

# Agency Summary And Certification

AUG 28 2020

## 424 -- Engineers/Land Surveyors, Bd of Prof

Original Submission  or Rev No. \_\_\_\_

FY2022 Request

Page 1 of 37 Pages

In accordance with 67-3502, Idaho Code, I certify the attached forms properly state the receipts and expenditures of the department (agency, office, or institution) for the fiscal years indicated. The summary of expenditures by major program, fund source, and standard class is indicated below.

Signature of Department Director :  Date: 8/28/2020

Function/Activity	FY 2020 Total Appropriation	FY 2020 Total Expenditures	FY 2021 Original Appropriation	FY 2021 Estimated Expenditures	FY 2022 Total Request
Board of Prof. Eng. & Land Surveyor	840,400	834,800	845,000	1,045,700	0
<b>Total</b>	840,400	834,800	845,000	1,045,700	0
By Fund Source	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
D 0229-00 State Regulatory Fund	840,400	834,800	845,000	1,045,700	0
<b>Total</b>	840,400	834,800	845,000	1,045,700	0
By Object	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
Personnel Costs	532,900	512,700	541,700	541,700	0
Operating Expenditures	302,700	322,100	303,300	504,000	0
Capital Outlay	4,800	0	0	0	0
Trustee And Benefit Payments	0	0	0	0	0
Lump Sum	0	0	0	0	0
<b>Total</b>	840,400	834,800	845,000	1,045,700	0
<b>FTP Total</b>	5.00	5.00	5.00	5.00	0.00



# STATE OF IDAHO

## BOARD OF PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS

1510 E. Watertower St., Suite 110  
Meridian, Idaho 83642-7993  
Phone: (208) 373-7210 Fax: (208) 373-7213  
[www.ipels.idaho.gov](http://www.ipels.idaho.gov)

August 28, 2020

Misty Lawrence  
Division of Financial Management  
Statehouse Mail  
304 N 8<sup>th</sup> St., 3<sup>rd</sup> Floor  
Boise, Idaho 83720

Dear Ms. Lawrence:

Enclosed are two (2) copies of performance report for FY 2022. By copy of this letter I am also transmitting one (1) copy of the form to Legislative Services – Budget and Policy Analysis. The budget was hand delivered earlier today. The budget submittal represents a maintenance budget so there are no line item requests and related forms.

Please call if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Keith Simila".

Keith Simila, P.E.  
Executive Director

KAS/kas:Lawrence, Misty, Budget submission  
Enclosure

Cc: Legislative Services (Christine Otto) with enclosure

**FORM B3: DIVISION DESCRIPTIONS**

Agency/Department: Self Governing  
Division: IDOPL/Engineers and Surveyors Board

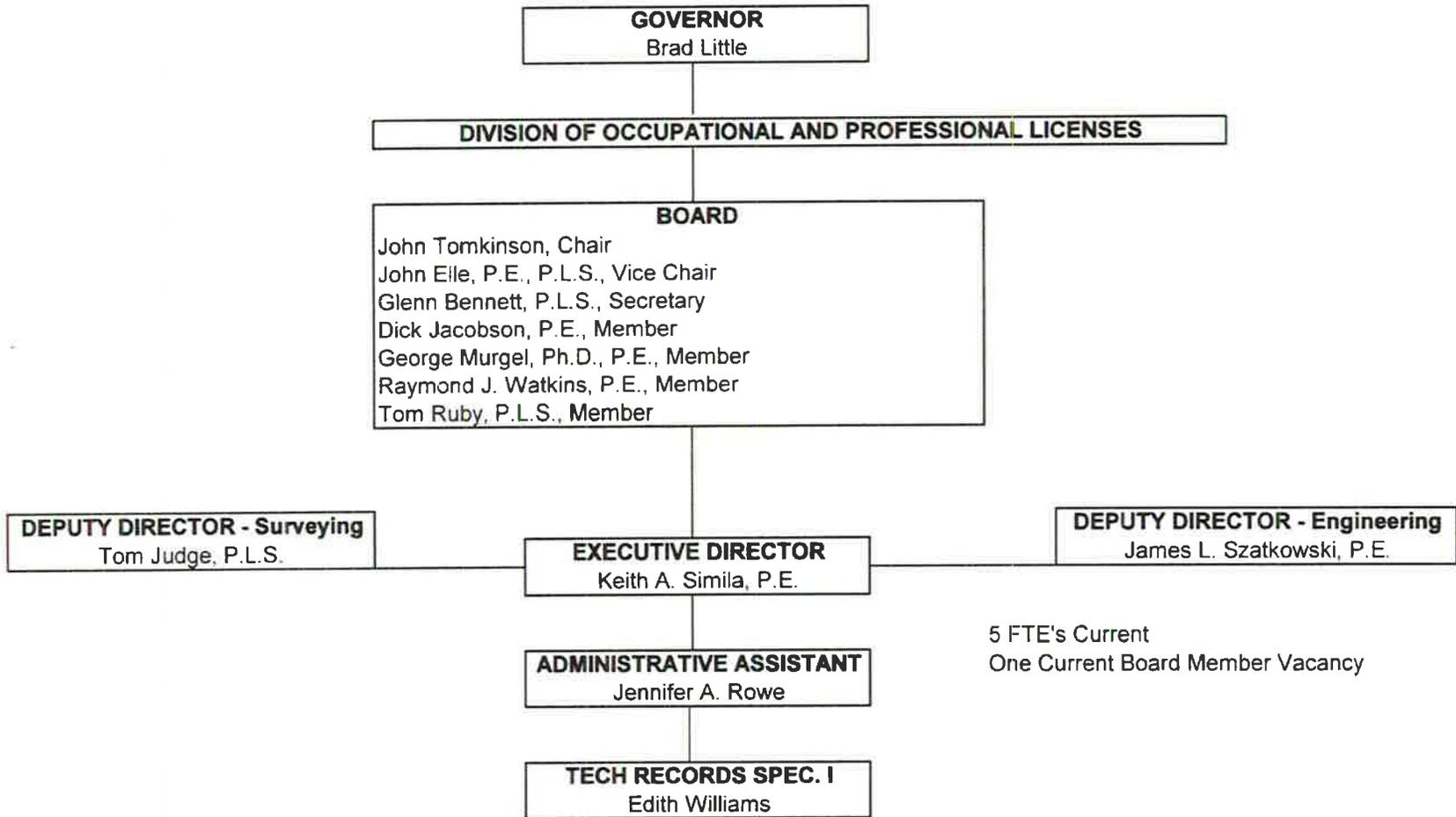
Request for Fiscal Year : 2022  
Agency Number: 424

Original Request Date: August 28, 2021	Revision Request Date:
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The Idaho Board of Licensure of Professional Engineers and Professional Land Surveyors was moved by Executive Order under the Division of Occupational and Professional Licenses. Previously the Board was a stand alone Board under the Department of Self Governing Agencies.

# ORGANIZATIONAL CHART



  
 EXECUTIVE DIRECTOR

8/7/2020  
 DATE

**FY 2022 Agency Budget - Request**

**Line Item Report**

**Agency: 424 Engineers/Land Surveyors, Bd of Prof**

Decision Unit	Priority	Agency Request		
		FTP	General	Total
<b>Board of Prof. Eng. &amp; Land Surveyor</b>				
12.81 Revenue Adjustments	1	-5.00	0	(860,000)
		-5.00	0	(860,000)

**FORM B11: REVENUE**

Agency/Department: Self Governing  
 Program (If applicable) Engineers and Surveyors Board

Request for Fiscal Year: 2022  
 Agency Number: 424  
 Budget Unit (If Applicable): SGBE  
 Function/Activity Number (If Applicable): \_\_\_\_\_

