

ALABAMA BOARD OF EXAMINERS OF LANDSCAPE ARCHITECTS

MINUTES **Board Meeting** **February 17, 2026 (corrected)**

The Alabama Board of Examiners of Landscape Architects met on Tuesday, February 17, 2026 at the Board's office located at 2740 Zelda Road, third floor, in Montgomery, Alabama to conduct regular business of the Board. The following members were in attendance: Mr. Chad Watkins (Board Chair), Ms. Julie Stephens (Vice Chair) and Ms. Lea Ann Macknally (member). Others in attendance were Keith Warren (Executive Director), Mr. Steve Herndon (Board Legal Counsel), Ms. Leah Cochrane (Licensing Specialist), and Ms. Renee' Reames (recording secretary). Chairman Watkins called the meeting to order at 10:08 a.m. Mr. Warren called Board member roll and announced that a quorum of the members was present to conduct business.

Public notice of this regularly scheduled meeting was published on the Secretary of State's web site at www.sos.alabama.gov in accordance with the requirements of the Alabama Open Meetings Act and advertised on the Board's web site at www.abela.alabama.gov.

Approval of Agenda

Chairman Watkins presented for Board approval the agenda for the February 17, 2026 meeting. A copy of the agenda was provided to the members prior to the meeting for their review.

MOTION: Ms. Macknally made a motion to approve the February meeting agenda as presented. The motion was seconded by Ms. Stephens and unanimously approved by the Board.

Approval of Minutes

Chairman Watkins presented for Board approval a copy of the October 31, 2025 meeting minutes. A copy of the minutes was provided to the members prior to the meeting for their review.

MOTION: Ms. Stephens made a motion to approve the October regular meeting minutes as presented. The motion was seconded by Ms. Macknally and unanimously approved by the Board.

REPORTS

Board Chair Report

Chairman Watkins indicated that he had no report at this time.

Executive Director's Report

Mr. Warren presented the Executive Director's Report (report available in the Board's official Book of Minutes). He reported on the number of active licenses (#287) as of February 13, 2026, which included 5 new licenses issued since the last Board meeting held in October 2025. He indicated that no complaints had been received in fiscal year (FY) 2026 nor in the prior fiscal year. He reported that as of December 31, 2025, 38 licenses had expired and 12 of the 38 were Alabama residents. He reminded the members that late renewal of licenses was allowed through March 15, 2026.

Mr. Warren commented on the Board visiting the Auburn University (AU) graduate program to promote licensure. He offered to coordinate with AU about having a Board meeting on campus and the Board would identify a future Board meeting date for this purpose.

Mr. Warren reminded the members that their Statement of Economic Interest was due by April 30, 2026 for the prior year and could be completed online on the Alabama Ethics Commission's website.

Mr. Warren commented on Board terms and reminded the members that they were eligible to serve until an appointment had been made by the Governor and confirmed by the Senate. Ms. Stephens reported that a licensee had indicated interest in serving on the Board and Mr. Warren indicated that he would follow-up with the interested candidate.

Financial Report

Mr. Warren presented the financial activities of the Board (report available in the Board's official Book of Minutes) covering the first four (4) months of FY 2026. He reviewed the revenue and expenditures as of January 30, 2026 to include outstanding invoices scheduled to be paid. The total expenditures compared to budget were presented and a positive cash balance was projected for end of FY 2026.

MOTION: Ms. Macknally made a motion to accept the financial report as presented. The motion was seconded by Ms. Stephens and unanimously approved by the Board.

Legal Counsel's Report

The Board welcomed Mr. Steve Herndon with the Attorney General's office as the Board's new Legal Counsel. There was no Legal Counsel report at this time.

ASLA Alabama Update

Ms. Macknally indicated that she had no additional report concerning ASLA at this time.

CLARB Update

The Board discussed attending the CLARB annual meeting in August held in Calgary, Canada, and Mr. Warren indicated that he would have a travel budget prepared for the Board to consider at the next meeting. Ms. Macknally reported that CLARB webinars were offered for participation.

Continuing Education Committee Report

Ms. Macknally reported that the CE Committee would be working on an outline of the audit process.

OLD BUSINESS

Discussion of Disciplinary Penalties for Late Renewal Compliance

The Board discussed developing a written process for compliance when renewing licenses late and injunctive relief for violations of working with an expired license. Mr. Warren indicated that he would obtain an example of disciplinary penalties from the Engineers' Board, or similar board, for the Board's consideration in creating a standardized list of penalties for licensure non-compliance.

The Board further discussed a disciplinary process for late submission of continuing education at the time of license renewals and licensees signing an affidavit of compliance when renewing their license. Chairman Watkins tabled the matter to the next Board meeting.

Discussion of Procedures for Continuing Education (CE) Audit Process

Mr. Warren reported that he was working with OIT in establishing a virtual platform for the CE Committee members to share documents during audit reviews and post reviewer comments. Ms. Macknally indicated that the Committee would draft a CE review process and CE audit procedures. The Board discussed the type of information needed in the portal to assist the committee, e.g., list of approved and denied CE providers and related events and facilitate reports at future Board meetings, etc. Chairman Watkins deferred the matter to the next Board meeting.

NEW BUSINESS

Public Hearing on Proposed Rules and Adoption of Final Rules

Chairman Watkins presented the proposed Board rules changes published for public comments. Mr. Warren reported that no public comments had been received and Chairman Watkins indicated that there were no guests present to comment on the proposed rules.

Chairman Watkins presented the following amended proposed rules:

- Rule 500-X-2-.08 Fees – Payment, Receipt.
- Rule 500-X-2-.14 Continuing Education
- Rule 500-X-2-.15 Renewals and Expirations

MOTION: Ms. Macknally made the motion to approve published Rules 500-X-2-.08, 500-X-2-.14, and 500-X-2-.15 as Final Rules. The motion was seconded by Ms. Stephens and unanimously approved by the Board.

The Board clarified the renewal timeline as follows:

- November: Renewal applications mailed as notification.
- December 31: Continuing Education credits due.
- January 31: Licenses expired (violation to work with an expired license).
- February 1: New licensure period begins (February 1 thru January 31)
- February 1 thru March 15: Renewals of delinquent license accepted to include late fee, etc.
- March 16 and up thru 5 years: Reinstatement of expired license by submitting renewal application, proof of completed required CE, payment of all accrued license fees, etc.
- After 5 years (from initial expiration date): license reinstated by submitting a new license application and fulfilling all then current license requirements.

Update on Proposed Board Legislation

The Board discussed contacting certain legislators to sponsor and introduce the proposed legislation prior to the current Legislative Session ending.

Approval of New Licenses: Mr. Warren presented a list of new licenses as of February 13, 2026:

- Ms. Macknally moved to ratify approval of licensee #1004. The motion was seconded by Ms. Stephens and unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #1005. The motion was seconded by Ms. Stephens and unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #1006. The motion was seconded by Ms. Stephens and unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #1007. The motion was seconded by Ms. Stephens and unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #1008. The motion was seconded by Ms. Stephens and unanimously approved by the Board.

Next Board Meeting Date:

The Board agreed to meet on June 23, 2026 at the Board's office.

ANNOUNCEMENTS AND OTHER BUSINESS

Chairman Watkins called for other business and there was none.

ADJOURNMENT

There being no further business of the Board, Ms. Stephens made the motion that the meeting be adjourned. Ms. Macknally seconded the motion and unanimously approved by the Board. Chairman Watkins adjourned the meeting at 11:15 a.m.

Respectfully Submitted,

Chad Watkins
Board Chair

Keith E. Warren
Executive Director

/s/  Minutes Approved on June 23, 2026