects
 Pat Kohler, Department of Licensing Director
 Kathleen Drew, Business & Professions Assistant Director

1. Call to Order 9:30 AM

1.1. Introduction of Visitors

Board members, guests, and staff introduced themselves.

1.2. Order of Agenda

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

1.3. Approval of Minutes: October 17, 2014

The board asked that staff make the following changes:

- Under 1.1 Introduction of Visitors, add “Board members participated telephonically.”
- Under Item 3. New Business – Action Item: “. . . regarding changing demographics to share with ~~students~~ the board.”

Mr. Zickler made a MOTION to accept the minutes, as amended. Ms. Kiest seconded the MOTION and it passed.

1.4. Review of Communications – None.

2. Public Comment

Kathleen Drew, Business and Professions Assistant Director, introduced Pat Kohler, Department of Licensing Director. Ms. Kohler gave a brief presentation of the agency’s budget and plans to update technology for on-line services, as well as the agency’s goal of continuous process improvement using the Lean method.

Action Item: Staff will schedule an abbreviated version of a Lean workshop for the board.

3. New Business – None.

4. Old Business

4.1. Review Master Action Items List

The master action items list was reviewed.

4.2. CLARB Presentation Materials: Candidate Pipeline

The board reviewed the PowerPoint presentation from Council of Landscape Architectural Registration Boards (CLARB) in the packet. Ms. Peters pointed out that it is important to understand how demographics affect the delivery of information.

Action Item: Staff will get the demographics presentation from CLARB for the next meeting.

5. Complaint Cases for Review* - None

6. Legal Issues for Deliberation*

6.1. Orders To Be Presented - None

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
No business.

7.3. Administrative Closures Report
No business.

8. Assistant Attorney General's Report – None

9. Committee/Task Force Reports

9.1. Joint Board Subcommittee – None

Action Item: Staff will schedule a joint meeting of board members working on the Building Officials Website.

10. Board Administrator's Report

10.1.1. Program Operations – Ms. Doyle reported there is one applicant for the Public Member position on the board, so far. The Governor's office is still looking for other applicants.

Action Item: Staff will re-cap continuing education topics in audit items.

Ms. Doyle also asked the board to consider meeting with students at Washington State University in the spring, because of scheduling conflicts on the campus in the fall. There was a consensus of the board to schedule the spring meeting at Washington State University on April 23, 2015. They also recommended meeting at the University of Washington in the fall, if the college supports it.

10.1.2. Financial Report
Packet item; no action.

10.1.3. Licensing and Application Statistics
Packet item; no action.

10.1.4. Legislative Update
No action.

10.2. Department of Licensing
No business.

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.

Agenda Items For Next Meeting

The board asked that staff add the following items to the next meeting agenda:

- Re-schedule the fall board meeting
- Decide when and where future meetings with students will be held
- Re-cap continuing education topics in audit items

11.2. Any Other Business

12. Adjournment 10:54 AM

Approved by:

Lorin Doyle, Administrator

Date

Deborah Peters, Chair

Date

Reinecke, Lily (DOL)

From: Villnave, Michael (DOL)
Sent: Friday, April 03, 2015 3:21 PM
To: Doyle, Lorin (DOL); Reinecke, Lily (DOL)
Subject: FW: Landscape Architecture and Stormwater Systems Landscape Plans

This is the email

From: Robert Fitzmaurice [<mailto:robert@taylordev.com>]
Sent: Tuesday, March 17, 2015 3:40 PM
To: DOL INT Landscape Architects; DOL INT Engineers
Subject: Landscape Architecture and Stormwater Systems Landscape Plans

I recently received a condition from the Thurston County Resource Stewardship Department. (See Below)

“Because proper landscaping is vital to the performance of the stormwater system, the Landscape Plan (if required) shall be signed/sealed by a WA licensed civil engineer (preferably the engineer who designed the stormwater system).”

It would appear that they have taken it upon themselves to decide that a Landscape Architect is not qualified to prepare a landscape plan for stormwater systems. It is also troubling that they would say that a Civil Engineer, who typically does not have training in selection of appropriate plant material would be qualified. Many Civil Engineers that I have spoken with are very reluctant to stamp such a landscape plan as it is out of the area of expertise.