Original Request Date: 8/28/20      Revision Request Date: \_\_\_\_\_

Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Summary Object Code	Revenue Source Description - Summary Level	FY 2018 Actual Revenue	FY 2019 Actual Revenue	FY 2020 Actual Revenue	FY 2021 Estimated Revenue	FY 2022 Estimated Revenue
0229		Engineers and Surveyors		1001	Regulatory License	597,000	923,000	997,200	1,000,000	1,000,000
				1301	Fines Forfeit Escheats	57,700	69,200	72,200	70,000	70,000
<b>0229</b>		<b>Engineers and Surveyors</b>		<b>FUND TOTAL</b>		<b>\$654,700</b>	<b>\$992,200</b>	<b>\$1,069,400</b>	<b>\$1,070,000</b>	<b>\$1,070,000</b>
0001		General Fund		1301	Fines Forfeit Escheats	3,300	5,500	1,300	2,000	2,000
<b>0001</b>		<b>General Fund</b>		<b>FUND TOTAL</b>		<b>\$3,300</b>	<b>\$5,500</b>	<b>\$1,300</b>	<b>\$2,000</b>	<b>\$2,000</b>
				<b>FUND TOTAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
				<b>FUND TOTAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
				<b>FUND TOTAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
				<b>FUND TOTAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
				<b>FUND TOTAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Summary Object Code	Revenue Source Description -Summary Level	FY 2018 Actual Revenue	FY 2019 Actual Revenue	FY 2020 Actual Revenue	FY 2021 Estimated Revenue	FY 2022 Estimated Revenue
<b>GRAND TOTAL</b>						<b>\$658,000</b>	<b>\$997,700</b>	<b>\$1,070,700</b>	<b>\$1,072,000</b>	<b>\$1,072,000</b>
<b>SIGNIFICANT ASSUMPTIONS</b>										
Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Provide Details for any Significant Assumptions Listed						FY 2022 Estimated Impact
										\$0
										\$0
										\$0
										\$0
										\$0
										\$0

**FORM B12: ANALYSIS OF FUND BALANCES**

Request for Fiscal Year : 2022

Agency/Department: Engineers and Surveyors Board

Agency Number: 424

Original Request Date: August 28, 2020 or Revision Request Date: \_\_\_\_\_

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Sources and Uses:

FUND NAME:	Engineers and Surveyors	FUND CODE	0229	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
<b>1. Beginning Free Fund Balance</b>				<b>435,000</b>	<b>339,300</b>	<b>556,200</b>	<b>790,800</b>	<b>815,100</b>
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0
<b>3. Beginning Cash Balance</b>				<b>435,000</b>	<b>339,300</b>	<b>556,200</b>	<b>790,800</b>	<b>815,100</b>
4. Revenues (from Form B-11)				654,800	992,200	1,069,400	1,070,000	1,070,000
5. Non-Revenue Receipts and Other Adjustments	Suspense, borrowing limit			1,000	5,500	1,300	2,000	2,000
6. Statutory Transfers in:	Fund or Reference:			0	0	0	0	0
7. Operating Transfers in:	Fund or Reference:			0	0	0	0	0
<b>8. Total Available for Year</b>				<b>1,090,800</b>	<b>1,337,000</b>	<b>1,626,900</b>	<b>1,862,800</b>	<b>1,887,100</b>
9. Statutory Transfers Out:	Fund or Reference:			0	0	0	0	0
10. Operating Transfers Out:	Fund or Reference:			0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments	Refunds, Clearing, P-card pymts			1,000	5,500	1,300	2,000	2,000
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				731,000	805,300	841,500	845,000	860,000
14. Prior Year Reappropriations, Supplementals, Rescissions				30,000	0	(1,100)	200,700	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions and Continuous Appropriations				(10,500)	(30,000)	(5,600)	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
<b>19. Current Year Cash Expenditures</b>				<b>750,500</b>	<b>775,300</b>	<b>834,800</b>	<b>1,045,700</b>	<b>860,000</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>				<b>750,500</b>	<b>775,300</b>	<b>834,800</b>	<b>1,045,700</b>	<b>860,000</b>
<b>20. Ending Cash Balance</b>				<b>339,300</b>	<b>556,200</b>	<b>790,800</b>	<b>815,100</b>	<b>1,025,100</b>
21. Prior Year Encumbrances as of June 30				0	0	0	0	0
22. Current Year Encumbrances as of June 30				0	0	0	0	0
22a. Current Year Reappropriation				0	0	0	0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>339,300</b>	<b>556,200</b>	<b>790,800</b>	<b>815,100</b>	<b>1,025,100</b>
24a. Investments Direct by Agency (GL 1203)				0	0	0	0	0
<b>24b. Ending Free Fund Balance Including Direct Investments</b>				<b>339,300</b>	<b>556,200</b>	<b>790,800</b>	<b>815,100</b>	<b>1,025,100</b>
26. Outstanding Loans (if this fund is part of a loan program)								

\*Note:

Shaded areas in matrix are calculated. Numbers are rounded to hundreds of dollars. Font set to fit to page.

# FY 2022 Agency Budget - Request

# Detail Report

Agency: 424 - Engineers/Land Surveyors, Bd of Prof

Function: 01 - Board of Prof. Eng. & Land Surveyor

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/Benefit	Lump Sum	Total
<b>FY 2020 Total Appropriation</b>								
1.00								
	0229-00 Dedicated	5.00	532,900	302,700	4,800	0	0	840,400
	<b>Total</b>	<b>5.00</b>	<b>532,900</b>	<b>302,700</b>	<b>4,800</b>	<b>0</b>	<b>0</b>	<b>840,400</b>
1.31	Net Transfers Between Programs							
	Transfer from Personnel Cost to Operating Expense to pay for tenant improvements to the Chinden campus for an eventual agency move.							
	0229-00 Dedicated	0.00	(20,200)	20,200	0	0	0	0
	<b>Total</b>	<b>0.00</b>	<b>(20,200)</b>	<b>20,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
1.61	Reverted Appropriation Balances							
	0229-00 Dedicated	0.00	0	(800)	(4,800)	0	0	(5,600)
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>(800)</b>	<b>(4,800)</b>	<b>0</b>	<b>0</b>	<b>(5,600)</b>
<b>FY 2020 Actual Expenditures</b>								
	0229-00 Dedicated	5.00	512,700	322,100	0	0	0	834,800
	<b>Total</b>	<b>5.00</b>	<b>512,700</b>	<b>322,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>834,800</b>
<b>FY 2021 Original Appropriation</b>								
3.00								
	0229-00 Dedicated	5.00	541,700	300,900	0	0	0	842,600
	OT 0229-00 Dedicated	0.00	0	2,400	0	0	0	2,400
	<b>Total</b>	<b>5.00</b>	<b>541,700</b>	<b>303,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>845,000</b>
<b>Expenditure Adjustments</b>								
4.31	Supplemental							
	Board of Professional Engineers and Land Surveyors request to move to the Chinden campus per EO 2020-10. Includes tenant improvement, moving costs and lease cancellation costs.							
	OT 0229-00 Dedicated	0.00	0	200,700	0	0	0	200,700
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>200,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200,700</b>
<b>FY 2021 Total Appropriation</b>								
	0229-00 Dedicated	5.00	541,700	300,900	0	0	0	842,600
	OT 0229-00 Dedicated	0.00	0	203,100	0	0	0	203,100
	<b>Total</b>	<b>5.00</b>	<b>541,700</b>	<b>504,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,045,700</b>
<b>FY 2021 Estimated Expenditures</b>								
	0229-00 Dedicated	5.00	541,700	300,900	0	0	0	842,600
	OT 0229-00 Dedicated	0.00	0	203,100	0	0	0	203,100
	<b>Total</b>	<b>5.00</b>	<b>541,700</b>	<b>504,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,045,700</b>

