

## **MEETING MINUTES CALIFORNIA ARCHITECTS BOARD**

February 20, 2025  
San Diego, CA

### **A. CALL TO ORDER / ROLL CALL / ESTABLISHMENT OF A QUORUM**

On February 20, 2025, Board President Ron Jones called the meeting to order at 10:10 a.m. and Secretary Victoria Brash called the roll.

#### **Board Members Present**

Ron Jones, President  
Robert Pearman, Vice President  
Victoria Brash, Secretary  
Tian Feng  
Malcolm "Brett" Gladstone (arrived 10:35 a.m.)  
Mitra Kanaani  
Leonard Manoukian  
Nilza Serrano  
Fuad Sweiss  
Charles "Sonny" Ward

Six members of the Board present constitutes a quorum; a quorum was established.

#### **Board Staff Present**

Laura Zuniga, Executive Officer  
Jesse Laxton, Assistant Executive Officer  
Tim Rodda, Regulations Manager

#### **DCA Staff Present**

Helen Geoffroy, DCA Legal Affairs Attorney III  
Cesar Victoria, DCA Webcaster

#### **Landscape Architects Technical Committee (LATC) Members Present**

Patricia Trauth, Committee Vice Chair

#### **Guests Present**

Scott Terrill, California AIA

### **B. PRESIDENT'S PROCEDURAL REMARKS AND BOARD MEMBER INTRODUCTORY COMMENTS**

President Jones opened the meeting by thanking Patricia Trauth, LATC Vice Chair, for attending. President Jones stated that all motions and seconds will be repeated for the record and votes on motions will be taken by roll call.

**Public Comments:** There were no public comments.

#### **C. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

**Public Comments:** There were no public comments.

#### **D. REVIEW AND POSSIBLE ACTION ON DECEMBER 5-6, 2024, BOARD MEETING MINUTES**

**Nilza Serrano moved to approve the December 5-6, 2024, minutes.**

**Robert Pearman seconded the motion.**

**Public Comments:** There were no public comments.

**Members Jones, Brash, Feng, Gladstone, Kanaani, Manoukian, Pearman, Serrano, Sweiss and Ward voted in favor of the motion. Motion passed 10-0.**

#### **E. UPDATE AND DISCUSSION ON COMMITTEE MEETINGS OF THE NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)**

Laura Zuniga, Tian Feng, Robert Pearman and Mitra Kanaani shared updates on the NCARB committees they serve on. Nilza Serrano encouraged the Board members to remind NCARB that California is still committed to DEI. Ms. Zuniga reminded members that NCARB is looking for new volunteers.

**Public Comments:** There were no public comments.

#### **F. REVIEW AND APPROVE STRATEGIC PLAN 2025-2028**

Ms. Zuniga directed Board members to the draft Strategic Plan included in the meeting materials and explained a suggestion from staff to combine two objectives under Goal 2 related to addressing new technology.

**Sonny Ward moved to make the change as recommended by staff and adopt the 2025-2028 CAB Strategic Plan.**

**Tian Feng seconded the motion.**

**Public Comments:** There were no public comments.

**Members Jones, Brash, Feng, Gladstone, Kanaani, Manoukian, Pearman, Serrano, Sweiss and Ward voted in favor of the motion. Motion passed 10-0.**

## **G. UPDATE ON COMMITTEES**

### **1. January 31, 2025, Landscape Architects Technical Committee Meeting**

#### **i. Review and Approve Strategic Plan 2025-2028**

Jesse Laxton reported on LATC's January meeting which included discussion on the Committee's budget, business modernization project, and draft strategic plan.

**Nilza Serrano moved to adopt the 2025-2028 LATC Strategic Plan.**

**Sonny Ward seconded the motion.**

**Public Comments:** There were no public comments.

**Members Jones, Brash, Feng, Gladstone, Kanaani, Manoukian, Pearman, Serrano, Sweiss and Ward voted in favor of the motion. Motion passed 10-0.**

## **H. EXECUTIVE OFFICER'S REPORT**

Ms. Zuniga reported on the Board's budget, business modernization project, personnel updates, examination statistics, and enforcement activity. She shared that staff are following DCA guidance on messaging related to the recent Los Angeles fires and the Governor's Executive Order N-15-25, which defers license renewal fees for one year. Board members discussed possible action the Board can take to support Californians impacted by the recent fires.

