

# OREGON STATE LANDSCAPE ARCHITECT BOARD (OSLAB)

## MEETING MINUTES

May 10, 2013

Association Center, 707 13<sup>th</sup> St. SE  
2nd Floor, Conf. Room "A"  
Salem, OR

### Members Present:

David Olsen, RLA, Chair  
Stephen Ray, RLA, Vice Chair  
Ron Nichols, Public Member, Treasurer  
Lauri L'Amoreaux, RLA  
Michael O'Brien, RLA  
Kathleen Olsen, Public Member  
Susan Wright, Public Member

### Staff Present:

Christine Valentine, Administrator

### Visitors\*: (\*as noted in minutes)

Kyle Martin, AAG, DOJ  
Gregg Everhart, RLA  
Eileen Obermiller, RLA  
Susan Smith, Citizen  
Owen Dell, Reciprocity Applicant  
Jay Battleson, Oral Exam Candidate  
Erin Holsonback, Oral Exam Candidate  
Sarah Kearney, Oral Exam Candidate  
Greg Matto, Oral Exam Candidate

### \*\*\*WORK SESSION

Chair Olsen convened the work session at 9:05 AM

### INTRODUCTIONS/WELCOME NEW BOARD MEMBER/GUESTS

The Board welcomed new member Michael O'Brien, RLA. There was a round of introductions and then O'Brien shared his background in landscape architecture with the Board. The Board was also joined by guest Gregg Everhart, RLA.

### OSLAB WORK PLAN: NEXT STEPS

Chair Olsen introduced this agenda item and reminded the Board and guests about the facilitated work session on February 8, 2013. Chair Olsen made reference to the goals matrix prepared by L'Amoreaux and Valentine to capture key goals that emerged during that February session. The Board members discussed possible next steps. Chair Olsen informed the Board that Vice Chair Ray has communicated with the ASLA Oregon chapter (ASLA OR) to share information. Ray spoke briefly to that effort and how he intends to continue participation in some of ASLA OR committee meetings to share a perspective from the Board. He also offered to participate in an effort by ASLA OR related to continuing education. Ray noted how ASLA OR has a different distribution net and because of this the

organization can help to get Board-related information out to registrants and other interested parties. Chair Olsen noted that increased outreach with ASLA OR will likely require more than just these efforts by the Vice Chair and encouraged the Board to consider how other members might take part in this outreach. The Board briefly talked about how some registrants look to ASLA OR instead of the Board for guidance on practice and registration issues. Vice Chair Ray spoke to how he has learned that RLAs (RLAs) in the Portland metro area do not necessarily see the same emerging issues as RLAs in other areas of state. He also noted that RLAs working in smaller practices focused on residential and commercial work may have different concerns than those RLAs working on larger public and private projects. The Chair and Vice Chair noted that as issues with practice arise, it will be helpful to the Board to have the assistance of ASLA OR in getting information out to registrants across the state.

O'Brien noted that he has seen changes over his career in what local governments require via development codes with respect to design professionals. He noted that every jurisdiction seems to have a slightly different take on the type of design professional required for certain types of work. Most jurisdictions allow engineers or architects as well as landscape architects to stamp landscape related plans. He suggested that the Board might look at whether there are any health, safety, and welfare issues that can be addressed through Board outreach with local jurisdictions about the role of RLAs and local code language. He also would like to see further Board discussion of the issue of limited RLAs available in rural areas of the state to see if or how this might be addressed by the Board. This lack of RLAs in some areas may add to frustrations out there about practice overlap. Vice Chair Ray offered that the Board might look at addressing potential health, safety, and welfare issues with local jurisdictions.

K. Olsen thought it would be helpful for the Board to have a focused work session looking at ideas for updating statutes through a legislative proposal and other work to update Board rules. She feels the Board needs to consider honing in on what can be done to increase clarity about the RLA role and scope of practice with respect to the Board mission of protecting health, safety, and welfare. L'Amoreaux agreed, recommending that the Board develop strategies about how to tackle the goals that emerged from the February 8 work session, as reflected in the draft matrix. Chair Olsen applauded this idea and suggested that the Board should not be afraid to tackle the issue of statutes and rules if this is what is needed to improve clarity and better regulation of the profession.

Kyle Martin joined the Board at this time (~ 9:45 AM).