# FY 2022 Agency Budget - Request

# Detail Report

Agency: 424 - Engineers/Land Surveyors, Bd of Prof

Function: 01 - Board of Prof. Eng. & Land Surveyor

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/Benefit	Lump Sum	Total
<b>Base Adjustments</b>							
8.41 Removal of One-Time Expenditures							
OT 0229-00 Dedicated	0.00	0	(203,100)	0	0	0	(203,100)
<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>(203,100)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(203,100)</b>
<b>FY 2022 Base</b>							
0229-00 Dedicated	5.00	541,700	300,900	0	0	0	842,600
OT 0229-00 Dedicated	0.00	0	0	0	0	0	0
<b>Total</b>	<b>5.00</b>	<b>541,700</b>	<b>300,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>842,600</b>
<b>Program Maintenance</b>							
10.11 Change in Health Benefit Costs							
0229-00 Dedicated	0.00	6,400	0	0	0	0	6,400
<b>Total</b>	<b>0.00</b>	<b>6,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,400</b>
10.12 Change in Variable Benefit Costs							
0229-00 Dedicated	0.00	3,100	0	0	0	0	3,100
<b>Total</b>	<b>0.00</b>	<b>3,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,100</b>
10.31 Repair, Replacement Items/Alterations							
Replace two computers							
OT 0229-00 Dedicated	0.00	0	0	3,200	0	0	3,200
<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>3,200</b>	<b>0</b>	<b>0</b>	<b>3,200</b>
10.61 Salary Multiplier - Regular Employees							
0229-00 Dedicated	0.00	4,600	0	0	0	0	4,600
<b>Total</b>	<b>0.00</b>	<b>4,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,600</b>
10.62 Salary Multiplier - Group and Temporary							
0229-00 Dedicated	0.00	100	0	0	0	0	100
<b>Total</b>	<b>0.00</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100</b>
<b>FY 2022 Total Maintenance</b>							
0229-00 Dedicated	5.00	555,900	300,900	0	0	0	856,800
OT 0229-00 Dedicated	0.00	0	0	3,200	0	0	3,200
<b>Total</b>	<b>5.00</b>	<b>555,900</b>	<b>300,900</b>	<b>3,200</b>	<b>0</b>	<b>0</b>	<b>860,000</b>

# FY 2022 Agency Budget - Request

# Detail Report

Agency: 424 - Engineers/Land Surveyors, Bd of Prof

Function: 01 - Board of Prof. Eng. & Land Surveyor

		<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
<b>Line Items</b>								
12.81 Revenue Adjustments								
Zero out the FY2022 budget request for transfer to IDOPL (427)								
	0229-00	Dedicated	-5.00	(555,900)	(300,900)	0	0	(856,800)
	OT 0229-00	Dedicated	0.00	0	0	(3,200)	0	(3,200)
		<b>Total</b>	<b>-5.00</b>	<b>(555,900)</b>	<b>(300,900)</b>	<b>(3,200)</b>	<b>0</b>	<b>(860,000)</b>
<b>FY 2022 Total</b>								
	0229-00	Dedicated	0.00	0	0	0	0	0
	OT 0229-00	Dedicated	0.00	0	0	0	0	0
		<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**FORM B8.1: PROGRAM REQUEST BY DECISION UNIT**

Agency/Department: Self Governing  
 Function/Division: Board of Prof Engineers and Land Surveyors  
 Activity/Program: \_\_\_\_\_

Request for Fiscal Year : 2022  
 Agency Number: 424  
 Function/Activity Number: \_\_\_\_\_  
 Budget Unit: SGBE

Original Request Date: 8/282020      Revision Request Date: \_\_\_\_\_

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**Decision Unit Number:** 4.31      **Descriptive Title:** Move to Chinden Campus

Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP) PERSONNEL COSTS: 1. Salaries 2. Benefits 3. Group Position Funding					
<b>TOTAL PERSONNEL COSTS:</b>					
OPERATING EXPENDITURES by summary object: 1. Ongoing Maintenance Costs 2. Tenent improvements, move, lease cancellation 3.		200,700			\$200,700
<b>TOTAL OPERATING EXPENDITURES:</b>		<b>\$200,700</b>			<b>\$200,700</b>
CAPITAL OUTLAY by summary object: 1. Network Hardware 2. 3.					
<b>TOTAL CAPITAL OUTLAY:</b>					
<b>T/B PAYMENTS:</b>					
<b>LUMP SUM:</b>					
<b>GRAND TOTAL</b>		<b>\$200,700</b>			<b>\$200,700</b>

Attach as many pages as necessary to respond to the following questions:

1. What is being requested and why? Specifically, what problem is this request trying to solve and how does this request address that problem?
  - a. If a supplemental request, explain how this request arises to the level of being an emergency for the agency.
2. Indicate the specific source of authority, whether in statute or rule, that supports this request.
3. What is the agency staffing level, OE, or CO for this activity currently and how much funding, by source, is in the Base?
4. What resources are necessary to implement this request?
  - a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.
  - b. Note any existing agency human resources that will be redirected to this new effort, how existing operations will be impacted, and anticipated oversight the position would have over other employees. Please indicate any requested personnel on the organizational chart submitted with this budget request.
  - c. List any additional operating funds and capital items needed and note onetime versus ongoing costs.
  - d. What is the basis for the requested resources? How were PC, OE, or CO needs projected? Was an RFI done to project estimated costs (if so, please attach a copy of the basis for your cost estimates)?
6. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, anticipated grant awards, or anticipated partnerships with other state agencies or other entities.
7. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

## B8.1 Response to questions

## B8.1 Response to questions

### DU 4.31 –Move to Chinden Campus

1. *What is being requested and why? Specifically, what problem is this request trying to solve and how does this request address that problem?*
  - a. *If a supplemental request, explain how this request arises to the level of being an emergency for the agency?*

The request includes additional funding to complete the tenant improvements, moving costs and lease cancellation to the Chinden campus. The governor's executive order directs our agency to move to this location. The request is a supplemental request because the transfer is expected to occur in fiscal year 2021. The request includes additional funding to terminate the existing lease on Watertower Street in Meridian as part of the move to the Chinden campus. The transfer is necessitating a termination of the lease three years early. The prorated amount of unpaid tenant improvements is required to be paid as part of the lease termination. The estimate is based on current lease documents.

2. *Indicate the specific source of authority, whether in statute or rule, that supports this request.*

The authority is Executive Order 2020-10.

3. *What is the agency staffing level, OE, or CO for this activity currently and how much funding, by source, is in the Base?*

There is no staffing, operating expenses or capital funding for this activity currently and there is no funding in the base.

4. *What resources are necessary to implement this request?*
  - a. *List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.*
  - b. *Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted, and anticipated oversight the position would have over other employees. Please indicate any requested personnel on the organizational chart submitted with this budget request.*
  - c. *List any additional operating funds and capital items needed and note onetime versus ongoing costs.*
  - d. *What is the basis for the requested resources? How were PC, OE, or CO needs projected? Was an RFI done to project costs (if so, please attach a copy of the basis for your cost estimates)?*

The estimated funding increase was developed by others and the estimates were provided for this budget submission. The funds pay for implementing the move to the Chinden campus as directed by the Executive Order. No new positions are added.

## **B8.1 Response to questions**

- 5. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, anticipated grant awards, or anticipated partnerships with other state agencies or other entities.*

This is a one-time request. The Board receives revenues exclusively from licensee and certificate holder fees. No general fund revenues are requested or received. The resources to implement this change will come from fees collected; no fee increase is anticipated. Funds are for operating expenses and no new personnel or capital expenses are needed or included.

- 6. Who is being served by this request and what are the impacts of the funding requested? If this request is not funded, who and what are the impacts?*

The funding request serves exclusively the Board. All the staff of the Board are planned to move to the new campus. The impacts only affect the related moving costs and staff time for executing a move. If this request is not funded, the staff will remain in the current leased office on Watertower Street in Meridian. The current lease is under contract until 2023.

## LEASE AMENDMENT No. One

THIS LEASE AMENDMENT ("Lease Amendment"), made and entered into this 14<sup>th</sup> day of October, 2018, by and between DM Investments, LLC, 1510 E. Watertower, #120, Meridian, Idaho 83642 ("Lessor") and the STATE OF IDAHO, by and through the Idaho Board of Licensure of Professional Engineers and Professional Land Surveyors, 1510 E. Watertower, #110, Meridian, Idaho 83642-7993 ("Lessee"), is an amendment of the Lease Agreement for Space between the Lessor and the Lessee entered into on April 19, 2010, for space located at 1510 E. Watertower, #110, Meridian, Idaho 83642.

### WITNESSETH

WHEREAS, the parties desire to amend the Lease Agreement for Space;

WHEREAS, the LESSEE is legally authorized to enter in this amendment by power granted by Title 67, Chapter 57 of Idaho Code, with the approval of the Department of Administration; and

NOW, THEREFORE, in consideration of the mutual covenants of the parties, the Lease Agreement for Space is hereby amended as follows:

1. **SECTION 2. TERM.** The first two sentences of Section 2 are hereby deleted and replaced with the following; the remainder of Section 2 remains in full force and effect:

The term of this Lease Agreement shall end at midnight on August 31, 2023. The Lessee may, at the expiration of the term of this Lease Amendment and without the necessity of renewing said Lease Amendment, continue in its occupancy of the Premises on a month to month basis upon the terms and conditions set forth in this Lease Amendment for a period not to exceed one (1) year. The Lessor may terminate the Lessee's month to month occupancy upon ninety (90) days' prior written notice to the Lessee.

