

# **Landscape Architect Board Meeting**

## **Tab 1**

**Call to Order  
October 29, 2021  
10:00 AM  
Zoom**



STATE OF WASHINGTON  
**DEPARTMENT OF LICENSING**  
WASHINGTON BOARD OF LICENSURE FOR  
LANDSCAPE ARCHITECTS  
**AGENDA**  
REGULAR BOARD MEETING

**DATE:** October 29, 2021

**TIME:** 10:00 A.M.

**LOCATION:** Zoom Video Conference

**LINK:** <https://dol-wa.zoom.us/j/99993349588?pwd=OHZFYXQ4Y0lrcFBRUy91MFBPekNWUT09>

**PARTICIPANT PIN CODE:** 485800

**OPEN SESSION ..... 10:00 A.M.**

**1. Call to Order**

- 1.1. Introductions
- 1.2. Order of Agenda
- 1.3. Approval of Minutes: July 30, 2021
- 1.4. Review of Communications

**2. Public Comment/Presentations**

**3. New Business**

- 3.1. 2021 CLARB Annual Meeting Report
  - 3.1.1. CLARB Uniform Standards Discussion
  - 3.1.2. Election Results
  - 3.1.3. Future Annual Meeting Locations
- 3.2. 2022 Meeting Planning

**4. Old Business**

- 4.1. Review Master Action Items List

**5. Complaint Cases for Review \***

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

**7. Disciplinary and Investigation Reports**

- 7.1. Closed Session Deliberation Report
- 7.2. Disciplinary Cases Report
- 7.3. Administrative Closures Report

**8. Assistant Attorney General's Report**

**9. Committee/Task Force Reports**

- 9.1. Mission Statement Committee
- 9.2. Charter Review Committee
- 9.3. WAC Review Committee

**10. Board Staff's Report**

- 10.1. Program Operations
- 10.2. Department of Licensing
- 10.3. Other Items

**11. Other Business**

- 11.1. Any Other Business
- 11.2. Action Items from This Meeting
- 11.3. Agenda Items for Next Meeting

**12. Adjourn Business Meeting**

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

Next Board Meeting:

TBD  
10:00 am  
Zoom



**STATE OF WASHINGTON  
DEPARTMENT OF LICENSING**

**Washington Board of Licensure for Landscape Architects  
MEETING MINUTES**

**DATE:** July 30, 2021  
**TIME:** 10:00 AM  
**LOCATION:** Zoom Video Conference

**BOARD MEMBERS PRESENT:** Deborah Peters, Chair  
Sharon Robinson-Losey, Vice Chair  
Curtis LaPierre, Member

**BOARD MEMBERS ABSENT:** Daren Crabill  
Len Zickler

**STAFF PRESENT:** Julia Manley, Assistant Administrator  
Rick Storvick, Administrator  
Kimberly Hall, Administrative Assistant  
Elizabeth Lagerberg, AAG

**GUESTS PRESENT:** Cary Baird, Guest  
Matt Miller, Guest

**1. Call to Order 10:03 am**

1.1. Introductions

Ms. Hall took attendance of Board members and staff.

1.2. Order of agenda

MOTION: Ms. Robinson-Losey made a **MOTION** to approve the agenda as presented. Mr. LaPierre seconded the **MOTION**, and it passed.

1.3. Approval of minutes: April 30, 2021.

MOTION: Mr. LaPierre made a **MOTION** to approve the minutes as presented. Ms. Robinson-Losey seconded the **MOTION**, and it passed.

1.4. Review Communications

No communications.

**2. Public Comment Opportunity**

Mr. Baird and Mr. Miller shared information regarding the upcoming CLARB Annual meeting being held in Phoenix, AZ. The meeting will be in person and virtual. CLARB has been busy revamping committees and adding DEI education.

\*\*Ms. Peters suggested to jump down to 3.2 so the guests could stay.

### 3. New Business

#### 3.1. CLARB Elections

Ms. Manley stepped out of the meeting so the board could discuss the candidates. Ms. Peters led the conversation on who to elect. The board agreed on the below candidates to vote for.

