

**STATE OF NEVADA**  
**BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS**  
**Minutes of the Administrative Procedures Oversight Committee Meeting at 9:30am**  
**Held in Reno, Nevada Tuesday, July 10, 2018**

Committee Vice Chairman Karen Purcell, PE, called the meeting to order at 9:39am, in the Ed and Mary Alice Pine Boardroom, 1755 East Plumb Land, Suite 130, Reno, Nevada. Committee members present were Patty Mamola, PE, Executive Director, and Public Board Member, Thomas Matter. Committee member Michael Kidd, PLS, joined via teleconference. Also present were; Board Chairman Robert LaRiviere, PLS, and Louisa Kern, Administrative Assistant.

**2. Public Comment Period**

There were no public comments.

**3. Approval of May 9<sup>th</sup>, 2018, Administrative Procedures Oversight Committee meeting minutes.**

Ms Mamola said that in discussion with board counsel Chris MacKenzie, and on his recommendation, the approval of minutes would be added to all future committee meeting agendas.

Ms Purcell asked if any committee members had any comments.

APOC 18-1      A motion was made by Ms Mamola, seconded by Mr Kidd to approve the meeting minutes.  
The motion passed unanimously.

**4. Consider audit proposals for fiscal year 2017/2018 (Discussion Only)**

Ms Purcell asked Ms Mamola to review the four proposals received for the 2017/2018 fiscal year audit.

Ms Mamola first mentioned that she would seek clarification and confirmation of the auditing method required by the Governor's Finance Office. In reviewing the proposals it was noticed that one of the vendors had performed an audit for another state board and had used an "Enterprise Fund" method as opposed to the GASB standards adhered to by NVBPELS in the past. Ms Mamola said she would follow-up to get a definitive answer from the LCB Audit Division.

Ms Mamola continued to review the proposals. A discussion ensued and the cost amount for each was discussed. Ms Mamola suggested that the board use the firm that had completed the 2016/2017 for continuity and that they had committed to an unchanged fee for three years.

Ms Purcell asked if the committee members were in agreement with Ms Mamola's recommendation – and all committee members and Mr LaRiviere agreed. Ms Purcell said she would take the committee's agreed action to the board for approval.

**5. Consider relocating Reno Office space (Discussion Only)**

Ms Mamola reviewed the issues with the renegotiation of the lease for the current office space. She also mentioned that there was not a need for as much space as the office now occupies. She continued to outline discussions that had taken place with the landlord's representative.

Ms Mamola answered questions from the committee about the layout of the proposed new office space and mentioned the preference for staying in the current building because of its close proximity to the airport. She also stated that even with an increase in rent, the proposed space would still remain cost effective in comparison with rates for other office space in the city.

Ms Mamola gave an opinion on the timeline for occupation of the proposed new office space, with the goal of having a lease available for the board to review and decided upon at the September meeting – but that would be predicated on the recommendation of moving forward from this committee.

Ms Purcell asked the committee members if they were in favor of moving forward with the new office space proposal. The committee members were unanimous in their support. Ms Purcell said she would present the recommendation to the full board with the support of APOC.

**6. Open Discussion Topics (Discussion Only)**

There were no additional topics discussed.

**7. Public Comment Period**

There was no public comment.

**8. Adjourn**

Ms Purcell adjourned the meeting at 9:56 am.

Respectfully,

Patty Mamola  
Executive Director