2. **SECTION 3. PAYMENT.** The following is hereby added after the last sentence of Section 3:

Effective September 1, 2018, the lease payment shall be payable in monthly installments of \$2,920.00 each. The lease payment shall be computed at a rate of \$16.00 per square foot, per year. The total square footage of the Premises is 2,190, subject to measurement using BOMA standard. The total yearly lease payment is \$35,040.00. Upon election by the Lessee to pay in advance:  N/A,  quarterly,  semi-annually, or  annually, the Lessor shall allow Lessee a discount of Two Percent (2%). The lease payments shall be paid pursuant to the Lessor's timely submission of invoices for payment.

3. **LESSOR'S WORK.** Lessor shall, on Lessee's behalf, install a new office area at a cost to the Lessor of approximately \$19,790.00 (the "Work"). Lessee agrees to reimburse Lessor \$15,540.00 over the Five-Year Term in annual installments of \$3,108.00 each. Lessor hereby agrees to commence work upon receipt of an executed Lease Agreement and to substantially complete the Work on or before September 1, 2018.  $3 \times \$3108 = \$9324$   
left to pay

The Work shall be built to the Lessor's architects' specifications, subject to Lessee's approval. Lessee shall review and approve the final plans and specifications prior to commencement of the Work. Lessor will allow the Lessee to enter upon the Premises during the construction period for inspection purposes.

The Lessor agrees to maintain any and all insurance coverages applicable to this construction, including worker's compensation and liability insurance. The Lessor further agrees to indemnify, defend and save harmless the Lessee from and against any and all claims, damages, costs, legal fees, expenses, actions and suits whatsoever,

including injury or death of others or any employee of the Lessor, subcontractors, agents or employees, caused directly or indirectly by the carrying out of the Work, or caused by any matter or thing done, permitted or omitted to be done by the Lessor, his agents, subcontractors or employees and occasioned by the negligence of the Lessor, his agents, subcontractors or employees.

All Work shall be done in a workmanlike manner and must comply with all applicable codes, ordinances, rules and regulations. Lessor shall obtain any and all permits and inspections applicable to this Work which must comply with all applicable codes, ordinances, rules and regulations. Lessor shall warrant and guaranty all materials, equipment and workmanship for a period of one (1) year.

Upon completion of the Work, Lessor shall furnish to the Lessee a listing of products, subcontractors, supplier and/or manufacturers and maintenance manuals relative to the Work. Lessor shall complete a final cleaning upon completion of the Work. Lessor shall perform the Work so as to minimize any disturbances to the day to day business activities of the Lessee.

The trade fixtures installed by Lessor and reimbursed by the Lessee shall, at the option of the Lessee, not become the property of the Lessor. Upon the termination of the Lease Agreement, the Lessee may remove the trade fixtures installed by Lessor and return the Premises in as close to original condition as possible, reasonable wear and tear excepted.

Lessors leasing space to the State must procure building permits, secure necessary inspections, and obtain a Certificate of Occupancy for the intended use prior to the lease taking effect.

Local governments have jurisdiction over privately owned buildings in the target area. The minimum building and safety codes adopted by the state of Idaho and the federal government may be amended by the Division of Building Safety. An accurate listing of their codes can be located at <http://dbs.idaho.gov>.

**4. OPTION TO RENEW.** Lessee shall have One (1) option to renew this Lease for a period of five years. Lessee shall give written notice to the Lessor of its intent to renew the Lease upon the following terms no later than ninety (90) days prior to the expiration of the Lease Agreement or any renewal period of the Lease.

During each option period, the lease payment shall be adjusted on an annual basis according to the percentage change in the Consumer Price Index from the Base Price Index. The "Consumer Price Index" shall mean the average for "all items" (1982-84 = 100) shown on the "U.S. City Average for all Urban Consumers", as promulgated by the Bureau of Labor Statistics of the U.S. Department of Labor. The "Base Price Index" shall be the index in effect on April 1, 2014. The Base Price Index shall be compared to each current year's April index. The lease payment to be used for calculation of the percentage change in the Consumer Price Index shall be \$16.00.

Annual increases in Lessee's lease payments shall not be more than three percent (3%) over the preceding lease year, regardless of the actual percentage change in the Consumer Price Index. In the event there is percentage decrease in the Consumer Price Index, the lease payment shall be decreased accordingly, but in no event shall the decrease be more than three percent (3%) per year.

Throughout each year of the option periods, the Lessor shall give Lessee written notice of each year's adjusted lease payment on or before August of each year. Failure to provide Lessee written notice on or before November of each year shall cause Lessor to waive any right to obtain any rent adjustment for that particular lease year.

**5. NO ADDITIONAL PROVISIONS.** The parties agree that all provisions of the original Lease Agreement for Space, dated April 19, 2010, and all previous agreements, unless specifically hereby amended, shall remain in force during the period covered by the Lease Amendment. No other understanding, whether oral or written, whether made prior to or contemporaneously with this Lease Amendment, shall be deemed to enlarge, limit or otherwise affect the operation of the Lease Agreement for Space or this Lease Amendment.

IN WITNESS WHEREOF, the Parties have executed this Lease Amendment as set forth above.

LESSOR: DM Investments, LLC

12 Sept 2018  
Date Executed

By: [Signature]  
Signature  
Dennis Durrant  
Printed Name

STATE OF Idaho )  
COUNTY OF Ada ) ss.

On this 12 day of September, 2018, before me, the undersigned, a Notary Public in and for said State, personally appeared Dennis Durrant, known or identified to me to be the person whose name is subscribed to the foregoing instrument on behalf of DM Investments, LLC as Lessor, and acknowledged to me that he/she executed the same on behalf of the Lessor.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.



Tiffany A. Jenkins  
NOTARY PUBLIC State of Idaho  
Residing at: Nampa, ID  
Commission expires 10/11/2023

LESSEE: Idaho Board of Licensure of Professional Engineers and Professional Land Surveyors

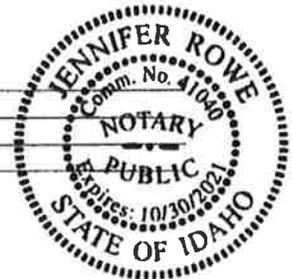
10/2/2018  
Date Executed

By: [Signature]  
Signature  
Keith Simola  
Printed Name

STATE OF Idaho )  
COUNTY OF Ada ) ss.

On this 2 day of October, 2018, before me, the undersigned, a Notary Public in and for said State, personally appeared Keith Simola, known or identified to me to be the person whose name is subscribed to the foregoing instrument on behalf of the Idaho Board of Licensure of Professional Engineers and Professional Land Surveyors, and acknowledged to me that he/she executed the same on behalf of the Lessee.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.



[Signature]  
NOTARY PUBLIC State of Idaho  
Residing at: Kuna, ID  
Commission expires 10/30/2021

APPROVED BY:

[Signature]  
Linda S. Miller  
Statewide Leasing Manager  
Division of Public Works, Department of Administration

