



# State of Idaho

## Division of Occupational and Professional Licenses Architects and Landscape Architects Board

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

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### Minutes of 10/29/2024

<b>Board Members Present:</b>	Bryce Olberding, Chair Tim Grissom, Vice-Chair Jon Breckon Allison McClintick Jed Walker	<b>Division Staff:</b>	Justin Touchstone, Executive Officer Russ Spencer, Legal Counsel Erin Einarsson, Board Support Spc. Don Morse, Investigations Sup. Craig Boyack, Investigator Jeana Graff, Human Resources Spc.
<b>Board Members Absent:</b>	Dan Mullin		

The meeting was called to order at 9:01 AM MT by Chair Bryce Olberding.

#### APPROVAL OF 08/27/2024 MINUTES

A motion was made and seconded to approve the 08/27/2024 meeting minutes. The motion carried unanimously.

#### DIVISION BUSINESS

**Financial Report:** Executive Officer (EO) Justin Touchstone presented the Financial Report including the 4th quarter and year-to-date revenue and expenditures for Fiscal Year (FY) 2024. In a previous meeting, it was noted that the Legislative Services Office (LSO) had indicated that the Board's cash balance for operational expenses should not exceed 125%. The Board's cash balance for FY 2024 is at 167%, but that percentage is forecasted to decrease over the next five years. LSO has recommended a 15% reduction in fees, however the Board expressed concern that the 5-year projection shows that a 15% reduction to all fees will lead to a negative cash balance.

A motion was made and seconded to reduce the licensing fee for Landscape Architects from \$125 to \$50 and to reduce the application fee for Landscape Architects from \$75 to \$25, all other fees remaining the same, and to adopt these by temporary rule pending the Governor's approval. The motion carried unanimously.

A motion was made and seconded to add the language "Not more than" before each fee in the fee table and to adopt this by temporary rule pending the Governor's approval. The motion carried unanimously.

**Respectful Workplace Training:** The Respectful Workplace Training was presented by Human Resource Specialist Jeana Graff.

**OASIS Licensing System Update:** Phase II of the OASIS Licensing System will launch on November 4, 2024. Instructions on how to create an account in the new system have been sent to licensees. EO Touchstone encouraged the Board Members to contact DOPL if they encounter any issues when using OASIS.

## **BOARD BUSINESS**

**NCARB 2025 Regional Summit:** A motion was made and seconded to send two Board Members, the Board Member Executive and a new Board Member to the NCARB 2025 Regional Summit. The motion carried unanimously.

**2025 Meeting Dates:** The following meeting dates were approved for 2025: March 20, June 26, August 28 and October 23.

**2024 CLARB Annual Meeting and Licensure Summit Report:** EO Touchstone attended the Licensure Summit and Annual Meeting and appreciated the opportunity to meet with Board Member executives from across the United States. Two issues discussed that could affect the Board were Multiple Routes to Licensure and Uniform Standards. Board Member Jon Breckon noted that the Licensure Summit was held jointly with the American Society of Landscape Architects (ASLA). Board Member Breckon found that the inclusion of ASLA brought more attendees from around the United States to the Summit and found their perspectives helpful. Chairman Olberding added that CLARB is beginning the process of reviewing their bylaws and is considering removing all regional structures as well as adding the licensing requirement of two years of experience practicing under a licensed landscape architect.

**NCARB Executive Leadership Summit Report:** Board Member Tim Grissom and EO Touchstone attended the NCARB Executive Leadership Summit. Discussions at the Summit centered around the recently defined 16 competency standards for architects. Revising the Architecture Registration Exam around those competency standards was also discussed but no changes were made to the exam. EO Touchstone will continue to provide the Board with updates as they become available.

**Guidance Document: Roles of Architects and Engineers:** At the previous meeting, the Board discussed creating a guidance document that would outline the overlapping practices of Architects and Engineers and identify how the roles are defined within statute. EO Touchstone is working with legal counsel as well as the Executive Officer of the Professional Engineers and Professional Land Surveyors Board to develop that document and will have a draft to present to the Board at the next meeting.

**Public Comments:** Teran Mitchell, Architect, presented an issue to the Board regarding a county's refusal to accept his building design. Mr. Mitchell will provide a formal written account of the incident. The Board will review all relevant documentation and develop a guidance document outlining the distinctions between the roles of architect and engineer. This topic will be added to the agenda for the next regularly scheduled Board meeting.

### **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; 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 table application 1391922 until the next Board meeting. The motion carried unanimously.

**Motion(s) re: Discipline:** A motion was made and seconded to take no action on the case presented. The motion carried unanimously.

### **ADJOURNMENT**

There being no further business, Chairman Olberding adjourned the meeting at 11:55 AM.