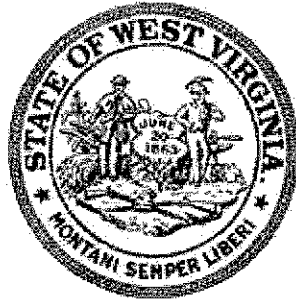


**West Virginia
Board of Landscape
Architects**



**Annual Report
Fiscal Years 2018/2019**

**WVBLA
179 Summers Street, Suite 715
Charleston, WV 25301**

West Virginia Board of Landscape Architects
179 Summers Street, Suite 715
Charleston, WV 25301
Phone: 304-558-3527
e-mail: wv.la.board@gmail.com
Web Page: <https://wvlaboard.org/>

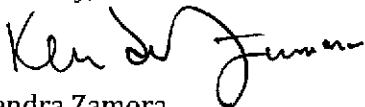
The Honorable Jim Justice
Governor of West Virginia
State Capitol Complex
Charleston, WV 25305

The West Virginia Board of Landscape Architects is pleased to provide you with our report for the fiscal years 2018 and 2019. The report is hereby submitted in compliance with statutory requirements.

The Board is charged with the administration and enforcement of the provisions of Chapter 30 Article 22 of the West Virginia Code governing the profession of Landscape architecture. This report is submitted in accordance with Chapter 30, Article 1, Section 12 which requires a financial report of total revenues and expenditures and a complete list of names licensed by it during such period. Other information enclosed is a list of current board members and other pertinent information.

The West Virginia Hearing Aid Dealers Licensure Board continues to strive for maximum efficiency in serving the people of West Virginia.

Sincerely,



Kendra Zamora
Agency Administrator

cc: Secretary of State
Clerk of the WV Senate
Clerk of the WV House of Delegates

West Virginia Hearing Aid Dealers Licensure Board

179 Summers Street, Suite 715

Charleston, WV 25301

Phone: 304-558-3527

E-mail: wv.la.board@gmail.com

Web Page: <https://wvlaboard.org/>

Office of the Secretary of State

Building 1 Room 157K

Capitol Complex

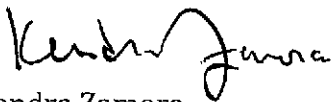
Charleston, WV 25305

Dear Mr. Secretary:

Enclosed you will find the Annual Report for Fiscal Year 2018 and 2019 for the West Virginia Board of Landscape Architects.

This report has been submitted to the Clerks of the WV Senate and the WV House of Delegates as well as the Library Commission Reference Service.

Sincerely,



Kendra Zamora

Agency Administrator

Table of Contents

- I List of Board Members
- II Board Meeting Minutes
- III Financial Statements
- IV Registration Summary
- V List of Active Licensees
- VI Roster of WV Certificates of Authorizations
- VI Summary of Complaints

West Virginia Board of Landscape Architects

179 Summer St Suite 715

Charleston WV 25301

304-558-3527

wv.la.board@gmail.com

wvlaboard.org

Board Members

Jason Testman, Chairperson

jtestman@terracareinc.com

Charleston, WV

Nathaniel Greene, Secretary

Ncgreene.wv@gmail.com

Morgantown, WV

John Rudmann, Treasurer

Rudmannj777@yahoo.com

Morgantown, WV

Board Meeting Agenda and Minutes



STATE BOARD OF LANDSCAPE ARCHITECTS

222 Ashbrooke Square, Morgantown, WV 26508
Ph: (304)594-3006 Fax: (304)594-1482

January 23, 2018

Board Meeting Agenda
12 pm

500 Hartman Run Road
Morgantown, WV 26508

1. Old business
 - a. Review and approval of Sept 2017 minutes
 - i. Posting on website
 - b. Financial Report – John

2. New Business

Updates

- a. Renewals
- b. Roster
- c. on Automation of WV Renewals
 - i. Total renewals received
 - ii. Lapsed
 1. Action
- d. Board Member Meeting Stipend
 1. WV11's not process by State Budget Office. Need to process in OASIS. Mike has notice dated July 2nd
 2. Notice of approval dated July 5???
- e. Fixed asset management form

3. Exams – Results are available and have been logged – see attached

4. Renewals for 2016-2017

- a. Update On website

5. Recent licenses issued – pending –

Daniel Park	409			Issued 6/17/23



STATE BOARD OF LANDSCAPE ARCHITECTS

822 Ashebrooke Square, Morgantown, WV 26508
Ph: (304)504.3000 Fax: (304)504.1482

6. Applications

APPLICATIONS			
<u>Applicant Name</u>	<u>Status</u>	<u>Outstanding Item(s)</u>	<u>Action Taken</u>
Sandy White	Under review		

7. OASIS project and getting up to speed

- a. When do we need to contact - John

8. Records management policy and designee

- a. Mike is designated manager at this time
- b. Need to develop policy

9. Procedure review and follow up

- a. Review

10. Auditor's report and follow up status

- a. Roster of Applicants
- b. Website
- c. Online renewals
- d. Office space/staff
- e. Beginning COA process and charges
- f. Complaint procedure

11. Other

- a. Mike's Term
- b. Transition items

12. Chairman's Comments

13. Public Comment

14. Next Meeting



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508
ph: (855) 226-1273 fax: (304) 594-1482

MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS January 23rd 2018

- I. A meeting of the West Virginia Board of Landscape Architects was called to order at 12pm, January 23rd, 2018 via phone conference. Present were board Members Michael Biafore (Chairman) and John Rudmann (Treasurer), Jason Testman (Secretary)
- II. **OLD BUSINESS**
- a. **Minutes:** The Minutes from the meeting of September 2017 were approved. These Minutes and others from the previous three year's meetings have been posted to the website
- III. **NEW BUSINESS**
- a. **Board Stipend**
- i. WV11'S are not processed by the state budget office. These must be processed in OASIS – received notice of approval dated July 5th, but process is not complete. – Mike will attempt again to get info from budget office.
- b. **Roster** – updated Roster will be synced between Mike and Jason and uploaded to website – still need contact info from new licensees
- c. **Exams** – results from LARE have been logged, are available

RECENT LICENSES ISSUED

Applicant Name	Number	Notes
Daniel Park	409	

APPLICATIONS

Applicant Name	Status	Outstanding item	Notes
Sandy White	Under review	None	Approved

- d. **Oasis -**
- e. **Records Management** – Mike is designated manager at this time
 - i. need to develop records management policy
- f. **Procure Review and Follow up**
 - i. Will review

IV. Other

- a. **Mikes Term**
- b. **Transition Items**

V. PUBLIC COMMENTS

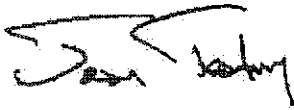
- a. There were no comments

VI. NEXT MEETING

- a. Mike will advise on next meeting date.