10/6/18  
Date



FORM B6: WAGE & SALARY RECONCILIATION

4.11	Appropriation Adjustments:								
	Reappropriation		0.00	0	0	0	0		
4.31	Supplemental		0.00	0	0	0	0		0
5.00	<b>FY 2021 TOTAL APPROPRIATION</b>		<b>5.00</b>	<b>397,700</b>	<b>61,600</b>	<b>82,400</b>	<b>541,700</b>		
	Expenditure Adjustments:								
6.31	FTP or Fund Adjustment		0.00	0	0	0	0		0
6.51	Transfer Between Programs		0.00	0	0	0	0		0
7.00	<b>FY 2021 ESTIMATED EXPENDITURES</b>		<b>5.00</b>	<b>397,700</b>	<b>61,600</b>	<b>82,400</b>	<b>541,700</b>		
	Base Adjustments:								
8.31	Transfer Between Programs		0.00	0	0	0	0		0
8.41	Removal of One-Time Expenditures		0.00	0	0	0	0		0
8.51	Base Reduction		0.00	0	0	0	0		0
9.00	<b>FY 2022 BASE</b>		<b>5.00</b>	<b>397,700</b>	<b>61,600</b>	<b>82,400</b>	<b>541,700</b>		
10.11	Change in Health Benefit Costs				6,400		6,400		
10.12	Change in Variable Benefits Costs					3,100	3,100		
	Subtotal CEC Base:	Indicator Code	5.00	397,700	68,000	85,500	551,200		
10.51	Annualization			0	0	0	0		
10.61	CEC for Permanent Positions	1.00%		3,800		800	4,600		
10.62	CEC for Group Positions	1.00%		100		0	100		
10.63	CEC for Elected Officials & Commissioners			0		0	0		
11.00	<b>FY 2022 PROGRAM MAINTENANCE</b>		<b>5.00</b>	<b>401,600</b>	<b>68,000</b>	<b>86,300</b>	<b>555,900</b>		
	Line Items:								
12.01									0
12.02									0
12.03									0
13.00	<b>FY 2022 TOTAL REQUEST</b>		<b>5.00</b>	<b>401,600</b>	<b>68,000</b>	<b>86,300</b>	<b>555,900</b>		

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Priority Order	Program	DU	Fund	Sub-object Code	Item/Description	Usage	Date Acquired	Quantity In Stock	Request Quantity Desired	Request Unit Cost	Request Total Cost	Gov's Rec Fund	Gov's Rec Quantity	Gov's Unit Cost	Governor's Recommendation
----------------	---------	----	------	-----------------	------------------	-------	---------------	-------------------	--------------------------	-------------------	--------------------	----------------	--------------------	-----------------	---------------------------

Services (ITS)? Does the request align with the state's IT plan and all other state standards? Attach any supporting documents about this request that you got from ITS or the Idaho Technology Authority.

## Keith Simila

---

**From:** Jim Szatkowski  
**Sent:** Monday, August 24, 2020 10:45 AM  
**To:** Keith Simila  
**Cc:** Jennifer Rowe  
**Subject:** Fwd: Reviewed & Recommended: Request for IT Budget Approval from ITS

FYI  
Jim

Get [Outlook for Android](#)

---

**From:** Request for IT Budget Approval from ITS <no-reply@sharepointonline.com>  
**Sent:** Monday, August 24, 2020 10:21:00 AM  
**To:** Jim Szatkowski <Jim.Szatkowski@ipels.idaho.gov>  
**Subject:** Reviewed & Recommended: Request for IT Budget Approval from ITS

**\*\* Please do not reply to this email \*\***

Your request 199 titled: "Two (2) Laptops to replace two desktops acquired in 2016" has been **Reviewed & Recommended** by ITS.

ITS Comments:

""

[Click here to view your request](#)

Thank you for your submission.

ITS Management

If you have any questions, please send an email to [itsapprovals@its.idaho.gov](mailto:itsapprovals@its.idaho.gov)

Workflow created by AAT 20190826

**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B**

**AGENCY INFORMATION**

<b>AGENCY NAME:</b>	Board of Licensure for PE and PLS	<b>Division/Bureau:</b>	
<b>Prepared By:</b>	James L. Szatkowski, PE Deputy Dir	<b>E-mail Address:</b>	<a href="mailto:jim.szatkowski@ipels.idaho.gov">jim.szatkowski@ipels.idaho.gov</a>
<b>Telephone Number:</b>	208-332-1782	<b>Fax Number:</b>	208-373-7213
<b>DFM Analyst:</b>	Misty Lawrence	<b>LSO/BPA Analyst:</b>	Christine Otto
<b>Date Prepared:</b>	7/14/2020	<b>For Fiscal Year:</b>	2021

**FACILITY INFORMATION (please list each facility separately by city and street address)**

<b>Facility Name:</b>	Leased Board office				
<b>City:</b>	Meridian	<b>County:</b>	Ada		
<b>Street Address:</b>	1510 E Watertower St STE 110			<b>Zip Code:</b>	83642-7993
<b>Facility Ownership (could be private or state-owned)</b>	<b>Private Lease:</b>	<input checked="" type="checkbox"/>	<b>State Owned:</b>	<input type="checkbox"/>	<b>Lease Expires:</b> August 31, 2023

**FUNCTION/USE OF FACILITY**

House the staff and functions of the Board.

**COMMENTS**

--	--	--	--	--	--	--

**WORK AREAS**

<b>FISCAL YR:</b>	<b>ACTUAL 2020</b>	<b>REQUEST 2021</b>	<b>REQUEST 2022</b>	<b>REQUEST 2023</b>	<b>REQUEST 2024</b>	<b>REQUEST 2025</b>
<b>Total Number of Work Areas:</b>	5	5	5	5	5	5
<b>Full-Time Equivalent Positions:</b>	5	5	5	5	5	5
<b>Temp. Employees, Contractors, Auditors, etc.:</b>	0	0	0	0	0	0

**SQUARE FEET**

<b>FISCAL YR:</b>	<b>ACTUAL 2020</b>	<b>REQUEST 2021</b>	<b>REQUEST 2022</b>	<b>REQUEST 2023</b>	<b>REQUEST 2024</b>	<b>REQUEST 2025</b>
<b>Square Feet:</b>	2190	2190	TBD	TBD	TBD	TBD

**FACILITY COST**

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

<b>FISCAL YR:</b>	<b>ACTUAL 2020</b>	<b>ACTUAL 2021</b>	<b>REQUEST 2022</b>	<b>REQUEST 2023</b>	<b>REQUEST 2024</b>	<b>REQUEST 2025</b>
<b>Total Facility Cost/Yr:</b>	\$41,047.20	\$41,047.20	TBD	TBD	TBD	TBD

**SURPLUS PROPERTY**

<b>FISCAL YR:</b>	<b>ACTUAL 2020</b>	<b>REQUEST 2021</b>	<b>REQUEST 2022</b>	<b>REQUEST 2023</b>	<b>REQUEST 2024</b>	<b>REQUEST 2025</b>
	<input type="checkbox"/>					

**IMPORTANT NOTES:**

1. Upon completion, please send to Leasing Assistant at the Division of Public Works via email to [Melissa.Broome@adm.idaho.gov](mailto:Melissa.Broome@adm.idaho.gov). Please e-mail or call 208 332-1933 with any questions.
2. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.
3. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. **DPW LEASING DOES NOT NEED A COPY OF YOUR BUDGET REQUEST, JUST THIS FORM.**

**AGENCY NOTES:**

Lease resets based on CPI at the end of each 5-yr lease term: \$3,600 annual janitorial added to lease amount to get the facility cost/yr. LEASE ENDS 8-31-2023. Agency pleased with current costs and facility condition. Authorized an additional FTE during 2018 legislature effective 1 July 2018. Amendment 1 adjusts for the cost of remodeling and adding an additional office within the existing footprint at the cost of \$3,108,000/yr for five years. In addition to the five (5) work spaces there is a Board room to house the Board meetings and to provide Board members' space. ANTICIPATE MOVING TO CHINDEN CAMPUS AT END OF LEASE INTO IDOPL.

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## Part I – Agency Profile

### Agency Overview

The Board of Professional Engineers and Professional Land Surveyors was created by the Legislature in 1939. Prior licensure for engineers and surveyors began in 1919. These were issued through the Department of Law Enforcement. The Board consists of one public member, three professional engineers, two professional land surveyors, and one member licensed as both an engineer and land surveyor. All are appointed by the Governor from among nominees submitted through application directly to the governor's office. The Board's Executive Director, Keith A. Simila, P.E. manages the Board office and supervises four additional office staff in the Meridian office.

The Board exists to protect the health, safety and welfare of the public by assuring that those offering their services to the public as engineers and land surveyors are properly qualified and that they practice competently and ethically.

License Category	As of June 30, 2020			FY20 New	
	Residents	Non-Residents	Total	Comity	Initial
PE	2519	5389	7908	556	82
PE Faculty	22	3	25		5
LS	246	350	596	15	5
PE/LS	13	7	20		
EI	505	271	776		133
LSI	21	2	23		1
RETIRED	369	560	929		
CORP	421	1517	1938		159
<b>Totals</b>	<b>4094</b>	<b>8096</b>	<b>12190</b>	<b>571</b>	<b>425</b>

### Core Functions/Idaho Code

The Board's Core Functions include information sharing and liaise with other agencies and licensing boards in other jurisdictions; enforcement of the laws and rules of the State of Idaho; maintenance of professional relations with professional societies, academia, and other groups and stakeholders; issuance of licenses and certificates as authorized by Idaho Code; interface with the legislature to ensure that the licensing laws and rules remain relevant and current; and effectively perform the administrative activities required to accomplish the Board mission.

