



# Bonner County

## Board of Commissioners

Luke Omodt

Steve Bradshaw

Asia Williams

**CONSENT  
AGENDA**

October 24, 2023

### Memorandum

To: Bonner County Commissioners

Re: Adopting the Order of the Agenda as Presented

A suggested Motion would be: **Mr. Chairman I move to adopt the order of agenda as presented.**

#### Consent Agenda

The Consent Agenda includes:

#### CONSENT AGENDA – Action Item

- 1) Bonner County Commissioners' Minutes for October 17, 2023
- 2) Liquor Licenses: Thai Nigeri Restaurant, Sandpoint, ID; The Tervan Tavern, Sandpoint, ID; Puccis Pub, Sandpoint, ID; Wine4U, Sandpoint, ID; Breakfast Cantina, Ponderay, ID; Farmhouse Kitchen BBQ, Ponderay, ID; Savory, Sandpoint, ID; Rara Food Mart, Oldtown, ID; Squeeze Inn, Clark Fork, ID; Winter Ridge Natural Foods, Sandpoint, ID; Bluebird Bakery, Sandpoint, ID; The Burger Dock, Sandpoint, ID
- 3) Invoices over \$5k: Sheriff (Confidential); EMS; Technology (2 Confidential)

A suggested motion would be: **Mr. Chairman, based on the information before us I move to approve the consent agenda as presented.**

Recommendation Acceptance:  yes  no \_\_\_\_\_ Date: \_\_\_\_\_  
Luke Omodt, Chairman



# Bonner County

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## Board of Commissioners

Luke Omodt

Steve Bradshaw

Asia Williams

### MINUTES FOR THE BONNER COUNTY BOARD OF COMMISSIONERS' MEETING

October 17, 2023 – 9:00 A.M.

Bonner County Administration Building  
1500 Hwy 2, Suite 338, Sandpoint, ID

On Tuesday, October 17, 2023, the Bonner County Commissioners met for their regularly scheduled meeting with Commissioners Bradshaw, Omodt, and Williams present. Commissioner Omodt called the meeting to order at 9:00 a.m. The Invocation was presented by Pastor Chris Bassett and the Pledge of Allegiance followed.

#### PUBLIC COMMENT

- Amy Lunsford – Last week asked about the IT department, through a records request received an email regarding the Sheriff IT department and County IT department. Feels that the Fairgrounds was directed to use the Sheriff's IT. Questioned why the Sheriff has their own IT department. If there is a question or concern regarding hidden data, who would a person go to for a complaint and/or audit. Commissioner Williams responded and discussed.
- Kristina Anderson – Went to last weeks Fairboard meeting, the IT issue brought up at that meeting of the Fairboard. Commissioner Williams responded and discussed. The proximity that the Sheriff's IT is closer to the fair, yet their server is at the courthouse, that will make the proximity issue moot. What is the Sheriff's IT hiding about the Fair/Fairboard.
- Susan Bowman – Agenda request as to how Commissioner Omodt became Chair. Commissioner Bradshaw responded.
- Kevin Moore – Appreciation of the Pastor. Discussed the Commissioner Chat prior to this meeting. Questions about Vrbeta, Pack River, Planning and the costs associated with these issues. This costs the citizens more and more.
- Brandon Cramer – In regard to the press release issued by the Fairboard yesterday, what is the competence of the legal opinions being delivered to this board. Were previous lawsuits litigated based on legal opinions. Asked the board to consider where they are getting their legal opinions from, and if they are competent to give legal opinions.
- Doug – Paterson – Please check the microphone.

#### ADOPT ORDER OF THE AGENDA AS PRESENTED

Commissioner Bradshaw made a motion to adopt the order of agenda as presented. Commissioner Williams seconded the motion. Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – Yes, Commissioner Bradshaw – Yes. The motion passed.

**DISTRICT 1 REPORT** – Commissioner Bradshaw gave a brief report.

**DISTRICT 2 REPORT** – Commissioner Williams gave an extensive report of issues and activities. Invited questions and comments from the public.

**DISTRICT 3 REPORT** – Commissioner Omodt gave an extensive report of issues and activities.

**CONSENT AGENDA – Action Item**

- 1) Bonner County Commissioners’ Minutes for October 10, 2023
- 2) Liquor Licenses: Chevron Downtown, Sandpoint, ID; Express Lane, Sandpoint, ID; Chevron at the Bridge, Sandpoint, ID; Cabinet Mountain Bar & Grill, Clark Fork, ID; 7B Lanes, Sandpoint, ID; Sweet Lou’s Restaurant & Bar, Ponderay, ID; Mitzy’s Lounge, Sandpoint, ID; 1908 Saloon, Sandpoint, ID; Travel America Plaza, Sagle, ID; The Typsy Gypsy, Sandpoint, ID
- 3) Invoices over \$5k: Risk; Sheriff (12 Total, 5 Confidential)

Commissioner Bradshaw made a motion to approve the consent agenda as presented. Commissioner Williams seconded the motion.

**Public Comment**

- Kevin Moore – Question regarding insurance costs and if the County is still self-insured.

Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – Yes, Commissioner Bradshaw – Yes. The motion passed.

**CLERK – Jessica Stephany**

- 1) Action Item: Discussion/Decision Regarding FY23 Claims Batch #27 \$986,873.66 & Demands in Batch #27 \$120,503.85; **Totaling \$1,107,377.51**

Claims Batch #27	
General Fund	\$ 304,931.03
Road & Bridge	\$ 76,953.16
Airport	\$ 6,242.81
Elections	\$ 511.95
Drug Court	\$ 252.41
District Court	\$ 22,071.35
911 Fund	\$ 41,183.08
Court Interlock	\$ 60.50
Revaluation	\$ 2,024.83
Solid Waste	\$ 5,190.36
Tort	\$ 1,147.37
Weeds	\$ 103.30
Parks & Recreation	\$ 358.57
Justice Fund	\$ 92,660.05
Waterways	\$ 1,325.83
Grants	\$ 411,779.67
Northside Fire	\$ 5,495.00
Spirit Lake Fire	\$ 13,800.00
Auditors Trust	\$ 782.39
<b>Total</b>	<b>\$ 986,873.66</b>
Claims Batch #27	
Demands	\$ 120,503.85

Commissioner Williams made a motion to approve payment of the FY23 Claims and Demands in Batch #27 Totaling \$1,107,377.51. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – Yes, Commissioner Bradshaw – Yes. The motion passed.

- 2) Action Item: Discussion/Decision Regarding FY23 EMS Batch #27 \$19,199.97 & Demands in Batch #27 \$8,993.76; **Totaling: \$28,193.73**

EMS Claims Batch #27	
Ambulance District	\$ 19,199.97
EMS Claims Batch #27	
Demands	\$ 8,993.76

Commissioner Bradshaw made a motion to approve payment of the FY23 EMS Claims and Demands in Batch #27 Totaling \$28,193.73. Commissioner Williams seconded the motion. Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – Yes, Commissioner Bradshaw – Yes. The motion passed.

- 3) Action Item: Discussion/Decision Regarding FY24 Claims Batch #1 \$801,433.33 & Demands in Batch #1 \$676,937.91; **Totaling \$1,478,371.24**

Claims Batch #1	
General Fund	\$ 81,821.14
Road & Bridge	\$ 627.00
Airport	\$ 7,335.25
District Court	\$ 1,373.01
911 Fund	\$ 962.34
Indigent & Charity	\$ 839.89
Revaluation	\$ 240.00
Solid Waste	\$ 613,222.60
Tort	\$ 345.00
Parks & Recreation	\$ 22.80
Justice Fund	\$ 69,241.05
Grants	\$ 25,294.50
Self-Insured Medical	\$ 108.75
<b>Total</b>	<b>\$ 801,433.33</b>
Claims Batch #1	
Demands	\$ 676,937.91

Commissioner Williams made a motion to approve payment of the FY24 Claims and Demands in Batch #1 Totaling \$1,478,371.24. Commissioner Bradshaw seconded the motion.

Public Comment

- Doug Paterson – Questions regarding demands in batch

Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – Yes, Commissioner Bradshaw – Yes. The motion passed.

- 4) Action Item: Discussion/Decision Regarding FY24 EMS Batch #1 \$3,320.72 & Demands in Batch #1 \$195.58; **Totaling \$3,516.30**

EMS Claims Batch #1	
Ambulance District	\$ 3,320.72
EMS Claims Batch #1	
Demands	\$ 195.58

Commissioner Williams made a motion to approve payment of the FY24 EMS Claims and Demands in Batch #1 Totaling \$3,516.30. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – Yes, Commissioner Bradshaw – Yes. The motion passed.

**PARKS & RECREATION – Pete Hughes**

- 1) Action Item: Discussion/Decision Regarding Garfield Bay Campground: Annual Fishing Tournament Weekend

Commissioner Williams made a motion to approve opening the Garfield Bay Campground from October 26<sup>th</sup>-30<sup>th</sup> to free camping for the general public. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – Yes, Commissioner Bradshaw – Yes. The motion passed.

**FACILITIES – Teddi Lupton**

- 1) Action Item: Discussion/Decision Regarding Winter Maintenance Contract with Lippert Excavation & Pipeline for the Bonner County Jail Complex & Juvenile Detention Center

Commissioner Bradshaw made a motion to approve the proposed winter maintenance contract with Lippert Excavation & Pipeline for the snow removal at the Bonner County Jail and Juvenile Detention Center. Commissioner Williams and seconded the motion.

Public Comment

- Doug Paterson – What was spent last year on this contract?

Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – Yes, Commissioner Bradshaw – Yes. The motion passed.

- 2) Action Item: Discussion/Decision Regarding Generator Maintenance Contract to be Completed by Western States for the Administration Building, Courthouse, and Multi-use Facility

Commissioner Williams made a motion to approve the contract renewal for generator maintenance from Western States for the Courthouse, Administration Building, and Multi-use generators. Commissioner Bradshaw and seconded the motion.

Public Comment

- Kevin Moore – Clarification on rates.

Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – Yes, Commissioner Bradshaw – Yes. The motion passed.

**ENGINEERING – Spencer Ferguson**

- 1) Action Item: Discussion/Decision Regarding Spending Authority Change from \$5,000 to \$20,000 for EMS Station 1; Resolution

Commissioner Bradshaw made a motion to approve Resolution 2023-84 stating Engineering may only pre-obligate the County to third parties in the amount at or below twenty thousand dollars (\$20,000) for the EMS Station Project. Commissioner Williams seconded the motion to advance for discussion.

Public Comment

- Brandon Cramer – Similar proposal brought forth by Solid Waste earlier this year regarding Colburn. Others spoke against this on that item. This is specifically related to engineering. Curious as to why we would need to increase the spending authority at this time.
- Kevin Moore – Setting precedent if this is approved.
- Trisha Bowlin – Is this regarding the meeting held yesterday, is there a plan on this project?
- Amy Lunsford – Disagrees with this, everything should go through the board.

There was a brief discussion among the board.

Commissioner Omodt called a recess for 10 minutes at 10:25 a.m.

Reconvened at 10:35 a.m.

Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – No, Commissioner Bradshaw – Yes. The motion passed.

**ROAD & BRIDGE – Matt Mulder**

1) Action Item: Discussion/Decision Regarding Grader Lease Agreement from Umpqua Bank; \$326,799  
Commissioner Williams made a motion to approve entering into the Lease/Purchase agreement with Umpqua Bank and to sign the lease accordingly for one (1) Cat 140 AWD motor grader for the sum of \$326,799 with an annual interest rate of 4.99% for a total of five annual payments of \$32,201. Commissioner Bradshaw seconded the motion.

Public Comment

- Kevin Moore – Probably have 4 or 5 graders, probably also on leases for usage?

Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – Yes, Commissioner Bradshaw – Yes. The motion passed.

**SOLID WASTE – Spencer Ferguson**

1) Action Item: Discussion/Decision Regarding Colburn Improvement Project Change Order #4  
Commissioner Bradshaw made a motion that the County approve S&L Undergrounds Inc Change Order #4 in the amount of \$28,201.30 for the tunnel entrance/exit, re-grading and savings for not painting the structural steel inside the building. I further authorize the Chairman to sign administratively. Commissioner Williams seconded the motion to advance for discussion.

Public Comment

- Brandon Cramer – Is the steel raw or is there a coating? Direction of traffic? This is over the allotted budget.
- Kevin Moore – The cost overruns, change orders of project. Due to prior projects the change orders cause taxpayers to pay more. Construction insurance?

There was a brief discussion among the board.

Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – Yes, Commissioner Bradshaw – Yes. The motion passed.

Commissioner Omodt recessed the meeting for 5 minutes at 10:56 a.m.

Reconvened at 11:04 a.m.

**EXECUTIVE SESSION – Recreation**

1) Executive Session under Idaho Code § 74-206 (1) (B) Personnel

Action Item: Discussion/Decision Regarding East Bonner Snowmobile Personnel

At 11:04 a.m. Commissioner Bradshaw made a motion to go into Executive Session under Idaho Code § 74-206 (1) (B) Personnel. Commissioner Williams seconded the motion. Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – Yes, Commissioner Bradshaw – Yes. The motion passed.

Commissioner Omodt reconvened the meeting at 11:22 a.m.

Commissioner Bradshaw made a motion to proceed as discussed regarding East Bonner Snowmobile Personnel. Commissioner Williams seconded the motion. Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – Yes, Commissioner Bradshaw – Yes. The motion passed.

Brief recess at 11:23 a.m.

Reconvened at 11:24 a.m.

**EXECUTIVE SESSION – BOCC**

- 1) Executive Session under Idaho Code § 74-206 (1) (B) Personnel  
Action Item: Discussion/Decision Regarding Prosecutor’s Office

At 11:25 a.m. Commissioner Bradshaw made a motion to go into Executive Session under Idaho Code § 74-206 (1) (B) Personnel. Commissioner Omodt stepped down from the chair and seconded the motion. Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – No, Commissioner Bradshaw – Yes. The motion passed.

Commissioner Omodt reconvened the meeting at 11:49 a.m.

Commissioner Omodt stepped down from the chair and made a motion to proceed as discussed regarding personnel. Commissioner Bradshaw seconded the motion. Brief discussion between the board and Prosecutor Marshall regarding the decision. Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – No, Commissioner Bradshaw – Yes. The motion passed.

**Public Comment**

- Kristina Anderson – Can the decision be released at this time? Was advised not at this time.

Commissioner Omodt recessed the meeting at 12:02 p.m.

- 2) Executive Session under Idaho Code § 74-206 (1) (C) Property Acquisition  
Action Item: Discussion/Decision Regarding Acquisition of Property

At 12:03 p.m. Commissioner Bradshaw made a motion to go into Executive Session under Idaho Code § 74-206 (1) (C) Property Acquisition. Commissioner Omodt stepped down from the chair and seconded the motion. Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – Abstain, Commissioner Bradshaw – Yes. The motion passed.

Commissioner Omodt reconvened the meeting at 12:37 p.m.

Commissioner Bradshaw made a motion to proceed as discussed regarding engage Raphael Barta concerning the acquisition of a property in Bonner County. Commissioner Williams seconded the motion to advance for discussion. Brief discussion among the board. Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – No, Commissioner Bradshaw – Yes. The motion passed.

Commissioner Omodt recessed the meeting at 12:38 p.m. for 3 minutes

Reconvened at 12:41 p.m.

- 3) Executive Session under Idaho Code §74-206(1)(F) Litigation  
Action Item: Discussion/Decision Regarding Fairboard

At 12:41 p.m. Commissioner Bradshaw made a motion to go into Executive Session under Idaho Code 74-206(1)(F) Litigation. Commissioner Williams seconded the motion. Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – Yes, Commissioner Bradshaw – Yes. The motion passed.

Commissioner Omodt adjourned the meeting at 1:07 p.m.

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The following is a summary of the Board of County Commissioners  
Special Meetings, (including Tax Cancellations, Assistance Meetings/Admin and other) Executive Sessions,  
Emergency Meetings and Hearings held during the week of October 10, 2023, - October 16, 2023  
Copies of the complete meeting minutes are available upon request.

On Tuesday, October 10, 2023, a Planning Hearing was held pursuant to Idaho Code §74-204 (2). Commissioner Williams moved to schedule this file to a date and time certain of October and would like to consult with legal regarding this file. Believes this file has an extenuating circumstance and would like legal advisement prior to deciding. Commissioner Omodt amended Commissioner Williams' motion to state that all communication with legal be transmitted to the entire board. Commissioner Williams seconded. Roll call vote: Commissioner Williams – Aye, Commissioner Omodt – Aye. Amendment passes. The Board revisited Commissioner Williams' motion. Roll Call Vote: Commissioner Williams – Aye, Commissioner Omodt – Aye. Amended motion passes.

