

**NEVADA STATEBOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS**  
**Minutes of the Administrative Procedures Oversight Committee Meeting at 3:00pm**  
**Held in Las Vegas, Nevada Tuesday, January 15, 2019**

Committee Chair Karen Purcell, PE, called the meeting to order at 3:03pm, in the Holsum Bread Building, 241 W Charleston, Suite 130, Las Vegas, Nevada. Committee members present were Patty Mamola, Executive Director. Joining via teleconference were Robert LaRiviere, PLS; Michael Kidd, PLS; and Thomas Matter, public member. Also present was Murray Blaney, Compliance Officer for the board.

**2. Public Comment Period**

There was no public comment.

**3. Approval of August 28<sup>th</sup>, 2018, APOC meeting minutes**

APOC 19-1      A motion was made by Mr LaRiviere, seconded by Mr Kidd to approve the meeting minutes. The motion passed unanimously.

**4. Reno office lease and tenant improvements**

**a. Consideration of purchasing office light fixtures for tenant improvements**

Ms Purcell reviewed the proposal upgraded light fixtures with a price estimate of \$5000.

Ms Mamola said the board paying for upgraded light fixtures, which can be purchased at cost, is a trade-off to allow upgrades in some other area as part of the tenant improvement package as allotted by the landlord; this includes sound dampening ceiling tiles to improve the acoustics in the conference room. She added that the light fixtures have an order lead time that requires a commitment fairly soon.

APOC 19-2      A motion was made by Mr LaRiviere, seconded by Mr Kidd to recommend board approval of the upgraded light fixture purchase. The motion passed unanimously.

**b. Consideration of purchasing office furnishings and audio visual equipment**

Ms Mamola said the Reno conference was in need of upgraded AV equipment. She said the current equipment has been in use for 7 plus years and doesn't have a visual display component and cannot cater to video conferencing. Ms Mamola said that she has a cost estimate for the same equipment being used in the Las Vegas conference room, and that the estimate including installation was \$40,000. She added that the \$40,000 amount would be considered a deferred cost.

Ms Mamola said the amount for furniture in new office space - \$25,000 - had already been budgeted and approved by the board, and that the item was listed on the agenda in error.

APOC 19-3      A motion was made by Mr LaRiviere, seconded by Mr Kidd to recommend board approval of the AV equipment purchase. The motion passed unanimously.

### **Consideration of any other items related to relocating Reno Office**

Mr Matter asked for clarification on the \$107,000 amount allotted by the landlord for tenant improvements, and if Ms Mamola believed it would be a sufficient amount. Ms Mamola said she thought it would, with the only area of possible adjustment if it was decided to upgrade certain finishes – grade of carpet for example. Ms Purcell said she had reviewed the proposal in depth and felt the amount allotted was reasonable.

Ms Mamola said other items that may need consideration do not yet have estimates. She continued to say that there would be a cost associated with moving IT equipment and relocating phone lines etc, but that she wanted to wait until work on the space was under way to get accurate quotes on the work to be done.

Ms Mamola said the same applies to putting an estimate on the Las Vegas office acoustic improvements. She said she wouldn't bring a request to the committee until she had firm contractor estimates

### **5. Board member communications – consider obtaining state email addresses for board member and cell phone for Executive Director**

Ms Mamola said this agenda is based on what we have heard from the Federal Association of Regulatory Boards and discussions we have had with Chris MacKenzie. It has been recommended as best practice for us to provide state email addresses to board members. She said it is for liability and for FOIA request reasons, as otherwise board members can be subjected to subpoena and have their personal or business emails reviewed. Ms Mamola said the same applies to her currently using her personal iPhone for board communications, and as best practice a separate mobile device should be used for any board business.

Ms Purcell said in her opinion it makes sense for Ms Mamola to have a separate cell phone and then for board members to have board assigned email addresses. Mr Kidd, Mr LaRiviere and Mr Matter agreed.

Ms Mamola said the additional cost for the email addresses would be around \$1,570 per annum, and that she would determine the yearly cost of a board issued cellphone. (ACTION)

Ms Purcell said she would make motion of approving the additional expense to the board.

### **6. Consider budget changes, including revenues and expenses, and possible budget augmentation**

Ms Mamola said that a preliminary budget review of the next FY had been made to explore areas where reductions could be made in fees charged by the board. She said this was prompted by conversations with board members and the concern with upward trend in our revenues and the continued gain in reserves. Ms Mamola said in looking to project a break even operating budget for 2019-2020, with no budgeted reserve gain, the reduction of initial and comity application fees to \$150 is recommended. Ms Mamola added that further reductions in the future should be considered after we see the actual impacts at the end of the next FY.

Ms Purcell asked when the change, if approved, would be in effect. Ms Mamola replied July 1, 2019.

Mr LaRiviere said the action would be prudent move in response to the comments received by the board during review by the Legislative Sunset Sub-committee.

APOC 19-4      A motion was made by Mr Matter, seconded by Mr Kidd to recommend board approval of the application fee reduction. The motion passed unanimously.

Ms Mamola said that if approved, the reduction would be posted on the board website to inform applicants.  
**(ACTION)**

**7. Open Discussion Topics**

No additional topics were discussed.

**6. Public Comment Period (Discussion Only)**

There was no public comment.

**7. Adjourn**

Ms Purcell adjourned the meeting at 3:29 pm.

Respectfully,

Patty Mamola – Executive Director