Meeting adjourned at 1:00pm

Respectfully Submitted,



Jason Testman, Secretary
January 23rd, 2018



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508
Ph: (304)594.3005 Fax: (304)594.1482

April 17, 2018

**Board Meeting Agenda
11 am**

**500 Hartman Run Road
Morgantown, WV 26508**

1. Old business

- a. Review and approval of Jan 2018 minutes
 - i. Posting on website
- b. Financial Report – John

2. New Business

Updates

- a. Renewals
 - i. Out by end of May
- b. Roster
- c. Board Member Meeting Stipend
 - 1. WV11's not process by State Budget Office. Need to process in OASIS. Mike has notice dated July 2nd
 - 2. Notice of approval dated July 5???
- d. Fixed asset management form

3. Exams – Results are available and have been logged – see attached

4. Renewals for 2016-2017

- a. Update On website

5. Recent licenses issued – pending –

Name	Num.			Issued
Sandy White	410			2/26/2018



STATE BOARD OF LANDSCAPE ARCHITECTS

622 Ashbrooke Square, Morgantown, WV 26508
 Ph: (304)894.3008 Fax: (304)894.1492

6. Applications

APPLICATIONS			
<u>Applicant Name</u>	<u>Status</u>	<u>Outstanding Item(s)</u>	<u>Action Taken</u>
Carrie Read	Under review		
Nina Chase	Under review		
Samuel Rich	Received app for Plant Exam Waiting on CLARB info -Maint		

7. OASIS project and getting up to speed

- a. When do we need to contact - John

8. Records management policy and designee

- a. Mike is designated manager at this time
- b. Need to develop policy

9. Procedure review and follow up

- a. Review

10. Auditor's report and follow up status

- a. Roster of Applicants
- b. Website
- c. Online renewals
- d. Office space/staff
- e. Beginning COA process and charges
- f. Complaint procedure

11. Other

- a. Mike's Term
- b. Transition items

12. Chairman's Comments

13. Public Comment

14. Next Meeting



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508
ph: (855) 226-1273 fax: (304) 594-1482

MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS April 17th 2018

- I. A meeting of the West Virginia Board of Landscape Architects was called to order at 11:00am, April 17th, 2018 via phone conference. Present were board Members Michael Biafore (Chairman) and John Rudmann (Treasurer), Jason Testman (Secretary)
- II. **OLD BUSINESS**
- a. **Minutes:** The Minutes from the meeting of January 2018 were approved. These Minutes and others from the previous three year's meetings have been posted to the website

 - b. **Board Stipend**
 - i. WV11'S are not processed by the state budget office. These must be processed in OASIS – Mike has a notice dated July 2nd. Mike will call budget office to follow up.
 - c. **License Renewals** – Renewals will be sent out at the end of May
 - d. **Roster** – updated Roster will be synced between Mike and Jason and uploaded to website
- III. **NEW BUSINESS**
- a. **Exams** – results from LARE have been logged, are available
 - b. **Renewals:** Renewal forms are to be made available on website.

RECENT LICENSES ISSUED

Applicant Name	Number	Notes
Carrie Read	411	

APPLICATIONS

Applicant Name	Number	Notes
Harrold White	410	

- c. **Oasis project** – John will contact finance desk about CLARB fees
- d. **Records Management** – Mike is designated manager at this time
 - i. need to develop records management policy
- e. **Procure Review and Follow up**
 - i. Will review
- f. **CEU Audits are completed**
- g. **Auditor's report**
 - i. Need to update roster – will do so after renewals
 - ii. Website – will sort roster by name instead of license#
 - iii. Online renewals – not at this time
 - iv. Office space/staff
 - v. Beginning COA process

IV. Mike's Term – expired, not an issue

V. PUBLIC COMMENTS

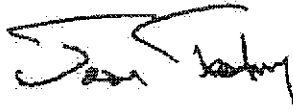
- a. There were no comments

VI. NEXT MEETING

- a. Mike will advise on next meeting date.

Meeting adjourned at 1:00pm

Respectfully Submitted,



Jason Testman, Secretary
April 17th, 2018



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508
Ph: (304)594.3006, Fax: (304)594.1482

August 8, 2018

Board Meeting Agenda

11:30 am

**500 Hartman Run Road
Morgantown, WV 26508**

- 1. Linda Lyter, WV Association of Licensing Boards, Leslie Rosier-Tabor, WVPE Board**
 - a. professional licensing board overview – re: possibility of combining administrative duties and board staff via an Memorandum of Understanding**
- 2. Old business**
 - a. Review and approval of April 2018 minutes**
 - i. Posting on website**
 - b. Financial Report – John**
- 3. New Business**

Updates

- a. Renewals**
 - i. Cards and Roster completed**
 - ii. Mailing by end of week**
 - iii. Roster update to web site**
 - b. Board Member Meeting Stipend**
 - 1. WV11's not process by State Budget Office. Need to process in OASIS. Mike has notice dated July 2nd**
 - 2. Notice of approval dated July 5???**
 - c. CLARB Annual meeting**
 - i. 9/26-9/29**
 - ii. Travel approval**
- 4. LARE Exams – Results April 2018 have been logged – see attached**
 - a. A Park and J Yost**



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashbrooke Square, Morgantown, WV 26508
 Ph: (304)594-3008 Fax: (304)594-1482

- 5. Recent licenses issued – pending –**
 - a. Temporary License issued**
 - i. Will Hooker 4/1/2018**
 - ii. Nina Chase June 12/2018**

b. Issued

Name	Num.		Issued
Sandy White	410		2/26/2018
Carrie Read	411		5/5/2018

c. Applications

Applications to Review			
Name	Status	Outstanding Items	Action Taken
Nina Chase	Under Review	applied for plant exam	
Sammuel Rich	To be reviewed	applied for plant exam	
Amber Park	To be reviewed		
Frank Riggins	To be reviewed	CLARB- not requested	
John Dawson	To be reviewed	CLARB – not requested	
Kurt Parker	To be reviewed		
Mishelle Hillard	To be reviewed		
Jacob Burns	To be reviewed	CLARB – not requested	