Idaho Code Section 54-1208 is entitled "Board—Powers" and lists those authorities vested in the Board. The Board is empowered to adopt Administrative Rules, and has adopted one chapter with four subchapters including Rules of Procedure, Professional Responsibility, Corner Perpetuation and Filing, and Continuing Professional Development (CPD). The Board annually reviews or audits five percent of the licensees for compliance with CPD. The Board may subpoena witnesses and require the submission of evidence in disciplinary matters. It may seek injunctive relief in District Court to enforce the provisions of the enabling legislation or to restrain violation of it. The Board may subject applicants for certification and licensure to examinations in order to determine minimum competency. The Board maintains a current roster of license and certificate holders on the website as provided in Idaho Code Section 54-1211. The Board requires biennial renewal of licenses and certificates as provided in Idaho Code Section 54-1216 and issues licenses to persons who are licensed in other jurisdictions as allowed in Idaho Code Section 54-1219. Idaho Code Section 54-1220 allows the Board to investigate and adjudicate allegations of violation of the Idaho Code and Administrative Rules.

### Revenue and Expenditures

Revenue	FY 2017	FY 2018	FY 2019	FY 2020
State Regulatory Fund	\$657,400	\$654,800	\$992,200	\$1,069,400
General Fund	\$9,300	\$3,300	\$5,500	\$1,300
<b>Total</b>	<b>\$666,700</b>	<b>\$658,000</b>	<b>\$997,700</b>	<b>\$1,070,700</b>

Expenditures	FY 2017	FY 2017	FY 2019	FY 2020
Personnel Costs	\$412,600	\$412,200	\$500,300	\$512,700
Operating Expenditures	\$283,600	\$299,600	\$267,700	\$322,100
Capital Outlay	\$0	\$38,600	\$7,200	\$0
Trustee/Benefit Payments				
<b>Total</b>	<b>\$696,200</b>	<b>\$750,400</b>	<b>\$775,200</b>	<b>\$834,800</b>

**Profile of Cases Managed and/or Key Services Provided**

Cases Managed and/or Key Services Provided	FY 2017	FY 2018	FY 2019	FY 2020
Staff and Board Member presentations to general stakeholders	45	35	49	37
Publish and distribute a quality NEWS BULLETIN	2	2	2	2
Issue licenses and certificates to the satisfaction of applicants	94.0%	94.0%	94.0%	94.6%

**Licensing Freedom Act**

Agencies who participate in licensure must report on the number of applicants denied licensure or license renewal and the number of disciplinary actions taken against license holders.

	FY 2017	FY 2018	FY 2019	FY 2020
<b>PROFESSIONAL ENGINEER</b>				
Total Number of Licenses*	7476	7490	7906	7953
Number of New Applicants Denied Licensure	4	2	1	4
Number of Applicants Refused Renewal of a License	0	0	0	0
Number of Complaints Against Licensees	4	3	22	10
Number of Final Disciplinary Actions Against Licensees	9	2	3	4
<b>PROFESSIONAL LAND SURVEYOR</b>				
Total Number of Licenses*	617	601	631	596
Number of New Applicants Denied Licensure	2	0	1	1
Number of Applicants Refused Renewal of a License	0	0	0	0
Number of Complaints Against Licensees	16	6	3	9
Number of Final Disciplinary Actions Against Licensees	4	1	2	3
<b>INTERN CERTIFICATE</b>				
Total Number of Certificate Holders	978	896	896	799
Number of New Applicants Denied Certificate	0	0	0	0
Number of Applicants Refused Renewal of a Certificate	0	0	0	0
Number of Complaints Against Licensees	0	0	0	0
Number of Final Disciplinary Actions Against Certificate Holders	0	0	0	0
<b>BUSINESS ENTITIES</b>				
Total Number of Certificate Holders	1758	1795	1891	1938
Number of New Applicants Denied Certificate	0	0	0	0
Number of Applicants Refused Renewal of a Certificate	0	0	0	0
Number of Complaints Against Certificate Holders	0	2	1	0
Number of Final Disciplinary Actions Against Certificate Holders	0	0	0	0

\*Includes combined license holder (both PE and PLS licenses)

**Red Tape Reduction Act**

Each agency shall incorporate into its strategic plan a summary of how it will implement the Red Tape Reduction Act, including any associated goals, objectives, tasks, or performance targets. This information may be included as an addendum.

	As of July 1, 2019	As of July 1, 2020
Number of Chapters	4	1
Number of Words	12,701	11,016
Number of Restrictions	162	139

**Part II – Performance Measures**

Performance Measure		FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
<b>Outreach to stakeholders of the benefits and purpose for licensure, Board functions, and key activities and promote professionalism by encouraging continuing professional development.</b>						
1. Presentations made to organizations	actual	45	35	49	37	-----
	target	30	30	30	30	30
2. Publish a quality News Bulletin	actual	2	2	2	2	-----
	target	2	2	2	2	2
3. Seek timely input and reports to the board the need for proposed changes to the legislature	actual	Passed SB 1008	Passed SB 1252	Passed SB 1026, 1037	Passed SB 1261	-----
	target	Present to Legislature as necessary				
<b>Enforce compliance of Idaho Codes, Rules and Board decisions regarding the professional practice of Engineering and Land Surveying.</b>						
4. Percent samples of audits and reviews that are not referred for possible enforcement action (CPD compliance rate)	actual	87%	99%	91%	98%	-----
	target	95%	95%	95%	95%	95%
<b>Effectively administer the issuance and renewals of licenses and certificates.</b>						
5. Prepare a report on applicant satisfaction with recommendations for improvement	actual	Completed	Completed	Completed	Completed	-----
	target	Complete Annually	Complete Annually	Complete Annually	Completed Annually	Completed Annually
<b>Maintain Board operations that ensure effective, efficient, and timely management and implantation of all Board functions.</b>						
6. Meet at diverse locations	actual	4 Boise 2 Other	5 Boise 1 Other	4 Boise 3 Other	5 Boise 1 Other	-----
	target	4 Boise 2 Other				

**For More Information Contact**

Keith Simila, P.E.  
Professional Engineers and Professional Land Surveyors, Board of  
1510 E. Watertower St., Suite 110  
Meridian, ID 83642-7993  
Phone: (208) 373-7210  
E-mail: [keith.simila@ipels.idaho.gov](mailto:keith.simila@ipels.idaho.gov)

**Director Attestation for Performance Report**

In accordance with *Idaho Code 67-1904*, I certify the data provided in the Performance Report has been internally assessed for accuracy, and, to the best of my knowledge, is deemed to be accurate.

Department: Board of Professional Engineers and Land Surveyors

  
\_\_\_\_\_  
Director's Signature

8/28/2020  
\_\_\_\_\_  
Date

Please return to:

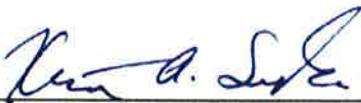
Division of Financial Management  
304 N. 8<sup>th</sup> Street, 3<sup>rd</sup> Floor  
Boise, Idaho 83720-0032

FAX: 334-2438  
E-mail: [info@dfm.idaho.gov](mailto:info@dfm.idaho.gov)

**Idaho Board of Licensure of Professional Engineers  
and Professional Land Surveyors**

**Agency Strategic Plan**

**For Fiscal Years Ending June 30, 2021 - June 30, 2024**

Signed:  Date: 7/30/2020  
Keith A. Simila, P.E., Executive Director

Approved:  Date: 7/30/2020  
Chair

**STRATEGIC PLAN OF THE  
IDAHO BOARD OF LICENSURE OF PROFESSIONAL ENGINEERS  
AND PROFESSIONAL LAND SURVEYORS**

**MISSION STATEMENT**

**Our mission is to ensure competence in the practice of Professional Engineering and Land Surveying for the purpose of safeguarding the public health, safety and welfare.**

**VISION**

**We promote public trust in Idaho's Professional Engineers and Land Surveyors.**

**Statement of the Core Functions of the Board:**

**Outreach and Promotion of Professionalism  
Licensing Process  
Enforcement  
Board Office Operations**

**GOALS, OBJECTIVES, AND PERFORMANCE MEASURES  
In support of the Mission and the Four Core Functions of the Board**

**GOAL 1: Promote professionalism in the practice of engineering and land surveying.**

OBJECTIVE A: Board Members and Staff outreach to organizations such as the legislature, county recorders, city officials, student groups, professional societies and professional conferences with the purpose of informing them of the licensure issues and the function and activities of the Board.

