

STATE BOARD OF EXAMINERS
MINUTES – Subcommittee Meeting
March 10, 2026 – 1:30 p.m.
4th Floor – Syringa Conference Room
700 W. State St., Boise, Idaho

The regular meeting of the Subcommittee to the State Board of Examiners was called to order at 700 W State Street, 4th floor, Syringa Conference Room, Boise, Idaho, at 1:30 p.m. pursuant to Idaho Code §67-2002 and by order of the chair.

The following members were present: Chairman, Justin Collins, Division of Financial Management; Kathy Abbott, Secretary of State’s Office and Brian Benjamin, Office of the State Controller, as assisting secretary of the subcommittee. Attending virtually was Yvonne Dunbar, Attorney General’s Office.

Also present was Connor Long, Matt Batten, Shawnee Hunt, Division of Purchasing and Gaby Gudino, State Controller’s Office. Attending virtually was Yolandi Faulkner, Idaho Office of Emergency Management; Megan Vaudrin and Kaylee Starman, Idaho Transportation Department; Laura North, Department of Health & Welfare; Merissa Landers, State Treasurer’s Office and Jackie McCleve, State Controller’s Office.

CONSENT AGENDA

1. Minutes – Action Item

Approval of official minutes for the meeting of the Subcommittee to the Board of Examiners on February 10, 2026.

Resolution: Ms. Abbott moved to approve the minutes of the February 10, 2026, meeting. Ms. Dunbar seconded the motion. The motion carried on a unanimous voice vote.

REGULAR AGENDA

2. Idaho Office of Emergency Management – Action Item

ID#	Description	Amount	Date to Board
2025-00248	Diesel	\$318.38	Response to diesel spill into the basement of a residence (CANYON COUNTY) 3/5/2026
	TOTAL	\$318.38	

Discussion: Mr. Benjamin gave a brief overview of the request. Yolandi Faulkner from the Idaho office of Emergency Management was present online for questions. Mr. Benjamin asked if there was a responsible party for reimbursement. Ms. Faulkner said she had the insurance information and had already sent a demand letter to the homeowner and therefore was confident they would be able to recover the cost for this incident.

Resolution: Ms. Abbott moved to place item 2 on the consent agenda. Ms. Dunbar seconded the motion. The motion carried on a unanimous voice vote.

3. Department of Administration – Division of Purchasing – Action Item

Request for recognition of assignment of contracts BPO20221301, BPO20221228, and 4538 contracts from Dustbusters Enterprises, Inc. (Dustbusters) and GMCO Corporation (GMCO) to Envirotech. This is for the Idaho Department of Transportation to continue purchasing ice and snow chemicals for the foreseeable future.

Discussion: Mr. Benjamin gave a brief overview of the request. Connor Long, Shawnee Hunt and Matt Batten from the Division of Purchasing were present for questions. Megan Vaudrin from the Idaho Transportation Department was also present online. Mr. Collins asked whether the situation involved two separate entities merging into one and inquired about the number of vendors involved. Mr. Long explained that maintaining multiple vendors helps prevent shortages of salt or other road treatment chemicals. Mr. Collins noted that two of the contracts were set to expire within the next few months and asked whether they would be renegotiated with Envirotech. Mr. Long responded that they would most likely renew those contracts, as they are currently receiving favorable pricing. He added that their renegotiation terms cap increases at 5%. While a new bidding process could change pricing, their immediate priority is to avoid any lapse in service while keeping costs low. Mr. Collins then asked if Mr. Long had any updates regarding contract assignments, language, or cost discussions. Mr. Long stated that Jake Nay has been leading those efforts but is currently attending a leadership conference with Mike Gwinn, and he has not yet had the opportunity to follow up with either of them. Mr. Collins asked that an update be provided the next time they request an assignment.

Resolution: Ms. Abbott moved to place item 3 on the consent agenda. Ms. Dunbar seconded the motion. The motion carried on a unanimous voice vote.

4. Idaho Transportation Department – Action Item

Request for recognition of assignment of CPO12400383 from The Print Machine, TPM, Inc to Symetri USA, LLC. The contract provides Bluebeam Software Licensing for the Idaho Transportation Department.

Discussion: Mr. Benjamin gave a brief overview of the request. Kaylee Starman from the Idaho Transportation Department was present online for questions. Mr. Collins asked about the difference between the Idaho Transportation Department carrying this agenda item and the Division of Purchasing presenting the previous one. Mr. Long explained that the Division of Purchasing owns the contracts in the prior agenda item, while the Idaho Transportation Department owns this one. Ms. Hunt clarified that the Division of Purchasing grants delegated purchasing authority to agencies. When a contract falls within that authority threshold, the agency is responsible for managing and maintaining it. Mr. Collins emphasized the need for consistency in assignment language across agencies that hold their own contracts, particularly to ensure they can recover assignment related costs. Mr. Benjamin noted that the Division of Purchasing has standard terms and conditions and suggested that, once assignment language and costs are finalized, they should be incorporated into those standard terms for statewide use. Mr. Long added that this information is available on the Division of Purchasing's website for state agencies.

