



STATE OF WASHINGTON  
**DEPARTMENT OF LICENSING**

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

**DATE:** April 23, 2015

**TIME:** 9:00 a.m.

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

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

**STAFF PRESENT:** Lorin Doyle, Executive Director  
Rick Storvick, Assistant Administrator  
Autumn Dryden, Administrative Assistant  
Julia Gambrel, Licensing Manager  
Jill Short, Compliance & Investigations Manager

**OTHERS PRESENT:** Washington State University students

**1. Call to Order 9:00 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: January 23, 2015

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

#### 1.4. Review of Communications

##### 1.4.1 Thurston County Stamping: Engineers/Landscape Architects

Ms. Doyle explained, based on a communication from Thurston County Resource Stewardship Department, the County is requiring landscape plans for stormwater systems be signed by a licensed civil engineer.

**Action Item: Mike Villnave, Executive Director of the Engineers Board, and Karen Kiest from the Landscape Architects Board will work together on a joint response.**

**2. Public Comment** – The Board is scheduled to meet with students at 12:00 pm.

### 3. New Business

#### 3.1. Officer Elections

Ms. Kiest made a MOTION to approve the election of board officers as follows:

Mr. Zickler, Chair  
Mr. Bernstein, Vice Chair  
Ms. Kiest, Secretary

Mr. Zickler seconded the MOTION and it passed.

#### 3.2. Professional Development Process Update

Ms. Gambrel presented samples of materials provided upon audit.

**Action Item: Staff will add a link to Washington Chapter of American Society of Landscape Architects (WASLA) for continuing education (CE) credits.**

**Action Item: Staff will send a copy of Ms. Peters' article on CE requirements to WASLA.**

#### 3.3. CLARB Strategic Board Pilot Project

Ms. Doyle reported the Washington State Board of Licensure For Landscape Architects has been selected by the Council of Landscape Architectural Registration Boards (CLARB) to participate in their "Model" Board program, which is designed to "promote exceptional, functional performance" by developing criteria that sets the standard for other state boards throughout the nation. Board members discussed what they believe to be the board's strengths and weaknesses.

#### 3.4. Stamp/Seal Change

Board members discussed whether they should update the official seal for landscape architects, as proposed by WASLA.

Action Item: Mr. Zickler will respond to WASLA, letting them know the Board will consider suggestions, as long as the seal fits in a square and includes the license expiration date and room for a signature.

#### **4. Old Business**

##### 4.1. Review Master Action Items List

The master action items list was reviewed.

##### 4.2. Schedule Meeting in October – Place & Date

The Board will reschedule the October meeting for Olympia, since it was initially scheduled at WSU. The meeting date was set for October 16<sup>th</sup>.

##### 4.3. Future Meetings With Students – When & Where

Board members decided it would be best to send one or two board members along with a licensing staff member to meet with students. They also discussed meeting with other professionals at other locations around the state.

#### **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 Packet item; no action.

##### 7.3. Administrative Closures Report Packet item; no action.

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

#### **9. Committee/Task Force Reports**

##### 9.1. Joint Board Subcommittee

Action Item: Staff will work with members from the Board for Architects and Landscape Architects Board to schedule a joint meeting of board members working on the Building Officials Website as soon as possible.

## 10. Board Administrator's Report

10.1.1. Program Operations – No report.

10.1.2. Financial Report  
Packet item; no action.

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

Action Item: Staff will send delinquent letters that include how to go on inactive status, retire, etc.

Action Item: Staff will contact WASLA to help notify licensees about their license status.

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.

11.2. Agenda Items For Next Meeting  
The board asked that staff add the following items to the next meeting agenda:

- Outreach – visiting other cities
- Continue Model Board Discussion

11.3. Any Other Business

## 12. Adjournment 11:33 AM

Approved by:

\_\_\_\_\_  
Lorin Doyle, Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deborah Peters, Chair

\_\_\_\_\_  
Date