I would like the opinion of both boards as to the imposition of this condition.

Thank you

Robert M. Fitzmaurice PLS

Taylor Development
15 Lake Bellevue Drive - Suite 102 Bellevue, WA 98005
425-869-1300 - O / 425-894-4533 - C / 425-869-8433 - F
robert@taylordev.com

Board Meeting

Tab 2

Public Comment Opportunity

The board has the option to allow comment from the public on agenda items or other topics, unless the comment is related to an open investigation.

The board may limit the comment period, and will provide instructions if they choose to do so.

Board Meeting

Tab 3

New Business

**Topics for action or discussion by the board
as identified at or since the last board meeting.**

Washington State Board of Licensure for Landscape Architects
 Pullman, WA
 April 23, 2015

Landscape Architects Audit Report

Professional Development Audits

April 2015

Audit Activity: March 2014 - March 2015

Total number of audits	42
Completed Audits	33
Audits In Progress	
Open Audits (still within completion deadline)	6
Out-of-compliance/sent Notice of Intent to Discipline (BAP)	2
Out-of-compliance/sent formal charges	1

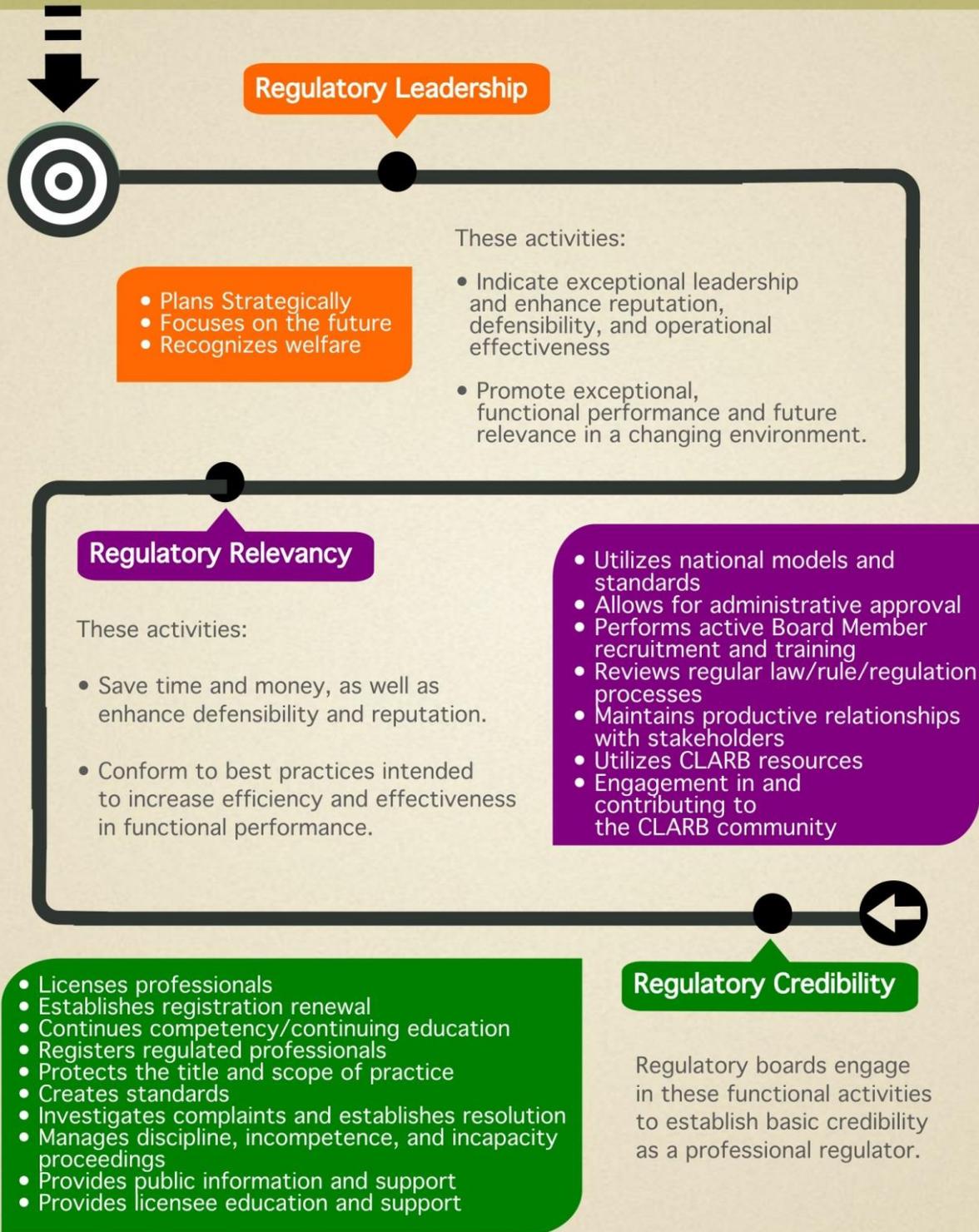
Discipline & Compliance Activity: September 2012-March 2015