On Wednesday, October 11, 2023, a Planning Hearing was held pursuant to Idaho Code §74-204 (2). Commissioner Williams made a motion to approve this project, FILE AM0012-23, requesting a comprehensive land use plan map amendment from Ag/Forest Land to Rural Residential, on ten acres located off Hines Road in Section 34, Township 59 North, Range 1 West, Boise-Meridian, Bonner County, Idaho, finding that it is in accord with the general and specific objectives of the Bonner County Comprehensive Plan and Bonner County Revised Code as enumerated in the following conclusions of law, and based upon the evidence submitted up to the time the Staff Report was prepared, and testimony received at this hearing. I further move to adopt the findings of fact and conclusions of law as set forth in the Staff Report (or as amended during this hearing) and direct planning staff to draft written findings and conclusions to reflect this motion, have the Chairman sign, and transmit to all interested parties. This action does not result in the taking of private property. I amend the findings of fact: 1. The parcel could be served by individual well and septic system. 2. The site has approximately 0.25 acres of mapped slopes that range from 0-30% grade. Mapped slopes greater than 30% are not present on the parcel. 3. Access to the parcel is currently part of a network of developed public roads and private easements. 4. The proposal is not within a mapped critical wildlife habitat. 5. Electricity can be provided by Northern Lights Inc. 6. The properties are within the Northside Fire District. 7. Law enforcement is provided by Bonner County Sheriff's Department. Based upon the findings of fact the following conclusions of law are adopted: Conclusion 1: The proposal is in accord with the following elements of the Bonner County Comprehensive Plan: Property Rights, Population, School Facilities, Transportation, Community Design, Agriculture, Economic Development, Land Use, Natural Resources, Hazardous Areas, Public Services, Transportation, Recreation, Special Areas or Sites, Housing Conclusion 2: This proposal was reviewed for compliance with Title 12, Bonner County Revised Code, and is found to be in compliance. Conclusion 3: The proposal is in accord with the purpose of the Rural Residential comprehensive land use designation. Commissioner Omodt stepped down from the chair and seconded the motion. Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – Yes, Commissioner Bradshaw – Absent. The motion passed. Commissioner Omodt stepped down from the chair and made a motion to approve Resolution #2023-83 amending the Bonner County Projected Land Use Map from Ag/ Forest to Rural-Residential for the parcel outlined in this File AM0012-23, totaling an approximate 10 acres. Commissioner Williams seconded the motion. Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – Yes, Commissioner Bradshaw – Absent. The motion passed. Commissioner Omodt stepped down from the chair and made a motion to approve Resolution #2023-83 amending the Bonner County Projected Land Use Map from Ag/ Forest to Rural-Residential for the parcel outlined in this File AM0012-23, totaling an approximate 10 acres. Commissioner Williams seconded the motion. Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – Yes, Commissioner Bradshaw – Absent. The motion passed. Commissioner Omodt stepped down from the chair and made a motion to affirm the staff's administrative decision to deny this project File VA0015-23 requesting for a 28' shoreline setback where 75' is required, finding that it is not in accord with Bonner County Revised Code as enumerated in the following conclusions of law, based upon the evidence submitted up to the time the administrative decision letter was prepared and testimony received at

this meeting. I further move to adopt the findings of fact and conclusions of law as set forth in the administrative decision letter and direct Planning staff to draft written findings and conclusions to reflect this motion and to transmit to all interested parties. This action does not result in the taking of private property. The action that could be taken to obtain the variance is to 1) File a new application with the Planning Department and meet the standards required by Bonner County Revised Code 2) Pursue such remedies as may be applicable Title 67 Chapter 65 Idaho Code. Commissioner Williams seconded the motion. Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – Yes, Commissioner Bradshaw – Absent. The motion passed. Commissioner Williams made a motion to approve this FILE AM0014-23 to amend subchapter 12-411 note 8 and subchapter 12-412 note 6 of Title 12, Bonner County Revised Code, finding that it is in accord with the general and specific objectives of the Bonner County Comprehensive Plan as enumerated in the following findings of fact and conclusions of law. This decision is based upon the evidence submitted up to the time the Staff Report was prepared and testimony received at this hearing. Commissioner Williams further moved to adopt the findings of fact and conclusions of law as set forth in the Staff Report (or as amended during this hearing) and direct planning staff to draft written findings and conclusions to reflect this motion, have the Chairman sign, and transmit to all interested parties. This action does not result in a taking of private property.

1. The Bonner County Planning Department has reviewed the proposed changes against Idaho Code and made amendments to better comply with the Idaho Code, specifically Title 67 Chapter 65, Local Land Use Planning.  
2. The Board of County Commissioners is authorized by Idaho Code, Chapter 7, Title 31, to adopt ordinances, rules and regulations "...not repugnant to law, necessary for carrying into effect or discharging the powers and duties conferred by the laws of the state of Idaho, and such as are necessary or proper to provide for the safety, promote the health and prosperity, improve the morals, peace and good order, comfort and convenience of the county and the inhabitants thereof, and for the protection of property therein..." The proposed ordinance making the above changes adds to the clarity intended in the interpretation of the Bonner County Revised Code and Bonner County Comprehensive Plan. These actions will further balance the provision of safety, health and prosperity while maintaining the protection of property, peace, good order, comfort and convenience of the county and its inhabitants.  
3. The proposed changes provide clarification of the regulations, enabling the public and the staff to achieve the best results leading to greater understanding and use of the zoning ordinance. Conclusion 1: The proposed amendment is in accord with Idaho Code, Title 31, Chapter 7. Conclusion 2: The proposed amendment is in accord with Idaho Code Title 67, Chapter 65. Conclusion 3: The proposed amendment is in accord with the general and specific objectives of the Bonner County Comprehensive Plan. Commissioner Omodt stepped down from the chair and seconded the motion. Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – Yes, Commissioner Bradshaw – Absent. The motion passed. Commissioner Omodt stepped down from the chair and made a motion to approve an Ordinance of Bonner County, Idaho, the number to be assigned, citing its authority, and providing for the amendment of subchapter 12-411 note 8 and subchapter 12-412 note 6 of Title 12, Bonner County Revised Code as presented or amended in this hearing, and providing for an effective date. Commissioner Williams seconded the motion. Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – Yes, Commissioner Bradshaw – Absent. The motion passed.

On Thursday, October 12, 2023, a Special Meeting for the Treasurer's Office was held pursuant to Idaho Code §74-204 (4).

On Monday, October 16, 2023, an Engineering Workshop was held pursuant to Idaho Code §74-204 (2). Commissioner Bradshaw stepped down from the Chair and made a motion to nominate Commissioner Omodt as Chair. Commissioner Omodt seconded the motion. Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – Abstain, Commissioner Bradshaw – Yes. Motion passed. Commissioner Omodt stepped down from the Chair and made a motion to nominate Commissioner Bradshaw as Vice Chair. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – Abstain, Commissioner Bradshaw – Yes. Motion passed. Commissioner Omodt stepped down from the chair and made a motion to cancel the administration DMV remodel at this time. Commissioner Williams seconded the motion to advance for

discussion. Discussion followed (audio available). Commissioner Bradshaw made a motion to amend the motion to go forward with the DMV remodel, contact the city and find out about the parking lot and when we get some numbers on that, then move forward. No second, motion dies. Further discussion and concerns amongst the board. Roll call vote: Commissioner Omodt – Yes, Commissioner Williams – No, Commissioner Bradshaw – Yes. Motion fails. Commissioner Williams made a motion that engineering put forth a plan for this construction that is also inclusive of this building and then come back to the table and review that plan so that we can make a decision moving forward. Commissioner Omodt seconded the motion to advance for discussion. Brief discussion followed. Roll call vote: Commissioner Omodt – No, Commissioner Williams – Yes, Commissioner Bradshaw – Yes. Motion passed.

ATTEST: Michael W. Rosedale

By \_\_\_\_\_  
Chairman Luke Omodt

By \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Date

2023

BONNER COUNTY  
STATE OF IDAHO

No. 2024-21

## RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT THAI NIGIRI LLC  
doing business as THAI NIGIRI RESTAURANT  
at 209 N 1ST AVENUE, SANDPOINT, ID 83864

a(n) LLC, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2023

Bottled/canned beer, Consumed off premise	\$0.00
Bottled/canned beer, Consumed on premise	\$0.00
Draft beer, Includes draft, bottled, and/or canned	\$100.00
Wine by the glass	\$100.00
Wine by the bottle	\$25.00
Liquor	\$0.00
Application Fee	\$5.00
<b>Total</b>	<b>\$230.00</b>

\_\_\_\_\_  
Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2023.  
Witness my hand and seal this 24th of October, 2023.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

(SEAL)

Bly: Bridgette Centorbi  
Clerk of the Board of County Commissioners



Bonner County Recorder  
 Michael W. Rosedale - County Clerk  
 1500 Highway 2  
 Suite 335  
 Sandpoint, ID 83864  
 Phone: (208) 265-1490  
 Fax: (208) 255-7849

**FOR OFFICE USE ONLY**

Premise No. 7B-16453  
 State Lic No. 16453  
 Issue Date: 12/01/2023  
 County No. 2024-21  
 Total Fees: \$230.00  
 Deputy Initials: bcentorbi

**Retail Alcohol Beverage License Application**

You must provide a copy of your newly issued State of Idaho Retail Alcohol Beverage License

**1. Application Type**

- Renewal
- Seasonal (month open \_\_\_\_\_.)
- New (complete page 2)
- Transfer (complete page 2)  
(include transfer fee of \$20.00)

**2. Type of Business**

- Individual
- Partnership
- Corporation
- LLC
- LLP

**3. Location of Facility**

- Inside city limits
- Outside city limits

**4. License Type**

- Bottled/canned beer (retail only) Consumed off premise
- Bottled/canned beer Consumed on or off premise
- Draft beer Includes draft, bottled, and/or canned
- Wine by the glass
- Wine by the bottle
- Liquor
- Application Fee
- Total Fees

**County Fee**

\$ 0.00  
 \$ 0.00  
 \$ 100.00  
 \$ 100.00  
 \$ 25.00  
 \$ 0.00  
 \$ 5.00  
 \$ \$230.00

**FOR OFFICE USE ONLY**

**Prorated Fee**  
 (If applicable)  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**5. Applicant Information**

Doing Business As: THAI NIGIRI RESTAURANT  
 Business Phone Number: (208) 265-2587  
 Business Physical Address: 209 N 1ST AVENUE  
 City: SANDPOINT State: ID Zip Code: 83864

**6. Business Information**

Business Name: THAI NIGIRI LLC  
 Primary Contact Name: TIM  
 Primary Contact Phone Number: (208) 597-3240  
 Mailing Address: 209 N 1ST AVENUE  
 City: SANDPOINT State: ID Zip Code: 83864

Email Address: \_\_\_\_\_  
 Please indicate address to send future correspondence:  Business Physical Address  Mailing Address  Email

APPLICANT'S SIGNATURE: *Uma*  
 Signer must be authorized to sign for documents pertaining to the Alcohol Beverage Control.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Board of County Commissioners

*Nike 646 675 3542  
 will stop by.*

2024

BONNER COUNTY  
STATE OF IDAHO

No. 2024-19

# RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT TERVAN TAVERN INC  
doing business as THE TERVAN TAVERN  
at 411 CEDAR STREET, SANDPOINT, ID 83864

a(n) CORPORATION, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2023

Bottled/canned beer, Consumed off premise	\$0.00
Bottled/canned beer, Consumed on premise	\$0.00
Draft beer, Includes draft, bottled, and/or canned	\$100.00
Wine by the glass	\$0.00
Wine by the bottle	\$0.00
Liquor	\$75.00
Application Fee	\$5.00
<b>Total</b>	<b>\$180.00</b>

\_\_\_\_\_  
Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2024.  
Witness my hand and seal this 24th of October, 2023.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

(SEAL)

By Cynthia Brannon  
Clerk of the Board of County Commissioners



Bonner County Recorder  
 Michael W. Rosedale - County Clerk  
 1500 Highway 2  
 Suite 335  
 Sandpoint, ID 83864  
 Phone: (208) 265-1490  
 Fax: (208) 255-7849

**FOR OFFICE USE ONLY**  
 Premise No. 7B-35574  
 State Lic No. 35574  
 Issue Date: 12/01/2023  
 County No. 2024-19  
 Total Fees: \$180.00  
 Deputy Initials: cbrannon

## Retail Alcohol Beverage License Application

You must provide a copy of your newly issued State of Idaho Retail Alcohol Beverage License

**1. Application Type**  
 Renewal  
 Seasonal (month open \_\_\_\_\_.)  
 New (complete page 2)  
 Transfer (complete page 2)  
 (include transfer fee of \$20.00)

**2. Type of Business**  
 Individual  
 Partnership  
 Corporation  
 LLC  
 LLP

**3. Location of Facility**  
 Inside city limits  
 Outside city limits

**4. License Type**

<input type="checkbox"/> Bottled/canned beer (retail only)	Consumed off premise	<u>\$ 0.00</u>	<b>FOR OFFICE USE ONLY</b>
<input type="checkbox"/> Bottled/canned beer	Consumed on or off premise	<u>\$ 0.00</u>	<b>Prorated Fee</b>
<input checked="" type="checkbox"/> Draft beer	Includes draft, bottled, and/or canned	<u>\$ 100.00</u>	(If applicable)
<input type="checkbox"/> Wine by the glass		<u>\$ 0.00</u>	\$ _____
<input type="checkbox"/> Wine by the bottle		<u>\$ 0.00</u>	\$ _____
<input checked="" type="checkbox"/> Liquor		<u>\$ 75.00</u>	\$ _____
<input checked="" type="checkbox"/> Application Fee		<u>\$ 5.00</u>	\$ _____
<b>Total Fees</b>		<u>\$ 180.00</u>	

**5. Applicant Information**  
 Doing Business As: THE TERVAN TAVERN  
 Business Phone Number: (760) 809-5821  
 Business Physical Address: 411 CEDAR STREET  
 City: SANDPOINT State: ID Zip Code: 83864

**6. Business Information**  
 Business Name: TERVAN TAVERN INC  
 Primary Contact Name: DANIELLE CAMIGLIA  
 Primary Contact Phone Number: (760) 809-5821  
 Mailing Address: 1020 OAK ST  
 City: SANDPOINT State: ID Zip Code: 83864  
 Email Address: \_\_\_\_\_  
 Please indicate address to send future correspondence:  Business Physical Address  Mailing Address  Email

**APPLICANT'S SIGNATURE:**   
 Signer must be authorized to sign for documents pertaining to the Alcohol Beverage Control.

**APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
 Board of County Commissioners *Mail to Oak St Address*

2024

BONNER COUNTY  
STATE OF IDAHO

No. 2024-30

# RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT PUCCIS LLC  
doing business as PUCCIS PUB  
at 10000 VILLAGE LANE WHITE PINE, SANDPOINT, ID 83864

a(n) LLC, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2023

Bottled/canned beer, Consumed off premise	\$0.00
Bottled/canned beer, Consumed on premise	\$0.00
Draft beer, Includes draft, bottled, and/or canned	\$100.00
Wine by the glass	\$100.00
Wine by the bottle	\$25.00
Liquor	\$0.00
Application Fee	\$5.00
<b>Total</b>	<b>\$230.00</b>

\_\_\_\_\_  
Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2024.  
Witness my hand and seal this 24th of October, 2023.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

(SEAL) Bj: Bridgette Centorzi  
Clerk of the Board of County Commissioners



Bonner County Recorder  
 Michael W. Rosedale - County Clerk  
 1500 Highway 2  
 Suite 335  
 Sandpoint, ID 83864  
 Phone: (208) 265-1490  
 Fax: (208) 255-7849

**FOR OFFICE USE ONLY**

Premise No. 7B-5901  
 State Lic No. 5901  
 Issue Date: 12/01/2023  
 County No. 2024-30  
 Total Fees: \$230.00  
 Deputy Initials: bcentorbi

## Retail Alcohol Beverage License Application

You must provide a copy of your newly issued State of Idaho Retail Alcohol Beverage License

**1. Application Type**

- Renewal
- Seasonal (month open \_\_\_\_\_.)
- New (complete page 2)
- Transfer (complete page 2)  
(include transfer fee of \$20.00)

**2. Type of Business**

- Individual
- Partnership
- Corporation
- LLC
- LLP

**3. Location of Facility**

- Inside city limits
- Outside city limits

**4. License Type**

- Bottled/canned beer (retail only) Consumed off premise
  - Bottled/canned beer Consumed on or off premise
  - Draft beer Includes draft, bottled, and/or canned
  - Wine by the glass
  - Wine by the bottle
  - Liquor
  - Application Fee
- Total Fees

**County Fee**

\$ 0.00  
 \$ 0.00  
 \$ 100.00  
 \$ 100.00  
 \$ 25.00  
 \$ 0.00  
 \$ 5.00  
 \$ \$230.00

**FOR OFFICE USE ONLY**

**Prorated Fee**

(If applicable)

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**5. Applicant Information**

Doing Business As: PUCCIS PUB  
 Business Phone Number: (208) 627-8525  
 Business Physical Address: 10000 VILLAGE LANE WHITE PINE  
 City: SANDPOINT State: ID Zip Code: 83864

**6. Business Information**

Business Name: PUCCIS LLC  
 Primary Contact Name: ERIC SALONTAI  
 Primary Contact Phone Number: (208) 627-8525  
 Mailing Address: 283 ULLR DR UNIT 101  
 City: SANDPOINT State: ID Zip Code: 83864

Email Address: \_\_\_\_\_  
 Please indicate address to send future correspondence:  Business Physical Address  Mailing Address  Email

APPLICANT'S SIGNATURE: *Eric Salontai*  
 Signer must be authorized to sign for documents pertaining to the Alcohol Beverage Control.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Board of County Commissioners *Mail to Ullr*

2024

BONNER COUNTY  
STATE OF IDAHO

No. 2024-29

## RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT WINE4U LLC  
doing business as WINE4U  
at 1218 N DIVISION STREET, SUITE 213, SANDPOINT, ID 83864

a(n) LLC, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2023

Bottled/canned beer, Consumed off premise	\$25.00
Bottled/canned beer, Consumed on premise	\$0.00
Draft beer, Includes draft, bottled, and/or canned	\$0.00
Wine by the glass	\$0.00
Wine by the bottle	\$25.00
Liquor	\$0.00
Application Fee	\$5.00
<b>Total</b>	<b>\$55.00</b>

\_\_\_\_\_  
Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2024.  
Witness my hand and seal this 24th of October, 2023.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

(SEAL)

