



State of Rhode Island and Providence Plantations  
DEPARTMENT OF BUSINESS REGULATION (DBR)  
1511 Pontiac Avenue, Bldg. 68-2  
Cranston, Rhode Island 02920

Division of  
Design  
Professionals

BOARD OF EXAMINERS OF  
LANDSCAPE ARCHITECTS

MINUTES OF THE MEETING

DATE: 4 December 2013  
PLACE: 1511 Pontiac Avenue, Building 69-1 Conference Room, Cranston, RI

MEMBERS PRESENT Chair Michael Dowhan, Vice-Chair Steven Pilz, and Member John Carter  
MEMBER ABSENT: Secretary Sara Bradford and Member Margaret E. Ryan  
OTHERS PRESENT: Jenna R. Algee, Esq., DBR Legal Counsel (Present 3:26 p.m. – 4:07 p.m.)  
Mrs. Dawne Broadfield, Board Executive

(1) **CALL TO ORDER** - Chair Dowhan called the meeting to order at 2:15 p.m.

(2) **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING(S)**

Vice-Chair Pilz move to accept 23 October 2013 regular meeting minutes. Chair Dowhan seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, and Member Carter. Secretary Bradford and Member Ryan were absent from the vote.

Chair Dowhan moved to accept 23 October 2013 executive meeting minutes with a correction noted to put on the agenda to add acceptance of the regular meeting minutes. Chair Dowhan seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, and Member Carter. Secretary Bradford and Member Ryan were absent from the vote.

(3) **APPLICATIONS**

**LA Registration by Initial (RI State Supplemental Exam – Already Taken)**

*Steven Paul D'Ambrosia*

Chair Dowhan moved to accept *Steven Paul D'Ambrosia* Landscape Architect registration by initial registration pending the registration fee. Vice-Chair Pilz seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, and Member Carter. Secretary Bradford and Member Ryan were absent from the vote.

## **C.O.A.:**

### **LA COA Applications to be reviewed**

#### **Initial COA Applications**

*Pamela Rodgers (Sole Proprietorship)*

*Gale Associates, Inc. (Corporation)*

*Elemental Designs, LLC (Limited Liability Company)*

*The Figure Ground Studio, LLC (Limited Liability Company)*

#### **Amended COA Applications**

*Carol R. Johnson Associates, Inc. COA #LA.0023019-COA*

*(Change in Responsible Charge – Removing Carol R. Johnson, RI LA #124 and Jennifer L. Jones, #412)*

*Leidos Engineering, LLC, COA #LALLC13*

*(Name Change from: SAIC Energy Environment & Infrastructure LLC)*

Member Carter moved to approve *the name change from SAIC Energy Environment & Infrastructure LLC to Leidos Engineering, LLC; initial application for Pamela Rodgers and Carol R. Johnson Associates, Inc. amendment to remove Carol R. Johnson and Jennifer L. Jones.* Discussion occurred about the tax payer status affidavit. Vice-Chair Pilz seconded and added to the motion to accept for “conditional approval” pending receipt of the Certificate of Good Standing from the Rhode Island Secretary of State’s office for Gale Associates, Inc., Elemental Designs, LLC, and The Figure Ground Studio, LLC. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, and Member Carter. Secretary Bradford and Member Ryan were absent from the vote.

## **(4) OLD BUSINESS**

### **1. LAAB request to review proposed changes.**

Vice-Chair Pilz reviewed and reported to the Board. The American Society of Landscape Architects (ASLA) is keeping the standards strict. The Board is satisfied with the Landscape Architectural Accreditation Board (LAAB) at the Bachelor and Masters levels. This matter was removed from the agenda.

### **2. a. State Annual Building Officials Meeting – November 15, 2013**

The Rhode Island Building Official’s Association (RIBOA) 3rd Annual Expo and Education Fair was scheduled for Friday, November 15, 2013 at New England Tech. Member Carter reached out to William J. Nash, Jr., Building Official/Zoning Officer, Town of Warren, to make a presentation of the Landscape Architecture requirement at a Building Officials’ meeting. Member Carter drafted a PowerPoint presentation that he will use.

### **3. CLARB’s requirement for candidates to maintain a Council record in order to have exam results released to the state.**

Vice-Chair Pilz inquired with CLARB if there is a way that a person who has passed the L.A.R.E. can have their results transferred to the State Board for initial license without maintaining a Council Record. Vice-Chair Pilz reported as follows: (1) CLARB sends an e-mail to inform candidates that their L.A.R.E. scores are available, and the candidate can access. (2) The Member Board Executive (MBE) can access unofficial L.A.R.E. scores. (3) The Board requires the official candidate status report containing the L.A.R.E. scores. (4) The candidate must maintain a Council record in order for CLARB to release the L.A.R.E. scores to the State Board. After discussion, this item is closed and removed from the agenda.

(5) **NEW BUSINESS**

1. **Miscellaneous** – None

2. **Expedited Acquisition of RI COA and/or Registration**

Chair Dowhan indicated that he responded to a RIDOT “Request for Proposal (RFP)” and questioned a portion of the “General Instructions.” In particular, the language in the sixth (6<sup>th</sup>) paragraph down (second paragraph of the fifth bullet point) relating to Registration(s) and Certificates of Authorization (COA). The Board feels that this language is counterintuitive to the spirit of the law requiring professional registration and a valid Certificate of Authorization in order to perform the work of any of the four Boards for Design Professionals in the State. Furthermore, the Board is unaware of any “expedited” acquisition mechanism for professional registrations or Certificates of Authorization, and therefore finds this language misleading. This language is repeated in the second paragraph of the next bullet item regarding foreign corporations as well. Because this RFP was solicited by RIDOT and was geared toward professional engineers, The Board will forward this information to the Board of Registration for Professional Engineers for review and any possible action.

3. **a. Meeting Schedule**

**b. Next meeting – January 22, 2014**

(6) **CORRESPONDENCE**

1. RIASLA Chapter News – November – December 2013 – So noted.
2. CLARB Member Board E-News – So noted.

(7) **EXECUTIVE SESSION**

Because of the nature of the following items, Chair Dowhan moved to convene into Executive Session at 3:31 p.m. pursuant to Rhode Island General Laws, §42-46-5(a)(2) for sessions or work sessions pertaining to collective bargaining or litigation under §42-46-5(a)(4) for investigative proceedings regarding allegations of civil or criminal misconduct. Vice-Chair Pilz seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, and Member Carter. Secretary Bradford and Member Ryan were absent from the vote.

Member Carter moved to adjourn from Executive Session and to reconvene to an open meeting at 4:07 p.m. pursuant to Rhode Island General Laws, §42-46-4 and record the votes taken as follows: continued A, B, and C. Vice-Chair Pilz seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, and Member Carter. Secretary Bradford and Member Ryan were absent from the vote.

(8) **ADJOURNMENT**

Member Carter moved to adjourn the meeting at 4:07 p.m. Chair Dowhan seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, and Member Carter. Secretary Bradford and Member Ryan were absent from the vote.