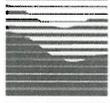
Total number of audits	100
# licensees who timely responded to audit request	91
# licensees sent Notice of Intent to Discipline (BAP)	9
# licensees within response deadline for Notice of Intent to Discipline (BAP)	2
# licensees complied with Notice of Intent to Discipline (BAP)	5
# licensees sent formal charges	2

Recommendation: For information only. No action required.

Submitted by Board Staff

THE "MODEL" BOARD — Journey to Regulatory Leadership





AMERICAN SOCIETY OF
LANDSCAPE ARCHITECTS

Washington Chapter

Curtis LaPierre, Trustee

*The Washington Chapter of the American Society of Landscape Architects (WASLA)
2150 N. 107th St., Suite 205
Seattle, WA 98133-9009*

March 26, 2015

Board of Licensure for Landscape Architects
Department of Licensing
PO Box 9012
Olympia, WA 98507

Re: Washington Landscape Architect Seal

Dear Board Members:

On behalf of our state chapter executive committee, I'm writing to encourage the Board to consider **updating the official seal for landscape architects**. We have heard various complaints about the seal from our licensee members for years. Last month, we published an article in our chapter newsletter asking the membership to weigh in on the design of the seal. The article included a link to a survey specifically asking about the configuration of the seal. Through the survey of the newsletter recipients, primarily WASLA members, we discovered that 95% of the respondents feel that the seal should be redesigned. There are specific areas of concern:

- 1) The size of the seal doesn't fit within standard title blocks in the areas designated for professional seals,
- 2) The heart-shapes that appear in the tree on the official version of the seal were felt to be unprofessional, and
- 3) The tree as a symbol is not indicative of the services the profession provides as a whole.

We appreciate your consideration of this request and offer any assistance the executive committee of WASLA and WASLA membership might provide should the board decide to revise the seal. We look forward to participating in any design revision discussions or providing any feedback depending on the Board's action on this issue.

Thank you for your time and please contact me if you have any questions.

Curtis LaPierre RF

Curtis LaPierre, Trustee

The Washington Chapter of the American Society of Landscape Architects

RECEIVED
APR 07 2015
DEPARTMENT OF LICENSING
REGULATORY BOARDS SECTION



BOARD OF REGISTRATION FOR LANDSCAPE ARCHITECTS WALL CERTIFICATE AND SEAL REQUIREMENTS

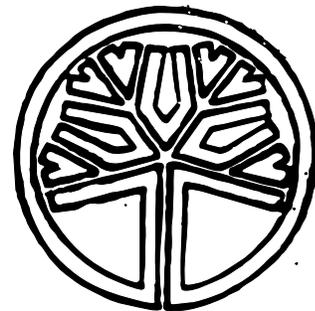
Wall Certificate

Enclosed is your Washington State landscape architect wall certificate, which is suitable for framing. Please keep our office advised of any address change to ensure delivery of your license and renewal notices.