*By Cynthia Brannon*  
\_\_\_\_\_  
Clerk of the Board of County Commissioners



Bonner County Recorder  
 Michael W. Rosedale - County Clerk  
 1500 Highway 2  
 Suite 335  
 Sandpoint, ID 83864  
 Phone: (208) 265-1490  
 Fax: (208) 255-7849

**FOR OFFICE USE ONLY**

Premise No. 7B-29542  
 State Lic No. 29542  
 Issue Date: 12/01/2023  
 County No. 2024-29  
 Total Fees: \$55.00  
 Deputy Initials: cbrannon

## Retail Alcohol Beverage License Application

You must provide a copy of your newly issued State of Idaho Retail Alcohol Beverage License

- 1. Application Type**  
 Renewal  
 Seasonal (month open \_\_\_\_\_.)  
 New (complete page 2)  
 Transfer (complete page 2)  
 (include transfer fee of \$20.00)
- 2. Type of Business**  
 Individual  
 Partnership  
 Corporation  
 LLC  
 LLP
- 3. Location of Facility**  
 Inside city limits  
 Outside city limits

**4. License Type**

- Bottled/canned beer (retail only) Consumed off premise  
 Bottled/canned beer Consumed on or off premise  
 Draft beer Includes draft, bottled, and/or canned  
 Wine by the glass  
 Wine by the bottle  
 Liquor  
 Application Fee  
 Total Fees

**County Fee**

\$ 25.00  
 \$ 0.00  
 \$ 0.00  
 \$ 0.00  
 \$ 25.00  
 \$ 0.00  
 \$ 5.00  
 \$ 55.00

**FOR OFFICE USE ONLY**

**Prorated Fee**

(If applicable)

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**5. Applicant Information**

Doing Business As: WINE4U  
 Business Phone Number: (208) 946-7756  
 Business Physical Address: 1218 N DIVISION STREET, SUITE 213  
 City: SANDPOINT State: ID Zip Code: 83864

**6. Business Information**

Business Name: WINE4U LLC  
 Primary Contact Name: MARY BETH GIACOMO  
 Primary Contact Phone Number: (208) 946-7756  
 Mailing Address: 1007 PINE STREET  
 City: SANDPOINT State: ID Zip Code: 83864

Email Address: \_\_\_\_\_  
 Please indicate address to send future correspondence:  Business Physical Address  Mailing Address  Email

APPLICANT'S SIGNATURE: Mary Beth Giacomo  
 Signer must be authorized to sign for documents pertaining to the Alcohol Beverage Control.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Board of County Commissioners *Call Mary Beth 208-946-7756*

2024

BONNER COUNTY  
STATE OF IDAHO

No. 2024-11

## RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT \_\_\_\_\_ PROSPECTORS HIDEAWAY INC  
doing business as \_\_\_\_\_ BREAKFAST CANTINA  
at \_\_\_\_\_ 477100 HIGHWAY 95 STE C, PONDERAY, ID 83852

a(n) \_\_\_\_\_ CORPORATION \_\_\_\_\_, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2023

Bottled/canned beer, Consumed off premise	\$0.00
Bottled/canned beer, Consumed on premise	\$75.00
Draft beer, Includes draft, bottled, and/or canned	\$0.00
Wine by the glass	\$100.00
Wine by the bottle	\$25.00
Liquor	\$0.00
Application Fee	\$5.00
<b>Total</b>	<b>\$205.00</b>

\_\_\_\_\_  
Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2024.  
Witness my hand and seal this 24th of October, 2023.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

(SEAL)

*By Cynthia Brannon*  
\_\_\_\_\_  
Clerk of the Board of County Commissioners



Bonner County Recorder  
 Michael W. Rosedale - County Clerk  
 1500 Highway 2  
 Suite 335  
 Sandpoint, ID 83864  
 Phone: (208) 265-1490  
 Fax: (208) 255-7849

**FOR OFFICE USE ONLY**

Premise No. 7B-29206  
 State Lic No. 29206  
 Issue Date: 12/01/2023  
 County No. 2024-11  
 Total Fees: \$205.00  
 Deputy Initials: cbrannon

**Retail Alcohol Beverage License Application**

You must provide a copy of your newly issued State of Idaho Retail Alcohol Beverage License

**1. Application Type**

- Renewal
- Seasonal (month open \_\_\_\_\_.)
- New (complete page 2)
- Transfer (complete page 2)  
(include transfer fee of \$20.00)

**2. Type of Business**

- Individual
- Partnership
- Corporation
- LLC
- LLP

**3. Location of Facility**

- Inside city limits
- Outside city limits

**4. License Type**

- Bottled/canned beer (retail only) Consumed off premise
  - Bottled/canned beer Consumed on or off premise
  - Draft beer Includes draft, bottled, and/or canned
  - Wine by the glass
  - Wine by the bottle
  - Liquor
  - Application Fee
- Total Fees

**County Fee**

\$ 0.00  
 \$ 75.00  
 \$ 0.00  
 \$ 100.00  
 \$ 25.00  
 \$ 0.00  
 \$ 5.00  
 \$ \$205.00

**FOR OFFICE USE ONLY**  
**Prorated Fee**  
 (If applicable)

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**5. Applicant Information**

Doing Business As: BREAKFAST CANTINA  
 Business Phone Number: (208) 597-7073  
 Business Physical Address: 477100 HIGHWAY 95 STE C  
 City: PONDERAY State: ID Zip Code: 83852

**6. Business Information**

Business Name: PROSPECTORS HIDEAWAY INC  
 Primary Contact Name: PATRICK SHEPLER  
 Primary Contact Phone Number: (208) 597-7073  
 Mailing Address: 909 W 1ST AVE STE B  
 City: SPOKANE State: WA Zip Code: 99201

Email Address: \_\_\_\_\_  
 Please indicate address to send future correspondence:  Business Physical Address  Mailing Address  Email

**APPLICANT'S SIGNATURE:**

Signer must be authorized to sign for documents pertaining to the Alcohol Beverage Control.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Board of County Commissioners

2024

BONNER COUNTY  
STATE OF IDAHO

No. 2024-15

## RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT PROSPECTOR'S HIDEAWAY INC  
doing business as FARMHOUSE KITCHEN BBQ  
at 477227 N HIGHWAY 95, PONDERAY, ID 83852  
a(n)                   CORPORATION                  , is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of

Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2023

Bottled/canned beer, Consumed off premise	\$0.00
Bottled/canned beer, Consumed on premise	\$0.00
Draft beer, Includes draft, bottled, and/or canned	\$100.00
Wine by the glass	\$0.00
Wine by the bottle	\$0.00
Liquor	\$125.00
Application Fee	\$5.00
<b>Total</b>	<b>\$230.00</b>

\_\_\_\_\_  
Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2024.  
Witness my hand and seal this 24th of October, 2023.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

(SEAL)

*By Cynthia Brannon*  
\_\_\_\_\_  
Clerk of the Board of County Commissioners



Bonner County Recorder  
 Michael W. Rosedale - County Clerk  
 1500 Highway 2  
 Suite 335  
 Sandpoint, ID 83864  
 Phone: (208) 265-1490  
 Fax: (208) 255-7849

**FOR OFFICE USE ONLY**  
 Premise No. 7B-164  
 State Lic No. 2893  
 Issue Date: 12/01/2023  
 County No. 2024-15  
 Total Fees: \$230.00  
 Deputy Initials: cbrannon

## Retail Alcohol Beverage License Application

You must provide a copy of your newly issued State of Idaho Retail Alcohol Beverage License

- 1. Application Type**  
 Renewal  
 Seasonal (month open \_\_\_\_\_.)  
 New (complete page 2)  
 Transfer (complete page 2)  
 (include transfer fee of \$20.00)
- 2. Type of Business**  
 Individual  
 Partnership  
 Corporation  
 LLC  
 LLP
- 3. Location of Facility**  
 Inside city limits  
 Outside city limits

**4. License Type**

- Bottled/canned beer (retail only) Consumed off premise  
 Bottled/canned beer Consumed on or off premise  
 Draft beer Includes draft, bottled, and/or canned  
 Wine by the glass  
 Wine by the bottle  
 Liquor  
 Application Fee  
 Total Fees

County Fee
\$ 0.00
\$ 0.00
\$ 100.00
\$ 0.00
\$ 0.00
\$ 125.00
\$ 5.00
\$ 230.00

**FOR OFFICE USE ONLY**  
**Prorated Fee**  
 (If applicable)  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**5. Applicant Information**

Doing Business As: FARMHOUSE KITCHEN BBQ  
 Business Phone Number: (208) 255-2603  
 Business Physical Address: 477227 N HIGHWAY 95  
 City: PONDERAY State: ID Zip Code: 83852

**6. Business Information**

Business Name: PROSPECTOR'S HIDEAWAY INC  
 Primary Contact Name: JEFFREY BORNHOLDT  
 Primary Contact Phone Number: (509) 534-5805  
 Mailing Address: 909 W 1ST AVENUE, SUITE B  
 City: SPOKANE State: WA Zip Code: 99201  
 Email Address: \_\_\_\_\_

Please indicate address to send future correspondence:  Business Physical Address  Mailing Address  Email

APPLICANT'S SIGNATURE:   
 Signer must be authorized to sign for documents pertaining to the Alcohol Beverage Control.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Board of County Commissioners

2024

BONNER COUNTY  
STATE OF IDAHO

No. 2024-16

## RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT PROSPECTOR'S HIDEWAY INC  
 doing business as SAVORY  
 at 120 SOUTH FIRST AVENUE, SANDPOINT, ID 83864  
 a(n) CORPORATION, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of

Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2023

Bottled/canned beer, Consumed off premise	\$0.00
Bottled/canned beer, Consumed on premise	\$0.00
Draft beer, Includes draft, bottled, and/or canned	\$100.00
Wine by the glass	\$100.00
Wine by the bottle	\$25.00
Liquor	\$0.00
Application Fee	\$5.00
<b>Total</b>	<b>\$230.00</b>

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2024.  
 Witness my hand and seal this 24th of October, 2023.

Chairman

Commissioner

Commissioner

(SEAL)

*Cynthia Brannon*  
 Clerk of the Board of County Commissioners



Bonner County Recorder  
 Michael W. Rosedale - County Clerk  
 1500 Highway 2  
 Suite 335  
 Sandpoint, ID 83864  
 Phone: (208) 265-1490  
 Fax: (208) 255-7849

**FOR OFFICE USE ONLY**  
 Premise No. 7B-36248  
 State Lic No. 36248  
 Issue Date: 12/01/2023  
 County No. 2024-16  
 Total Fees: \$230.00  
 Deputy Initials: cbrannon

## Retail Alcohol Beverage License Application

You must provide a copy of your newly issued State of Idaho Retail Alcohol Beverage License

- 1. Application Type**
- Renewal
  - Seasonal (month open \_\_\_\_\_.)
  - New (complete page 2)
  - Transfer (complete page 2)  
(include transfer fee of \$20.00)

- 2. Type of Business**
- Individual
  - Partnership
  - Corporation
  - LLC
  - LLP

- 3. Location of Facility**
- Inside city limits
  - Outside city limits

**4. License Type**

- Bottled/canned beer (retail only) Consumed off premise
  - Bottled/canned beer Consumed on or off premise
  - Draft beer Includes draft, bottled, and/or canned
  - Wine by the glass
  - Wine by the bottle
  - Liquor
  - Application Fee
- Total Fees

County Fee	Prorated Fee (If applicable)
\$ 0.00	\$ _____
\$ 0.00	\$ _____
\$ 100.00	\$ _____
\$ 100.00	\$ _____
\$ 25.00	\$ _____
\$ 0.00	\$ _____
\$ 5.00	\$ _____
\$ 230.00	

**FOR OFFICE USE ONLY**  
**Prorated Fee**  
 (If applicable)

**5. Applicant Information**

Doing Business As: SAVORY  
 Business Phone Number: (208) 946-5401  
 Business Physical Address: 120 SOUTH FIRST AVENUE  
 City: SANDPOINT State: ID Zip Code: 83864

**6. Business Information**

Business Name: PROSPECTOR'S HIDEWAY INC  
 Primary Contact Name: PATRICK SHEPLER  
 Primary Contact Phone Number: (208) 771-1660  
 Mailing Address: 909 W 1ST AVENUE, SUITE B  
 City: SPOKANE State: WA Zip Code: 99201  
 Email Address: \_\_\_\_\_

Please indicate address to send future correspondence:  Business Physical Address  Mailing Address  Email

APPLICANT'S SIGNATURE: [Signature]  
 Signer must be authorized to sign for documents pertaining to the Alcohol Beverage Control.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Board of County Commissioners

2024

BONNER COUNTY  
STATE OF IDAHO

No. 2024-24

# RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT RARA CORPORATION  
doing business as RARA FOOD MART  
at 2455 E HIGHWAY 2, OLDTOWN, ID 83822

a(n) CORPORATION, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2023

Bottled/canned beer, Consumed off premise	\$25.00
Bottled/canned beer, Consumed on premise	\$0.00
Draft beer, Includes draft, bottled, and/or canned	\$0.00
Wine by the glass	\$0.00
Wine by the bottle	\$25.00
Liquor	\$0.00
Application Fee	\$5.00
<b>Total</b>	<b>\$55.00</b>

\_\_\_\_\_  
Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2024.  
Witness my hand and seal this 24th of October, 2023.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

(SEAL)

*Cynthia Branson*  
Clerk of the Board of County Commissioners



Bonner County Recorder  
 Michael W. Rosedale - County Clerk  
 1500 Highway 2  
 Suite 335  
 Sandpoint, ID 83864  
 Phone: (208) 265-1490  
 Fax: (208) 255-7849

**FOR OFFICE USE ONLY**

Premise No. 7B-217  
 State Lic No. 2319  
 Issue Date: 12/01/2023  
 County No. 2024-24  
 Total Fees: \$55.00  
 Deputy Initials: cbrannon

**Retail Alcohol Beverage License Application**

You must provide a copy of your newly issued State of Idaho Retail Alcohol Beverage License

**1. Application Type**

- Renewal
- Seasonal (month open \_\_\_\_\_.)
- New (complete page 2)
- Transfer (complete page 2)  
(include transfer fee of \$20.00)

**2. Type of Business**

- Individual
- Partnership
- Corporation
- LLC
- LLP

**3. Location of Facility**

- Inside city limits
- Outside city limits

**4. License Type**

- Bottled/canned beer (retail only) Consumed off premise
  - Bottled/canned beer Consumed on or off premise
  - Draft beer Includes draft, bottled, and/or canned
  - Wine by the glass
  - Wine by the bottle
  - Liquor
  - Application Fee
- Total Fees

**County Fee**

\$ 25.00  
 \$ 0.00  
 \$ 0.00  
 \$ 0.00  
 \$ 25.00  
 \$ 0.00  
 \$ 5.00  
 \$ \$55.00

**FOR OFFICE USE ONLY**

**Prorated Fee**

(If applicable)  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**5. Applicant Information**

Doing Business As: RARA FOOD MART  
 Business Phone Number: (510) 426-2686  
 Business Physical Address: 2455 E HIGHWAY 2  
 City: OLDTOWN State: ID Zip Code: 83822

**6. Business Information**

Business Name: RARA CORPORATION  
 Primary Contact Name: KIRTA SHAHI  
 Primary Contact Phone Number: (510) 426-2686  
 Mailing Address: 2455 E HIGHWAY 2  
 City: OLDTOWN State: ID Zip Code: 83822

Email Address: \_\_\_\_\_  
 Please indicate address to send future correspondence:  Business Physical Address  Mailing Address  Email

APPLICANT'S SIGNATURE: *Kirta*  
 Signer must be authorized to sign for documents pertaining to the Alcohol Beverage Control.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Board of County Commissioners *Maie*

2024

BONNER COUNTY  
STATE OF IDAHO

No. 2024-28

## RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT JANET SMITH  
doing business as SQUEEZE INN  
at 220 W 4TH , CLARK FORK, ID 83811

a(n) INDIVIDUAL, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2023

Bottled/canned beer, Consumed off premise	\$0.00
Bottled/canned beer, Consumed on premise	\$75.00
Draft beer, Includes draft, bottled, and/or canned	\$0.00
Wine by the glass	\$0.00
Wine by the bottle	\$0.00
Liquor	\$75.00
Application Fee	\$5.00
<b>Total</b>	<b>\$155.00</b>

\_\_\_\_\_  
Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2024.  
Witness my hand and seal this 24th of October, 2023.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

(SEAL) By: Bridgette Centorbi  
Clerk of the Board of County Commissioners



Bonner County Recorder  
 Michael W. Rosedale - County Clerk  
 1500 Highway 2  
 Suite 335  
 Sandpoint, ID 83864  
 Phone: (208) 265-1490  
 Fax: (208) 255-7849

**FOR OFFICE USE ONLY**  
 Premise No. 7B-27649  
 State Lic No. 27649  
 Issue Date: 12/01/2023  
 County No. 2024-28  
 Total Fees: \$155.00  
 Deputy Initials: bcentorbi

## Retail Alcohol Beverage License Application

You must provide a copy of your newly issued State of Idaho Retail Alcohol Beverage License

- 1. Application Type**
- Renewal
  - Seasonal (month open \_\_\_\_\_.)
  - New (complete page 2)
  - Transfer (complete page 2)  
(include transfer fee of \$20.00)

- 2. Type of Business**
- Individual  LLC
  - Partnership  LLP
  - Corporation

- 3. Location of Facility**
- Inside city limits
  - Outside city limits

**4. License Type**

- Bottled/canned beer (retail only) Consumed off premise
  - Bottled/canned beer Consumed on or off premise
  - Draft beer Includes draft, bottled, and/or canned
  - Wine by the glass
  - Wine by the bottle
  - Liquor
  - Application Fee
- Total Fees