6. Plant Exam applications

- a. Nina Chase**
- b. Sammuel Rich**

7. Records management policy and designee

- a. Mike is designated manager at this time**
- b. Updated form sent**

8. Procedure review and follow up

- a. Review**
- b. Online renewals**
- c. Office space/staff**
- d. Beginning COA process and charges**
- e. Complaint procedure**



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508
Ph: (304)594.3006 Fax: (304)594.1482

- 9. Other**
 - a. Mike's Term**
 - b. Transition items**
 - c. Follow up with Rebecca Blaine**

- 10. Chairman's Comments**

- 11. Public Comment**

- 12. Next Meeting**



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508
ph: (855) 226-1273 fax: (304) 594-1482

MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS August 8th 2018

- I. A meeting of the West Virginia Board of Landscape Architects was called to order at 12pm, August 8th, 2018 via phone conference. Present were board Members Michael Biafore (Chairman) and John Rudmann (Treasurer), Jason Testman (Secretary), Linda Lyter from the WV Association of Licensing Boards, and Leslie Rosier-Tabor from the WVPE Board

- II. **OLD BUSINESS**
 - a. **Minutes:** Minutes from the previous meeting of April 2018 were not available – these minutes and today's minutes shall be present for approval at the following meeting.

- III. **NEW BUSINESS**
 - a. **Memorandum of Understanding (MOU)** – Linda Lyter discussed the approach of combining small boards so that staff and office space can be shared. Linda expressed that putting this in place before the end of the calendar year would be ideal. The board agreed and voted to move forward with seeking further information on this MOU. Leslie advised that we need to begin issuing COAs to generate revenue that would further justify and fund the staff and space.
 - b. **Board Stipend**
 - i. After many attempts that seem to enter the final stage, there is still no resolution on our per diem. Linda says that she can help resolve this.
 - c. **Budget** – discussion of stipend progressed into questions regarding budget. Per Linda, our budget information is to be input into Oasis. Mike and John had worked on budgetary documents in the past and submitted them, Mike had worked with someone to get budget into Oasis – but cannot recall the name.
 - d. **Financial Report**
 - i. P/L FY 2019
 - ii. Beginning of the fiscal year balance: \$25,065.17
 - iii. Ending Cash Balance: \$30,814.63
 - iv. Revenue: \$6,505

- v. Expenses: \$755.54
 - i. P/L FY 2018
 - ii. Beginning of the fiscal year balance: \$29,466.99
 - iii. Ending Fiscal Year Cash Balance: \$25,065.17
 - iv. Revenue: \$9,130
 - v. Expenses: \$13,531.82

- e. **Roster** – Roster needs updated to reflect renewals and new licensees. Mike and Jason are working on this.
- f. **CLARB** - John Rudmann is the designated board member authorized to vote on the CLARB By-Laws resolution and CLARB Leadership Elections.

- g. **Exams** – results from LARE have been logged, are available

- h. **COAs** – Will determine schedule for release and term at next meeting

APPLICATIONS

Applicant Name	Status	Outstanding item	Notes
Amber Park	App via Examination	Plant Exam	Approved pending Plant Exam
Jacob Burns	App via Examination	CLARB record not released	Contact Jacob to release CLARB record
Frank Riggins			
Nina Chase	App via Reciprocity	Plant Exam	Approved pending Plant Exam
Samuel Rich	App via Examination	Plant Exam	Approved pending Plant Exam
Kurt Parker	Verification of licensure	application	
Mishelle Hilliard	App via Reciprocity	Plant Exam	Approved pending Plant Exam
John Dawson	Applicatoin	Plant Exam	Approved pending Plant Exam

- i. **Records Management** – Mike is designated manager at this time
 - i. need to develop records management policy
- j. **Procure Review and Follow up**
 - i. Will review

IV. Other

- a. **Mikes Term**
- b. **Transition Items**

V. PUBLIC COMMENTS

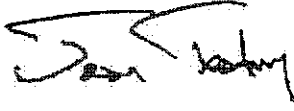
- a. There were no comments

VI. NEXT MEETING

- a. August 22nd, 11:30

Meeting adjourned at 1:00pm

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jason Testman". The signature is stylized and somewhat cursive.

Jason Testman, Secretary
August 8th, 2018



STATE BOARD OF LANDSCAPE ARCHITECTS

622 Ashebrooke Square, Morgantown, WV 26508
Ph: (304)594.3000 Fax: (304)594.1482

August 22, 2018

**Board Meeting Agenda
11:30 am**

**500 Hartman Run Road
Morgantown, WV 26508**

1. Old business

- a. Review and approval of April 2018 And August 8 minutes
 - i. Posting on website

- b. Financial Report – John

- i. Board Member Meeting Stipend
 - 1. WV11's not process by State Budget Office. Need to process in OASIS. Mike has notice dated July 2nd
 - 2. Notice of approval dated July 5???
 - 3.

2. New Business

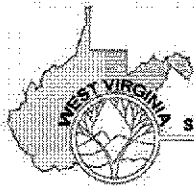
Updates

- a. Renewals
 - i. Roster completed????
 - ii. Mailing by end of week Ready
 - iii. Roster update to web site

3. Recent licenses issued – pending –

- a. Temporary License issued
 - i. Will Hooker 4/1/2018
 - ii. Nina Chase June 12/2018

- b. Issued



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508
Ph: (304)594-3000 Fax: (304)594-1482

c. Applications

Applications to Review			
Name	Status	Outstanding Items	Action Taken
Nina Chase	Under Review	applied for plant exam	
Sammuel Rich	To be reviewed	CLARB review	
Amber Park		Notified of plant ex	
Frank Riggins	To be reviewed	CLARB- review	
John Dawson	To be reviewed	No clarb rquested	
James Christie	CLARB received	No App yet	
Mishelle Hillard	To be reviewed	Not at current job.	Sent to home
Jacob Burns	To be reviewed	CLARB – reivew	

4. Plant Exam applications

- a. Nina Chase
- b. Sammuel Rich

5. Records management policy and designee

- a. Mike is designated manager at this time
- b. Updated form sent

6. Procedure review and follow up

- a. MOU to Lynda Lightner on office space and admin
- b. Review
- c. Online renewals
- d. Office space/staff
- e. Beginning COA process and charges
- f. Complaint procedure

7. Other

- a. Board Terms
 - i. Nathan Green
- b. Follow up with Rebecca Blaine
 - i. No progress on any boards