Seal Requirement

Printed below is a facsimile of the landscape architect seal as required by Washington State Law in RCW 18.96.150-160. It is an adaptation of the official emblem of the State of Washington used at the Tokyo World's Fair. Instructions for production and use are as follows:

1. The seal should be produced as a rubber stamp in the form indicated. Your name will appear in place of "NAME" shown on the facsimile under the signature line. Your license certificate number is to be added in place of the row of zeros. Any rubber stamp manufacturer can produce the stamp for you.
2. The seal should be affixed to all sheets of drawings over which you will add your signature, thus making the seal your personal and official authorization. Apply the seal to each cover sheet of specifications.
3. If you use pre-printed identification block tracing sheets, you may have the seal printed on the block at the time of manufacture. You must add your signature to each sheet before print reproductions are made.
4. No deviation from this form of seal is proper or legal. No firm names are permitted on seals. More than one seal on drawings and specifications is permissible but not necessary.
5. The Board of Registration for Landscape Architects approved the design shown with the wording under the emblem as **first choice** for seal use. As a **second choice**, the board permits placing the wording to the right of the emblem. Keep the emblem the same size shown, with the trunk of the stylized tree at its base.
6. It is unlawful to use your seal if your license is expired, delinquent, revoked or suspended.
7. See RCW 18.96.150-160 for more information.



**STATE OF
WASHINGTON
REGISTERED
LANDSCAPE ARCHITECT**

(SIGNATURE)

NAME

CERTIFICATE NO. 000

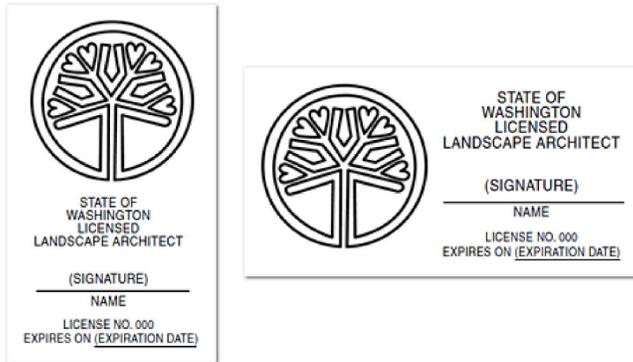
If you have questions, please contact:
Board of Registration for Landscape Architects
Post Office Box 9045
Olympia, WA 98507-9045
(360) 664-1497

Seal and stamp requirements: Landscape architects

Seal/stamp requirements

Below are examples of the landscape architect seal/stamp design required by state law. Your seal/stamp must be produced in one of the formats shown, with:

- **Your name** in place of "NAME" shown on the examples under the signature line.
- **Your certificate number** in place of the row of zeroes.



No deviation from this design is proper or legal. The seal/stamp:

- May be used in a horizontal or vertical format, and scaled as appropriate, provided it remains readable.
- Can't include a firm name.

Using your seal/stamp

The following rules apply to all work you prepare or supervise:

- You must **stamp or seal all of the following**:
 - Technical submissions required for building permits, regulatory approvals, or construction drawings filed with authorities having jurisdiction.
 - Drawings prepared by you (on each sheet).
 - Specifications and other technical submissions (on the cover, title page, and all pages of the table of contents).
- Your seal/stamp must include your **signature and license expiration date**. Your signature can be handwritten or a digitally-represented handwritten version. (Requirements may differ in local jurisdictions.)
- If you use **preprinted identification block tracing sheets**, you may have the seal/stamp printed on the block at the time of manufacture. You must add your signature and expiration date to each sheet before print reproductions are made.
- If you seal or stamp **documents you have reviewed**, you're responsible to the same extent as if you had prepared them yourself.
- You may use **more than 1 seal/stamp** on drawings and specifications, but it's not necessary.

You may not use your seal/stamp:

- If your license is expired, delinquent, revoked, or suspended.
- On any drawings not prepared by you or your regularly employed subordinates, or not reviewed by you.

Frequently asked questions

How will my name appear on my license and wall certificate?

Your name will appear exactly as you entered it on your application.

How do I get my seal/stamp?

You may order one from any rubber stamp manufacturer.

Do I need to get a new stamp if mine says "Registered Landscape Architect?"

No. If you were licensed before July 2010, you may continue to use your existing registration stamp.

Can I use an electronically-produced seal?

Yes. However, you may want to check with the building official of the project you are going to be signing and stamping to find out if they accept electronic signatures.