County Fee
\$ 0.00
\$ 75.00
\$ 0.00
\$ 0.00
\$ 0.00
\$ 75.00
\$ 5.00
\$ \$155.00

FOR OFFICE USE ONLY
Prorated Fee
(If applicable)
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

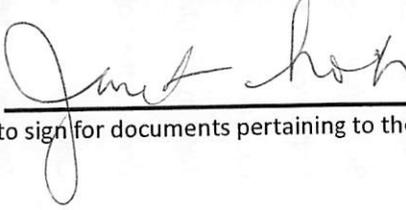
**5. Applicant Information**

Doing Business As: SQUEEZE INN  
 Business Phone Number: (208) 266-0234  
 Business Physical Address: 220 W 4TH  
 City: CLARK FORK State: ID Zip Code: 83811

**6. Business Information**

Business Name: JANET SMITH  
 Primary Contact Name: JANET SMITH  
 Primary Contact Phone Number: (208) 946-0536  
 Mailing Address: 220 W 4TH  
 City: CLARK FORK State: ID Zip Code: 83811

Email Address: \_\_\_\_\_  
 Please indicate address to send future correspondence:  Business Physical Address  Mailing Address  Email

APPLICANT'S SIGNATURE:   
 Signer must be authorized to sign for documents pertaining to the Alcohol Beverage Control.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Board of County Commissioners

mail to SI

2024

BONNER COUNTY  
STATE OF IDAHO

No. 2024-27

## RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT PRUMMERS INC  
doing business as WINTER RIDGE NATURAL FOODS  
at 703 W LAKE ST, SANDPOINT, ID 83864

a(n) CORPORATION, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2023

Bottled/canned beer, Consumed off premise	\$25.00
Bottled/canned beer, Consumed on premise	\$0.00
Draft beer, Includes draft, bottled, and/or canned	\$0.00
Wine by the glass	\$0.00
Wine by the bottle	\$25.00
Liquor	\$0.00
Application Fee	\$5.00
<b>Total</b>	<b>\$55.00</b>

\_\_\_\_\_  
Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2024.  
Witness my hand and seal this 24th of October, 2023.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

(SEAL)

*By Cynthia Brannon*  
\_\_\_\_\_  
Clerk of the Board of County Commissioners



Bonner County Recorder  
 Michael W. Rosedale - County Clerk  
 1500 Highway 2  
 Suite 335  
 Sandpoint, ID 83864  
 Phone: (208) 265-1490  
 Fax: (208) 255-7849

**FOR OFFICE USE ONLY**  
 Premise No. 7B-6216  
 State Lic No. 6216  
 Issue Date: 12/01/2023  
 County No. 2024-27  
 Total Fees: \$55.00  
 Deputy Initials: cbrannon

## Retail Alcohol Beverage License Application

You must provide a copy of your newly issued State of Idaho Retail Alcohol Beverage License

<b>1. Application Type</b> <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Seasonal (month open _____.) <input type="checkbox"/> New (complete page 2) <input type="checkbox"/> Transfer (complete page 2) (include transfer fee of \$20.00)	<b>2. Type of Business</b> <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> LLP	<b>3. Location of Facility</b> <input type="checkbox"/> Inside city limits <input type="checkbox"/> Outside city limits
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### 4. License Type

<input checked="" type="checkbox"/> Bottled/canned beer (retail only)	Consumed off premise	\$ 25.00
<input type="checkbox"/> Bottled/canned beer	Consumed on or off premise	\$ 0.00
<input type="checkbox"/> Draft beer	Includes draft, bottled, and/or canned	\$ 0.00
<input type="checkbox"/> Wine by the glass		\$ 0.00
<input checked="" type="checkbox"/> Wine by the bottle		\$ 25.00
<input type="checkbox"/> Liquor		\$ 0.00
<input checked="" type="checkbox"/> Application Fee		\$ 5.00
<b>Total Fees</b>		<b>\$ 55.00</b>

### County Fee

**FOR OFFICE USE ONLY**  
**Prorated Fee**  
 (If applicable)  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

### 5. Applicant Information

Doing Business As: WINTER RIDGE NATURAL FOODS  
 Business Phone Number: (208) 265-8135  
 Business Physical Address: 703 W LAKE ST  
 City: SANDPOINT State: ID Zip Code: 83864

### 6. Business Information

Business Name: PRUMMERS INC  
 Primary Contact Name: GREG OR SHAWNA  
 Primary Contact Phone Number: (208) 290-7038  
 Mailing Address: 703 W LAKE ST  
 City: SANDPOINT State: ID Zip Code: 83864

Email Address: \_\_\_\_\_  
 Please indicate address to send future correspondence:  Business Physical Address  Mailing Address  Email

APPLICANT'S SIGNATURE: [Signature]  
 Signer must be authorized to sign for documents pertaining to the Alcohol Beverage Control.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Board of County Commissioners *Call Susie 265-8135*

2024

BONNER COUNTY  
STATE OF IDAHO

No. 2024-22

## RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT BEAN LLC  
doing business as BLUEBIRD BAKERY  
at 329 N 1ST AVE, SANDPOINT, ID 83864

a(n) LLC, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2023

Bottled/canned beer, Consumed off premise	\$0.00
Bottled/canned beer, Consumed on premise	\$75.00
Draft beer, Includes draft, bottled, and/or canned	\$0.00
Wine by the glass	\$100.00
Wine by the bottle	\$25.00
Liquor	\$0.00
Application Fee	\$5.00
<b>Total</b>	<b>\$205.00</b>

\_\_\_\_\_  
Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2024.  
Witness my hand and seal this 24th of October, 2023.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

(SEAL)

*By: Bridgette Centorbi*  
\_\_\_\_\_  
Clerk of the Board of County Commissioners



Bonner County Recorder  
 Michael W. Rosedale - County Clerk  
 1500 Highway 2  
 Suite 335  
 Sandpoint, ID 83864  
 Phone: (208) 265-1490  
 Fax: (208) 255-7849

**FOR OFFICE USE ONLY**  
 Premise No. 7B-26897  
 State Lic No. 26897  
 Issue Date: 12/01/2023  
 County No. 2024-22  
 Total Fees: \$205.00  
 Deputy Initials: bcentorbi

## Retail Alcohol Beverage License Application

You must provide a copy of your newly issued State of Idaho Retail Alcohol Beverage License

- 1. Application Type**  
 Renewal  
 Seasonal (month open \_\_\_\_\_.)  
 New (complete page 2)  
 Transfer (complete page 2)  
 (include transfer fee of \$20.00)
- 2. Type of Business**  
 Individual  
 Partnership  
 Corporation  
 LLC  
 LLP
- 3. Location of Facility**  
 Inside city limits  
 Outside city limits

**4. License Type**

- Bottled/canned beer (retail only) Consumed off premise  
 Bottled/canned beer Consumed on or off premise  
 Draft beer Includes draft, bottled, and/or canned  
 Wine by the glass  
 Wine by the bottle  
 Liquor  
 Application Fee  
 Total Fees

**County Fee**

\$ 0.00  
 \$ 75.00  
 \$ 0.00  
 \$ 100.00  
 \$ 25.00  
 \$ 0.00  
 \$ 5.00  
 \$ \$205.00

**FOR OFFICE USE ONLY**  
**Prorated Fee**  
 (If applicable)  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**5. Applicant Information**

Doing Business As: BLUEBIRD BAKERY  
 Business Phone Number: (208) 265-8730  
 Business Physical Address: 329 N 1ST AVE  
 City: SANDPOINT State: ID Zip Code: 83864

**6. Business Information**

Business Name: BEAN LLC  
 Primary Contact Name: JILL SEVERSON  
 Primary Contact Phone Number: (208) 265-8730  
 Mailing Address: 329 N 1ST AVE  
 City: SANDPOINT State: ID Zip Code: 83864  
 Email Address: bluebirdbakeryid@gmail.com  
 Please indicate address to send future correspondence:  Business Physical Address  Mailing Address  Email

**APPLICANT'S SIGNATURE:** \_\_\_\_\_  
 Signer must be authorized to sign for documents pertaining to the Alcohol Beverage Control.

**APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
 Board of County Commissioners

Call Jill

2024

BONNER COUNTY  
STATE OF IDAHO

No. 2024-23

## RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT HOME TOWN BURGERS LLC  
 doing business as THE BURGER DOCK  
 at 116 N FIRST AVE STE B & C, SANDPOINT, ID 83864  
 a(n) LLC, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2023

Bottled/canned beer, Consumed off premise	\$0.00
Bottled/canned beer, Consumed on premise	\$0.00
Draft beer, Includes draft, bottled, and/or canned	\$100.00
Wine by the glass	\$100.00
Wine by the bottle	\$25.00
Liquor	\$0.00
Application Fee	\$5.00
<b>Total</b>	<b>\$230.00</b>

\_\_\_\_\_  
Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/01/2023.  
Witness my hand and seal this 24th of October, 2023.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

(SEAL) *By: Bridgette Centorli*  
 \_\_\_\_\_  
 Clerk of the Board of County Commissioners



Bonner County Recorder  
 Michael W. Rosedale - County Clerk  
 1500 Highway 2  
 Suite 335  
 Sandpoint, ID 83864  
 Phone: (208) 265-1490  
 Fax: (208) 255-7849

**FOR OFFICE USE ONLY**

Premise No. 7B-25945  
 State Lic No. 25945  
 Issue Date: 12/01/2023  
 County No. 2024-23  
 Total Fees: \$230.00  
 Deputy Initials: bcentorbi

## Retail Alcohol Beverage License Application

You must provide a copy of your newly issued State of Idaho Retail Alcohol Beverage License

- |  |  |   |
|--|--|---|
| <b>1. Application Type</b><br><input checked="" type="checkbox"/> Renewal<br><input type="checkbox"/> Seasonal (month open _____.)<br><input type="checkbox"/> New (complete page 2)<br><input type="checkbox"/> Transfer (complete page 2)<br>(include transfer fee of \$20.00) | <b>2. Type of Business</b><br><input type="checkbox"/> Individual<br><input type="checkbox"/> Partnership<br><input type="checkbox"/> Corporation<br><input checked="" type="checkbox"/> LLC<br><input type="checkbox"/> LLP | <b>3. Location of Facility</b><br><input type="checkbox"/> Inside city limits<br><input type="checkbox"/> Outside city limits |
|--|--|---|

**4. License Type**

- |  |  |                  |
|--|--|------------------|
| <input type="checkbox"/> Bottled/canned beer (retail only) | Consumed off premise                   | \$ 0.00          |
| <input type="checkbox"/> Bottled/canned beer               | Consumed on or off premise             | \$ 0.00          |
| <input checked="" type="checkbox"/> Draft beer             | Includes draft, bottled, and/or canned | \$ 100.00        |
| <input checked="" type="checkbox"/> Wine by the glass      |  | \$ 100.00        |
| <input checked="" type="checkbox"/> Wine by the bottle     |  | \$ 25.00         |
| <input type="checkbox"/> Liquor                            |  | \$ 0.00          |
| <input checked="" type="checkbox"/> Application Fee        |  | \$ 5.00          |
| <b>Total Fees</b>  |  | <b>\$ 230.00</b> |

**County Fee**

FOR OFFICE USE ONLY	
Prorated Fee	(If applicable)
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____

**5. Applicant Information**

Doing Business As: THE BURGER DOCK  
 Business Phone Number: (208) 597-7027  
 Business Physical Address: 116 N FIRST AVE STE B & C  
 City: SANDPOINT State: ID Zip Code: 83864

**6. Business Information**

Business Name: HOME TOWN BURGERS LLC  
 Primary Contact Name: SAVANNAH PENNINGTON  
 Primary Contact Phone Number: (208) 217-0101  
 Mailing Address: 1107 SPRUCE ST  
 City: SANDPOINT State: ID Zip Code: 83864  
 Email Address: \_\_\_\_\_

Please indicate address to send future correspondence:  Business Physical Address  Mailing Address  Email

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

Signer must be authorized to sign for documents pertaining to the Alcohol Beverage Control.

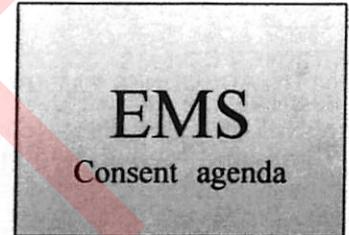
APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Board of County Commissioners



# Bonner County EMS

521 N. Third Ave • Sandpoint, ID 83864 • Phone: (208) 255-2194

October 16, 2023



## Memorandum

**To:** Bonner County Commissioners

**From:** Jeff Lindsey, BCEMS Chief

**Re:** Stryker Invoice

**Description:** Bonner County EMS wishes to pay the Stryker invoice in the amount of \$6,840.00 for our annual Lifepak maintenance agreement. This will come from line item 99918-7820 Contracts.

**Distribution:**

- 1 Copy to be returned to EMS
- 1 Copy to the Auditor's Office
- 1 Copy to the Commissioner's Office

Auditors Approval                     

A suggested motion would be: **Mr. Chairman based on the information before us I move to approve the Stryker invoice in the amount of \$6,840.00.**

Recommendation Acceptance:  yes  no \_\_\_\_\_ Date: \_\_\_\_\_  
Commissioner Steve Bradshaw, Chairman



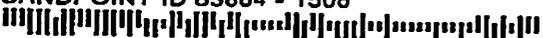
2825 Airview Boulevard  
Kalamazoo, MI 49002 USA

# Invoice

9204754191

Bill to: 20191435

204021-6.17 0 8227-1.1 1oz

 **BONNER CO EMS**  
ATTN: ACCOUNTS PAYABLE DEPARTMENT  
521 N THIRD AVE  
SANDPOINT ID 83864 - 1506  


Customer Information	
Invoice #	9204754191
Invoice Date	10/01/2023
Currency	USD
Payer Number	20191435
Payer Name	BONNER CO EMS

Ship to
20191435
BONNER CO EMS 521 N THIRD AVE SANDPOINT ID 83864-1506

Remit to :	
<b>Electronic Payments:</b>	<b>Checks:</b>
JPMorgan Chase ABA 071000013 (ACH) Account: 1035237 ABA 021000021 (WIRE) SWIFT Code: CHASUS33XXX	Stryker Sales, LLC 21343 NETWORK PLACE CHICAGO IL 60673-1213 USA

For product related inquiries please contact:  
Stryker Medical Customer Service: 800-327-0770  
For accounts and billing related inquiries please contact:  
Stryker account receivable: 800-733-2383(Option 2)

Please transmit in CTX format. If CTX is not possible, please send remittance information by email to EFTpayments@stryker.com

Header Information			
Customer PO	BCEMS91020	Payment Due Date	10/31/2023
Payment Terms	Net due in 30 days		
Terms of Delivery	PCO		
	ORIGIN		

Item	Item#/GTIN	Description	Billing Period	Extended Price
		Procure Service Contract Procure Services	2023-10-01 2024-09-30	6840.00
<b>Contract No.</b> 40049608				<b>Item Total</b> 6,840.00
<b>Billing Plan</b> SRY - Yearly advance				
<b>Contract Validity</b> 10/01/2020 to 10/27/2024				<b>Gross Amount</b> 6,840.00
<b>Coverage Date</b> 10/01/2023 to 09/30/2024				
4 Year LP15 Prevent Onsite With Battery Maintenance Agreement				



# Bonner County Sheriff's Office

4001 N Boyer Road • Sandpoint, ID 83864 • Phone: (208) 263-8417

October 24, 2023

## Memorandum

To: Board of County Commissioners

From: Sheriff Daryl Wheeler

Re: Resolution for Destruction of Sheriff's Records

Idaho Code 31-871 allows for the classification of County records. It also allows for a retention schedule and destruction of these records according to the schedule.

I am requesting approval of the attached list of records to be destroyed.

This Request and Resolution has been approved by:  
Legal – Scott Bauer \_\_\_\_\_

A suggested motion would be: **Mr. Chairman based on the information before us, I move to approve Resolution #23- 85** authorizing the Sheriff's Office to destroy the Sheriff's Office and Jail records listed on Exhibit A.

Recommendation Acceptance:  yes  no \_\_\_\_\_ Date: \_\_\_\_\_

Commissioner ~~Steven Bradshaw~~, Chairman

*Lukeomat*

RESOLUTION NO. 2023-85

**BONNER COUNTY SHERIFF'S OFFICE  
DESTRUCTION OF SHERIFF'S/JAIL RECORDS**

**WHEREAS**, Idaho Code §31-871 provides for the classification of county records as “permanent,” “semi-permanent,” or “temporary,” and;

**WHEREAS**, Bonner County Sheriff's Office has reviewed Idaho Code §31-871 and the Idaho Association of Counties County Record Retention Schedule for Sheriff's Office and Jail records; and

**WHEREAS**, Bonner County Sheriff's Office has reviewed its stored files/documents and identified whether they are “permanent,” “semi-permanent,” or “temporary” as described in subsections (1)(b), (c), or (d) of Idaho Code §31-871; and

**WHEREAS**, Bonner County Sheriff's Office has prepared a list of Sheriff's Office/Jail records, with the assistance of county legal counsel, which it proposes to have destroyed at this time, a copy of which is attached hereto as Exhibit “A”.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Bonner County, that Bonner County Sheriff's Office be and hereby is authorized to destroy the files listed in Exhibit “A” attached hereto and incorporated herein.

**ADOPTED** as a Resolution of the Board of Commissioners of Bonner County upon a majority vote on the 24th of October, 2023.

