



State of Idaho  
Division Of Occupational and Professional Licenses  
Architects and Landscape Architects Board

**BRAD LITTLE**  
Governor  
**RUSSELL BARRON**  
Administrator

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**Draft Minutes of 04/04/2024**

<b>Board Members Present:</b>	Bryce Olberding, Chair Tim Grissom, Vice-Chair Jon Breckon Allison McClintick Daniel Mullin Jedd Walker	<b>Division Staff:</b>	Justin Touchstone, Executive Officer Lea Kear, Legal Counsel Don Morse, Investigations Prog. Sup. Justin Montoya, Oc. Lic. Investigator Jessica Spoja, Licensing Prg. Mngr. Erin Einarsson, Board Support Spc.
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The meeting was called to order at 9:04 AM MT by Chairman Bryce Olberding.

**APPROVAL OF 11/21/2023 AND 01/09/2024 MINUTES**

A motion was made and seconded to approve the 11/21/2023 and 01/09/2024 meeting minutes. The motion carried unanimously.

**DIVISION BUSINESS**

**Financial Report:** Executive Officer (EO) Justin Touchstone presented the “Revenues, Expenditures and Cash Balance Report as of January 24, 2024”. The cash balance is currently at 135% of operational expenses. The board requested a breakdown of the Architect and Landscape Architect licensees and their fees. EO Touchstone will provide that information along with options for changes in fees for the board to review at the next meeting on June 27, 2024.

**House Bill 466:** Legal Counsel Lea Kear presented [House Bill \(HB\) 466](#), which is a change within the Idaho Architecture Practice Act. HB 466 amends section 54-303 to clarify that the “practice of architecture” also includes “submitting a response” to a Request for Proposal (RFP) or a Request for Qualification (RFQ). It also amends 54-305 to make clear that a firm that “offers to practice” must have an Idaho licensed architect who will supervise the architectural services.

**BOARD BUSINESS**

**2024 NCARB Annual Meeting Delegates:** The 2024 NCARB Annual Meeting will be held June 13 – 15, 2024 in Chicago, IL. NCARB will sponsor 2 Board Members, 1 Public Member and 1 Executive Officer to attend. A motion was made and seconded to send Vice Chairman Tim Grissom, Board Member Jedd Walker, Public Member Allison McClintick, and EO Touchstone to the NCARB Annual Meeting, June 13 – 15, 2024 in Chicago, IL. The motion carried unanimously.

**2024 CLARB Annual Meeting Delegates:** The CLARB Annual Meeting will be held September 18 – 20, 2024 in Buffalo, NY. The CLARB Licensure Summit will be held before the CLARB Annual Meeting from September 16 -18, 2024. A motion was made and seconded to send

Chairman Bryce Olberding and Board Member Jon Breckon to the CLARB Licensure Summit and the CLARB Annual Meeting, September 16 – 20, 2024 in Buffalo, NY. The motion carried unanimously.

**Licensure Summit to the CLARB Annual Conference:** This topic was addressed under “2024 CLARB Annual Meeting Delegates”.

**ADA Testing Accommodations Management:** The ADA Testing Accommodations Management Agreement permits NCARB to manage the process of granting testing accommodations under the Americans with Disabilities Act for licensure candidates sitting for the Architect Registration Examination (ARE). A motion was made and seconded to authorize EO Touchstone to sign the ADA Testing Accommodations Management Agreement. The motion carried unanimously.

**Grading and Drainage:** Landscape Architects are authorized by statute to practice landscape architecture which includes the grading and drainage of the sites in which they work. In the past, grading and drainage reference letters regarding a licensed landscape architect’s competence and authority under Idaho law were on the Landscape Architects website under a Questions & Answers page. Board Member Breckon asked that these letters be placed on the Board of Architects and Landscape Architects (ALA) Frequently Asked Questions (FAQ) page on the DOPL website. EO Touchstone confirmed that the letters will be posted to the DOPL website.

Legal Counsel Kear recommended that the Board prepare a guidance document that provides clarity with regards to Grading and Drainage. Legal Counsel will work with both the ALA board and the Idaho Professional Engineers and Land Surveyors Board to ensure that the guidance document is shared on both pages.

**University of Idaho Non-Accredited Degree BLA:** The University of Idaho (U of I) Environmental Design/Landscape Architecture program offers a Bachelor of Science Degree in Environmental Design that is not accredited by the Landscape Architectural Accreditation Board (LAAB). Chairman Olberding will schedule a meeting with the Program Dean and EO Touchstone to learn more about the undergraduate degree and discuss the state requirements for Landscape Architecture licensure.

**University of Idaho Licensure Presentation:** The American Society of Landscape Architects (ASLA) and the ALA Board have been invited by the U of I Chapter President to present the paths to licensure to the Landscape Architecture students. The presentations will take place on April 19, 2024, at 2:30 PM. A motion was made and seconded to send Board Member Breckon as the representative of the ALA Board. The motion carried unanimously.

**Application(s) Review:** This topic was addressed in Executive Session.

#### **EXECUTIVE SESSION – APPLICATION(S) AND DISCIPLINE**

**Motion to Enter into Executive Session** – A motion was made and seconded for the board to enter into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the

executive session is to discuss documents relating to the fitness of a licensee to obtain or retain a license or registration. Roll call: Chairman Olberding, aye; Vice-Chairman Grissom, aye; Board Member Breckon, aye; Board Member McClintick, aye; Board Member Mullin, aye; and Board Member Walker, aye. The motion carried unanimously.

**Motion to Exit Executive Session** – A motion was made and seconded to exit executive session. The motion carried unanimously.

### **MOTION(S) RESULTING FROM THE EXECUTIVE SESSION**

**Motion(s) re: Application(s)** – A motion was made and seconded to approve ARCA-987870. The motion carried unanimously.

**Motion(s) re: Discipline** – A motion was made and seconded to close with warning letters cases I-ALA-2024-1 and I-ALA-2024-2. The motion carried unanimously.

A motion was made and seconded to authorize the prosecutor to proceed with a cease-and-desist letter as well as formal action on case I-ALA-2024-3. The motion carried unanimously.

**Public Comments** – There were no public comments.

### **ADJOURNMENT**

There being no further business, the Chairman adjourned the meeting at 11:28 AM.