Related laws and rules

- [RCW 18.96.150: Certificates of licensure — Issuance — Contents — Seal](#)
- [WAC 308-13-055: Do I need a stamp or seal?](#)

Board Meeting

Tab 4

Old Business

**Topics from past meetings, presented for update,
action or further discussion by the board.**

Board of Licensure for Landscape Architects

Board or Staff Assignments

Date Assigned

<i>Agenda Item</i>	<i>Action Item</i>	<i>Assigned to</i>	<i>Status</i>	<i>Due Date</i>	<i>Completed</i>	<i>Out dated</i>
1/23/2015 2 ..	Public Comment - Staff was asked to schedule an abbreviated Lean Process Improvement Overview presentation for board members.	Doyle	In progress.	<i>Due Date</i>	<input type="checkbox"/>	<input type="checkbox"/>
1/23/2015 11 .3.	Any Other Business - Staff will re-cap continuing education topics in audit items.	Julia	In progress	<i>Due Date</i>	<input type="checkbox"/>	<input type="checkbox"/>
1/23/2015 11 .3.	Other Business - Staff will schedule a joint meeting with other board members working on the Building Officials Website.	Doyle	In progress	<i>Due Date</i>	<input type="checkbox"/>	<input type="checkbox"/>
10/17/2014 11 .3.	Other Business - Tie CLARB information into the Visioning Exercise on an ongoing basis, looking at test delivery methodology.	Board & Staff	Ongoing	<i>Due Date</i>	<input type="checkbox"/>	<input type="checkbox"/>
1/23/2015 1 .3.	Approval of Minutes - Change the Action Item to state " . . . Regarding changing demographics to share with board (not students)" and indicate the board members participated telephonically.	Lily	Completed.	<i>Due Date</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1/23/2015 4 .2.	CLARB Presentation Materials - Staff will request the presentation on changing demographics from CLARB.	Doyle		<i>Due Date</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Board Meeting

Tab 5

Complaint Cases for Review

**Complaint closure recommendations
presented by the assigned case manager.**

Board action is required on each case.

Board Meeting

Tab 6

Legal Issues for Deliberation

**Negotiated settlement orders or default orders
presented by the board's prosecution.**

Board action is required on each order.