MEASUREMENT: The number of presentations made to organizations with a target of thirty (30) a year. The measure indicates the how much effort is applied to outreach

OBJECTIVE B: Publish and distribute electronically a quality NEWS BULLETIN to the license and certificate holders, and include, as appropriate, building officials, county recorders, county assessors and legislators on mailing lists for NEWS BULLETINS, law pamphlets, and other Board communications with the purpose of informing them of the licensure issues and the function and activities of the Board.

MEASUREMENT: Whether or not at least two (2) NEWS BULLETINS are published and distributed electronically to the public officials and appropriate recipients (measured as accomplished or not accomplished). The measure indicates the manner Board functions and activities are scheduled and performed

**OBJECTIVE C:** Inform and seek input from stakeholders regarding licensure issues through Board subcommittee meetings with membership from stakeholders.

**MEASUREMENT:** The number of subcommittee meetings with input from stakeholders as subcommittee members. The measure indicates the outreach effort accomplished by the Board.

**OBJECTIVE D:** Outreach to students and licensees on the relevance of licensure within the profession, the licensure process, and professional responsibilities (ethics).

**MEASUREMENT:** Outreach to 3 groups each year. The measure indicates the level of outreach effort to this unique group who are exploring their career options and pathway toward licensure, and gaining an introduction to professionalism expected of licensees.

**OBJECTIVE E:** Outreach to stakeholders such as professional societies and schools (colleges, universities and secondary) to address the declining number of Idaho resident licensed land surveyors.

**MEASUREMENT:** Increase the number of Idaho resident licensed professional land surveyors and interns. The measure indicates the level of success outreach efforts are having on increasing the number of interns and licensed professional land surveyors.

**OBJECTIVE F:** Engage professional engineers and professional land surveyors and related professionals in monitoring, reviewing and proposing changes to relevant Idaho Code, rules, agency guidance, and on-going legislative and legal issues.

**MEASUREMENT:** Seek timely input from the stakeholders and reports to the Board the need for proposing changes to the Legislature with a target of presenting legislation whenever an issue merits a statutory or administrative rule amendment. The measure indicates the Board's effort at outreach and level of engagement of stakeholders.

**OBJECTIVE G:** Engage with professional organizations to encourage and improve continuing professional development opportunities.

**MEASUREMENT:** The number of contacts made by Board Members and staff to discuss CPD activities of professional and technical societies with a goal of three (3) contacts per year. The measure indicates the effort made by the Board and staff to promote professionalism.

**OBJECTIVE H:** Complete posting and updating of agency guidance documents and precedential orders per the governor's executive order on Transparency in Government.

**MEASUREMENT:** Evaluate each year the relevancy of the documents and update them to maintain current documents for use by those licensed by the Board and post on the agency website.

**GOAL 2: Effectively administer the licensure process.**

OBJECTIVE A: Monitor and evaluate the issuance and renewal process and implement improvements as necessary.

MEASUREMENT: An annual report will be made to the Board regarding the number of applicants and evaluations of the application and renewal process and recommended improvements for the Board to determine future actions. The measure indicates the satisfaction of customers with the forms and process used to issue and renew licenses and certificates.

OBJECTIVE B: Maintain the ability for licensee and certificate holders to receive renewal notices electronically.

MEASUREMENT: Monitor feedback from licensees on the effectiveness of electronic renewal. The measure indicates a process improvement for applicants maintaining licensure.

OBJECTIVE C: Monitor and act on examination implementation problems and issues highlighted by examinees.

MEASUREMENT: Number of examination problems and issues highlighted and resolved. The measure indicates the problems or difficulty in obtaining a license by examination.

**GOAL 3: Enforce compliance of Idaho Codes, Rules, and Board decisions.**

OBJECTIVE A: Monitor compliance with continuing professional development requirements.

MEASUREMENT: Percent samples of audits and reviews that are not referred for possible enforcement action (compliance rate). The measure indicates compliance with the professional practice requirements.

OBJECTIVE B: Investigate complaints regarding violations of Idaho laws or rules.

MEASUREMENT: Number of complaints filed, investigated and resolved. The measure indicates the level of effort to ensure compliance.

OBJECTIVE C: Conduct hearings and issue disciplinary actions toward individuals and companies who are found to have violated the laws, rules and Board decisions regarding professional practice.

MEASUREMENT: Number of disciplinary actions issued. The measure indicates the level of effort to ensure compliance.

**GOAL 4: Maintain and seek improvement in Board operations and functions.**

**OBJECTIVE A:** Implement the Governor's Executive Order on Cybersecurity.

**MEASUREMENT:** Whether or not compliance is accomplished (measured as accomplished or not accomplished). The measure indicates the timely and effective compliance of this management requirement.

**OBJECTIVE B:** Conduct Board joint meetings and participate in conferences and workshops with professional societies, educators and stakeholders.

**MEASUREMENT:** How many meetings are held in cooperation with professional societies, educators, and stakeholders. The measure indicates management intent to effectively offer opportunities for communication with the Board by those holding common interests.

**OBJECTIVE C:** Implement the Governor's Executive Order on Zero-Based Regulation.

**MEASUREMENT:** The measure indicates the timely and effective compliance of this management requirement. Measured is whether the review established in completed in the year selected.

**Benchmarks:** Target levels were established by evaluating the goals, identifying the strategic place the Board desires to achieve or maintain within the next five years and setting a time, quantity or quality benchmark that will move in the desired direction.

**Goal 1 Benchmarks Explanation**

- **Outreach made to other organizations.** This benchmark identifies the number of outreach presentations are made to other organizations to better inform them of the board's activities, licensure process, board legal opinions, and other information relevant to board functions. The target of 30 per year is set so a reasonable effort is made at outreach.
- **Publish a quality News Bulletin.** The news bulletins are the primary means of communicating with licensees and certificate holders in a written format. They are published twice per year. The content and visual display need to be attractive and readable. The target of two per year is a good number given that the events of 3 board meetings per publication are covered.
- **Seek timely input regarding legislation.** The board continuously seeks to update the laws and rules of the board. Input is sought by interested stakeholders routinely and such input is seen and considered by the board. The laws are updated only when provisions become obsolete, new model laws are presented, or as requested by staff, board members or stakeholders to improve service to the public. The benchmark is the actual legislation approved by the legislature and signed by the governor. This is a measure of the success of the outreach efforts

and input from stakeholders

### **Goal 2 Benchmarks Explanation**

- **Annual Report to the Board.** The continuous improvement of the applications licensees and certificate holders must fill out is desired by the board and staff. Obtaining feedback on the process applicants must use is important to knowing what is not working well and what to fix. This is a continuous benchmark as a customer feedback form is included in every application. The board gets an annual update of the feedback and fixes. One time per year is sufficient for an update although the fixes occur throughout the year.

### **Goal 3 Benchmark Explanation**

- **CPD Compliance Rate.** The "compliance rate" of continuing professional development requirements is established to provide a measure of how well licensees understand and comply with the rules of continuing professional development. Each year at least 5% of licensees are reviewed or audited for compliance. A benchmark of compliance rate with the goal initially set at 95%. Obtaining that compliance rate indicates whether communication related to the requirements is effective and whether licensees adequately regard the requirements. The 95% compliance rate is a high bar that provides some measure of how well the CPD requirements are communicated, understood, and implemented.

