



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

**DATE:** August 8, 2024  
**TIME:** 10:00 AM  
**LOCATION:** **In person:**  
Department of Licensing, Room 2108  
405 Black Lake Blvd, Building 2  
Olympia, WA 98502  
**Virtual:**  
Video Conference via Microsoft Teams

**BOARD MEMBERS:** Curtis LaPierre, Chair  
Daren Crabill, Vice Chair  
Sharon Robinson-Losey, Secretary (excused)  
Lindsey Solorio, Board Member  
Jason Anderson, Board Member

**STAFF MEMBERS:** Tanya Hessler, Licensing Program Manager  
Debra Allen-Bâ, Assistant Administrator  
Sydney Muhle, Program Specialist

**1. Call to Order**

Board Chair Curtis LaPierre called the meeting to order at **10:01 a.m.**

**2. Roll Call**

Program Specialist Sydney Muhle conducted roll call. All board members were present except for Board Secretary Sharon Robinson-Losey who was excused.

**3. Approval of Agenda**

Board Vice Chair Daren Crabill made a **MOTION** to approve the agenda as presented. Board Member Lindsey Solorio **SECONDED** the motion, and it was **APPROVED** by a vote of 4-0.

#### **4. Approval of Minutes**

##### **4.1. Regular Meeting Minutes from February 8, 2024**

Board Member Jason Anderson made a **MOTION** to approve the minutes as presented. Board Member Solorio **SECONDED** the motion, and it was **APPROVED** by a vote of 4-0.

#### **5. Old Business**

##### **5.1. Outreach Update**

*Board members and staff will provide updates regarding outreach activities.*

Ms. Muhle said there had not been any outreach opportunities during the summer break, and that they would pick back up as the school year progressed.

Board Member Anderson said he would be presenting at Washington State University (WSU) in the fall. Chair LaPierre said he was working with interns at various offices, including on the subject of transportation infrastructure.

Board Member Anderson asked Chair LaPierre if he would participate with the American Society of Landscape Architects (ASLA) conference in Spokane which Chair LaPierre said he would not be due to low turnout at the last one. Board Member Anderson said he would reach out to ASLA to coordinate attendance at a Young Professionals Happy Hour, separate from this conference.

##### **5.2. Council of Landscape Architectural Registration Boards (CLARB) Licensure Summit and Annual Meeting Update**

*Staff will provide an update on the 2024 CLARB Licensure Summit and Annual Meeting.*

Ms. Muhle said, due to scheduling conflicts, no Board or staff would be able to attend the conference. She said staff had informed CLARB.

Ms. Muhle offered the opportunity for additional Board members to attend if they wanted. Board and staff discussed the meeting, challenges to traveling to the scheduled location, and the option of more than one Board member attending next year's meeting.

Ms. Muhle said she would provide the Board more 2025 meeting details once she had that information.

## **6. New Business**

### **6.1. Licensing Fees Discussion**

*The Board has requested an item to discuss the impact of licensing fees.*

Ms. Muhle introduced the topic and reminded the Board that the Director of Licensing was the statutory authority for setting licensing fees and that the Board did not have a direct say in these.

Board Member Solorio shared data comparing Washington's fees with other states. She asked how funds were allocated in support of the Board and whether there was a different level of support in Washington than in other states. Assistant Administrator Debra Allen-Bâ shared information on how fees are distributed, what they support, and what they are allocated to.

The Board and staff discussed licensing costs, cost comparison of initial licensure and maintenance fees, and the frequency of fee changes. Ms. Allen-Bâ said staff would provide more information on the program funding structure at the next Board meeting.

The Board and staff discussed outreach opportunities to bring more young people into the profession including reaching out to middle and high school students, producing a trifold and other materials to hand out at tabling events, using social media, and writing an article for the ASLA newsletter.

Board Member Solorio volunteered to write an article for the ASLA newsletter showing the fee data she collected and the reasoning behind it, as well as information on the aging licensee population in Washington State.