8. Chairman's Comments

9. Public Comment

10. Next Meeting



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508
ph: (855) 226-1273 fax: (304) 594-1482

MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS

August 22nd 2018

I. A meeting of the West Virginia Board of Landscape Architects was called to order at 12pm, August 22nd, 2018 via phone conference. Present were board Members Michael Biafore (Chairman) and John Rudmann (Treasurer), and Jason Testman (Secretary)

II. OLD BUSINESS

- a. **Minutes:** Minutes from the previous meeting of April 2018 and August 8th 2018 were approved.
- b. **Memorandum of Understanding** – the board voted to approve the MOU and forward to Linda Lyter for the next step.
- c. **Roster** – Roster will be completed soon, and renewal cards sent out. The updated roster needs to be posted on the website

III. NEW BUSINESS

- a. **Board Stipend**
 - i. John made significant progress on the board stipend and we will have paper work to process in order to receive stipend
- b. **Budget**
- c. **Roster** – Roster needs updated to reflect renewals and new licensees.
- d. **Exams** – Applicants: Nina Chase and Samuel Rich

APPLICATIONS

Applicant Name	Status	Outstanding item	Notes
Amber Park	App via Examination	Plant Exam	
Jacob Burns	APPROVED VIA EXAMINATION	PLANT EXAM	
Frank Riggins	APPROVED		
Nina Chase	App via Reciprocity	Plant Exam	
Samuel Rich	App via Examination	Plant Exam	
Kurt Parker	Verification of licensure	application	
Mishelle Hilliard	App via Reciprocity	Plant Exam	
John Dawson	Application	No clarb requested	

- e. **Records Management** – Mike is designated manager at this time
 - i. need to develop records management policy
- f. **Procure Review and Follow up**
 - i. MOU to Linda Lyter
 - 1. Online Renewals
 - 2. Office Space/Staff
 - 3. Beginning COA process – approve at next meeting

IV. Other

- a. **Board Term** – Nathan Greene
 - i. Rebecca Blaine reports no progress on any boards

V. PUBLIC COMMENTS

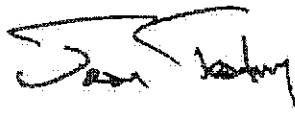
- a. There were no comments

VI. NEXT MEETING

- a. August 22nd, 11:30

Meeting adjourned at 1:00pm

Respectfully Submitted,



Jason Testman, Secretary
August 22nd, 2018



October 30, 2018 12:00pm

Board Meeting Agenda

**500 Hartman Run Road
Morgantown, WV 26508**

1. Old business

- a. **Review and approval of minutes**
 - i. **Posting on website**
- b. **Financial Report – John**
 - i. **Board Member Meeting Stipend – update**
- c. **Renewals sent**
 - i. **CEU Audit?????**
 - ii. **John at CLARB NATIONAL**

2. New Business

- a. **Welcome Nathan Green**
- b. **Chairman position**
- c. **Phone line and update address on letterhead, forms, etc**

Updates

- d. **Renewals**
 - i. **Sent**
 - ii. **Roster update to web site**

3. Roger Kennedy – Plant Exam

- a. **rules**

4. Auditor's conference

- a. **Chairman once a year**
- b. **Board members once every 2-3 years**

5. Governor's exec order

- a. **attached**



6. Recent licenses issued – pending –

a. Issued

Sammuel Rich	Past plant exam	To be issued		

b. Applications

Applications to Review			
Name	Status	Outstanding Items	Action Taken
James Christie	To be Reviewed		
Jacob Burns	Past Plant Test	Failed plant exam	

7. Missy from CLARB questions

a. Attached

8. Update of information

- a. Website – address, phone, email
- b. Info with CLARB
- c. Letter head, application, forms, etc

9. Transferring of data

- a. External drive
- b. Cloud
- c. Files, seal, etc

10. Combining Resources - Status

- a. MOU to Lynda Lightner on office space and admin

11. Other items

- a. Online renewals
- b. Beginning COA process and charges
- c. Complaint procedure

12. Chairman's Comments

13. Public Comment

14. Next Meeting

500 Hartman Run Road, Morgantown, WV 26505



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Archebrooke Square, Morgantown, WV 26508
ph: (855) 226-1273 fax: (304) 594-1482

MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS

October 30th, 2018

- I. A meeting of the West Virginia Board of Landscape Architects was called to order at 12pm, August 22nd, 2018 via phone conference. Present were board Members Michael Biafore (Chairman) and John Rudmann (Treasurer), and Jason Testman (Secretary)

- II. **OLD BUSINESS**
 - a. **Minutes:** Minutes from the previous meeting of August 22nd 2018 were approved
 - b. **Memorandum of Understanding** – at the previous meeting, the board voted to approve the MOU and forward to Linda Lyter for the next step. This was reaffirmed and pending information from Linda, the board will vote at the next meeting to proceed.
 - c. **Roster** – roster is on website
 - d. **Board Stipend** – the board is approved for payroll services and is ready to submit for per diems for meetings.
 - e. **John at CLARB national** – Would like to reduce the friction on filing for reciprocity and remove the WV PLANT Exam from the requirements for licensure.

- III. **NEW BUSINESS**
 - a. **Board Appointees** –
 - i. Nathaniel Greene was appointed by the Governor.
 - ii. John Rudmann was reappointed
 - iii. Jason Testman was reappointed
 - iv. Mike will be leaving the board as his term expired
 - v. Jason Testman will be new president
 - vi. John will remain Treasurer
 - vii. Nathaniel Greene will be new secretary
 - b. **Governor's Executive Order**
 - i. Executive order outlining information to be provided to the regulatory review committee. Jason will submit
 - ii. Due 11/1/18
 - c. **Auditor's Training Conference**
 - i. Chairman must attend once/year
 - ii. Board Members once every 2-3 years

- d. **Roster** – Roster needs new licensees from this meeting.
- e. **Applications**

STATUS OF APPLICATIONS

Applicant Name	Status	Outstanding item	Notes
Amber Park	App via Examination	declined plant exam	
Jacob Burns	APPROVED VIA EXAMINATION	Needs to pass plant exam	
Frank Riggins	APPROVED		
Nina Chase	App via Reciprocity	Declined plant exam	
Samuel Rich	App via Examination	Passed Plant Exam Approved	License issued #413
Kurt Parker	Verification of licensure	application	
Mishelle Hilliard	App via Reciprocity	Plant Exam	
John Dawson	Application	No clarb requested	
James Christy	Application via reciprocity	Approved via reciprocity	License issued #414

- f. **Records Management** – Mike is designated manager at this time
 - i. need to develop records management policy
- g. **Procure Review and Follow up**
 - i. MOU to Linda Lyter
 1. Online Renewals
 2. Office Space/Staff
 3. Discussed COA Process, we have a form – will send out letter notifying firms that this is coming for 2019 renewal period.