Wright pointed out that as part of the Board's discussion of goals and strategies, assignments will need to be made so that work does not fall by the wayside. She noted that this is not completed on the matrix. L'Amoreaux and Valentine stated that Wright was correct and that such decisions have not been finalized. Valentine mentioned that the new Board members should be in place before September, and this would allow the Board to verify that all members are on board with the proposed goals and any assignments made. Valentine noted that this matrix format was suggested by the facilitator, and she and L'Amoreaux developed it so that the work from the February work session was not lost.

The Board discussed options for a September work session to focus on legislative and rule issues. The Board decided it would bring a facilitator in to help with that session, as this was helpful in keeping things moving at the February 8 work session. The Board would like to utilize the services of the facilitator that worked with the Board in February given her

familiarity with the work plan effort. The Board also discussed how Chair Olsen and Treasurer Nichols, whose terms end June 30, 2013, would be invited to participate as guests to share perspective as long-standing Board members. Chair Olsen asked Valentine to find options for a fall meeting date and to add finalizing these plans as an agenda item for the August 9 meeting. Valentine said she would work with current and anticipated board members to find some possible dates.

#### **ASSESSMENT OF LICENSURE PROCEDURES: UPDATES/LEGAL ADVICE**

Chair Olsen opened discussion on this agenda item, and Valentine spoke to the documents prepared for the Board's consideration and discussion with counsel during the work session. She advised the Board that the documents incorporate written advice by counsel; therefore the Board should consider discussing the documents in Executive Session so as to not waive attorney-client privilege for the documents.

Chair Olsen advised guest Gregg Everhart, RLA, that the Board would need to enter Executive Session and asked her to leave the meeting room until the Board returned to public session. At 9:50 AM, Chair Olsen announced that the Board was entering Executive Session in order to consider information exempt from disclosure under ORS 192.660(2)(f).

Chair Olsen stepped out of the meeting to take a phone call so Vice Chair Ray took over chairing duties and adjourned the Executive Session at 11:27 AM and called for a break. This concluded the Board's work session.

### **\*\*\*QUARTERLY MEETING**

#### **AGENDA REVIEW**

Chair Olsen reconvened the Board for the quarterly meeting at 11:35 AM. The Board made no changes to the meeting agenda.

#### **COMPLIANCE REPORT**

The Compliance Report being the next agenda item, Valentine noted that the Board had several items that could be discussed in Executive Session related to written advice from counsel or open complaint investigations. She noted that other items would need to be discussed in public session.

At 11:37 AM, Chair Olsen announced that the Board was entering Executive Session in order to consider information exempt under ORS 196.660(2)(1) as part of complaint investigations and to consider information exempt from disclosure under ORS 196.660(2)(f).

At 12:07 PM, Chair Olsen announced that the Board was returning to Public Session but taking a break to grab lunch before continuing with the Compliance Report. Counsel Martin left the meeting at this time.

Chair Olsen reconvened the Board at 12:20 PM. Guest Gregg Everhart, RLA and newly arrived guest Eileen Obermiller, RLA were invited to join the Board in public session. The Chair asked for a round of introductions.

#### **Board Initiated Complaints**

Chair Olsen returned the Board to discussion of the Compliance Report, specifically potential Board initiated complaints. He summarized the procedures to be followed with Board-initiated complaints. Wright noted that after the vote, the Board would need to enter Executive Session to discuss any details of the cases. Valentine clarified that this depends on whether the Board has anything to discuss at this point or wants to wait for the investigations to proceed first.

*Wright moved that the Board initiate a complaint in the case of Michael Parker regarding his unsolicited letter sent to the Board stating that he will use the RLA title without registration with OSLAB. Treasurer Nichols seconded the motion. Chair Olsen called for a vote. Vice Chair Ray abstained from voting due to a personal relationship with the respondent. The rest of the Board members voted in favor of the motion, and the motion carried.*

*Wright next moved that the Board initiate a complaint in relation to a potential conflict of interest and professional practices by James Figurski, RLA regarding a project in Bend, OR that came to the attention of the Board by a newspaper article. Chair Olsen seconded the motion. Chair Olsen called for a vote. Wright voted against the motion, while the rest of the Board members voted in favor. The motion carried 6 to 1.*

Chair Olsen asked if the Board can allow a retirement title, such as LA, retired as is used in the military. Treasurer Nichols reminded the Board that this is a statutory issue. Valentine stated that a lack of statutory authority to allow a retirement status is what led to the past rulemaking on inactive emeritus status. That status is good for 5 years maximum.

