

STATE OF NEVADA  
BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS  
Minutes of the Administrative Oversight Committee Meeting via Telephone Conference  
held in Reno, Nevada, Wednesday, April 26, 2017

Committee Chairman Robert O. LaRiviere, PLS, called the meeting to order at 9:35 a.m. in the Ed and Mary Alice Pine Boardroom, Suite 130, 1755 E. Plumb Lane, Reno, Nevada. Committee member present was Patty Mamola, PE, Executive Director. Committee members Greg P. DeSart, PE, and Amy Y. Cheng, PE, participated by telephone conference. Committee member Karen D. Purcell, PE, was excused. Also present was Kay Smith, Administrative Assistant.

**1. Public Comment Period**

There were no public comments.

**2. Proposed Budget for Fiscal Year 2017/2018**

Ms. Mamola reviewed the revenues and expenses for the proposed budget for the next fiscal year. She included the projected year-end amounts for the current fiscal year ending June 30, 2017.

Ms. Mamola noted proposed increases for certain line items. This included cost-of-living salary increases for staff effective July 1, 2017, and a separate amount for merit increases during the next fiscal year. She said she planned on completing a salary study for the committee to review and make a recommendation to the Board at the July 2017 meeting.

Chairman LaRiviere suggested holding off on giving cost-of-living increases until Ms. Mamola completed the salary study. The committee was in agreement. Mr. DeSart recommended the budget include both cost-of-living and merit increases, with the caveat that the budget may be amended later in the fiscal year depending on the salary study results. The committee agreed with Mr. DeSart.

Ms. Mamola reviewed proposed expenses for paint and carpet for the Reno office. She said she planned on negotiating these costs into the next lease renewal. Other expenses she noted were for new desks for staff and new reception area furniture, the purchase of two additional computers or laptops, and expenses for ongoing IT support by IQ Technology Solutions.

Ms. Mamola also proposed expenses for reprinting of the updated Blue Book, increase in legal fees due to the Board's required regulation review and additional legal counsel for formal hearings, modifications to the licensee database, and costs for updating the two-hour Nevada professional land surveying exam.

The committee discussed the proposed budget and made some adjustments. Mr. DeSart recommended noting that the Board is building a break-even budget. The committee was in agreement.

Ms. Mamola will make the changes and distribute the revised budget to the committee. The proposed budget will be presented to the Board for approval at the May 11, 2017 meeting.

**3. Open Discussion Topics**

There was no discussion.

4. **Public Comment Period**

There were no public comments.

5. **Adjournment**

There being no further discussion, Chairman LaRiviere adjourned the meeting at 10:25 a.m. on Wednesday, April 26, 2017.

Respectfully,

Patty Mamola, PE  
Executive Director