



State of Idaho  
Department of Administration  
Division of Public Works

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**MEMORANDUM**

**TO:** Division of Public Works Staff and Agency Contacts  
**FROM:** Nicole Hanson, Business Operations Specialist  
**SUBJECT:** Call for Monthly PBFAC Meeting Agenda Items  
**DATE:** December 9, 2024

**NEXT PBFAC MEETING:** **Tuesday, January 7, 2025**  
1:30 PM to 4:00 PM  
West Conference Room, JRW Building  
700 State Street, Boise, Idaho

PLEASE SUBMIT ITEMS TO BE INCLUDED ON THE **JANUARY MEETING AGENDA NO LATER THAN 5:00 P.M., Tuesday, December 24, 2024.** Any items submitted after that will be postponed to the next month's meeting.

Meeting details are provided online via the [DPW Website](#) with agendas posted 1 week prior to the scheduled meeting. If you have questions, please contact me at 208-332-1901 or [nicole.hanson@adm.idaho.gov](mailto:nicole.hanson@adm.idaho.gov).