**BOARD OF BONNER COUNTY COMMISSIONERS**

\_\_\_\_\_  
Steven Bradshaw, ~~Chairman~~ Commissioner

\_\_\_\_\_  
Asia Williams, Commissioner

\_\_\_\_\_  
Luke Omodt, ~~Commissioner~~ Chairman

Attest By: \_\_\_\_\_  
Deputy Clerk

Documents													Retention Period
Accident Reports							2016	2017					5
Attendance Accruals							2016	2017					
Bank Records (Civil, DL & Jail)						2015	2016	2017					5
Civil Worksheets									2018	2019			3
Civil Writs						2015	2016	2017					5
Concealed Weapons License - Expired		2011	2012	2013	2014	2015	2016	2017					5
Driver's License - Credit Card Receipts							2016	2017					5
Driver's License - Daily Balance Report							2016	2017					
Driver's License - Notice to Register					2014	2015							
Employee Drug Testing Results										2019			
Jail - Cell Shake Down Logs													5
Jail - Daily Passdown										2019	2020		2
Jail - Inmate Classification							2016	2017					5
Jail - Inmate Exercise Log							2016	2017					5
Jail - Inmate Head Count							2016	2017					5
Jail - Inmate Housing Billings							2016	2017					5
Jail - Inmate Medical Records (see attached)		2011											10
Jail - K9 Search Logs													
Jail - Purchase Orders							2016	2017					5
Jail - Swanson Billing & Receipts							2016	2017					5
Jail - Walkthrough Video Files				2013									
Personnel Files		2011	2012										10
Public Records Requests										2019	2020		2

10/16/2023



# AIRPORTS

Dave Schuck  
208-255-9179

## AIRPORT ITEM #1

**Meeting Date: October 24, 2023**

### MEMORANDUM

**To:** Commissioners

**Re:** Engineering Consultant Master Services Agreement

**Description:** This is the mater services agreement with our engineering consultant Ardurra. Ardurra was selected in accordance with FAA Advisory Circular 150-5100-14E to provide professional services to Bonner County in support of our efforts to complete various improvements and tasks at the Bonner County Airports (Priest River Airport (1S6) and Sandpoint Airport (SZT). Services under this Agreement will be provided by Ardurra as described in separately authorized Work Orders to include land and easement acquisitions, runway design and reconstruction, taxiway design and construction, snow removal equipment sheds design and construction at both airports

I recommend entering into this contract with Ardurra.

**Legal Review:** \_\_\_\_\_X\_\_\_\_\_

**Auditing Review:** \_\_\_\_\_

**Distribution:** Original to BOCC Office; email copy to Airports – Dave Schuck; copy to Auditing

**A suggested motion would be:** Mr. Chairman based on the information before us I move that the County enter into this contract with Ardurra to act as Bonner County Airports' Engineering Consultant.

Recommendation Acceptance:  yes  no \_\_\_\_\_ Date: \_\_\_\_\_  
Commissioner Luke Omodt, Chairman



## PROFESSIONAL SERVICES MASTER AGREEMENT

THIS IS AN AGREEMENT effective as of July 11, 2023 (“Effective Date”) between Bonner County, Idaho (“Owner”) and Ardurra Group, Inc. (“Engineer”) to provide professional services to Owner in support of Owner’s complete various improvements and tasks at the Bonner County Airports (Priest River Airport (1S6) and Sandpoint Airport (SZT) (“Project”).

Engineer’s services under this Agreement will be provided by Engineer as described in separately authorized Work Orders to include the following tasks (the “Work”). This Agreement will serve as a ‘Master Agreement’ for this Work. The Owner intends to complete various improvements and tasks at the Sandpoint Airport and Priest River Airport. Services to be provided are expected to include but are not limited to the following:

1. Sandpoint Airport
  - a. Land – Acquire miscellaneous land
  - b. Runway – Reconstruct Runway Design (Phase 1)
  - c. Runway – Reconstruct Runway Construct
  - d. Land – Acquire (land/easement)
  - e. Taxiway - Construct Taxiway Design (Phase 1)
  - f. Taxiway – Construct Taxiway Construct
  - g. SRE Shed – Design and Construction
2. Priest River Airport
  - a. Apron – Expand design and construct Apron Expansion (27,600 sft)
  - b. Apron – Expand Construct (Phase 1)
  - c. Taxiway – Design and Construct Taxiway C
  - d. Land – Acquire (land/easement)
  - e. Runway – Rehabilitate Runway Design – RW Rehab
  - f. Runway – Rehabilitate Runway Construct – RW Rehab
  - g. SRE Shed – Design and Construct

---

Owner and Engineer further agree as follows:

### 1.01 *Basic Agreement and Period of Service*

- A. Engineer shall provide or furnish the Services set forth in this Master Agreement, as described in separately authorized Work Orders. Each Work Order shall include a detailed scope of work and fee estimate for the intended Project, which will be negotiated separately with the Owner. Once mutually agreed to, Work Orders shall be executed and automatically incorporated by reference into and made part of this Agreement.
- B. Engineer shall complete its Services within the time period specified in the Work Order. If no specific time period is indicated, Engineer shall complete its Services within a reasonable period of time.



- C. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's Services is impaired, or Engineer's Services are delayed or suspended, then the time for completion of Engineer's Services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.

#### 2.01 *Payment Procedures*

- A. **Invoices:** Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for Services, Additional Services, and expenses within 30 days after receipt of Engineer's invoice, then Engineer may, after giving seven (7) days written notice to Owner, suspend Services under this Agreement until Engineer has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension.
- B. **Payment:** As compensation for Engineer providing or furnishing Services and Additional Services, Owner shall pay Engineer as set forth in Paragraphs 2.01, 2.02, and 2.03. If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

#### 2.02 *Basis of Payment*

- A. Fees for each Work Order will be determined using one or both of the following methods. Each Work Order will clearly identify which method applies to which portion of the work.
- B. **Hourly Rates Plus Reimbursable Expenses (Time & Expense):**

Fees for services negotiated under this method will be billed in an amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates and certified overhead rate for each applicable billing class, plus profit and reimbursement of expenses incurred in connection with providing the Services and Engineer's consultants' charges, if any, as prescribed in separately authorized Work Orders. A maximum total fee for the services to be provided shall be included in the scope of work attached to each Work Order. If additional tasks and fees are required, these will be added by amending the Work Order.

- C. **Lump Sum with Progress or Milestone Payments:**

The portion of the compensation amount billed monthly for Engineer's Services will be based upon Engineer's estimate of the percentage of the total Services actually completed during the billing period, or upon mutually agreed milestone payments as prescribed in separately authorized Work Orders. The lump sum fee for services to be provided shall be included in the scope of work attached to each Work Order.

- 2.03 **Additional Services:** For Additional Services, Owner shall pay Engineer an amount equal to the cumulative hours charged in providing the Additional Services by each class of Engineer's employees, times standard hourly rates and certified overhead rate for each applicable billing class; plus profit and reimbursement of expenses incurred in connection with providing the Additional Services and Engineer's consultants'



charges, if any. Engineer shall provide Owner an estimate of Additional Services upon request and in accordance with mutually agreed work scope and schedule in separately authorized Work Orders.

### 3.01 *Termination*

- A. The obligation to continue performance under this Agreement may be terminated:
1. For cause, by either party, upon ten (10) days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Engineer for its services is a substantial failure to perform and a basis for termination.
  2. By Engineer:
    - a. upon seven (7) days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or
    - b. upon seven (7) days written notice if the Engineer's Services are delayed for more than ninety (90) days for reasons beyond Engineer's control, or as the result of the presence at the Project site of undisclosed Constituents of Concern, as set forth in Paragraph 5.01.L.
    - c. Engineer shall have no liability to Owner on account of a termination for cause by Engineer.
  3. By Owner, for convenience, effective upon Engineer's receipt of written notice from Owner.
- B. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 3.01.A.1 or 3.01.A.2 if the party receiving such notice begins, within seven (7) days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than thirty (30) days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, sixty (60) days after the date of receipt of the notice.
- C. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all Services and Additional Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and Additional Services, and Engineer's consultants' charges, if any.

### 4.01 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.



- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

#### 5.01 *General Considerations*

- A. **Standard of Care:** The standard of care for all professional, engineering, and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. **Insurance:** During the term of the Agreement, Engineer shall secure and maintain, at its own expense, Workers' Compensation insurance coverage for its employees performing the Work in accordance with statutory limits applicable to the State wherein the Work is completed. In addition, during the term of the Agreement, Engineer shall procure and maintain General Liability, Automobile Liability and Professional Liability insurance at the minimum limits and coverages specified below:
  - 1. General Liability coverage shall be not less than \$1,000,000 per occurrence, and not less than \$2,000,000 in aggregate. General Liability coverage shall include primary contractual liability, personal injury, death, damage to property, and destruction of property.
  - 2. Automobile Liability coverage shall not be less than \$1,000,000.
  - 3. Professional Liability coverage shall be \$1,000,000 per claim and \$1,000,000 in aggregate.
  - 4. Certificates of Insurance (COI) will be furnished to Owner and shall specify that insurance will not be canceled without minimum ten (10) days prior written notice to the primary insured. Upon receipt of such notice, the Engineer shall notify Owner and shall take action to maintain coverage meeting the requirements of this Agreement.
- C. **Indemnification:** To the fullest extent permitted by law, Engineer and Owner mutually agree to indemnify and hold harmless each other from all claims, lawsuits, or legal actions that arise out of, pertain to, or relate to damages, losses, personal injuries, death and property liability resulting from the errors, omissions, negligence, willful misconduct, or fault of the indemnifying party, its contractors,



representatives, agents and employees. In no event shall either party indemnify the other party for the other party's own errors, omissions, negligence, willful misconduct, or fault. Engineer's total indemnity shall be limited to the lesser of 1) the total amount of compensation received by Engineer under this Agreement, or 2) the limits of applicable insurance coverages described above in 5.01.B above.

- D. **Mutual Waiver and Limit of Liability:** To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to the total amount of compensation received by Engineer.
- E. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to such Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.
- F. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
- G. Engineer's opinions (if any) of probable construction cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.
- H. Engineer shall not be responsible for any decision made regarding construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by Engineer or its consultants.
- I. All documents, data, and professional work product (collectively "Documents") prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such Documents, whether or not the Project is completed. Owner shall have a limited license to use the Documents on and for the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all Services and Additional Services relating to preparation of the Documents and subject to the following limitations:
  - 1. Owner acknowledges that such Documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;



2. any such use or reuse, or any modification of the Documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and consultants;
  3. Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the Documents without written verification, completion, or adaptation by Engineer; and
  4. such limited license to Owner shall not create any rights in third parties.
- J. Owner and Engineer may transmit, and shall accept, Project-related correspondence, Documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website portal, in accordance with a mutually agreeable protocol.
- K. Engineer may also, upon Owner's request and in conformance with Owner confidentiality requirements, provide Documents or otherwise grant access to Documents to Owner agents, representatives, or third parties ("Recipients"). No warranty, either expressed or implied, is made by Engineer to Recipients regarding the accuracy or reliability of these Documents. Engineer reserves the right to revise, update and improve its electronically stored Documents without notice and assumes no responsibility for any damages which may arise as a result of the intended and continued use of this information by Engineer. Use of the Documents by Recipients is subject to the following limitations:
- a. By using these Documents, Recipients agree to verify the data and to ascertain its accuracy for the intended use.
  - b. Engineer makes every effort to ensure that Document files are free of computer viruses and/or malware; however, Engineer assumes no responsibility for damages caused by the installation or use of these data.
  - c. Engineer makes no representations as to long term compatibility, usability, or readability of the Documents resulting from the Recipient's use of software application packages, operating systems, or computer hardware differing from those used in the drafting or transmittal of the Documents.
- L. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
- M. Disputes:



1. Owner and Engineer agree to negotiate reconciliation of any dispute between them in good faith for a period of thirty (30) days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated as described below. If mediation is unsuccessful, then the parties may exercise their rights at law.
  2. Mediation: If the parties fail to resolve a dispute through negotiated reconciliation, Engineer and Owner agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them, arising out of or relating to this Agreement or the breach thereof (collectively "Disputes"), to mediation conducted by a mediator selected through mutual agreement of both parties. Owner and Engineer agree to participate in the mediation process in good faith. The process shall be conducted on a confidential basis and shall be completed within one hundred twenty (120) days. If such mediation is unsuccessful in resolving a Dispute, then (a) the parties may mutually agree to a dispute resolution of their choice, or (b) either party may seek to have the Dispute resolved by a court of competent jurisdiction.
- N. This Agreement is to be governed by the law of the State in which the Project is located.
- O. Force Majeure: Engineer shall not be held responsible for any delay or failure in performance caused by fire, flood, explosion, war, strike, embargo, government requirement, civil or military authority, acts of God, act or omission of Constructors, vandalism, or other similar causes that are beyond its control.

#### 6.01 *Total Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

#### 7.01 *Definitions*

- A. **Constructor**—Any person or entity (not including the Engineer, its employees, agents, representatives, and consultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner's work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
- B. **Constituent of Concern**—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq. ("CERCLA"); (b) the Hazardous Materials Transportation Act, 49 U.S.C. §§5101 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. ("RCRA"); (d) the Toxic Substances Control Act, 15 U.S.C. §§2601 et seq. ("TSCA"); (e) the Clean Water Act, 33 U.S.C. §§1251 et seq.; (f) the Clean Air Act, 42 U.S.C. §§7401 et seq.; or (g) any other federal, State, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.



# ARDURRA

**Attachments:** Attachment A – Federal Contract Provisions

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Owner: Bonner County, Idaho

Engineer: Ardurra Group, Inc.

By: \_\_\_\_\_

By: Pat Colwell

Print name: Steven Bradshaw

Print name: Pat Colwell

Title: Chairman, Board of County Commissioners

Title: Chief Operation Officer, Northwest

Date Signed: \_\_\_\_\_

Date Signed: 7/18/23

Engineer License or Firm's Certificate No. (if required):

State of: Idaho

Address for Owner's receipt of notices:

Address for Engineer's receipt of notices:

1500 U.S. Route 2, Suite 308  
Sandpoint, ID 83864

7950 North Meadowlark Way, Suite A  
Coeur d'Alene, ID 83815

## ATTACHMENT A – FEDERAL CONTRACT PROVISIONS

***The following are federally mandated contract provisions provided and required by the Federal Aviation Administration (FAA). Provisions available here; [Procurement and Contracting Under AIP – Federal Contract Provisions \(faa.gov\)](#), are dated May 24, 2023. These provisions are included, as it is anticipated federal funds will be used for Project(s) covered by this agreement.***

### **A1 ACCESS TO RECORDS AND REPORTS**

The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the Owner, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed

### **A2 NOT REQUIRED**

### **A3 BREACH OF CONTRACT TERMS**

Any violation or breach of terms of this contract on the part of the Consultant or its subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement.

Owner will provide Consultant written notice that describes the nature of the breach and corrective actions the Consultant must undertake in order to avoid termination of the contract. Owner reserves the right to withhold payments to Contractor until such time the Contractor corrects the breach or the Owner elects to terminate the contract. The Owner's notice will identify a specific date by which the Consultant must correct the breach. Owner may proceed with termination of the contract if the Consultant fails to correct the breach by the deadline indicated in the Owner's notice.

The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

### **A4 NOT REQUIRED**

### **A5 CIVIL RIGHTS – GENERAL**

The Contractor agrees to comply with pertinent statutes, Executive Orders and such rules identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

The above provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract.

### **A6 CIVIL RIGHTS – TITLE VI ASSURANCE**

#### **Compliance with Nondiscrimination Requirements:**

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor"), agrees as follows:

1. **Compliance with Regulations:** The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
4. **Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
  - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

#### **Title VI List of Pertinent Nondiscrimination Acts and Authorities**

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27;

- The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC § 471, Section 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-209) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 USC §§ 12131 – 12189) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [70 Fed. Reg. at 74087(2005)];
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC 1681 *et seq.*).

#### **A7 CLEAN AIR AND WATER POLLUTION CONTROL**

Contractor agrees to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 USC §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 USC §§ 1251-1387). The Contractor agrees to report any violation to the Owner immediately upon discovery. The Owner assumes responsibility for notifying the Environmental Protection Agency (EPA) and the Federal Aviation Administration.

Contractor must include this requirement in all subcontracts that exceeds \$150,000.

#### **A8 CONTRACT WORKHOURS AND SAFETY STANDARDS ACT REQUIREMENTS**

##### **1. Overtime Requirements.**

No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic, including watchmen and guards, in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

##### **2. Violation; Liability for Unpaid Wages; Liquidated Damages.**

In the event of any violation of the clause set forth in paragraph (1) of this clause, the Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this clause, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek

of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this clause.

**3. Withholding for Unpaid Wages and Liquidated Damages.**

The Federal Aviation Administration (FAA) or the Owner shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this clause.

**4. Subcontractors.**

The Contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) and also a clause requiring the subcontractor to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this clause.

**A9 NOT REQUIRED**

**A10 NOT REQUIRED**

**A11 DEBARMENT AND SUSPENSION**

**CERTIFICATION OF OFFERER/BIDDER REGARDING DEBARMENT**

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

**CERTIFICATION OF LOWER TIER CONTRACTORS REGARDING DEBARMENT**

The successful bidder, by administering each lower tier subcontract that exceeds \$25,000 as a "covered transaction", must verify each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The successful bidder will accomplish this by:

1. Checking the System for Award Management at website: <http://www.sam.gov>.
2. Collecting a certification statement similar to the Certification of Offerer /Bidder Regarding Debarment, above.
3. Inserting a clause or condition in the covered transaction with the lower tier contract.

If the Federal Aviation Administration later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.