Board Meeting

Tab 7

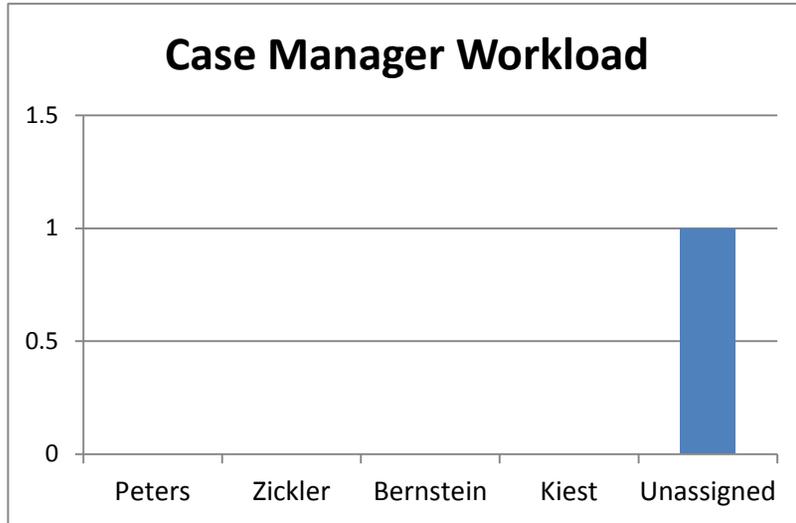
Disciplinary & Investigation Reports

**Standard disciplinary reports and a report of any
administratively closed complaints.**

**Provided for information only –
typically no board action is needed.**

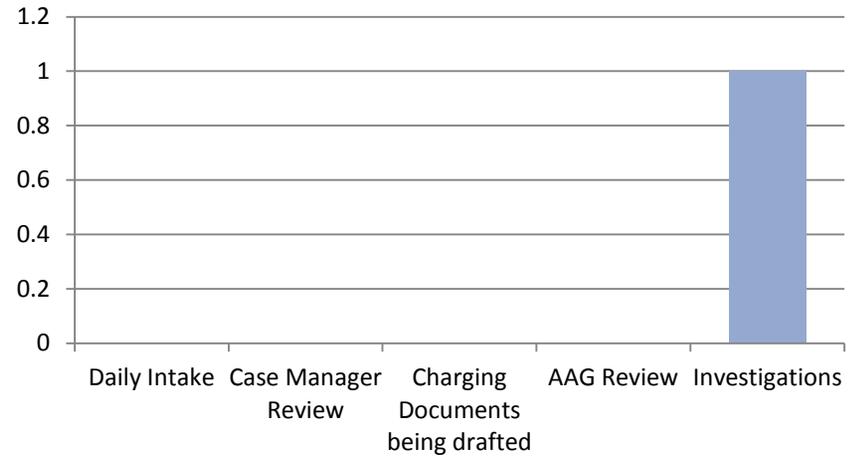
Landscape Architects - Open Cases

Open Cases: nature of complaint	
Unprofessional conduct	2
Practice with an invalid license	0
Practice outside of scope of license	0
Aiding/Abetting unlicensed practice	0
Unlicensed practice (U/L)	1
Total	3



Recent Case History	2015	2014
Beginning amount	6	4
Opened	3	11
Closed	0	9
Ending Amount	3	6

Open Case Status



Typical Complaint Process (Open Case Status)

- o Staff receive complaint (Daily intake)
- o Staff evaluate complaint (Daily intake)
- o Staff use BAP if appropriate (BAP)
- o Staff assign to Case Manager (CM) (Case Manager Review)
- o CM review; determine whether to investigate (Case Manager Review)
- o Staff investigate complaint (Investigations)

- o If no evidence supports allegation, CM recommend closure (Case Manager Review)

- o If evidence supports allegation, CM determine sanctions (Case Manager Review)
- o Staff drafts charging documents (Legal)
- o Board Attorney reviews charges, moves forward with prosecution (AAG)

Run date: 4/6/2015

Landscape Architects - Closed Cases

Maximum fine allow per violation:

Unprofessional conduct - \$5,000 / per occurrence

Unlicensed practice - \$1,000 / per day

Range of other sanctions available (not inclusive)

Revoke license

Severe

Suspension (not stayed)

Suspension (stayed)

Reprimand

Law summary



Mild

Common Resolution Methods (2012-2014)

Allegation	Admin. Closure	Comply w/BAP	Closed with no action *	Default orders	Negotiated settlements	Hearing
Unprofessional conduct	0	n/a	0	0	0	0
Failure to Comply w/PDH audit	n/a	5	0	5	2	0
Practice with an invalid license	n/a	n/a	0	2	0	0
Practice outside of scope of license	n/a	n/a	0	0	0	0
Aiding/Abetting unlicensed practice	n/a	n/a	0	0	0	0
Unlicensed practice	n/a	n/a	0	3	1	0
Unlicensed title use	0	n/a	0	5	1	0
Other	0	n/a	1	0	0	0

Administratively close if outside of board's jurisdiction

Closed with no further action if 1) compliance; 2) no violation; 3) no evidence of violation

Compliance Monitoring

Cases monitored for compliance	5
Cases sent to collections	1
Monetary sanctions due (fines)	\$ 750.00
Fines recovered to date	\$ -
Outstanding fines	\$ 750.00

Past Board Sanctions

Sanction	Activity	Conduct
Cease and Desist	6	0
Fine	6	1
Reprimand	0	3
Revocation	0	0

Run date: 4/6/2015

Board Meeting

Tab 8

Assistant Attorney General's Report

**Presentation of general legal issues
of interest to the board.**

**Provided for information only –
typically no board action is needed.**

Board Meeting

Tab 9

Committee & Task Force Reports

**Reports and updates from the board's
standing committees or task forces.**

Board action may be needed.

