Nebraska State Board of Landscape Architects
Board Meeting Minutes – September 8, 2026, 9:30 a.m.
215 Centennial Mall South, Lincoln NE

CALL TO ORDER

Chairperson Seacrest called the meeting to order at 9:34 a.m. and noted the location of the Open Meetings Act. Notice of the meeting was published in the Lincoln Journal Star on August 25, 2026, and on the Board's website in accordance with the Open Meetings Act.

Roll Call: Jennifer Seacrest, Chairperson; Kristina Engler, Vice-Chairperson; Dennis Bryers; Jonathan Hauck; Absent: Derek Miller, Bradley Swerczek

Staff Present: Jean Lais, Administrative Programs Officer (APO)

PUBLIC COMMENT/APPOINTMENTS

No members of the public were present.

A STRATEGIC PLANNING

Mission Statement

Legislative Awareness

Communication and Awareness

No revisions were made to the strategic plan. No action taken.

B 2027-2029 BIENNIUM BUDGET REQUEST

An overview of the budget request process was provided, and the spreadsheet used. APO Lais outlined the issues addressed in the request. These include a projected 3% increase in the administrative services contract with the Board of Engineers and Architects (NBEA), a 3% increase in the Council of Landscape Architectural Registration Boards (CLARB) dues, adjustments in the fees charged by the Department of Administrative Services (DAS), and a decrease in travel expenses.

The request also addresses the $25,000 cash fund transfer to the general fund in June 2027. The transfer effectively reflects almost a full year's revenue. The cash fund surpassed the target of two times the appropriations in 2024, per Board Policy LA P08.01. As a result, the Board lowered most of its fees in November 2025 with the purpose of bringing the fund back in line with the policy by the end of FY2028-29.

The Board will address the Appropriation Committee during the scheduled hearings on the transfer, as it was not given the opportunity to respond to the transfer before the legislature enacted it during the 2026 session. If the transfer occurs, the Board may be forced to raise its fees by the end of 2027 to bring the fund back in line with Board Policy LA P08.01, which states the Board will strive to maintain two times the appropriations in the cash fund.

The overall request is $37,418.67 for FY2027-28 and $38,227.91 for FY2028-29. That is an approximate 3% and 2% increase over the previous year for each fiscal year, respectively.

The members moved the $240 in Ed & Recreational Expense to Other 559100 Other Operating Expense. The funds were originally allocated to cover booth rentals at conferences and outreach events. The funds have not been used in that capacity in several years. By putting it in Other Operation Expense, the funds would still be available if needed.

The members had requested APO Lais inquire whether they could opt to pay the online transaction fee for ACH payments and pass the credit/debit card on to the applicants and licensees. After conferring with the database support team, APO Lais informed the members that there was no option to split paying the transaction fees. The Board would need to either keep paying all the fees or pass them on. After discussion, it was determined to continue paying the transaction fees. If the cash fund transfer occurs next year and the Board raises fees to accommodate it, then it will revisit the issue.

Motion by Bryers, second by Engler, to approve the 2027-2029 biennium budget request as presented and discussed. Engler, Hauck, Bryers, Seacrest; Voting No: None; Absent: Miller, Swerczek

C Other Business

Policy LA P08.01 Revision

The policy calls for the Board to strive to maintain a cash fund level at two times the annual appropriations. Originally reserve was intended to be used if there was an exam security breach when the Board provided the proctor and exam location, or for any unforeseen legal expense that may require the Board to hire counsel outside of the Attorney General's office. As the exam is now fully computer-based through CLARB, exam security is no longer an issue. Staff recommended the fund level be lowered to one and one-half times the annual appropriations.

After discussion, the members decided to maintain the two times the annual appropriations, but remove the language related to exam security.

The policy now reads:

The Landscape Architects Cash Fund, created in the Professional Landscape Architects Regulation Act, Section § 81-8,194, shall retain a cash reserve for contingencies, insuring the agency against loss due to pending or ongoing litigation against the Board, and other unplanned expenditures. The Board shall strive to maintain a cash reserve in the amount of two times the annual appropriated expenses.

Motion by Engler, second by Bryers, to approve the revision to Policy LA P08.01 as discussed. Engler, Hauck, Bryers, Seacrest; Voting No: None; Absent: Miller, Swerczek

ADJOURNMENT

Chairperson Seacrest adjourned the meeting at 10:19 a.m.

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Board Member