**A12 DISADVANTAGED BUSINESS ENTERPRISE**

**Contract Assurance (§ 26.13) –**

The Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of Department of Transportation-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the Owner deems appropriate, which may include, but is not limited to:

- 1) Withholding monthly progress payments;

- 2) Assessing sanctions;
- 3) Liquidated damages; and/or
- 4) Disqualifying the Contractor from future bidding as non-responsible.

**Prompt Payment (§26.29)** – The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contractor receives from Client. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Client. This clause applies to both DBE and non-DBE subcontractors.

### **A13 DISTRACTED DRIVING**

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving", (10/1/2009) and DOT Order 3902.10, "Text Messaging While Driving", (12/30/2009), the Federal Aviation Administration encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or subgrant.

In support of this initiative, the Owner encourages the Contractor to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The Contractor must include the substance of this clause in all sub-tier contracts exceeding \$10,000 that involve driving a motor vehicle in performance of work activities associated with the project.

### **A14 PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT**

Contractor and Subcontractor agree to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act [Public Law 115-232 § 889(f)(1)].

### **A15 NOT REQUIRED**

### **A16 EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

During the performance of this contract, the Contractor agrees as follows:

(1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided, however,* that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

#### **A17 FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)**

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers.

The Consultant has full responsibility to monitor compliance to the referenced statute or regulation. The Consultant must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

## **A18 LOBBYING AND INFLUENCING FEDERAL EMPLOYEES**

The Bidder or Offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## **A19 NOT REQUIRED**

## **A20 OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970**

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The employer must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The employer retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). The employer must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

## **A21 NOT REQUIRED**

## **A22 NOT REQUIRED**

## **A23 SEISMIC SAFETY**

In the performance of design services, the Consultant agrees to furnish a building design and associated construction specification that conform to a building code standard that provides a level of seismic safety substantially equivalent to standards as established by the National Earthquake Hazards Reduction Program (NEHRP). Local building codes that model their building code after the current version of the International Building Code (IBC) meet the NEHRP equivalency level for seismic safety. At the conclusion of the design services, the Consultant agrees to furnish the Owner a "certification of compliance" that attests conformance

of the building design and the construction specifications with the seismic standards of NEHRP or an equivalent building code.

#### **A24 TAX DELINQUENCY AND FELONY CONVICTIONS**

- 1) The applicant represents that it is not a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
- 2) The applicant represents that it is not a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

#### **A25 TERMINATION OF CONTRACT**

##### **TERMINATION FOR CONVENIENCE (PROFESSIONAL SERVICES)**

The Owner may, by written notice to the Consultant, terminate this Agreement for its convenience and without cause or default on the part of Consultant. Upon receipt of the notice of termination, except as explicitly directed by the Owner, the Contractor must immediately discontinue all services affected.

Upon termination of the Agreement, the Consultant must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

##### **TERMINATION FOR CAUSE (PROFESSIONAL SERVICES)**

Either party may terminate this Agreement for cause if the other party fails to fulfill its obligations that are essential to the completion of the work per the terms and conditions of the Agreement. The party initiating the termination action must allow the breaching party an opportunity to dispute or cure the breach.

The terminating party must provide the breaching party [7] days advance written notice of its intent to terminate the Agreement. The notice must specify the nature and extent of the breach, the conditions necessary to cure the breach, and the effective date of the termination action. The rights and remedies in this clause are in addition to any other rights and remedies provided by law or under this agreement.

a) **Termination by Owner:** The Owner may terminate this Agreement in whole or in part, for the failure of the Consultant to:

1. Perform the services within the time specified in this contract or by Owner approved extension;
2. Make adequate progress so as to endanger satisfactory performance of the Project; or
3. Fulfill the obligations of the Agreement that are essential to the completion of the Project.

Upon receipt of the notice of termination, the Consultant must immediately discontinue all services affected unless the notice directs otherwise. Upon termination of the Agreement, the Consultant must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete

as a result of the termination action under this clause.

If, after finalization of the termination action, the Owner determines the Consultant was not in default of the Agreement, the rights and obligations of the parties shall be the same as if the Owner issued the termination for the convenience of the Owner.

b) **Termination by Consultant:** The Consultant may terminate this Agreement in whole or in part, if the Owner:

1. Defaults on its obligations under this Agreement;
2. Fails to make payment to the Consultant in accordance with the terms of this Agreement;
3. Suspends the Project for more than [180] days due to reasons beyond the control of the Consultant.

Upon receipt of a notice of termination from the Consultant, Owner agrees to cooperate with Consultant for the purpose of terminating the agreement or portion thereof, by mutual consent. If Owner and Consultant cannot reach mutual agreement on the termination settlement, the Consultant may, without prejudice to any rights and remedies it may have, proceed with terminating all or parts of this Agreement based upon the Owner's breach of the contract.

In the event of termination due to Owner breach, the Engineer is entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all justified reimbursable expenses incurred by the Consultant through the effective date of termination action. Owner agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

## **A26 TRADE RESTRICTION CERTIFICATION**

By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror –

- 1) is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);
- 2) has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and
- 3) has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 USC Section 1001.

The Offeror/Contractor must provide immediate written notice to the Owner if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to an Offeror or subcontractor:

- 1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR or
- 2) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list or

3) who incorporates in the public works project any product of a foreign country on such USTR list.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The Contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by USTR, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration (FAA) may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

#### **A27 VETERAN'S PREFERENCE**

In the employment of labor (excluding executive, administrative, and supervisory positions), the Contractor and all sub-tier contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112. Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 USC 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.

#### **A28 DOMESTIC PREFERENCES FOR PROCUREMENTS**

##### **CERTIFICATION REGARDING DOMESTIC PREFERENCES FOR PROCUREMENTS**

The Bidder or Offeror certifies by signing and submitting this bid or proposal that, to the greatest extent practicable, the Bidder or Offeror has provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to, iron, aluminum, steel, cement, and other manufactured products) in compliance with 2 CFR § 200.322.



# AIRPORTS

Dave Schuck  
208-255-9179

**AIRPORT  
ITEM #2**

**Meeting Date: October 24, 2023**

## MEMORANDUM

**To:** Commissioners

**Re:** Ardurra Work Order 1S6 23-001 Priest River Airport DBE Goals

**Description:** This Work Order defines the Disadvantaged Business Enterprise Goals Priest River Airport for the three year period 2024-2026 as required by FAA regulations:

TASK 1 - PROJECT ADMINISTRATION AND MANAGEMENT Contract Administration to include preparing Task Order Scope of Work and fee proposal for review by airport staff. Discuss and review comments with staff and revise accordingly. Submit draft scope of work to FAA for review and concurrence. Advise and coordinate with airport staff on administrative and management tasks. Project management and administration includes monthly cost accounting, invoicing, and monitoring project progress.

TASK 2 - DISADVANTAGED BUSINESS ENTERPRISE (DBE) 3-YEAR GOALS FY 24-26

1. DBE 3-Year Goals (FY22-24) - Develop DBE goals for FY 2022-2024. Determine market area. Research and compile documentation on DBE and total firms within the market area using U.S. Census data and the OMWBE directory. Calculate the DBE goals and develop a narrative summarizing the findings, using the FAA goal setting tool. Facilitate DBE outreach for the goal methodology and administer DBE goal consultation via Teams. Submit a draft of the 3-year DBE goals to the Owner for review, then submit via FAA Civil Rights Connect.
2. Make edits to the 3-year goals based on FAA comments, if necessary, and re-submit. One round of FAA comments is assumed.

I recommend entering into this work order with Ardurra.

**Legal Review:** \_\_\_\_\_X\_\_\_\_\_

**Auditing Review:** \_\_\_\_\_

**Distribution:** Original to BOCC Office; email copy to Airports – Dave Schuck; copy to Auditing

**A suggested motion would be:** Mr. Chairman based on the information before us I move that the County enter into this work order with Ardurra.

Recommendation Acceptance:  yes  no \_\_\_\_\_ Date: \_\_\_\_\_  
Commissioner Luke Omodt, Chairman



**WORK ORDER 1S6 23-001  
PRIEST RIVER AIRPORT (1S6)  
BONNER COUNTY, IDAHO  
DBE CONSULTATION AND GOAL SERVICES**

This Work Order shall be attached to, made a part of, and incorporated by reference into a Professional Services Master Agreement between Bonner County, Idaho and Ardurra Group, Inc., dated July 12, 2023.

**SCOPE OF WORK**

The Scope of Work, dated July 13, 2023, for this effort, is attached as Exhibit A. The document describes the anticipated work effort and schedule in detail.

**FEES**

Fees for services provided under this Work Order have been determined and will be billed using method(s) listed below as defined in the Professional Services Master Agreement and as shown in Exhibit A:

- Tasks 1-2 (Lump Sum) \$2,500.00
- **Work Order Fee Total:** **\$2,500.00**

Fees have been determined based on the Engineer's current certified hourly rates.

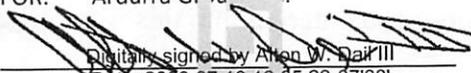
IN WITNESS WHEREOF, Owner and Engineer have made and executed this WORK ORDER 1S6 23-001 as part of the Professional Services Master Agreement the day and year first above written.

FOR: Bonner County, Idaho  
\_\_\_\_\_

By: Steven Bradshaw

Title: Chairman, Board of County Commissioners

Date: \_\_\_\_\_

FOR: Ardurra Group, Inc.  
  
Digitally signed by Alton W. Dail III  
Date: 2023.07.18 13:05:22-07'00'

By: Alton W. Dail III, P.E.

Title: Project Manager

Date: 7/18/23



**Work Order 156 23-001**  
**Exhibit A – Scope of Work and Fee**  
**Priest River Airport, Bonner County, Idaho**  
**Disadvantaged Business Enterprise (DBE) 3-Year Goals**

## INTRODUCTION

The Priest River Airport (156 or Airport) is owned by Bonner County (County, Owner, or Sponsor), Idaho, located in North Idaho. The Airport is part of the National Plan of Integrated Airport Systems (NPIAS). This Scope of Work describes the professional services to be provided by the Ardurra Group, Inc. (Consultant) in support of the development of 3-year Disadvantaged Business Enterprise (DBE) goals. The Sponsor will develop 3-year DBE goals for Fiscal Years 2024 through 2026, for FAA Civil Rights Office Approval.

## SCOPE OF PROFESSIONAL SERVICES

The following outlines the Scope of Work and services to be provided as part of this Project.

Task 1 – Project Administration and Management

Task 2 – DBE 3-Year Goals (FY 24-26)

### TASK 1 – PROJECT ADMINISTRATION AND MANAGEMENT

1. Contract Administration to include preparing Task Order Scope of Work and fee proposal for review by airport staff. Discuss review comments with staff and revise accordingly. Submit draft scope of work to FAA for review and concurrence. Advise and coordinate with airport staff on administrative and management tasks. Project management and administration includes monthly cost accounting, invoicing, and monitoring project progress.

### TASK 2 – DISADVANTAGED BUSINESS ENTERPRISE (DBE) 3-YEAR GOALS FY 24-26

1. DBE 3-Year Goals (FY22-24) - Develop DBE goals for FY 2022-2024. Determine market area. Research and compile documentation on DBE and total firms within the market area using U.S. Census data and the OMWBE directory. Calculate the DBE goals and develop a narrative summarizing the findings, using the FAA goal setting tool. Facilitate DBE outreach for the goal methodology and administer DBE goal consultation via Teams. Submit a draft of the 3-year DBE goals to the Owner for review, then submit via FAA Civil Rights Connect.
2. Make edits to the 3-year goals based on FAA comments, if necessary, and re-submit. One round of FAA comments is assumed.

### **EXCLUDED SERVICES**

The Owner and Consultant agree that the following items will be provided by the Owner and if added to the Consultant's work will be considered extra services:

1. Bonner County Staff to provide Priest River Airport FY 24-26 CIP information to CONSULTANT.



2. Updates and/or revisions to DBE Program Plan.

**SERVICES PROVIDED BY OWNER**

1. A designated representative with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions. Owner’s representative will attend meetings and teleconferences, as required.
2. Review draft documents from Consultant within a reasonable amount of time and provide review comments in writing.
3. Designate a DBE Liaison Officer (DBELO), if necessary.
4. Protection of Consultant supplied digital information or data, if any, from contamination, misuse, or changes.

**DELIVERABLES**

1. 3-year DBE Goals in electronic format (.pdf).

**PERSONNEL HOUR ESTIMATE**

ITEM NO.	DESCRIPTION	TOTAL	Principal	Project Manager	Aviation Planner	Admin
	<i>Certified Hourly Rate</i>		\$64.53	\$59.97	\$50.03	\$23.11
1.	Project Admin & Mgmt.	6	1	2	1	2
2.	Prepare DBE Goals FY 24-26	13	0	1	12	0
	<i>Total Hours:</i>	19	1	3	13	2
	<i>Direct Labor:</i>	\$941.05	\$64.53	\$179.91	\$650.39	\$46.22
	<i>Certified Overhead Rate 1.3811%</i>	\$1,299.68				
	<i>Reimbursable Expenses:</i>	\$0.00				
	<i>Profit:</i>	\$259.27				

<b>Total Work Order Fee:</b>	<b>\$2,500.00</b>
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**Schedule:**

- Facilitate DBE Outreach: July 6, 2023
- Provide Draft DBE Calculations for Public: July 10, 2023
- Finalize DBE Calculations based on Public Comment: August 1, 2023

**End of Scope**



# AIRPORTS

Dave Schuck  
208-255-9179

**AIRPORT  
ITEM #3**

**Meeting Date: October 24, 2023**

## MEMORANDUM

**To:** Commissioners

**Re:** Ardurra Work Order 1S6 23-002 Priest River Airport GIS (AGIS) and Obstruction Survey Services

**Description:** This Work Order defines the Scope of Work and services to be provided as part of this Project.

I recommend entering into this work order with Ardurra.

**Legal Review:** \_\_\_\_\_ **X** \_\_\_\_\_

**Auditing Review:** \_\_\_\_\_

**Distribution:** Original to BOCC Office; email copy to Airports – Dave Schuck; copy to Auditing

**A suggested motion would be:** Mr. Chairman based on the information before us I move that the County enter into this work order with Ardurra.

Recommendation Acceptance:  yes  no \_\_\_\_\_ Date: \_\_\_\_\_  
Commissioner Luke Omodt, Chairman



**WORK ORDER 1S6 23-002  
PRIEST RIVER AIRPORT (1S6)  
BONNER COUNTY, IDAHO  
AIRPORT GIS (AGIS) AND OBSTRUCTION SURVEY SERVICES**

This Work Order shall be attached to, made a part of, and incorporated by reference into a Professional Services Master Agreement between Bonner County, Idaho and Ardurra Group, Inc., dated July 12, 2023.

**SCOPE OF WORK**

The Scope of Work, dated October 12, 2023, for this effort, is attached as Exhibit A. The document describes the anticipated work effort and schedule in detail.

**FEES**

Fees for services provided under this Work Order have been determined and will be billed using method(s) listed below as defined in the Professional Services Master Agreement and as shown in Exhibit A:

➤ Tasks 1-3 (Lump Sum)	\$148,230.93
➤ <u>Work Order Profit</u>	<u>\$23,000.00</u>
➤ <b>Work Order Fee Total:</b>	<b>\$171,230.93</b>

Fees have been determined based on the Engineer's current certified hourly rates.

IN WITNESS WHEREOF, Owner and Engineer have made and executed this WORK ORDER 1S6 23-002 as part of the Professional Services Master Agreement the day and year first above written.

FOR: Bonner County, Idaho  
\_\_\_\_\_

By: Steven Bradshaw  
Title: Chairman, Board of County Commissioners  
Date: \_\_\_\_\_

FOR: Ardurra Group, Inc.  
  
Digitally signed by Alton W. Dail III  
Date: 2023.10.12 10:19:16 -07'00'

By: Trey Dail, P.E.  
Title: Aviation Group Lead  
Date: 10/12/23



## Work Order 23-002 Exhibit A – Scope of Work Priest River Airport, Bonner County, Idaho Airport GIS (AGIS) and Obstruction Survey

### INTRODUCTION

The Priest River Airport (1S6, or Airport) is owned by Bonner County (County, Owner, or Sponsor), Idaho, located in North Idaho. The airport is part of the National Plan of Integrated Airport Systems (NPIAS). This Scope of Work describes the professional services to be provided by T-O Engineers LLC, an Ardurra Company (Consultant) in support of the development of an Obstruction Survey using photogrammetric mapping and an Airport GIS (AGIS or Project). The Sponsor, with support from the FAA - Helena Airports District Office, will develop this AGIS to address key issues, objectives, and goals pertinent to the airport's future viability and development. It is anticipated the data collected as part of this Project will be used to identify close-in obstructions to be removed during a future project.

### SCOPE OF PROFESSIONAL SERVICES

The following outlines the Scope of Work and services to be provided as part of this Project. The following sections provide a narrative description of the effort and tasks associated with each task:

Task 1 – Project Formulation and Administration

Task 2 – Obstruction and Airports Geographic Information Systems (AGIS) Survey

Task 3 – Threshold Siting Analysis

### TASK 1 – PROJECT FORMULATION AND ADMINISTRATION

#### 1.1 Scope of Work (SOW)

Formulate Scope of Work and Project Approach. Define Scope of Work, priorities, schedules and formulate the project approach. Prepare a Work Order including Scope of Work and Fee Estimate prepared in Task 1.1 and submit to the Owner for approval.

#### 1.2 IFE Coordination

Assist the Owner in obtaining an Independent Fee Estimate and preparing a cost analysis for FAA review and approval.

#### 1.3 Sub-Consultant Agreement

Coordinate with sub-consultant as required to draft and finalize sub-consultant agreements.