President Elect- Allison Fleury

Treasurer- Joel Kurokawa

Leadership Advisory Council- Daniel Biggs & Julia Manley

**Action Item: Submit ballot**

### The Board took a break from 11:19 to 11:25

#### 3.2. CLARB Annual Meeting Planning

The board discussed who will be attending the annual meeting as a representative of the board. The board made the decision to have Ms. Peters and Ms. Manley attend in person.

Mr. LaPierre made the **MOTION** to have Ms. Peters as the voting delegate and Ms. Robinson-Losey as a backup. Ms. Robinson-Losey second the **MOTION** and it passed.

#### 3.3. 2021/2022 Meeting Planning

Ms. Manley went over the plan for the rest of this year's meetings and looking into next years. The board would like to get back to in person meetings as soon as it is safe to do so. They would also like to do an outreach at a college campus as soon as they can too. Next year's meetings will preferably be a hybrid of in-person and virtual.

#### 3.4. Requiring Businesses to list Employees

Ms. Lagerberg provided legal advice to the board regarding employers listing employees and if businesses were licensed. The board does not have authorization over businesses and cannot therefore require that licensees be listed.

### 4. Old Business

#### 4.1. Review Master Action Items List

Ms. Hall reviewed the action items.

**5. Complaint Cases for Review\***

None.

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

None.

**7. Disciplinary & Investigation Items**

7.1. Closed Session Deliberation Report

None.

7.2. Current cases disciplinary report

One open case that is currently under review by a case manager.

**8. Assistant Attorney General's Reports**

None.

**9. Committee/Task Force Reports**

None. Tabled for next meeting.

**10. Board Executive's Report**

10.1. Program Operations

Mr. Storvick went over the budget reports for the past year and the projection for the next few years.

10.2. Department of Licensing

Ms. Manley provided licensing statistics.

10.3. Other Items

Ms. Manley advised that DOL is currently hiring several leadership roles; and, have started the first phase of returning back into the office.

**11. Other Business**

11.1. Action items from this meeting

- Arrange travel
- CLARB Election Ballot

11.2. Agenda items for next meeting

- 2022 Meeting schedule
- Committee updates
- Annual meeting report out

11.3. Any other business

None



# **Board Meeting**

## **Tab 2**

### **Public Comment**

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 it chooses to do so.



**Board Meeting**

**Tab 3**

**New Business**

Landscape Architect Board  
October 29, 2021  
Zoom

### **CLARB Annual Meeting Report Out**

Background: Each year, board member/s and staff attend the annual business meeting of the Council of Landscape Architect Registration Boards and report back to the board on the meeting content and election results.

Recommendation: For Information Only

Submitted by Board Staff  
October 11, 2021

Landscape Architect Board  
October 29, 2021  
Zoom

### **CLARB Uniform Standards Discussion**

Background: Work on the CLARB Rethink Regulation project has led to a proposal from the CLARB Board of Directors for Uniform Standards for Licensure as a landscape architect. Information on the proposal was presented at regional meetings as well as the annual meeting. CLARB is asking the membership to accept the changes to the model laws and rule through a membership vote in April 2022. Copies of the informational slides were emailed to the board members as preparation for this discussion.

Recommendation: Examine how our current licensure requirements align with the proposed Uniform Standard and decide how the board would like to vote in April.

Submitted by Board Staff  
October 11, 2021

# CLARB Election Results

President-Elect:	Carisa McMullen
Treasurer:	Joel Kurokawa
Leadership Advisory Council:	Daniel Biggs & Julia Manley

## Upcoming Annual Meeting Locations

2022:	Atlanta, GA
2023:	Omaha, NE
2024:	Seattle, WA

For Information Only

Submitted by Board Staff  
October 11, 2021

Landscape Architect Board  
October 29, 2021  
Zoom

## **Meeting Schedule**

Background: At the last board meeting each year, the board and staff set the meeting calendar for the next year. To ensure we have appropriate time to process travel requests and take other action necessary for the annual meetings, officer elections, etc., staff recommends the following schedule, with the standard calendar-related action items:

- January
  - WASLA Annual meeting
  
- April
  - Officer elections
  
- July
  - CLARB Elections
  
- October
  - CLARB Report out
  - 2023 Calendar meetings

Recommendation: Board staff requests board members bring their 2022 calendars to the board meeting.