Ms. Zuniga and Helen Geoffroy answered questions posed by members of the Board.

**Public Comment:** Scott Terrill commented that he will contact Ms. Zuniga regarding disaster response.

## **I. REGULATIONS UPDATE**

### **1. Discuss Consideration of, and Possible Action on, Comment Received During the 45-Day Comment Period Regarding Proposed Regulations to Amend California Code of Regulations (CCR), title 16, division 2, article 3, section 120 (Re-Examination)**

Tim Rodda directed Board members to the comment received regarding 16 CCR 120 (Re-Examination) and explained the proposed response to the comment.

**Tian Feng moved to direct staff to provide the proposed response to the written comment take all steps necessary to complete the rulemaking process, delegate to the Executive Officer the authority to make any technical or non-**

substantive changes to the regulations that may be required to complete the rulemaking file and adopt the proposed regulatory changes as noticed.

Sonny Ward seconded the motion.

Members Jones, Brash, Feng, Gladstone, Kanaani, Manoukian, Pearman, Serrano, Sweiss and Ward voted in favor of the motion. Motion passed 10-0.

**2. Discuss and Possible Action on Proposed Regulatory Text Amendments for CCR, title 16, division 2, article 7, section 144 (Fees)**

Mr. Rodda explained the proposed amendments to 16 CCR 144 (Fees) and answered questions posed by members of the Board.

**Nilza Serrano moved to Approve the proposed regulatory text for Section 144 direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested.**

**If the Board does not receive any comments providing objections or adverse recommendations specifically directed at the proposed action or to the procedures followed by the Board in proposing or adopting the action, during the 45-day comment period, and no hearing is requested then the Board authorizes the Executive Officer to take all steps necessary to initiate the rulemaking process, make any technical or non-substantive changes to the package, and adopt the proposed regulations at Section 144 as noticed.**

Tian Feng seconded the motion.

**Public Comments:** There were no public comments.

Members Jones, Brash, Feng, Gladstone, Kanaani, Manoukian, Pearman, Serrano, Sweiss and Ward voted in favor of the motion. Motion passed 10-0.

**3. Discuss and Possible Action on Proposed Regulatory Text Amendments for CCR, title 16, division 2, article 2, section 109 (Filing of Applications)**

Mr. Rodda explained the proposed amendments to 16 CCR 109 (Filing of Applications) and answered questions posed by members of the Board.

**Public Comment:** Scott Terrill thanked the Board for taking this action.

**Robert Pearman moved to Approve the proposed regulatory text for Section 109 direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested.**

**If the Board does not receive any comments providing objections or adverse recommendations specifically directed at the proposed action or to the procedures followed by the Board in proposing or adopting the action, during the 45-day comment period, and no hearing is requested then the Board authorizes the Executive Officer to take all steps necessary to initiate the rulemaking process, make any technical or non-substantive changes to the package, and adopt the proposed regulations at Section 109 as noticed.**

**Tian Feng seconded the motion.**

**Public Comments:** There were no public comments.

**Members Jones, Brash, Feng, Gladstone, Kanaani, Manoukian, Pearman, Serrano, Sweiss and Ward voted in favor of the motion. Motion passed 10-0.**

#### **J. REVIEW OF FUTURE BOARD MEETING DATES**

Board members suggested meeting at a junior college in the Bay Area in August.

**Public Comments:** There were no public comments.

#### **K. CLOSED SESSION - Pursuant to Government Code sections 11126(a)(1) and (c)(3), the Board Will Meet in Closed Session to:**

- 1. Deliberate and Vote on Disciplinary Matters**
- 2. Approve September 13, 2024, closed session minutes**
- 3. Perform the Annual Evaluation of its Executive Officer**

#### **L. ADJOURNMENT**

The meeting adjourned at 1:17 p.m.