#### 1.4 Project Management and Coordination

Project management and administration includes monthly cost accounting and budget analysis, invoicing, document preparation and management, and progress monitoring.



- 1.5 **FAA Grant Amendment**  
Consultant will prepare one draft FAA grant amendment for Owner's review and signature. One (1) revision is anticipated. Consultant will submit the signed grant amendment to the FAA. This amendment will include the Project Cost Summary Form for budgeting the project.
- 1.6 **FAA Quarterly Performance Reports**  
Consultant will prepare and submit a performance report to the FAA for each federal fiscal quarter the grant is active. Eight (8) Quarterly Performance Reports are anticipated throughout the life of the Project.
- 1.7 **Federal Financial Reports**  
Consultant will assist the Owner in submitting an annual report of grant financial activity using Standard Forms SF-270 and SF-425, Federal Financial Report. Pursuant to FAA Order 5100.38, this report will be submitted no less than 90 working days after the end of each fiscal year and a final report at grant closeout. It is anticipated Federal Financial Reports will be submitted for two (2) fiscal years during this Project.

## TASK 2 – AIRPORTS GEOGRAPHIC INFORMATION SYSTEMS (AGIS) SURVEY

- 2.1 **Safety Critical, Including Not Design Data**  
An obstruction survey, aerial photogrammetry, and mapping will be obtained in accordance with FAA requirements and standards. Consultant will use an aerial imagery subconsultant to provide field work, computations, and data to the FAA, per FAA ACs 150/5300-16A, -17C, and -18B, including:
  - Control Surveying
  - Stereo Color Aerial Photography
  - Non-Vertically Guided Approach Obstruction Surveys
  - Photogrammetric Mapping
  - FAA AGIS Work Plans and Data Uploads
- 2.2 **AGIS Submittal**  
Consultant will work with the National Geodetic Survey (NGS) and the FAA AGIS program to acquire and submit the necessary data to complete an Airspace Analysis, including an airspace analysis that will provide the obstruction analysis in Airports GIS. All necessary existing information will be submitted through the FAA AGIS portal as required by the FAA.
- 2.3 **Survey and Imagery Data Collection**  
Consultant will collect data or perform the following as part of this task:
  - Provide a Survey and remote Sensing Plan
  - Establish or validate Airport Geodetic Control
  - Perform, document, and report the tie to National Spatial Reference System (NSRS)
  - Document control features requiring digital photographs
  - Document control features requiring sketches
  - Survey runway ends/thresholds as a quality assurance protocol
  - Prepare Airport Manager and Operator Interviews
  - Survey runway ends/thresholds



- Determine or validate runway length
- Determine or validate runway width
- Determine runway profile using 50-foot stations
- Determine the touchdown zone elevation (TDZE)
- Determine runway true azimuth
- Determine or validate and document the position of navigational aids

#### 2.4 Subconsultant Tasks

The following items will be performed by the subconsultant for this project:

- Provide and submit a survey and remote sensing plan
- Collect imagery
- Perform or validate and document an Airport Airspace Analysis – the obstruction analysis for the airport will use the standards established for Airport Airspace Analysis surveys in Section 2.7 of FAA AC 150/5300-18B.
- Perform or validate and document an Airport Airspace Analysis – the obstruction analysis for the airport will use the standards established for Airport Airspace Analysis surveys in Section 2.7 of AC 18B.

#### 2.5 Data Submission

The Consultant will make maximum use of existing data for the Airport, which is traceable to the source to meet the requirements of this SOW before undertaking additional data collection. Data collected or proposed for use in a project must meet the tolerances specified in the above Advisory Circulars at the 95 percent confidence level (RMSE) before being used in the project or as part of the required deliverables.

As authorized by the Sponsor, the Consultant will submit all data collected and associated required deliverables in the format(s) specified as outlined in the appropriate Advisory Circular to the FAA Office of Airports, Airport Surveying-GIS Program. All data submissions to the FAA will be through the program's website at <http://adip.faa.gov>. The website also provides guidance on the proper preparation of data for National Geodetic Survey (NGS) for verification.

An eALP will not be created from survey data collected.

#### 2.6 Data Attribution

The Consultant will collect and attribute features to the requirements of FAA AC 150/5300-18B and submit the attributed features to the AGIS system. The Sponsor will be able to download and distribute AGIS data for future projects. Consultant will be responsible for the submission, and subsequent acceptance, of mapping and survey data to FAA and NGS as a part of this Plan. Consultant will provide AGIS shapefiles compatible with ArcGIS to the Sponsor.

#### 2.7 Deliverables

Consultant will upload the Final Report and Safety Critical Survey data to <http://adip.faa.gov> in compliance with the standards of 150/5300-18B.



### TASK 3 – THRESHOLD SITING ANALYSIS

#### 3.1 Threshold Siting Design and Obstruction Analysis

Utilize survey and obstacles under 2.1 will be used to calculate obstructions to the surfaces listed below. These calculations will be used for future use of declared distances at this airport by siting the thresholds. Consultant will use AGIS survey data with existing ALP runway lengths and declared distances to produce the following:

- Part 77 Surfaces Analysis with Obstructions (up to 3 sheets)
- Runway Approach Surface (Existing and Future) – Runway 2/20
- Threshold Siting Surface (Existing and Future) – Runway 2/20
- Runway Departure Surface (Existing and Future) - Runway 2/20

Consultant will present above exhibits to FAA Project Manager, FAA Air Traffic, FAA Flight Standards, and Airport Manager; and Consultant will schedule a Teams meeting with FAA and airport to receive comments and direction on runway lengths and declared distances.

Consultant will update above listed exhibits based on direction from FAA and Airport. Data will also be incorporated into Airport Layout Plan documents as a revision.

Consultant will submit revised draft Airport Layout Plan under OEAAA for 7460 airspace review. Any comments from the airspace review will be incorporated into the final ALP and exhibits will be updated for use by the airport and FAA.

#### 3.2 Deliverables

Consultant will provide the Client representative exhibits (no more than three) which accurately describe the location and extent of the obstructions identified during this task.

Consultant will provide three exhibits detailing threshold siting and future declared distances on each runway end. These exhibits will be used for preliminary review by FAA PM, FAA Air Traffic, and FAA Flight Standards.

Consultant will revise Airport Layout Plan Sheets 1 through 8 for draft submittal to FAA. ALP Sheets will be finalized after airspace review for final submittal to FAA. ALP Revisions will be limited to Threshold Siting, Declared Distances and Runway length.

Sheets to be updated include:

- Sheet 1 – Cover Sheet
- Sheet 2 – Airport Layout Plan
- Sheet 3 – Airport Airspace Plan (Sheet 1 of 2)
- Sheet 4 – Airport Airspace Plan (Sheet 2 of 2)
- Sheet 5 – Inner Approach Plan – RWY 2
- Sheet 6 – Inner Approach Plan – RWY 20
- Sheet 7 – Terminal Area Plan
- Sheet 8 – Airport Land Use Map

This scope excludes any revisions to the Exhibit A – Airport Property Map or Sheet 9 – Airport Property Map.



**Schedule:**

- |   |               |
|---|---------------|
| • Collect Imagery:                              | May/June 2024 |
| • AGIS Final Report:                            | December 2024 |
| • Calculate Threshold Siting Surfaces from ALP: | February 2025 |
| • Review Threshold Siting Surfaces with FAA:    | March 2025    |
| • Revise ALP with FAA Direction for TSS:        | April 2025    |
| • Submit 7460 with Revised ALP for Airspace:    | May 2025      |
| • Finalize ALP using FAA 7460 Comments:         | July 2025     |

**End of Scope**

DRAFT

**Work Order 1S6 23-002**  
**Airport GIS (AGIS) and Obstruction Survey**

**Priest River Airport**  
**Bonner County, Idaho**

**Exhibit B - Fee Summary**

**July 17, 2023**

**TASKS 1-3 SUMMARY (LUMP SUM)**

1. Personnel Costs

Classification	Title	Hours	Rate/Hour	Cost
PR	Principal	4	\$64.53	\$258.12
PM	Project Manager	76	\$59.97	\$4,557.72
PE	Project Engineer	28	\$48.27	\$1,351.56
EI	Engineer In Training	100	\$39.56	\$3,956.00
SM	Survey Manager	32	\$55.29	\$1,769.28
SVC	Survey Crew Chief	120	\$31.40	\$3,768.00
SVTECH	Survey Technician	80	\$28.01	\$2,240.80
PLM	Planning Manager	18	\$50.03	\$900.54
GM	Geospatial Manager	121	\$56.17	\$6,796.57
GIS	GIS Operator	180	\$36.11	\$6,499.80
GIS-T	GIS Technician	0	\$29.68	\$0.00
Admin.	Administrative	16	\$22.08	\$353.30
<b>Prime Labor Costs</b>				<b>\$32,451.69</b>
<b>Overhead (1.3811)</b>				<b>\$44,819.03</b>
<b>Total Direct Cost</b>				<b>\$77,270.73</b>

2. Subconsultant Fees

Description	Cost
NV5 (Imagery Collection, Airspace Analysis)	\$58,282.00
Assumption of Risk 10%	\$5,828.20
<b>Subtotal, Subconsultant Fees:</b>	<b>\$64,110.20</b>

3. Reimbursable Expenses

Description	Quantity	Unit Cost	Cost
Vehicle Travel (Per Mile) - 10 trips to airport	1000	\$0.750	\$750.00
CADD Software (Per Hour)	160	\$10.00	\$1,600.00
Survey Equipment	1	\$4,000.00	\$4,000.00
Postage, Phone, Recording (Lump Sum)	1	\$500.00	\$500.00
<b>Subtotal, Reimbursable Expenses</b>			<b>\$6,850.00</b>

<b>LUMP SUM TOTAL, TASKS 1-3 (1+2+3)</b>	<b>\$148,230.93</b>
<b>WORK ORDER PROFIT</b>	<b>\$23,000.00</b>
<b>WORK ORDER FEE TOTAL</b>	<b>\$171,230.93</b>

Work Order 156 23-002  
 Airport GIS (AGIS) and Obstruction Survey  
 Exhibit B - Detailed Labor Worksheet

Priest River Airport  
 Bonner County, Idaho  
 July 17, 2023

FIRM		Ardurra														
LABOR CLASSIFICATION	LABOR RATE	PR \$64.53	PM \$59.97	PE \$48.27	EI \$39.56	SM \$55.29	SVC \$31.40	SVTECH \$28.01	PLM \$50.03	GM \$56.17	GIS \$36.11	GIS-T \$29.68	Admin. \$22.08	Total Hours	Task Total	
<b>TASK 1 - GENERAL ADMINISTRATION</b>																
1.1	Scope of Work	1	8			2				6				17	\$	991.89
1.2	IFE Coordination		2						2					4	\$	220.00
1.3	Sub-Consultant Agreement		4							2			4	10	\$	440.55
1.4	Project Management and Coordination	2	16			6				8			12	44	\$	2,134.66
1.5	FAA Grant Amendment		8						6					14	\$	779.94
1.6	FAA Quarterly Performance Reports		8	4										12	\$	672.84
1.7	Federal Financial Reports		4						4					8	\$	440.00
<b>Subtotal, Task 1</b>		<b>3</b>	<b>50</b>	<b>4</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>109</b>	<b>\$</b>	<b>5,679.87</b>
<b>TASK 2 - AIRPORTS GEOGRAPHIC INFORMATION SYSTEMS (AGIS) SURVEY</b>																
2.1	Obstruction Survey		2	4	4					10				20	\$	1,032.96
2.2	AGIS Submittal					4				25	70			99	\$	4,153.11
2.3	Survey and Imagery Data Collection					20	120	80						220	\$	7,114.60
2.4	Subconsultant Tasks - Collect Imagery, Airspace Analysis		2							4				6	\$	344.62
2.5	Data Submission				4					20	30			54	\$	2,364.94
2.6	Data Attribution									20	30			50	\$	2,206.70
2.7	Deliverables		2		8				2	10	10			32	\$	1,459.28
<b>Subtotal, Task 2</b>		<b>0</b>	<b>6</b>	<b>4</b>	<b>16</b>	<b>24</b>	<b>120</b>	<b>80</b>	<b>2</b>	<b>89</b>	<b>140</b>	<b>0</b>	<b>0</b>	<b>481</b>	<b>\$</b>	<b>18,676.21</b>
<b>TASK 3 - THRESHOLD SITING ANALYSIS</b>																
3.1	Threshold Siting Design and Obstruction Analysis		8	4	4					4				20	\$	1,055.76
3.2	Deliverables	1	12	16	80				4	12	40			165	\$	7,039.85
<b>Subtotal, Task 3</b>		<b>1</b>	<b>20</b>	<b>20</b>	<b>84</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>16</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>185</b>	<b>\$</b>	<b>8,095.61</b>
<b>SUBTOTAL TASKS 1-3 (LUMP SUM)</b>		<b>4</b>	<b>76</b>	<b>28</b>	<b>100</b>	<b>32</b>	<b>120</b>	<b>80</b>	<b>18</b>	<b>121</b>	<b>180</b>	<b>0</b>	<b>16</b>	<b>775</b>	<b>\$</b>	<b>32,451.69</b>
<b>TOTAL DIRECT LABOR, ALL TASKS</b>		<b>4</b>	<b>76</b>	<b>28</b>	<b>100</b>	<b>32</b>	<b>120</b>	<b>80</b>	<b>18</b>	<b>121</b>	<b>180</b>	<b>0</b>	<b>16</b>	<b>775</b>	<b>\$</b>	<b>32,451.69</b>



# AIRPORTS

Dave Schuck  
208-255-9179

**AIRPORT  
ITEM #4**

**Meeting Date: October 24, 2023**

## MEMORANDUM

**To:** Commissioners

**Re:** Ardurra Work Order SZT 23-002 Sandpoint Airport Avigation Easement Big Toy Condo Storage Unit

**Description:** This Work Order defines the Scope of Work and services to be provided as part of this Project.

I recommend entering into this work order with Ardurra.

**Legal Review:** \_\_\_\_\_X\_\_\_\_\_

**Auditing Review:** \_\_\_\_\_

**Distribution:** Original to BOCC Office; email copy to Airports – Dave Schuck; copy to Auditing

**A suggested motion would be:** Mr. Chairman based on the information before us I move that the County enter into this work order with Ardurra.

Recommendation Acceptance:  yes  no \_\_\_\_\_ Date: \_\_\_\_\_  
Commissioner Luke Omodt, Chairman



**WORK ORDER SZT 23-002  
SANDPOINT AIRPORT (SZT)  
BONNER COUNTY, IDAHO  
AVIGATION EASEMENT  
BIG TOY CONDO STORAGE UNIT**

This Work Order shall be attached to, made a part of, and incorporated by reference into a Professional Services Master Agreement between Bonner County, Idaho and Ardurra Group, Inc., dated July 12, 2023.

**SCOPE OF WORK**

The Scope of Work, dated July 27, 2023, for this effort, is attached as Exhibit A. The document describes the anticipated work effort and schedule in detail.

**FEES**

Fees for services provided under this Work Order have been determined based on the Engineer's current certified hourly rates and will be billed using method(s) listed below as defined in the Professional Services Master Agreement and as shown in Exhibit A:

- Work Order Fee (Time & Materials) \$12,991.40

IN WITNESS WHEREOF, Owner and Engineer have made and executed this WORK ORDER SZT 23-002 as part of the Professional Services Master Agreement the day and year first above written.

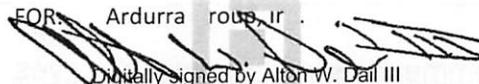
FOR: Bonner County, Idaho

By: Steven Bradshaw

Title: Chairman, Board of County Commissioners

Date: \_\_\_\_\_

FOR: Ardurra Group, Inc.

  
Digitally signed by Alton W. Dail III  
Date: 2023.10.12 11:41:01-07'00'

By: Alton W. Dail III, P.E.

Title: Project Manager

Date: 7/12/23



**Work Order SZT 23-002  
Exhibit A – Scope of Work and Fee  
Sandpoint Airport, Bonner County, Idaho  
AVIGATION EASEMENT  
BIG TOY CONDO STORAGE UNIT**

## INTRODUCTION

The Sandpoint Airport-SZT (Airport) is owned and operated by Bonner County, Idaho (County/Owner/Sponsor). The Airport is part of the National Plan of Integrated Airport Systems (NPIAS). The Airport is located in Sandpoint, Idaho, and serves the North Idaho Panhandle. The Airport property currently contains approximately 115 acres. The Airport consists of a single 5,501-foot long by 75-foot wide paved runway (Runway 2/20) with a 25-foot wide partial-length parallel taxiway on the east side. Based on the 2015 Master Plan (2015 MP), the Airport sees 35,000 to 40,000 aircraft operations annually. The 2015 MP lists the Airport Reference Code (ARC) as B-II with a Non-precision approaches to Runways 02 and 20. The critical aircraft for the Airport is the Falcon 50 with a Taxiway Design Group (TDG) of 2.

This Scope of Work describes professional services to be provided in support of a project to acquire an avigation easement over a 6.4 acre parcel. The parcel is located approximately 600-feet due northeast of the Runway 20 Threshold and is currently being developed for use as a storage unit complex.

This scope of work includes services for the preparation of an avigation easement over the subject property to limit the height of trees and development to not obstruct the Airport's Part 77 Airspace. These airspace surfaces are established to help ensure the safety of aircraft as they transition from air to ground and back. Funding for this project is anticipated to be provided from local sources.

## PROFESSIONAL SERVICES:

Professional services to be provided shall include:

- Contract Administration
- Survey
- Easement Acquisition Assistance
- Owner Coordination

## FEE STRUCTURE:

Services and associated expenses under this Scope of Work will be billed on a Time and Materials basis.