IV. Other

- a. **Board Term** – Mike leaving.

V. PUBLIC COMMENTS

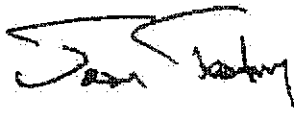
- a. There were no comments

VI. NEXT MEETING

- a. August 22nd, 11:30

Meeting adjourned at 1:00pm

Respectfully Submitted,



Jason Testman, Secretary
October 30th 2018



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508
ph: (855) 226-1273 fax: (304) 594-1482

MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS December 18th, 2018 – 12:00pm

AGENDA:

I. OLD BUSINESS

- a. **Minutes:** Review and approval
- b. **Financial Report from Treasurer:**
- c. **Memorandum of Understanding** – Discuss status: Linda has updated us that the Board of Hearing Aid Dealers voted to include the Board of Landscape Architects in a MOU.
 - i. Salary Reimbursement for Administrative Assistant is \$14.00/hr
 - ii. Rent is \$63.38/month - \$760.50/annually
 - iii. Linda advises that this should be feasible for our board
- d. **Roster** – roster is on website – new licensees need added.
- e. **Board Stipend** – the board is approved for payroll services and is ready to submit for per diems for meetings.
- f. **John at CLARB national** – Would like to reduce the friction on filing for reciprocity and remove the WV PLANT Exam from the requirements for licensure.
- g. **Governor's Executive Order** – Jason completed response and submitted to the intended recipients
- h. **Records Management**
 - i. Jason needs to contact office of records management to change official person from Mike to Jason
- i. **Data Transfer** – set up a dropbox location for Mike to transfer data to.
- j. **COAs** – We have a COA form adopted from the PE Board. Will send out letter in January notifying firms that this is coming for the FY2019 Renewal Period.

II. NEW BUSINESS

- a. **Website** – All contact info has been updated
- b. **Payroll** –
 - i. Nathaniel Greene needs to process paperwork.
- c. **Working with other state Licensing Boards**
 - i. Reciprocity Rules
 - ii. WV Plant Exam

- d. **Auditor's Training Conference**
 - i. Chairman must attend once/year
 - ii. Board Members once every 2-3 years
- e. **Annual Report**
 - i. Jason is assembling, will submit
- f. **APPLICATIONS**

STATUS OF APPLICATIONS

Applicant Name	Status	Outstanding item	Notes
Amber Park	App via Examination	declined plant exam	
Jacob Burns	APPROVED VIA EXAMINATION	Needs to pass plant exam	
Frank Riggins	APPROVED		
Nina Chase	App via Reciprocity	Declined plant exam	
Kurt Parker	Verification of licensure	application	
Mishelle Hilliard	App via Reciprocity	Plant Exam	
John Dawson	Application	No clarb requested	
Richard Celender	Application and CLARB record		

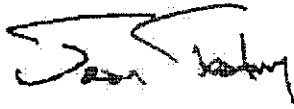
III. PUBLIC COMMENTS

- a. There were no comments

IV. NEXT MEETING

Meeting adjourned at 1:00pm

Respectfully Submitted,



Jason Testman, Secretary
October 30th 2018



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508
ph: (855) 226-1273 fax: (304) 594-1482

MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS December 18th, 2018 – 12:00pm

MINUTES:

I. OLD BUSINESS

- a. **Minutes:** Review and approval
 - i. The minutes from the previous meeting were approved
- b. **Financial Report from Treasurer:**
 - i. Beg FY cash balance 2019: \$25,065.17
 - ii. Current FY cash balance: \$25,090.92
 - iii. Current month expenses: \$334.44
 - iv. Current month revenue: \$150
 - v. Net income so far in FY 2019: \$25.75
 1. The treasurer's report was approved
- c. **Memorandum of Understanding** – Discuss status: Linda has updated us that the Board of Hearing Aid Dealers voted to include the Board of Landscape Architects in a MOU.
 - i. Salary Reimbursement for Administrative Assistant is \$14.00/hr
 - ii. Rent is \$63.38/month - \$760.50/annually
 - iii. Linda advises that this should be feasible for our board
- d. **Roster** – roster is on website – new licensees need added.
- e. **Board Stipend** – the board is approved for payroll services and is ready to submit for per diems for meetings..
- f. **Governor's Executive Order** – Jason completed response and submitted to the intended recipients
- g. **Data Transfer** – set up a dropbox location for Mike to transfer data to.
- h. **COAs** – We have a COA form adopted from the PE Board. Will send out letter in January notifying firms that this is coming for the FY2019 Renewal Period.

II. NEW BUSINESS

- a. **Vote on MOU** – the board votes to approve the MOU with the board of hearing aid dealers.
- b. **Website** – All contact info has been updated
- c. **Payroll** –

- i. Nathaniel Greene needs to process paperwork. Nathan says he will send to Kendra
- d. **Working with other state Licensing Boards**
 - i. Reciprocity Rules – John will work on this.
 - ii. WV Plant Exam -we will vote to eliminate the plant exam in the next meeting.
- e. **Auditor’s Training Conference**
 - i. Chairman must attend once/year
 - ii. Board Members once every 2-3 years
- f. **Annual Report**
 - i. Jason is assembling, will submit
- g. **APPLICATIONS**

STATUS OF APPLICATIONS

Applicant Name	Status	Outstanding item	Notes
Amber Park	App via Examination	declined plant exam	
Jacob Burns	APPROVED VIA EXAMINATION	Needs to pass plant exam	
Frank Riggins	APPROVED		
Nina Chase	App via Reciprocity	Declined plant exam	
Kurt Parker	Verification of licensure	application	
Mishelle Hilliard	App via Reciprocity	Plant Exam	
John Dawson	Application	No clarb requested	
Richard Celender	Application and CLARB record		

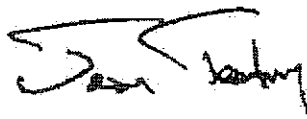
III. PUBLIC COMMENTS

- a. There were no comments

IV. NEXT MEETING

Meeting adjourned at 1:00pm

Respectfully Submitted,



Jason Testman, Secretary
October 30th 2018



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508
ph: (855) 226-1273 fax: (304) 594-1482

MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS February 15th 2019 – 12:00pm

AGENDA:

I. OLD BUSINESS

- a. **Minutes:** Review and approval
- b. **Financial Report from Treasurer:**
- c. **Memorandum of Understanding** – Discuss status: we have executed the agreement, Kendra Zamora is now our Administrative Assistant
- d. **Roster** – roster is on website – new licensees need added.
- e. **Board Stipend** – Kendra will look into prior per diems.
- f. **Reciprocity agreement**
- g. **Annual Report**
- h. **Records Management**
- i. **Data Transfer** – set up a dropbox location for Mike to transfer data to.
- j. **COA notification release**

II. NEW BUSINESS

- a. **Website** – All contact info has been updated
- b. **Legislative update**
- c. **Plant Test**
- d. **APPLICATIONS**

STATUS OF APPLICATIONS

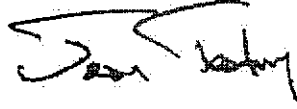
Applicant Name	Status	Outstanding item	Notes
Michael Ross	Application	N	
JT Sauer	Application		

III. PUBLIC COMMENTS

- a. There were no comments

IV. NEXT MEETING

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jason Testman". The signature is stylized with a large, sweeping initial "J" and "T".

Jason Testman, Secretary

WV Board of Landscape Architects Meeting – February 15, 2019

The meeting opens at 12:00, in attendance are Board President Jason Testman, Board Treasurer John Rudmann, Board Secretary Nathan Greene, Kendra Zamora, and Linda Lyter.

12:00-12:15 Old Business

December meeting minutes - Minutes from previous meeting Jason motions to approve, John 2nds the motion. The previous meeting minutes are approved.

Financial statement - Beginning fiscal year balance : \$25,065.17, current balance as of January 2019 \$24,121.41 Total revenues: \$9,090.00, Total expenditures: \$9,953.76, Net income: -\$943.75.

MOU (Memorandum of Understanding) - The MOU is now official.

Kendra needs board info (roster of licensees, etc.) for her record keeping.

Letterhead address needs to be updated.

Certificates of authorization - Jason will update COA info and submit to Kendra for printing to send out with license renewals in May. COAs will renew on same timeline as license renewals.

Roster of LAs on the Board website - The roster is now updated.

Board stipend cannot be issued retroactively.

Reciprocity agreement - The agreement with MD does not look promising at this time. Jason will contact Missy at CLARRB to discuss.

The annual report as been submitted.

Transfer of Archives from Michael Biafore - The gmail account (wv.la.board@gmail.com) has been setup to aid in the transfer and storage of archives Kendra will manage the the new gmail account.

12:15-12:53 New Business

Legislative updates - Several bills of concern are upcoming in the House and Senate. Linda will keep the board updated as the legislative session continues.

Linda does not recommend raising COA fees.

Rules modifications - Plant test removal must be submitted by June 1st. Removing this from rules should not be difficult, the rules committee chair is not likely to object.

Nathan motions to vote on removing the Plant ID Test, John 2nds the motion. The motion is approved.

Michael Ross reciprocity application - Mr. Ross is licensed in PA and meets the requirement for grandfathering, and meets the requirements for exemption from the Plant ID Test. John motions to approve reciprocity, Nathan 2nds.

Comments - No further comments at this time.

Further Business - No further business at this time.

This concludes all major business. Jason adjourns the meeting at 12:53.



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508
ph: (855) 226-1273 fax: (304) 594-1482

MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS

May 31st, 2019 – 11:00am

AGENDA:

I. OLD BUSINESS

- a. **Minutes:** Review and approval
- b. **Financial Report from Treasurer:**
- c. **Roster** – roster is on website – new licensees need added.
- d. **Reciprocity agreement** - John

II. NEW BUSINESS

- a. **COA and License Renewals**
- b. **Legislative update** – Kendra?
- c. **Plant Test** – Vote on elimination
- d. **APPLICATIONS**

STATUS OF APPLICATIONS

Applicant Name	Status	Outstanding item	Notes
David Frank	Vote	None – application is in order	

III. PUBLIC COMMENTS

IV. NEXT MEETING

WV Board of Landscape Architects Meeting – May 31, 2019

The meeting opens at 11:00 am, in attendance are Board President Jason Testman, Board Treasurer John Rudmann, Board Secretary Nathan Greene, and Kendra Zamora.

11:00-11:03 Opening Statements

February meeting minutes - Minutes from previous meeting John motions to approve, Jason 2nds the motion. The previous meeting minutes are approved.

Treasurer's report - Beginning fiscal year balance : \$25,065.17, current balance as of May 2019 \$25,029.53 2nd quarter collections: \$2,935.00, 2nd quarter expenditures: \$210.00, Net income for 2nd quarter: \$2,724.30. The board should discuss the budget for next year (potential additional collections from COAs). Nathan motions to approve the Treasurer's report, John 2nds the motion. The Treasurer's report is approved.

11:03-11:11 Old Business

Roster of LAs on the Board website - Jason will wait until after June 30th to update the roster.

Maryland reciprocity agreement - We need to clarify the differences in renewal requirements between WV and MD. John will draft a formal letter to the MD Board to begin the process.

Certificates of authorization - COAs have been coming in and Kendra is updating the firm roster as needed.

Legislative update - The process has begun on a Senate bill to exempt military personnel from licensure.

Plant test - Kendra is working on the rule change. The Board will not replace the rule, just strike through. Nathan motions to vote on removal of the plant test, John 2nds the motion. The motion passes unanimously.

11:11-11:21 New Business

New applications:

David Frank - Nathan motions to vote on approval pending a check of Mr. Frank's references, John 2nds the motion. David Frank is approved unanimously, and will be issued license #417.

James Yost - John motions to vote on approval, Nathan 2nds the motion. James Yost is approved unanimously, and will be issued license #418.

CLARB trip in Sept. - Jason would like John to attend in order to maintain contacts, etc. Kendra will need any receipts.

The next Board meeting will be in August.

Kendra has some COA forms that have been returned by the post office. Kendra will email a list of those firms to Jason.

Further Business

No further business at this time.

This concludes all major business. Jason adjourns the meeting at 11:21.