Submitted by Board Staff  
October 11, 2021

# **Board Meeting**

## **Tab 4**

### **Old Business**

**Landscape Architect  
Board or Staff Assignments**

<b>Date Assigned</b>	<b>Action Item</b>	<b>Assigned to</b>	<b>Comments</b>	<b>Due Date</b>
4/30	Ms. Peters & Mr. LaPierre final mission statement	Peters/LaPierre	In Progress	<b>7/30</b>
4/30	Ms. Peters & Ms. Losey board charter update	Peters/Losey	In Progress	
4/30	Mr. Zickler & Mr. Crabill review and update current WAC's	Zickler/Crabill	In Progress	
7/30	Ms. Manley will submit ballot to CLARB	Ms. Manley	Done	

# **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 team.

Board action is required on each order.

# **Board Meeting**

## **Tab 7**

### **Disciplinary & Investigation Reports**

Standard disciplinary reports and a list of any administratively-closed complaints.

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

## Landscape Architects Complaint Status as of September 30, 2021

<b>Complaints Program Type</b>	<b>Status Closed</b>	<b>Investigation</b>	<b>Management Review</b>	<b>Grand Total</b>
Landscape Architects	9	1	1	11
<b>Grand Total</b>	<b>9</b>	<b>1</b>	<b>1</b>	<b>11</b>

# **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.

**The Washington State  
Board of Landscape  
Architects regulates the  
landscape architecture  
profession to foster the  
health, safety and welfare  
of the State of Washington.**

# **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.

## Total Landscape Architect Licensee Count

Parcel: State/ Prov. (All)

Count of Age Classifications		Age Classifications					Grand Total
License Type	Status	65 and Above	Between 25 and 34	Between 35 and 44	Between 45 and 54	Between 55 and 64	
Landscape Architect	Active	125	57	195	250	191	818
	Canceled	16	3	5	9	9	42
	Expired	1		2	2	1	6
	Inactive	9				4	13
<b>Grand Total</b>		<b>151</b>	<b>60</b>	<b>202</b>	<b>261</b>	<b>205</b>	<b>879</b>

## WA State Only

Parcel: State/ Prov. WA

Count of Age Classifications		Age Classifications					Grand Total
License Type	Status	65 and Above	Between 25 and 34	Between 35 and 44	Between 45 and 54	Between 55 and 64	
Landscape Architect	Active	87	47	139	174	134	581
	Canceled	10	3	4	4	3	24
	Expired	1		1	2	1	5
	Inactive	7				2	9
<b>Grand Total</b>		<b>105</b>	<b>50</b>	<b>144</b>	<b>180</b>	<b>140</b>	<b>619</b>

## Other Jurisdictions

Parcel: State/ Prov. (Multiple Items)

Count of Age Classifications		Age Classifications					Grand Total
License Type	Status	65 and Above	Between 25 and 34	Between 35 and 44	Between 45 and 54	Between 55 and 64	
Landscape Architect	Active	38	10	56	76	57	237
	Canceled	6		1	5	6	18
	Expired			1			1
	Inactive	2				2	4
<b>Grand Total</b>		<b>46</b>	<b>10</b>	<b>58</b>	<b>81</b>	<b>65</b>	<b>260</b>



## New Licensees as of September 30, 2021

<i>Reciprocity</i>		<i>Examination</i>	
Name	State	Name	City/State
Culbertson, Cami	OR	Alderman, Jack	Seattle ,WA
Evans, Rodney	ID	Dean, Sydney	Snoqualmie ,WA
Kuns, Andrea	OR	Finney, Renee	Seattle ,WA
Martin, Brent	VA	Pan, Liyu	Wenatchee ,WA
McKee, Alice	CA	Zimmerman, Kalleen	Redmond ,WA
McKee, Emily	CO		
Petrunio, Brandon	CA		

**Board Meeting**

**Tab 11**

**Other Business**

**Board Meeting**

**Tab 12**

**Adjournment**