Several Board members wanted to discuss details about these Board-initiated complaints. Chair Olsen decided that the Board would discuss the new complaints in Executive Session but that this would be delayed until after oral exams due to the time constraint.

#### Compliance Committee Outreach

Wright provided an update on outreach work related to the 2013 listing of LA firms in the Cascade Business News. She noted that the Board has encountered problems with this publication in the past. She referenced a letter sent by Valentine on behalf of the Board stressing the importance of not listing firms or individuals incorrectly due to state licensing requirements and offering ways for the publication to verify information in the future. Valentine spoke to how all the individuals and firms contacted stated that they did not approve the information as it was printed. Guest Eileen Obermiller, RLA, noted that she gets a call every year from Cascade Business News and is asked to verify information. She wondered if other LA firms and individuals were not responding when asked to verify information.

#### Professional Investigator

Valentine presented the draft IAA and noted that it has been reviewed by staff from the Oregon Board of Architect Examiners (OBAE). OBAE is apparently ready to sign this, with an effective date of July 1, 2013. The Board asked for one change to clarify that the Board is not directly paying salary and benefits costs. Valentine was asked to clarify the 45 day termination clause, which she explained is for the IAA and not about terminating the investigator. Treasurer Nichols suggested that the Board add a note in a future newsletter about the new agreement and professional investigator working on behalf of OSLAB. The rest of the Board supported that recommendation and with Valentine moving forward with signature of the IAA.

### Request for Qualifications for Technical Reviewers/Experts

Valentine presented the draft RFQ and reminded the Board about the idea behind this. She noted that comments provided to date by Board members have been addressed to the extent practicable. Some issues raised, such as insurance requirements, would need to be addressed on a contract-by-contract basis. The RFQ states that the Board can negotiate on many items, and this is the proposed approach to dealing with requests by RLAs to be added to the list but with consideration of some extenuating circumstances that may require a contracting solution.

Wright stated that she would like to see the Board approve the RFQ so that it can be posted soon. Chair Olsen noted that the closing date was removed, and he supports keeping it posted indefinitely. Vice Chair Ray raised a concern about the insurance provisions, specifically whether individual RLAs could obtain liability insurance to cover the technical review work. Valentine stated that this would be the responsibility of the RLA to obtain the insurance coverage by requesting appropriate policy coverage. She volunteered to call a few companies about this type of coverage if the RLA board members could share with her the names of insurance companies that commonly provide liability insurance for RLAs as she was not privy to this information. O'Brien said he could provide a few company names. Ray agreed that the Board could look into his insurance question without holding up issuance of the RFQ.

During this time, the Board was joined by Susan Smith, a citizen interested in the work of the Board, as well as by four oral exam candidates.

### **CANDIDATES FOR REGISTRATION/ORAL EXAMS**

Chair Olsen welcomed the four candidates to the Board meeting. He explained the process used by the Board and how this is the final part of the registration process. The Board members and staff introduced themselves. The Board members explained their backgrounds, roles on the Board, and asked a variety of questions of the candidates. The Board also took questions from the candidates. Topics covered with the candidates included: statutes/rules, continuing education requirements and tracking, sharing information with others about landscape architecture, the Board and RLA role in compliance, the responsibilities of RLAs under the Code of Professional Conduct, overlap in licensed and unlicensed practices, and business licenses.

*Chair Olson moved to recognize the four candidates as having met all requirements for licensure and to grant registration. Vice Chair Ray seconded the motion. Hearing no discussion, Chair Olsen called for a vote, and all approved.* The candidates were given their registration materials and warmly welcomed to the OSLAB registrant pool. Members exchanged congratulations with the new RLAs.

With the Oral exams completed and the new registrants having left, Chair Olsen announced at 2:10 PM that the Board was entering Executive Session to discuss Board initiated complaint investigations in accordance with ORS 192.660(2)(1). Guests of the Board left the meeting for the Executive Session.

At 2:45 PM, Chair Olsen announced that the Board was returning to public session. Valentine went to locate and welcome the Board's guests back to the meeting.

## **MINUTES:**

*Chair Olsen moved to approve the meeting minutes for February 8, 2013 as presented. Wright seconded the motion. Chair Olsen, hearing no further discussion, called for a vote, and all approved.*

*Chair Olsen moved to approve the meeting minutes for March 6, 2013 as presented. Vice Chair Ray seconded. Chair Olsen, hearing no further discussion, called for a vote, and all approved.*

## **ADMINISTRATIVE MATTERS**

Administrators Narrative Report: Valentine asked if there were any specific questions about the report. Hearing none, she focused on a few items from the report. She reminded the Board that after July 1, we expect 2 additional new members. The Chair and Treasurer positions will need to be filled, and the Board may want to look at the Vice Chair position at the same time. The Board needs to plan on officer elections at the August 9, 2013 board meeting.