### **Goal 4 Benchmark Explanation**

**Compliance with the Governor's Executive Order on Cyber Security.** The benchmark is measured as accomplished. The EO has specific tasks for each agency to implement. Once the tasks are completed, the measure is accomplished. As a technology customer of the Office of Information Technology Services (ITS) in the Governor's Office, we are using the cybersecurity systems and technical expertise in ITS to fulfill requirements related to Executive Order 2017-02. Staff from ITS were briefed on the NIST Core Framework, CIS Controls 1-5, and their plan for adoption of the NIST Cybersecurity Framework. We participate in DHR and ITS administered cybersecurity training, as awareness is a critical component of an effective cybersecurity program. As briefed by ITS staff, implementation of the CIS Controls 1-5 will be their responsibility for the systems they operate and, as technological tools applied to the computer systems, largely invisible to us as a customer. ITS, working through the multi-agency Incident Response Task Force, has developed an Incident Response Program in support of our agency.

**Compliance with the Governor's Executive Order on Transparency in Government**

1. Each guidance document issued by an agency must: a. Clearly state that it is not new law but is an agency interpretation of existing law, except as authorized by law or as incorporated into a contract; and b. Provide a point of contact so that members of the public may seek additional information or provide input on the agency guidance document.
2. By July 1, 2020, any agency guidance document that an agency intends to continue must be posted on the agency's website on a single webpage, organized by subject, and with a direct link to the agency guidance document.
3. By December 31, 2020, any written final orders that an agency intends to rely upon as precedent must be posted on the agency's website on a single webpage, organized by subject, and with a direct link to the final order.
4. Coinciding with the deadlines above, each agency must prepare and deliver a report to the Division of Financial Management detailing what final order(s) and or agency guidance document(s), if any, the agency uses, and stating the purpose of each guidance document.
5. For the purposes of this Executive Order, "agency guidance" means all written documents, other than statutes, rules, orders, and pre-decisional material, that are intended to guide agency actions affecting the rights or interests of persons outside the agency. "Agency guidance" includes memoranda, manuals, policy statements, interpretations of law or rules, and other material that are of general applicability, whether prepared by the agency alone or jointly with other persons.
6. For purposes of this Executive Order, a "final order" has the meaning assigned to it in the Idaho Administrative Procedure Act, Chapter 52, Title 67, Idaho Code.

The Board will complete and post all agency guidance documents and precedential orders and complete the reports. The guidance documents and precedential orders will be maintained by reviewing their relevance each year and updating where needed.

#### **Compliance with the Governor's Executive Order Zero-Base Regulation**

1. Executive Order No, 2019-02, the Red Tape Reduction Act, is hereby repealed and replaced with the Zero-Based Regulation process specified in this Executive Order.  
Ongoing Review Process for Existing Rules
2. Each rule chapter effective on June 30, 2020, shall be reviewed by the agency that promulgated the rule according to a schedule established by the Division of Financial Management (DFM) as follows:
  - a. All rule chapters, excluding those issued by Constitutional officers, shall be reviewed and, if applicable, be promulgated as specified in this Executive Order no later than sine die in 2026;
  - b. The agency review schedule shall be staggered across agencies and within agencies if the agency has five (5) or more rule chapters. DFM shall ensure the volume of rules that are reviewed by the agencies in any given year is such that the public can engage and provide meaningful input in any individual rulemaking, with approximately twenty percent (20-percent) of rule chapters subject to review each year; and
  - c. The agency review schedule shall be posted on the website of the office of

administrative rules coordinator no later than October 1, 2020, and a date for agency review shall be published on the cover sheet of each individual rule chapter.

3. Prior to the agency review date established by DFM, each agency must publish a notice of proposed rulemaking in accordance with the provisions of the Idaho Administrative Procedure Act, Chapter 52, Title 67, Idaho Code to repeal the existing rule chapter. The agency must finalize the chapter repeal as a pending rule for legislative review during the legislative session that coincides with the agency review date.

4. An agency wishing to renew a rule chapter beyond the agency review date must promulgate a new rule in accordance with the provisions of the Idaho Administrative Procedure Act, Chapter 52, Title 67, Idaho Code:

a. The agency must perform a retrospective analysis of the rule chapter to determine whether the benefits the rule intended to achieve are being realized, whether those benefits justify the costs of the rule, and whether there are less-restrictive alternatives to accomplish the benefits. This analysis should be guided by the legislative intent articulated in the statute or act giving the agency the authority to promulgate the rule.

i. DFM shall develop a standardized process for the required retrospective analysis. Any such forms shall be posted on the website of the office of administrative rules coordinator no later than October 1, 2020.

ii. Agencies should start the new rulemaking from a zero-base, and not seek to simply reauthorize their existing rule chapter without a critical and comprehensive review. Agencies must use the retrospective analysis to guide which regulations, if any, should be re-promulgated in order to carry out the legislative intent articulated in the statute or act giving the agency the authority to promulgate the rule.

b. The agency must publish a notice of intent to promulgate rules and hold, at a minimum, two public hearings that are designed to maximize public participation in the rulemaking process. A copy of the retrospective analysis must be published on the agency's website prior to the public hearings.

c. The new rule chapter that the agency finalizes must reduce the overall regulatory burden, or remain neutral, as compared to the previous rule chapter.

#### Process for New or Amended Rules

5. For the current year (2020), there is a moratorium on rulemaking in order to create a more stable regulatory environment and provide businesses with certainty following the significant rulemaking volume undertaken in 2019. State agencies shall not conduct any new rulemaking action from the date of this Executive Order through December 31, 2020, unless all the following conditions apply or unless waived by the Office of the Governor:

a. The rulemaking is narrowly-tailored to achieve one or more of the following objectives:

i. To reduce or remove a regulatory burden;

ii. To remove obsolete, outdated, or unnecessary regulations;

iii. To advance the objectives of the Licensing Freedom Act;

iv. To comply with a new statutory requirement or court order; or

v. To prevent a substantiated and well-documented threat to public health, peace, or

safety

b. At least one existing rule is repealed or significantly simplified in conjunction with the new or amended rule so that the net regulatory burden is decreased or neutral. Upon approval from the Office of the Governor, this condition will not apply if the rulemaking is mandated by new federal or state law or by court order;

c. At least one public hearing is conducted;

d. The agency completes a prospective analysis of the new or amended rule, using a standardized form developed by DFM

i. Any such forms shall be posted on the website of the office of administrative rules coordinator no later than June 1, 2020

ii. A copy of the prospective analysis must be published on the agency's website prior to the negotiated rulemaking session.

6. All proposed amendments to an existing chapter must be contained within a single rulemaking docket.

7. If the new rulemaking action results in a new chapter, it shall be reviewed by sine die five (5) years from when the rule becomes final.

a. The rules coordinator shall publish the agency review date on the cover sheet of each individual rule chapter.

8. Temporary rules shall be limited to those that are intended to avoid an immediate danger or are required to meet a specific deadline specified in statute or a court order.

9. Beginning January 1, 2021, state agencies shall, to the extent practicable, only amend

rules in conjunction with the renewal of a rule chapter as specified in item 4 of this Executive Order.

The Board's rules will be evaluated in the year selected from a zero base and implemented per the executive order as described in the executive order.

**Conduct Joint Meetings and Participate with Stakeholders.** The desire is to jointly meet with professional societies, educators, and stakeholders throughout the state at professional society meetings and conferences and other venues. Each year the Board or representatives will attempt to meet concurrently with the Deans of engineering and surveying for Idaho universities, of the Board of the Idaho Society of Professional Engineers and the Board of governors of the Idaho Society of Professional Land Surveyors. The Board or representatives will also meet with various interested stakeholders such as the American Council of Engineering Companies (ACEC) – Idaho at their annual meeting and other state engineering and surveying licensing board members the annual and zone meeting of the National Council of Examiners for Engineering and Surveying (NCEES). This gives the Board or representatives of the Board a chance to individually interact with stakeholders in a less formal setting. These actions provide feedback to the Board members directly from stakeholders on issues important to the professions related to licensure. Two joint professional society meetings, and one educator meeting are reasonable numbers that gives stakeholders a chance to interact with the Board. The benchmark is three (3) joint meetings and five (5)

stakeholder meetings or conferences

**External Factors**

Key factors that are outside of the control of the Board which may affect the achievement of the Board's goals:

1. Level of appropriation and approval of laws and rules by the Legislature
2. Action of the Legislature on suggested amendments
3. The number of applicants who seek certification or licensure
4. The number and severity of complaints and subsequent investigations and disciplinary actions
5. Reliance on the performance of private contractors not under the direct control of the Board