Board Meeting

Tab 10

Board Administrator's Report

**Operational reports and information about
legislative matters of interest to the board.**

**Provided for information only –
typically no board action is needed.**

Landscape Architect Financial Report

2013-2015 Biennium
April 2015

2013-2015 Revenue Summary

Landscape Architects

PERIOD ENDING 02/28/2015

Current Revenue Data based on Actuals

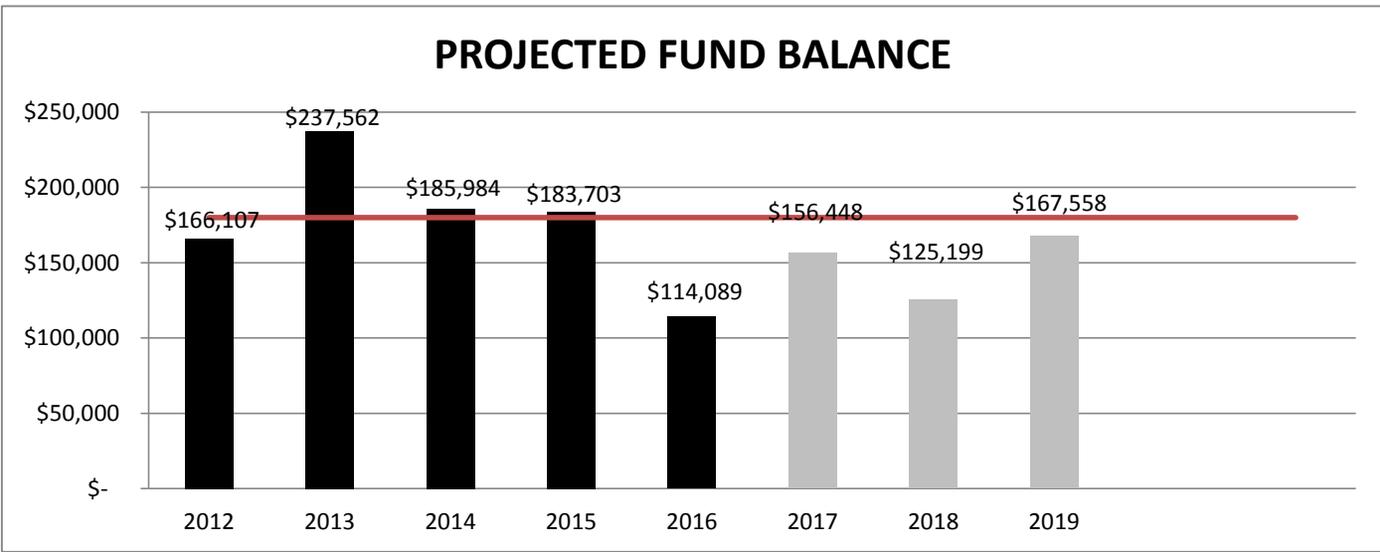
Beginning Fund Balance	\$ 177,261
Fund Balance Adjustment to Actual	\$ 753
Add: Current Biennium Revenue to Date	\$ 269,250
Less: Actual Expenditures to Date	\$ 247,664

Current Fund Balance **\$ 199,600**

Projected Revenue Data based on Six-Year Plan

Current Fund Balance	\$ 199,600
Add: Projected Revenue	\$ 86,005
Less: Projected Expenditures	\$ 48,043

Projected Fund Balance **\$ 237,562**



Fund balance Goal: \$180,000 (12 months expenditures)