## AVAILABLE INFORMATION:

Ardurra will make maximum use of existing data for the airport to meet the requirements of this scope of work before undertaking additional data collection. The following information is available for review as necessary:

- Airport Master Plan (MP), J.U.B., 2015
- Airport Layout Plan (ALP), J.U.B., 2015

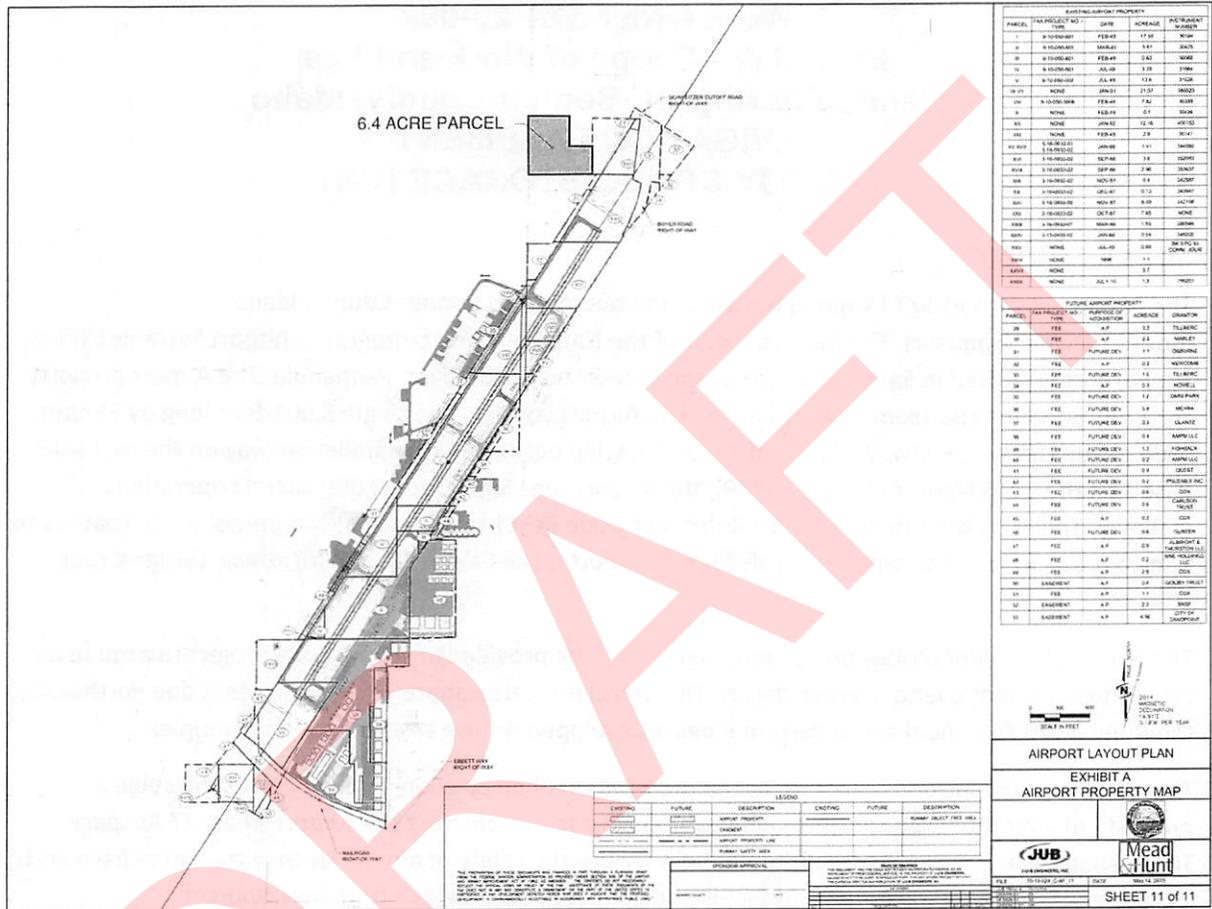


Figure 1: Airport Exhibit A Property Map (J.U.B. May 14, 2015)

ASSUMPTIONS:

This scope of services and estimated fees are based on the following assumptions:

1. Scope of work includes services for the acquisition, by the Owner, of an avigation easement above one private parcel. Scope assumes this work will be completed using local funding sources and will not require an appraisal or concurrence from the Federal Aviation Administration (FAA). Appraisals and coordination with the FAA will be the basis for an Amendment to these services.
2. Services related to property boundary disputes and condemnation; certifying property titles or filing purchase deeds; and egal services are not included in this scope of work.
3. A biological assessment or environmental assessment is not included in the scope of work.
4. Permit and agency review fees are not included within this scope of work or associated fees.
5. No planning, design, bidding, or construction administration services are included within this scope of work.
6. Services related to AGIS survey or reporting are not included within this scope of work.





## SCOPE OF PROFESSIONAL SERVICES

The following outlines the Scope of Work and services to be provided as part of this Project.

- Task 1 – Project Administration and Management
- Task 2 – Avigation Easement Acquisition

### TASK 1 – PROJECT ADMINISTRATION AND MANAGEMENT

- 1.1 Contract Administration includes preparing Task Order Scope of Work and fee proposal for review by Owner. Discuss review comments with Owner and revise accordingly. Advise and coordinate with airport staff on administrative and management tasks. Project management and administration includes monthly cost accounting, invoicing, and monitoring project progress.

### TASK 2 – AVIGATION EASEMENT ACQUISITION

The following tasks outline services necessary for the acquisition of an avigation easement over the subject property(s). Task shall utilize the services of a subconsultant to complete the services associated with survey and legal descriptions. This scope assumes that an appraisal will not be necessary.

- 2.1 Research: Order title reports to provide the legal descriptions, confirm ownership and determine encumbrances on the parcel. This scope of work assumes no encumbrances. If encumbrances are encountered in the title search, a separately negotiated scope and fee will be prepared to address the encumbrances. Complete research at the Bonner County Assessor and Recorder's offices to gather records of survey, plats, deeds, corner records, and right of way plans.
- 2.2 Boundary Survey: Complete field survey of parcel to define property boundary. Provide legal description with exhibit map for inclusion in the property deed and offer agreement.
- 2.3 Base Map: Following completion of boundary survey, Engineer shall analyze the data and prepare base drawings and 3-D existing surface model/surface TIN to show Airport Part 77 airspace heights over the parcel with contours.
- 2.4 Exhibit Preparation: Prepare 11" x 17" pdf exhibit of easement to be acquired, for use by Owner in negotiations with land owner. Including one (1) overall exhibit and one (1) individual parcel exhibit. Exhibits will depict approximate property boundaries of the land to be acquired in relation to the Airport and the proposed height limits of trees and development on the parcel.
- 2.5 Record of Survey. If required following completion of the boundary survey, prepare a Record of Survey for the parcel that shows boundary corners and easement purchased. File the Records of Survey with Bonner County.
- 2.6 Update Exhibit A – Update Airport Property Map with property acquisition information. Coordinate Owner signature and submittal of the document to the FAA.
- 2.7 Owner Coordination: Coordinate with the Owner during this phase of the project.
- 2.8 Internal Coordination: Coordinate internally with Ardurra staff during this phase of the project, as necessary. It is assumed there will be one project meeting with the design team.
- 2.9 Travel Time: Travel time for Consultant personnel associated with tasks listed in this Phase.



## SERVICES PROVIDED BY OWNER

1. Coordination and negotiations with parcel owner for acquisition of the avigation easement.
2. A designated representative with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions. Owner's representative will attend meetings and teleconferences, as required.
3. Preparation, review, and acceptance of all legal documents including avigation easements.
4. Review draft documents from Consultant within a reasonable amount of time and provide review comments in writing.
5. Protection of Consultant supplied digital information or data, if any, from contamination, misuse, or changes.

## DELIVERABLES

1. Draft Avigation Easement for County Legal Review.
2. Exhibit A Survey Map and Legal Description for Easement Property.

## FEE ESTIMATE

ITEM NO.	DESCRIPTION	Principal	Project Manager	Aviation Planner	Project Engineer	Admin	TOTAL
	<i>Certified Hourly Labor Rate</i>	\$ 64.53	\$ 59.97	\$ 50.03	\$ 48.27	\$ 23.11	
<b>Task 1 Administration</b>							
1.1	Project Admin & Mgmt.	10	1			2	13
<b>Task 2 Avigation Easement Acqu.</b>							
2.1	Research	1	1	1			3
2.2	Boundary Survey	1					1
2.3	Base Map	2			6		8
2.4	Exhibit Preparation	1			4		5
2.5	Record of Survey	1					1
2.6	Master Plan Exhibit A	2			6		8
2.7	Owner Coordination	2					2
2.8	Internal Coordination	2					2
2.9	Travel Time	2					2
	<i>Total Hours:</i>	24	2	1	16	2	45
	<i>Direct Labor:</i>	\$1,548. 72	\$119.94	\$50.03	\$772.32	\$46.22	\$2,537.23
<i>Certified Overhead Rate (%)</i>						\$3,504.17	\$3,504.17
<i>Reimbursable Expenses:</i>							\$100.00
<i>Subconsultants</i>							\$5,850.00
<i>Profit:</i>							\$1,000.00

<b>Total Work Order Fee:</b>	<b>\$12,991.40</b>
------------------------------	--------------------



SCHEDULE:

- Execute Work Order: July 2023
- Provide Draft Avigation Easement: August 2023
- Finalize Avigation Easement: September 2023

END OF SCOPE

DRAFT



# AIRPORTS

Dave Schuck  
208-255-9179

**AIRPORT  
ITEM #5**

**Meeting Date: October 24, 2023**

## MEMORANDUM

**To:** Commissioners

**Re:** Ardurra Work Order SZT 23-001 Sandpoint Airport DBE Goals

**Description:** This Work Order defines the Disadvantaged Business Enterprise Goals Sandpoint Airport for the three year period 2024-2026 as required by FAA regulations:

TASK 1 - PROJECT ADMINISTRATION AND MANAGEMENT Contract Administration to include preparing Task Order Scope of Work and fee proposal for review by airport staff. Discuss and review comments with staff and revise accordingly. Submit draft scope of work to FAA for review and concurrence. Advise and coordinate with airport staff on administrative and management tasks. Project management and administration includes monthly cost accounting, invoicing, and monitoring project progress.

TASK 2 - DISADVANTAGED BUSINESS ENTERPRISE (DBE) 3-YEAR GOALS FY 24-26

1. DBE 3-Year Goals (FY22-24) - Develop DBE goals for FY 2022-2024. Determine market area. Research and compile documentation on DBE and total firms within the market area using U.S. Census data and the OMWBE directory. Calculate the DBE goals and develop a narrative summarizing the findings, using the FAA goal setting tool. Facilitate DBE outreach for the goal methodology and administer DBE goal consultation via Teams. Submit a draft of the 3-year DBE goals to the Owner for review, then submit via FAA Civil Rights Connect.
2. Make edits to the 3-year goals based on FAA comments, if necessary, and re-submit. One round of FAA comments is assumed.

I recommend entering into this work order with Ardurra.

**Legal Review:** \_\_\_\_\_X\_\_\_\_\_

**Auditing Review:** \_\_\_\_\_

**Distribution:** Original to BOCC Office; email copy to Airports – Dave Schuck; copy to Auditing

**A suggested motion would be:** Mr. Chairman based on the information before us I move that the County enter into this work order with Ardurra.

Recommendation Acceptance:  yes  no \_\_\_\_\_ Date: \_\_\_\_\_  
Commissioner Luke Omodt, Chairman



## WORK ORDER SZT 23-001 SANDPOINT AIRPORT (SZT) BONNER COUNTY, IDAHO DBE CONSULTATION AND GOAL SERVICES

This Work Order shall be attached to, made a part of, and incorporated by reference into a Professional Services Master Agreement between Bonner County, Idaho and Ardurra Group, Inc., dated July 12, 2023.

### SCOPE OF WORK

The Scope of Work, dated July 12, 2023, for this effort, is attached as Exhibit A. The document describes the anticipated work effort and schedule in detail.

### FEES

Fees for services provided under this Work Order have been determined and will be billed using method(s) listed below as defined in the Professional Services Master Agreement and as shown in Exhibit A:

➤ <u>Tasks 1-2 (Lump Sum)</u>	<u>\$2,500.00</u>
➤ <b>Work Order Fee Total:</b>	<b>\$2,500.00</b>

Fees have been determined based on the Engineer's current certified hourly rates.

IN WITNESS WHEREOF, Owner and Engineer have made and executed this WORK ORDER SZT 23-001 as part of the Professional Services Master Agreement the day and year first above written.

FOR: Bonner County, Idaho

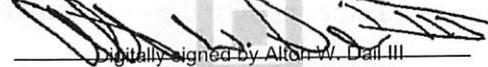
\_\_\_\_\_

By: Steven Bradshaw

Title: Chairman, Board of County Commissioners

Date: \_\_\_\_\_

FOR: Ardurra Group, Inc.

  
Digitally signed by Alton W. Dail III  
Date: 2023.07.18 13:07:17-07'00'

By: Alton W. Dail III, P.E.

Title: Project Manager

Date: 7/18/23



**Work Order SZT 23-001**  
**Exhibit A – Scope of Work and Fee**  
**Sandpoint Airport, Bonner County, Idaho**  
**Disadvantaged Business Enterprise (DBE) 3-Year Goals**

## INTRODUCTION

The Sandpoint Airport (SZT or Airport) is owned by Bonner County (County, Owner, or Sponsor), Idaho, located in North Idaho. The Airport is part of the National Plan of Integrated Airport Systems (NPIAS). This Scope of Work describes the professional services to be provided by the Ardurra Group, Inc. (Consultant) in support of the development of 3-year Disadvantaged Business Enterprise (DBE) goals. The Sponsor will develop 3-year DBE goals for Fiscal Years 2024 through 2026, for FAA Civil Rights Office Approval.

## SCOPE OF PROFESSIONAL SERVICES

The following outlines the Scope of Work and services to be provided as part of this Project.

- Task 1 – Project Administration and Management
- Task 2 – DBE 3-Year Goals (FY 24-26)

### TASK 1 – PROJECT ADMINISTRATION AND MANAGEMENT

1. Contract Administration to include preparing Task Order Scope of Work and fee proposal for review by airport staff. Discuss review comments with staff and revise accordingly. Submit draft scope of work to FAA for review and concurrence. Advise and coordinate with airport staff on administrative and management tasks. Project management and administration includes monthly cost accounting, invoicing, and monitoring project progress.

### TASK 2 – DISADVANTAGED BUSINESS ENTERPRISE (DBE) 3-YEAR GOALS FY 24-26

1. DBE 3-Year Goals (FY22-24) - Develop DBE goals for FY 2022-2024. Determine market area. Research and compile documentation on DBE and total firms within the market area using U.S. Census data and the OMWBE directory. Calculate the DBE goals and develop a narrative summarizing the findings, using the FAA goal setting tool. Facilitate DBE outreach for the goal methodology and administer DBE goal consultation via Teams. Submit a draft of the 3-year DBE goals to the Owner for review, then submit via FAA Civil Rights Connect.
2. Make edits to the 3-year goals based on FAA comments, if necessary, and re-submit. One round of FAA comments is assumed.

### EXCLUDED SERVICES

The Owner and Consultant agree that the following items will be provided by the Owner and if added to the Consultant's work will be considered extra services:

1. Bonner County Staff to provide FY 24-26 CIP information to CONSULTANT.
2. Updates and/or revisions to DBE Program Plan.



**SERVICES PROVIDED BY OWNER**

1. A designated representative with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions. Owner’s representative will attend meetings and teleconferences, as required.
2. Review draft documents from Consultant within a reasonable amount of time and provide review comments in writing.
3. Designate a DBE Liaison Officer (DBELO), if necessary.
4. Protection of Consultant supplied digital information or data, if any, from contamination, misuse, or changes.

**DELIVERABLES**

1. 3-year DBE Goals in electronic format (.pdf).

**PERSONNEL HOUR ESTIMATE**

ITEM NO.	DESCRIPTION	TOTAL	Principal	Project Manager	Aviation Planner	Admin
	<i>Certified Hourly Rate</i>		\$64.53	\$59.97	\$50.03	\$23.11
1.	Project Admin & Mgmt.	6	1	2	1	2
2.	Prepare DBE Goals FY 24-26	13	0	1	12	0
	<i>Total Hours:</i>	19	1	3	13	2
	<i>Direct Labor:</i>	\$941.05	\$64.53	\$179.91	\$650.39	\$46.22
	<i>Certified Overhead Rate 1.3811%</i>	\$1,299.68				
	<i>Reimbursable Expenses:</i>	\$0.00				
	<i>Profit:</i>	\$259.27				

<b>Total Work Order Fee:</b>	<b>\$2,500.00</b>
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**Schedule:**

- Facilitate DBE Outreach: July 6, 2023
- Provide Draft DBE Calculations for Public: July 10, 2023
- Finalize DBE Calculations based on Public Comment: August 1, 2023

**End of Scope**



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

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## Agenda

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Asia Williams <asia.williams@bonnercountyid.gov>

Wed, Oct 18, 2023 at 8:05 AM

To: Alisa Schoeffel <alisar.schoeffel@bonnercountyid.gov>, Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Please place an agenda item that shows action discussion decision regarding fairboard audit

DRAFT



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

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## Agenda

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**Asia Williams** <asia.williams@bonnercountyid.gov>

Wed, Oct 18, 2023 at 10:19 AM

To: Alisa Schoeffel <alisar.schoeffel@bonnercountyid.gov>, Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Please place an item on the agenda action discussion decision regarding property management

DRAFT