### **6.2. Program Fund Discussion**

*Department of Licensing (DOL) Staff will discuss a potential change to the landscape architect program fund designation to receive feedback from the Board.*

Ms. Muhle shared that DOL leadership had researched an option to include of the landscape architect program fund in the Business and Professions Division O6L accounting designation. She said it would ensure a three-month cushion of operating capital for the program, similar to overdraft protection on a bank account.

Ms. Muhle and Ms. Allen-Bâ explained the budgetary impact of a case going to court, emphasizing the importance of the need to have the cushion of operating capital.

Ms. Muhle said staff would move forward with implementing the move, which would take legislative action, and that this topic would be on the next meeting agenda for additional information as the process progressed.

### **6.3. State Based Examination**

*Discussion of potentially establishing a Washington State specific examination for new license and reciprocal license applicants.*

Chair LaPierre said he had observed licensees with a lack of knowledge of local conditions, mostly in the areas of fish passage, water quality, native plants, stream hydrology, and local soils, and how those kinds of things work together. He asked the other Board members whether they had seen similar challenges, and whether they thought a state specific examination was necessary.

Board members and staff discussed potential frequency of this concern occurring, data on licensees coming into Washington via reciprocity, and the conditions in which specialized knowledge is typically needed on a project.

The Board determined not to take any action on this topic.

## **7. Complaint Cases for Review**

None.

## **8. Reports**

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

#### **8.1.1. Washington Administrative Code (WAC) Review Committee Report**

Ms. Muhle said the legislative team had provided additional language that delayed the completion of the report. She said that she would work to have it available by the next meeting.

### **8.2. Staff Reports**

#### **8.2.1. Centralized Investigations and Audits Unit Reports**

##### **8.2.1.1. Complaint Status Report**

Ms. Muhle reviewed the Complaint Status Report with the Board.

#### **8.2.2. Licensing and Customer Support Services Reports**

##### **8.2.2.1. Licensee Count Report**

Ms. Muhle reviewed the Licensee Count Report with the Board.

Board Member Anderson requested data on the age breakdown of licenses issued via reciprocity versus examination.

### **8.2.3. Boards, Commissions, and Outreach Reports**

#### **8.2.3.1. Review of Master Action Item List**

Ms. Muhle reviewed the Master Action Item List with the Board.

### **9. Public Comments**

*The public may address the Board on matters within the Board's jurisdiction, either verbally during the meeting or by submitting written comments in advance. Verbal comments are limited to one three-minute comment. Written comments are limited to no more than 500 words and must be emailed to [DOLBoards@dol.wa.gov](mailto:DOLBoards@dol.wa.gov) no less than two business days prior to the meeting with the subject line "Public Comment: Landscape Architect Board". In response to all public comments, the Board is limited to requesting that the matter be added to a future agenda for discussion or directing staff to study the matter further. Inflammatory comments and language will not be permitted.*

There were no written or verbal comments from the public.

### **10. Conclusion**

#### **10.1. Announcements**

None.

#### **10.2. Requests for future agenda items**

None.

#### **10.3. Review of action items and items for next meeting**

Agenda Items

- Additional Program Funding Structure Information

Action Items

- Board Member Solorio to write a newsletter article to be distributed through ASLA.
- Staff to provide additional Licensee Count data on the age breakdown of licenses issued via reciprocity versus examination.
- Ms. Muhle to send Board members updated 2025 CLARB conference information when it becomes available.

### **11. Adjournment**

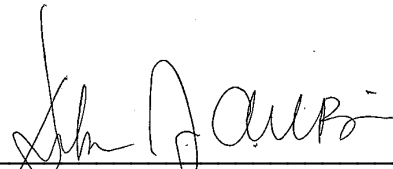
Chair LaPierre adjourned the meeting at **11:03 a.m.**

**Next Board Meeting:**

November 7, 2024

10:00 a.m.

Virtual via Microsoft Teams

Submitted by:   
Debra Allen-Ba, Assistant Administrator

November 7, 2024  
Date

Approved by:   
Curtis LaPierre, Chair

November 7, 2024  
Date