2013-2015 Expenditure Summary Landscape Architects

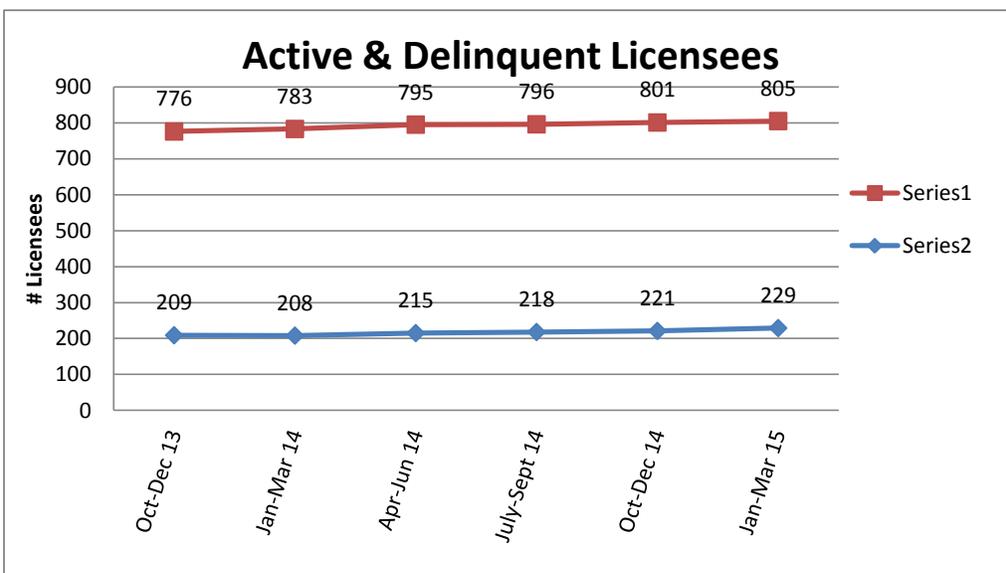
PERIOD ENDING 02/28/2015

Program Detail	Biennium to Date - Actual			Biennial Projection		
	Allotment	Expenditure	Variance	Allotment	Expenditure	Variance
FTE's	1.36	1.36	-	1.36	1.30	0.06
Salary	\$ 124,386	\$ 108,891	\$ 15,495	\$ 149,494	\$ 127,589	\$ 21,905
Benefits	\$ 41,028	\$ 35,806	\$ 5,222	\$ 48,608	\$ 42,702	\$ 5,906
Goods & Services	\$ 43,730	\$ 47,930	\$ (4,200)	\$ 46,017	\$ 53,377	\$ (7,360)
Travel	\$ 9,582	\$ 6,854	\$ 2,728	\$ 11,500	\$ 8,772	\$ 2,728
Equipment	\$ 2,500	\$ 632	\$ 1,868	\$ 2,500	\$ 632	\$ 1,868
Intra-agency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Direct Program	\$ 221,226	\$ 200,113	\$ 21,113	\$ 258,119	\$ 233,071	\$ 25,048
Division Support	\$ 24,375	\$ 19,657	\$ 4,718	\$ 30,148	\$ 27,867	\$ 2,281
Management & Support Services	\$ 22,509	\$ 21,885	\$ 624	\$ 26,733	\$ 26,733	\$ -
Information Services	\$ 7,292	\$ 6,974	\$ 318	\$ 9,000	\$ 9,000	\$ -
TOTAL	\$ 275,402	\$ 248,629	\$ 26,773	\$ 324,000	\$ 296,672	\$ 27,328

Washington Board of Licensure for Landscape Architects
 April 23, 2014
 Pullman, WA

Licensee Trends

Status	Total	Washington	Out-of-State
Active	<u>805</u>	<u>593</u>	212
Delinquent	229		
Retired	58		
Inactive	46		
Pending Examination	32		
Pending Reciprocity	8		
	1178		



Recommendation: No action required. For information only.

Submitted by board staff
 March 26, 2015

Board of Licensure for Landscape Architects
 Pullman, WA
 April 23, 2015

New licensees:

Qualified by Examination

Total: 8

1389	PETER NELSON, VANCOUVER, BC	UNIVERSITY OF WASHINGTON
1390	Christian Runge, Seattle, WA	University of Michigan
1391	Susan Murray, Bainbridge Island, WA	University of Georgia
1393	Grace Bergman, Redmond, WA	University of Washington
1395	Derrick Eberle, Tacoma, WA	
1396	Merit Oviir, Edmonds, WA	
1397	Ryan Storkman, Seattle, WA	
1398	John Kleinkopf, Seattle, WA	University of Idaho

Qualified by Reciprocity

Total: 2

1392	Brian Fridenmaker, Columbus, OH	The Ohio State University
1394	John Norris, Denver, CO	

Grand Total: 10

Recommendation: For information only; no action required.

Submitted by Board Staff
 March 26, 2015

Board Meeting

Tab 11

Other Business

Review of action items from this meeting, agenda items for the next meeting, and discussion of topics added under the Order of the Agenda.

Board Meeting

Tab 12

Adjournment