FINANCIAL STATEMENTS

**WV Board of Landscape Architects
LICENSURE BOARD**

FISCAL YEAR 2018

	OBJECT CODE	EXPENDITURE
PERSONAL SERVICES		
BOARD MEMBER PER IDEIM/SALARY	1201	0
TOTAL		0
OTHER EXPENSES		
OFFICE EXPENSES	3200	0
PRINTING AND BINDING	3201	0
TELECOMMUNICATIONS	3204	0.91
CONTRACTURAL SERVICES	3205	0
PROFESSIONAL SERVICES	3207	276
TRAVEL EMPLOYEE	3211	1313.66
COMPUTER SERVICES INTERNAL	3213	711.25
ASSOC DUES & PROF MEMBERS	3218	8,400
FIRE/AUTO/BOND/& OTHER	3219	2,800
POSTAL	3244	0
FREIGHT	3245	0
STATE TREASURER'S OFFICE FEES	3324	30
TOTAL		13,531.82
TOTAL EXPENDITURES		13,531.82

WV BOARD OF LANDSCAPE ARCHITECTS FY 2018

REVENUE SOURCE:	AMOUNT
3 New Licensees	300
94 license renewals	8830
TOTAL REVENUE	9130

FY 2019

4109 NEW APPLICATIONS	700
4110 NEW BUSINESS LICENSE APP (COA)	3465
4112 LATE FEE	150
4122 INACTIVE STATUS FEE	75
4107 RENEWAL FEES	10,760
TOTAL REVENUE	15,150.00

Registration Summary

REGISTRATION SUMMARY

July 1, 2017- June 30, 2018

Individuals

New Landscape Architect Licenses Granted in FY 2018 (by exam or comity) =3

Active Landscape Architects on June 30, 2018 = 83

Companies

Certificates of Authorizations Granted to Companies in FY 2018= 0

July 1, 2018- June 30, 2019

Individuals

New Landscape Architects Licenses in FY 2019 = 8

Active Landscape Architects in FY 2019 = 89

Companies

Certificates of Authorizations Granted in FY 2019= 33

NEW LICENSEES FY 2018	NAME	ISSUE DATE	CITY	STATE	WV COUNTY
409	Daniel Park	1/23/2018			
410	Harold White	4/17/2018	Leesburg	VA	
411	Carrie Read	4/17/2018	Orlando	FL	

NEW LICENSEES FY 2019

412	Frank Riggins	8/18/2018	Little Rock	AR	
413	Samuel Rich	10/30/2018	Morgantown	WV	Monongalia
414	James Christie	10/30/2018	Bridgeport	WV	Harrison
415	Richard Celender	12/18/2018	Allison Park	PA	
416	Michael Ross	2/15/2019	Camp Hill	PA	
418	David Frank	6/2/2019	Stephens City	VA	
419	James Yost	6/30/2019	Charleston	WV	Kanawha

ACTIVE LICENSEES

ACTIVE LICENSEES

NUMBER	ISSUE DATE	FIRST	LAST	CITY	STATE	COUNTY	Expiration
267		Jose	Alminana	Philadelphia	PA		6/30/2020
321		Linda	Bagby	Morgantown	WV	Monongalia	6/30/2020
384	7/15/2012	Steven	Beattie	Lewisburg	PA		
251		Delmas	Bennett, Jr.	Fenwick	WV	Nicholas	6/30/2020
253		Michael	Biafore	Morgantown	WV	Monongalia	
171		Joseph	Bird	St. Albans	WV	Kanawha	6/30/2020
406		Michael	Blackburn				6/30/2020
277		Daniel	Bock	Scott Depot	WV	Putnam	6/30/2020
158		Anthony	Borda, Jr.	Huntington	WV	Cabell	
310		Robert	Boyd	Waldorf	MD		6/30/2020
244		Penny	Caldwell	Masontown	WV	Preston	
311		Christopher	Camp	Nashville	TN		6/30/2020
420		Marcus	Carnegie				6/30/2020
415		Richard	Celender	Allison Park	PA		6/30/2020
378	7/13/2012	Brian	Chapman	Charleston	WV	Kanawha	6/30/2020
414		James	Christie	Bridgeport	WV	Harrison	
335	10/28/2008	Laura	Cox	Winfield	WV	Putnam	6/30/2020
379	10/12/2012	Donald	Curry	Crawley	WV	Greenbrier	
380	10/12/2012	Ingrid	Curry	Crawley	WV	greenbrier	
241		Dennis	Dixon	Reston	VA		6/30/2020
151		Richard	Drum	Huntington	WV	cabell	6/30/2020
282		Mark	Dyck	Charles Town	WV	Jefferson	6/30/2020
408		Daniel	Erlandson	Scottsdale	AZ		6/30/2020
279		William	Ernstes, Jr.	Morgantown	WV	monongalia	6/30/2020
366	9/28/2011	James	Fetchu	Hagerstown	MD		6/30/2020
250		Charles	Forni	Westover	WV	monongalia	6/30/2020
226		Gregory	Fox	Dunbar	WV	kanawha	
418	6/2/2012	David	Frank	Stephens City	VA		6/30/2020
331	2/7/2009	W. Jeffrey	Funovits	Pittsburgh	PA		
247		David	Gilmore	Charleston	WV	kanawha	6/30/2020
309		Mark	Gionet	Alexandria	VA		6/30/2020
280		Nathaniel	Greene	Morgantown	WV	monongalia	6/30/2020
356	10/10/2010	Joseph	Gurney	Palmyra	PA		6/30/2020
393		Vaike	Haas				6/30/2020
295		Leah	Hales	Dallas	TX		6/30/2020
289		Tom	Hall, Jr.	Martinsburg	WV	Berkeley	6/30/2020
405		Brady	Halverson	Minneapolis	MN		6/30/2020
336	10/28/2008	Robert	Harding	Redmond	WA		6/30/2020
261		William	Hays	St. Clairsville	OH		6/30/2020
231		David	Hill	Roanoke	VA		6/30/2020
352	4/23/2010	Patrick	Hoagland	Lexington	KY		6/30/2020
238		David	Hohman	Cranberry Townsh	PA		
370	11/17/2011	Jason	Hollen	Clarksburg	WV	Harrison	
357	10/29/2010	David	Judd	Alexandria	VA		6/30/2020
252		Kim	Kauffman	Greer	SC		6/30/2020
237		Roger	Kennedy	St. Albans	WV	kanawha	6/30/2020