Resolution: Ms. Abbott moved to place item 4 on the consent agenda. Ms. Dunbar seconded the motion. The motion carried on a unanimous voice vote.

5. Department of Health & Welfare – Action Item

Request in accordance with appropriations passed by the First Regular Session of the 68th Idaho Legislature, that \$264,027,900 be transferred from the General Fund to the Cooperative Welfare Fund #22000 during the 4th Quarter of Fiscal Year 2026.

Discussion: Mr. Benjamin gave a brief overview of the request. Laura North with the Department of Health & Welfare was present online for questions. Ms. Abbott inquired whether the recent rescission act would affect the funding amount. Mr. Collins responded that, if the act passes both legislative bodies, it would result in a change. He advised the Department of Health & Welfare to maintain the current executive order and request for this fiscal year, noting that any legislative changes to appropriations could be addressed in next month's update. Mr. Benjamin asked Ms. North if the letter had been updated. She indicated she had not seen it but would gather the information and report back to the board, Mr. Benjamin asked she gather that information as questions could arise during the Regular Board of Examiners meeting. Mr. Collins noted he was coordinating with Misty Lawrence at the Department of Health & Welfare regarding potential legislative changes. Ms. Dunbar observed that the letter reflected deductions due to the executive order. Mr. Collins clarified that the deductions were made pending new legislation, with the option to submit an update before the regular meeting.

Resolution: Ms. Abbott moved to place item 5 on the consent agenda. Ms. Dunbar seconded the motion. The motion carried on a unanimous voice vote.

6. Idaho State Police – Action Item

Request for approval pursuant to the BOE Surplus Personal Property Policy and Procedures to transfer Explosive Detective Canine Kimber to the current handler, Corporal Jayce Miller. Kimber is being decommissioned due to being diagnosed with a terminal illness and having physical difficulties performing her duties.

Discussion: Mr. Benjamin provided an update on agenda item #6, reporting that Canine Kimber had passed away over the weekend. Consequently, the Board's approval was no longer required, and agenda item #6 from the Idaho State Police would be removed.

7. Secretary of State – Action Item

Request for the approval to provide overtime pay, in lieu of compensatory time, for employees with administrative FLSA codes associated with post-election audit work. This request will enable the Secretary of State's Office to use Personnel Funds to pay Secretary of State employees for overtime accrued while performing statutorily required audits following the May 2026 Primary Election.

Discussion: Mr. Benjamin gave a brief overview of the request. Kathy Abbot with the Secretary of State's office was present for questions.

Resolution: Ms. Dunbar moved to place item 7 on the consent agenda. Mr. Collins seconded the motion. The motion carried on a unanimous voice vote.

8. State Treasurer’s Office – Action Item

Request authorization, pursuant to Idaho Code §63-3201 to issue tax anticipation notes that will not exceed 75% of the anticipated income or revenue from taxes during Fiscal Year 2027.

Discussion: Mr. Benjamin gave a brief overview of the request. Merissa Landers from the State Treasurer’s Office was present online for questions. Mr. Benjamin inquired whether the item should remain on the regular agenda. Ms. Landers, covering for Laura Steffler, confirmed it should, noting she would relay any questions to Ms. Steffler on Monday. Mr. Benjamin noted that State Controller Brandon Woolf and others may not be physically present at the regular meeting, but the slip could be routed accordingly for signatures.

Resolution: Ms. Abbott moved to place item 8 on the regular agenda. Ms. Dunbar seconded the motion. The motion carried on a unanimous voice vote.

INFORMATIONAL AGENDA

9. State Insurance Fund

- a. Estimate of the State Insurance Fund expenses to be paid by sight drafts for the month of February 2026.

Estimated expenditure for workers compensation claim costs, dividends, and premium refunds	\$22,000,000.00
Funds Expended in January 2026:	
Workers Compensation Claim Costs	\$17,027,849.59
Dividends	\$0
Commission	\$3,475,853.40
<u>Policy Refunds</u>	<u>\$204,919.46</u>
Total	\$20,708,622.45

- b. Estimate of the Idaho Petroleum Clean Water Trust Fund expenses to be paid by sight drafts for the month of February 2026.

Estimated expenditure for Idaho Petroleum Clean Water Trust Fund	\$750,000.00
Funds Expended in January 2026:	
Payroll	\$67,846.00
Operations	\$200,669.00
<u>Claim Costs</u>	<u>\$243,346.94</u>
Total	\$511,861.94

Mr. Benjamin gave a brief overview of the informational items. The meeting adjourned at 1:53 p.m.