

**STATE OF NEVADA**  
**BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS**  
**Minutes of the Administrative Procedures Oversight Committee Meeting at 10:00am**  
**Held in Reno, Nevada Tuesday, August 28, 2018**

Committee Chair Karen Purcell, PE, called the meeting to order at 10:00am, in the Ed and Mary Alice Pine Boardroom, 1755 East Plumb Lane, Suite 130, Reno, Nevada. Committee members present were Patty Mamola, PE, Executive Director, Board Chairman Robert LaRiviere, PLS, and Public Board Member, Thomas Matter. Committee member Michael Kidd, PLS, joined via teleconference. Also present was; Louisa Kern, Administrative Assistant.

**2. Public Comment Period**

There were no public comments.

**3. Approval of July 10<sup>th</sup>, 2018, Administrative Procedures Oversight Committee meeting minutes.**

APOC 18-2      A motion was made by Mr Matter, seconded by Mr Kidd to approve the meeting minutes. The motion passed unanimously.

**4. Consider Reno Office lease proposal (Discussion Only)**

Ms Mamola reviewed the terms of the lease proposal, pointing out the lease is for a 120 month term with an annual 3% escalation with a final cap amount at 10 years. She also highlighted that the total space would be a 500SF reduction from that of the current office.

Mr LaRiviere asked if the price quoted includes utilities and janitorial. Ms Mamola replied that it does and also includes maintenance and periodic carpet and duct cleaning.

Ms Mamola said the cost would include turnkey tenant improvements, and those are estimated at \$100,000 per a contractor's initial proposal.

Ms LaRiviere asked if the current audio system would be relocated to the new office space. Ms Mamola replied that the system is 7-8 years old and she would seek an assessment as to whether, with its age, it makes fiscal sense to move it or replace/upgrade portions of it.

Mr Matter asked if there was a concern relating to the reduction of the 500SF, and if there may be a possibility that space would be needed at some point over the next 10 years. Ms Mamola said she didn't think that would be an issue, as with the open layout the new space actually has more usable square footage than the current office.

Ms Mamola asked for an APOC recommendation to approve the lease, which can then be considered by the board at the next meeting in September. She added that with the committee's approval, she would forward the lease to Mr MacKenzie for review and verification of terms before returning it to the landlord. She continued to say that with full board approval, the lease could go before the Board of Examiners as early as October 9, 2018. Ms Mamola following BoE approval, and the completion of the tenant improvements, the move could take place in February or March 2019. Ms Mamola added that authorization will also be sought for her to execute the lease on the board's behalf – and this will be in the September board meeting packet.

APOC 18-3      A motion was made by Mr Kidd, seconded by Mr Matter, for a recommendation to accept the lease terms as presented. The motion passed unanimously.

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

Mr LaRiviere asked if there were any updates on items of the business plan or anything to discuss. Ms Mamola said that progress had been put on hold until after the financial and Governor's Finance Office audits had been complete. She continued to say that contacts related to the assessment of the database were being gathered and assistance had been offered by the auditor (WipFli) as the company does have expertise in that area. Ms Mamola said she would follow-up with Mr Anderson of WipFli (ACTION Item).

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

There was no public comment.

7. **Adjourn**

Ms Purcell adjourned the meeting at 10:10 am.

Respectfully,

Patty Mamola  
Executive Director