ACTIVE LICENSEES

303		Tobi	Kester	Baltimore	MD		6/30/2020
327		Lydia	Kimball				6/30/2020
327	2/7/2008	Brian	Kinzelman	Upper Arlington	OH		6/30/2020
297		James	Klein	Alexandria	VA		6/30/2020
221		John	Lewis	Winchester	VA		6/30/2020
245		Stephen	Long	SHERRODSVILLE	OH		6/30/2020
228		Nancy	Lonnett	Beaver	PA		6/30/2020
260		Joseph	Looby	Westerville	OH		6/30/2020
344	5/3/2009	Carol	Macht	Baltimore	MD		
173		George	McEldowney	Auburn	AL		
343	5/3/2009	William	Mechnick	Charlottesville	VA		6/30/2020
349	5/3/2009	Terence	Mulvaney	Nashville	TN		
243		Michael	Murphy	Baltimore	MD		6/30/2020
350	4/23/2010	Robert	Naylor	Lexington	KY		6/30/2020
174	RETIRED	Jeffrey	Nelsen	South Charleston	WV	kanawha	
398		Nicole	Oeler	Allison Park	PA		6/30/2020
400		Elizabeth	Orr	Pittsburgh	PA		6/30/2020
411		Carrie	Read	Orlando	FL		6/30/2020
413		Samuel	Rich	Morgantown	WV	monongalia	6/30/2020
412		Frank	Riggins	Little Rock	AR		30-Jun
416		Michael	Ross	Camp Hill	PA		6/30/2020
341	5/3/2009	John	Rudmann	Morgantown	WV	monongalia	
328	2/7/2008	Robert	Ryan	Marietta	GA		6/30/2020
308		Sara	Saurino	Independence	WV	Preston	6/30/2020
299		Scott	Scarfone	Westminister	MD		30-Jun
345	5/3/2009	Christopher	Schein	Annapolis	MD		6/30/2020
371	2/19/2011	James	Schmidt	Lutherville	MD		6/30/2020
248		Robert	Schoolcraft	Charleston	WV	kanawha	6/30/2020
387	10/5/2013	Ryan	Seacrist	South Charleston	WV	kanawha	6/30/2020
320		John	Sekerak, Jr.	Montgomery Villa	MD		6/30/2020
215	10/24/1988	Steven	Staats	Sandyville	WV	Jackson	6/30/2020
402		Andrew	Streagle	Silver Spring	MD		6/30/2020
360	4/30/2011	Timothy	Stromberg	Fairfax	VA		6/30/2020
373	2/19/2011	Jeffery	Strung	Westerville	OH		6/30/2020
276		Kevin	Tankersley	Alexandria	VA		6/30/2020
342	5/3/2009	Jason	Testman	Charleston	WV	kanawha	6/30/2020
306		Stephanie	Tuite	Highland	MD		
410		Harrold	White	Leesburg	VA		
263		Peter	Williams	POCA	WV	putnam	6/30/2020
392	8/21/2014	Thomas	Woltz	Charlottesville	VA		6/30/2020
419	6/30/2019	James	Yost	Charleston	WV	kanawha	6/30/2020
283		Joseph	Young	Hurricane	WV	putnam	6/30/2020

ROSTER OF WV COAS

FIRM NAME	FIRM ADDRESS	FIRM CITY	STATE	FIRM ZIP	LICENSE
A. B. Consultants, Inc.	9450 Annapolis Road	Lanham	MD	20706	1
A. Morton Thomas & Associates	800 King Farm Boulevard, 4th Floor	Rockville	MD	20850	2
BC Consultants	12600 Fair Lakes Circle, Suite 100	Fairfax	VA	22033	3
Brandstetter Carroll Inc	2360 Chaovln Dr.	Lexington	KY	40573	33
Burgess & Niple, Inc.	4424 Emerson Avenue	Parkersburg	WV	26104	4
CEC, Inc.	600 Marketplace Ave, STE 200	Bridgeport	WV	26330	5
Chapman Technical Group	200 Sixth Avenue	St. Albans	WV	25177	29
D. A. Hogan & Associates	119 First Avenue South, Suite 110	Seattle	WA	98104	6
EL Robinson Engineering	5088 Washington Street	Charleston	WV	25313	7
EMH&T	5500 New Albany Rd	New Albany	OH	43054	8
Floura Teeter Landscape Architects Inc	800 N. Charles St Suite 300	Baltimore	MD	21201	9
Freeland and Kauffman, Inc.	209 W. Stone Avenue	Greenville	SC	29609	10
Hill Studio P. C.	120 West Campbell Avenue	Roanoke	VA	24011	11
Hord Coplan Macht, Inc.	700 E. Pratt Street, Suite 1200	Baltimore	MD	21202	12
Kimley Horn	421 Fayetteville St Suite 600	Raleigh	NC	27601	13
Land Planning & Design Associates, Inc.	1006 E Jefferson Street, Suite B	Charlottesville	VA	22902	31
Lewis Scully Gionet, Inc.	1775 Greensboro Station Place, Ste 110	McLean	VA	22102	14
Mahan Rykiel Associates	3300 Clipper Mill Road, Ste 200	Baltimore	MD	21211	15
MKSK	462 S. Ludlow Alley	Columbus	OH	43215	16
Natural by Design	2444 Mason Dixon HWY	Core	WV	26541	17
Painter-Lewis, PLC	817 Cedar Creek Grade, Suite 120	Winchester	VA	22601	18
Pannoni	1900 MARKET ST SUITE 300	PHILADELPH	PA	19103	19
Sports Fields Inc	3760 Sixes Rd Suite 126-331	Canton	GA	30114	20
Studio on Stony Run	2922 Stony Run Road	Independence	WV	26374	21
Studio Sprawl, LLC/Humphreys & Partners	7633 E Acoma Drive Ste 206	Scottsdale	AZ	85260	30
Terracare, Inc.	PO Box 311	Charleston	WV	25321	32
Terradon Corporation	PO BOX 519	NITRO	WV	25143	22
Thomas Arnold Hall Jr	134 Van Clevesville Rd	Martinsburg	WV	25405	23
The Thrasher Group	Po Box 940	Bridgeport	WV	26330	24
TRC Engineers Inc	1 Kenton Dr	Charleston	WV	25311	25
Urban, LTD	7700 Little River Turnpike, Suite 604	Annapdae	VA	22003	26
Wallace & Pancher	1085 S. Heritage Rd	Hermitage	PA	16148	27

William H. Gordon Associates, Inc.

450 Daly Drive

Charlilly

VA

20151

No Complaints were filed in FY 2018 or FY 2019.