Valentine referred to a revision to the automobile insurance policy explaining that DAS Risk Management asked for this clarification. It does not change the intent, but Risk Management feels the language is more precise. *K. Olsen moved to adopt the revised vehicle insurance policy. Chair Olsen seconded and called for a vote. All approved with no further discussion.*

Valentine explained that the draft Reserve Funds policy was brought back to the Board for discussion per direction provided at the March 6, 2013 meeting. She suggested this could be discussed under Budget Committee but given time constraints it could also be postponed. It is an optional policy so there is not set deadline to consider adoption. The Board elected to delay further review of the policy.

She next mentioned that the time was drawing near for signing the interagency agreement (IAA) for staffing services with OSBGE. She presented the revised IAA, noting the intent to have Chair Olsen sign the agreement in June, after the OSBGE reviews it at its May 31 meeting. She asked the Board to approve the IAA and verify that she and Chair Olsen can fine tune as necessary. The Board agreed to this without asking for any changes to the IAA.

Next Valentine spoke to the Board about its check signing procedures, specifically asking the Board to consider whether the \$500 check signing limitation is still necessary now that the Administrator is beyond a training period and given that the Board is provided with the quarterly payment log to verify all payments made. She would like to know if the Board would consider an increased check signing limit to reduce the need for the Treasurer to come in to sign checks. Staff does not advise a system of having to mail checks back/forth to the future Treasurer once Treasurer Nichols is off the Board. K. Olsen noted that the issue is about extra scrutiny of expenditures and not primarily about convenience. She thought staff could put in payment checks in the mail with a pre-stamped envelope that could be mailed directly by the Treasurer after signing. Alternatively, the Board could have the Treasurer sign the invoice for the amount when over a specified threshold. However, she also thought it would be appropriate to raise the limited beyond \$500. The Board members debated and settled on a new check signing limitation of \$2000. Valentine noted that this would need to be implemented with a letter to the bank signed by the Chair and Treasurer.

Valentine provided an update on legislation of interest, including bills related to studying boards and commissions and those proposing changes to other boards or procedures that might be of potential interest to OSLAB.

Valentine mentioned that she has a draft contract ready for Board review and approval for the 2011-2013 financial review. This was scheduled for discussion under the Budget Committee. Chair Olsen asked for a motion on the contract instead of waiting for later discussion. Valentine addressed the contract amount and work anticipated. *K. Olsen moved that the Board move forward with Wicklund Lew contract for the 2011-2013 financial review. Chair Olsen seconded. Chair Olsen called for a vote, and all approved without further discussion.*

2011-2013 Budget Updates: Valentine reported that things continue to track as predicted and discussed in the budget development process. The Board reviewed the financial report.

Approve Quarterly Payment Log: Valentine asked for the Board review and approval of the log. *O'Brien moved to approve the log as presented. Treasurer Nichols seconded. Chair Olsen called for a vote, and all approved without further discussion.*

At 2:55 PM, the Board was joined by Owen Dell, a reciprocity applicant. Mr. Dell asked to speak to the Board about his application. Chair Olsen decided the Board would table the Administrator's Report and move to the Licensure Review Committee report to accommodate Mr. Dell's participation.

## **COMMITTEE REPORTS**

### ***LICENSURE REVIEW COMMITTEE (Part I)***

Chair Olsen invited Mr. Dell to speak to the Board about his application. Mr. Dell thanked the Board for taking the time to consider his application given his apparently unique circumstances with experience in lieu of education. He explained his path to licensure in California (CA). He noted how he passed the UNE exams, a precursor of the currently required LARE, on first attempt during a time when there was a very low passing rate for the exams. He spoke to his experience as a RLA running his own small firm. He mentioned the reference letters he submitted as part of the application and offered that he could provide more references. He has a long-standing interest in sustainable landscaping and community service. While he moved to OR to semi-retire, he seeks the OSLAB registration so that he can continue doing select projects and spend the rest of time doing community service. He suggested that the Board might want to look at the ASLA policy on granting reciprocity as well as how other jurisdictions treat reciprocity. Upon conclusion of his remarks, he handed out a written copy of his statement to the Board.

