

State of Nevada Board of Professional Engineers and Land Surveyors
Minutes of the Special Board Meeting
Held 9:00 am in the Ed and Mary Alice Pine Board Room, Suite 130,
1755 East Plumb Lane, Reno, Nevada, Tuesday, May 14, 2019

Chairman Robert LaRiviere, PLS, declaring a quorum present, called the meeting to order at 9:00am in the Ed and Mary Alice Pine Board Room, Suite 130, 1755 East Plumb Lane, Reno, Nevada 89502. Board members joining via teleconference were Chairman, Robert LaRiviere, PLS; Vice Chairman Karen Purcell, PE; Kent Anderson, PE; Michael Kidd, PLS; Brent Wright, PE/SE; Gregory DeSart, PE; Angelo Spata, PE; and Tracy Larkin-Thomason, PE. Also present were Patty Mamola, Executive Director; Louisa Kern, Administrative Assistant; and Murray Blaney, Compliance Officer. Chris MacKenzie, Board Legal Counsel joined via teleconference.

1. Call to order

Thomas Matter was excused from the meeting.

2. Pledge of Allegiance

3. Public Comment

There was no public comment.

4. Discussion and possible action on approving agreement with WIPFLI to perform 2018-2019 fiscal year financial audit in the amount of \$15,000

Ms Purcell said that the APOC committee is recommending the board approve the final year of the WiPfli contract to perform the annual audit.

19-33 A motion was made by Mr Spata, seconded by Ms Purcell, to approve WiPfli to perform the 2018-2019 fiscal year financial audit. The motion passed with Mr Matter not present for the vote.

5. Discussion and possible action on issuing a Request for Proposals for professional services related to creating and maintaining a Public Outreach/Marketing/Social Media Plan

Mr DeSart said that the public outreach committee is recommending to the board that we issue a RFP to find a firm who could develop a public outreach communications plan for the board; that would involve social media and other public outreach combined to promote the board's goals as identified in the strategic plan.

Mr LaRiviere asked if a potential contract or budget amount was assigned for the communications plan. Mr DeSart replied that a dollar amount had not been discussed as we really don't have an idea of what an effective plan would cost. He proposed that we ask for qualifications, the outline of a plan, and a fee estimate in the RFP, and then depending on what we get, negotiate the fees after we see the proposals. Mr DeSart added that if he were to guess, the initial fee for the plan would be at least in the

\$10k range. In addition, there would likely be costs for maintaining the plan as we don't know what role board staff might play in implementing the social media plan. They may play a large role or they may play a minor role. Mr DeSart said the actual contracted amounts (initial and maintenance) would need to be negotiated and then approved by the board. He added that there is not currently a budget line item for communications (planning and implementation) and that it would likely require a budget amendment.

Mr LaRiviere asked what would the next step be following receiving the RFP responses. Mr DeSart said after reviewing the responses and interviewing the final candidates, the committee would be prepared to make a recommendation at the July board meeting for the initial plan. Ms Larkin-Thomason suggested that the short listed agencies actually do a short presentation to show their material or the type of thing they are currently doing and proposing, to get a feel for their individual style. That could either be at the public outreach committee meeting or at the board meeting. Mr DeSart said he agreed, and thought the initial presentations would be to the committee with an option to have the selected firm present to the full board.

19-34 A motion was made by Mr Spata, seconded by Ms Larkin-Thomason, to approve the issuing of an RFP for professional services related to creating and maintaining Public Outreach/Marketing/Social Media Plan. The motion passed with Mr Matter not present for the vote.

6. Public Comment

There was no public comment

7. Adjourned

Robert LaRiviere adjourned meeting at 9:11am.

Respectfully,

Patty Mamola
Executive Director