Board members asked some follow-up questions of Mr. Dell about his current licensure, his plans for the CA license, his work under the supervision of a RLA, and his interest in sustainable landscape architecture. Chair Olsen noted how the Board is looking at a precedent here. Mr. Dell postulated that there was a broader issue here perhaps about supporting alternative paths to licensure. He is not sure if he will practice in Oregon but wants to maintain professional licensure. Vice Chair Ray asked Mr. Dell what the CA board looked at when approving him to initially sit for exams. Mr. Dell explained that they allowed him to sit for exams with 12 years of experience as a licensed landscape contractor. He passed the exams and then was viewed as meeting all CA qualifications.

Chair Olsen indicated that the Board was not ready to make a decision as it was still actively reviewing the application. The Board thanked Mr. Dell for coming before the Board, with the parties agreeing to stay in communication to address any further questions that arise related to the application. Mr. Dell left the meeting at this time.

The Chair called for a break at 3:35 PM. He reconvened the Board at 3:45 PM.

Chair Olsen noted that the Board had not reviewed the Updated Renewal History as part of the Administrator's report, and the Board took a few minutes to review the history. Valentine answered a few questions about the data.

Next the Board proceeded with the rest of the committee reports.

### ***ADMINISTRATIVE RULES COMMITTEE***

***2013-2015 Budget/Possible Motion to Adopt:*** Valentine presented the hearings officer report, explaining that the Board office saw very little interest in the budget with no one participating in the rule hearing. She asked the Board to adopt the budget rule amendment, thereby finalizing adoption of the 2013-2015 budget. She explained that that final rule would be filed with an effective date of July 1, 2013. Chair Olsen asked for a motion to adopt the final rule. *L'Amoreaux moved to adopt the budget rule amendment as the final Board action to adopt the 2013-2015 budget. Chair Olsen seconded and called for a vote. All approved without further discussion.*

***Other Assignments:*** "Direct Supervision" Project: Valentine and Treasurer Nichols gave an overview of where they ended up with the rules committee and how the Board will need to decide on when, how, or if to move forward with this effort to examine the direct supervision requirements. Valentine noted that with Nichols soon leaving the Board, a new Administrative Rules Committee Chair will need to be appointed. She suggested that the new Committee Chair might want to provide some direction on next steps. Nichols suggested that all Board members review the materials before the next board meeting so that further discussion could occur at that time. Nichols offered that the individual comments received to date from Committee members could also be provided if Board members thought this would be helpful. The Board briefly discussed the challenges related to considering remote supervision such as how to address issues of supervision and control by the RLA providing supervision and how to ensure the individual is receiving sufficient training in the profession. The Board left this topic open for further discussion at a future meeting.

Chair Olsen asked for further discussion about licensure issues related to education and experience standards. He noted that the Board could pursue a temporary rule to address some challenges encountered recently in application of the registration rules. Other Board members agreed that it would be worthwhile to consider a temporary rule in the interim and then engage in the longer process of permanent rulemaking. Valentine was asked to start the drafting process, working with Nichols and counsel, to address how the Board might consider experience in lieu of education and related issues including use of the CLARB Council Record when reviewing applications for individual registration. The Board agreed to hold a special meeting where the Board would consider a variety of ideas and make a final decision about filing a temporary rule. The Board asked Valentine to look for a meeting date in June. The Board decided that it might be premature to engage the Administrative Rules Committee and also impractical to do so on such a short timeframe but agreed that the Committee would be involved in any permanent rulemaking process.

Chair Olsen suggested the Board return to the Licensure Review Committee report to finish up remaining business there.

### ***LICENSURE REVIEW COMMITTEE (Part II)***

The Board briefly discussed the pending reciprocity applications and determined that sufficient feedback has been provided to the Licensure Review Committee and staff. No Board action was required on these applications. Initial registrations were addressed during the oral exams so the Board next reviewed the new business, inactive, and delinquent registrations.

Valentine reminded the Board that next committee report would be in a slightly different format, and the Board would approve by consent agenda as per revised application review procedures. She also asked if the Board intended to adopt the delegation of authority document related to application reviews. *L'Amoreaux moved to adopt the delegation of authority document presented to the Board during the morning work session. Vice Chair Ray seconded the motion. Chair Olsen called for a vote, and all approved without further discussion.*

### ***BUDGET COMMITTEE***

One item was taken up earlier under the Administrator's Report and discussion on the Reserve Funds Policy was deferred to a later date due to time constraints.

### ***CONTINUING EDUCATION COMMITTEE***

*Quarterly Audit Report:* Ray presented the CEC report for October – December 2012. Nine audits were completed for registrants randomly selected at the February 8, 2013 meeting. He also reviewed one from the previous audit cycle that initially was found incomplete. Of the registrants audited, two had been registered for 25+ years and thus only had to show four PDH. Of the other seven, the CEC Committee recommends that five be passed and two be failed.

*O'Brien moved to approve the five recommended for passing by the Committee. Treasurer Nichols seconded. Chair Olsen called for a vote, and all approved without further discussion.*

Ray provided information on the two registrants not providing adequate PDH during the audit process. The first registrant (control #13) submitted a log and documentation but claimed PDH credits as health, safety and welfare (HSW) credits that ASLA documentation shows as not being HSW credits. This registrant should be provided with the opportunity to complete the missing HSW PDH in the next quarter. He spoke next to the other registrant (control #14) and informed the Board that this individual submitted neither a log nor other documentation. He recommends that this person be provided an opportunity to complete the missing HSW PDH. However, he also recommended that the Board notify #014 that failure to complete the required PDH could result in disciplinary action by the Board at the August 9, 2013 meeting such as possible license suspension and imposition of a civil penalty. He noted the seriousness of this individual having not complied with the continuing education requirements to any degree.

*Drawing of Names for Jan. – March 2013 audit period:* Valentine asked Treasurer Nichols to randomly select the registrants subject to audit for the next period. He did so and provided the name tags to Valentine.

Request for CE Medical Exemption: Vice Chair Ray presented this request to the Board and requested input from the Board on how to best address the situation. Valentine suggested that the Board could approve the extension and then work with the registrant to get her into inactive status. She and Ray further suggested that at some point the Board may want to directly address its ability to move a registrant to inactive status in relation to a medical exemption where this would be to the benefit of all parties. Counsel agreed the Board could grant another exemption and again require 24 PDH to be completed this cycle. The Board discussed whether a temporary rule should be looked at to address the issue of medical exemptions and inactive status. Chair Olsen proposed that the Board give her the requested extension similar to the previous extension granted but also look at a temporary rule to allow the Board to move individuals in similar circumstances to inactive status without having to first be in good standing as currently defined under the Board's rules. The applicant will then have time to get the PDH but if she cannot then the Board will ultimately might have a new rule in place providing more flexibility to work with a subsequent request. The Board then discussed when the registrant would have to complete the required 24 PDH if on active status vs. inactive status. Valentine agreed to discuss with the individual an inactive status and to also look at drafting some possible rule amendments for the Board's consideration.

#### ***INVESTMENT COMMITTEE***

Treasurer Nichols went over the status of the existing investments. He questioned whether the Board should look at other investment types given the continued low rate of return on CDs. Valentine mentioned that the Board is restricted in the types of investments it can make. K. Olsen asked about which CD would be cashed out to pay the last installment due to Department of Administrative Services (DAS)-Risk Management. She noted that the CD with JHS Capital Advisors is coming due in mid-June. Valentine said she would review the CDs and check on when the funds are scheduled to be paid to DAS.

#### ***OTHER:***

Chair Olsen determined that the Board would need to forgo the reports from Liaisons to Oregon Board of Architect Examiners and Oregon Landscape Contractors Board due to schedule constraints.

#### **CORRESPONDENCE**

Valentine confirmed for Chair Olsen that there is no correspondence for the Board's consideration.

#### **OLD BUSINESS**

OSLAB Newsletter: Valentine stated that the Spring 2013 newsletter is nearly complete and should go out next week. Chair Olsen decided to forgo further discussion on the newsletter due to schedule constraints.

Updated Action List Review: Chair Olsen determined that the Board would need to skip review of the action list due to schedule constraints.

#### **NEW BUSINESS**

Chair Olsen asked the Board members if anyone had new business to bring up. Hearing none, this agenda item was deemed complete.

#### **PUBLIC COMMENT**

Chair Olsen noted that public comment was facilitated throughout the meeting and that there were no further requests to provide comments to the Board.

**ANNOUNCEMENTS**

There were no announcements.

**Chair Olsen adjourned the Board meeting at 5:07 PM.**

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The minutes of the May 10, 2013 work session and quarterly meeting were approved as presented at the August 9, 2013 Board meeting.

Respectfully submitted,

Christine Valentine  
Administrator