



Bonner County

Board of Commissioners

Luke Omodt

Steve Bradshaw

Asia Williams

**CONSENT
AGENDA**

February 27, 2024

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 February 20, 2024
 - 2) Plats for Approval: MLD0038-23, Alex Acres
 - 3) Invoice Over 5K: Road & Bridge

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

Board of Commissioners

Luke Omodt

Steve Bradshaw

Asia Williams

MINUTES FOR THE BONNER COUNTY BOARD OF COMMISSIONERS' MEETING

February 20, 2024 – 9:00 A.M.

Bonner County Administration Building

1500 Hwy 2, First Floor Conference Room, Sandpoint, ID

On Tuesday, February 20, 2024, the Bonner County Commissioners met for their regularly scheduled meeting with Commissioners Omodt, Bradshaw, and Williams present. Commissioner Omodt called the meeting to order at 9:00 a.m. The Invocation was presented by Pastor Dan Lawrence and the Pledge of Allegiance followed.

STANDING RULES

ADOPT ORDER OF THE AGENDA AS PRESENTED

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

CONSENT AGENDA – Action Item

- 1) Bonner County Commissioners' Minutes for February 6, 2024, *Continued from 02/13/2024*
- 2) Bonner County Commissioners' Minutes for February 13, 2024
- 3) Plats for Approval: MLD0035-23, Barwise Estates; MLD0058-23, Wild Goose Acres *Continued from 02/13/2024*
- 4) Plats for Approval: MLD0050-23, Manfred's Golf Estates; MLD0021-23, MDCP Driggs Division
- 5) Invoice Over 5K: Sheriff (2, 1 Confidential), East Bonner Snowmobile *Continued from 02/13/2024*
- 6) Invoice Over 5K: Risk (3); Road & Bridge

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

ROAD & BRIDGE – Jason Topp

- 1) Action Item: Discussion/Decision Regarding MOU – Providence Road Weight Limit Exemption
Continued from 02/13/2024

Commissioner Bradshaw a motion to approve this memorandum of understanding between Lippert Excavation and Bonner County Road and Bridge to allow hauling by Lippert on Providence Road. Commissioner Williams seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

- 2) Action Item: Discussion/Decision Regarding Professional Services Agreement for Engineer of Record (EOR) for Rapid Lightning Bridge #5 *Continued from 02/13/2024*

Commissioner Williams made a motion to approve this professional services agreement with LHTAC & NV5, Inc. for engineer of record services for the Rapid Lightning Bridge #5 and to allow the Board to sign the agreement. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

3) **Action Item: Discussion/Decision Regarding Leading Idaho Local Bridges Program; LHTAC and Local Agreement**

Commissioner Bradshaw made a motion to approve LHTAC & Local Agreement: Leading Idaho Bridge Program, Bridge #KN30245 to replace the Eastshore Road Bridge at Hunt Creek. Commissioner Williams seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

4) **Action Item: Discussion/Decision Regarding Contract Extension, 2022 Liquid Asphalt for 2024**

Commissioner Williams made a motion to approve Change Order #2 for the 2022 Liquid Asphalt Contract, extending the contract for 2024 at the revised unit prices as shown, for a total contract increase of \$931,765.19. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

JUSTICE SERVICES – Ron Stultz *Continued from 02/13/2024*

1) **Action Item: Discussion/Decision Regarding Purchase of 2024 Chevrolet Equinox; \$28,757**

Commissioner Bradshaw made a motion to approve the purchase of a 2024 Chevrolet Equinox from Taylor & Sons Chevrolet, Ponderay, Idaho for the sum of \$28,757.00 for use by Juvenile Detention staff in the transportation of persons housed in juvenile detention in Bonner County, Idaho and the day-to-day business of the Justice Services department. Payment for the referenced vehicle will be made from Lottery Tax money. Commissioner Williams seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

HUMAN RESOURCES – Alissa Clark *Continued from 02/13/2024*

1) **Action Item: Discussion/Decision Regarding New Marine Division Maintenance Supervisor Job Description**

Commissioner Williams made a motion to approve commencing with approval of a New Job description for Marine Division Maintenance Supervisor, SO Marine Department effective February 20, 2024. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

CLERK – Michael Rosedale

1) **Action Item: Discussion/Decision Regarding FY24 Claims Batch #10 \$1,162,412.86 & Demands in Batch #10 \$626,817.77; Totaling \$1,789,230.63**

Claims Batch #10		
General Fund	\$	362,453.32
Road & Bridge	\$	107,417.34
Airport	\$	9,026.04
Elections	\$	13.24
Drug Court	\$	386.80
District Court	\$	24,499.85
911 Fund	\$	5,268.65
Court Interlock	\$	48.00
Revaluation	\$	823.41
Solid Waste	\$	477,595.13
Tort	\$	1,509.12
Parks & Recreation	\$	116.56
Justice Fund	\$	125,845.82

Priest Lake Snowmobile	\$	4,417.49
East Bonner Snowmobile	\$	1,774.89
Waterways	\$	91.44
Grants	\$	24,796.41
Self-Insured Medical	\$	108.75
Northside Fire	\$	3,140.00
Spirit Lake Fire	\$	12,436.20
Auditors Trust	\$	644.40
Total	\$	1,162,412.86
Claims Batch #10		
Demands	\$	626,817.77

Commissioner Bradshaw made a motion to approve payment of the FY24 Claims and Demands in Batch #10 Totaling \$1,789,230.63. Commissioner Williams seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

- 2) Action Item: Discussion/Decision Regarding EMS Batch #10 \$316,000.50 & Demands in Batch #10 \$32,554.77, **Totaling \$348,555.27**

EMS Claims Batch #10		
Ambulance District	\$	316,000.50
EMS Claims Batch #10		
Demands	\$	32,554.77

Commissioner Williams and made a motion to approve payment of the FY24 EMS Claims and Demands in Batch #10 Totaling \$348,555.27. Commissioner Bradshaw and seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

EMERGENCY MANAGEMENT - BONFIRE – Nick Zahler

- 1) Action Item: Discussion/Decision Regarding Memorandum of Understanding between Bonner County and IDL

Commissioner Bradshaw made a motion to approve the Memorandum of Understanding Grant# 22JC-Bonner in the amount of \$160,000.00 and allow the chair to sign. Commissioner Williams seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

- 2) Action Item: Discussion/Decision Regarding Contract for Hazardous Fuels Treatment
Commissioner Williams and made a motion to approve and sign the Contract for Hazardous Fuels Treatment between Bonner County and Taylor and Son Construction for project work on the BONFire program funded by an Idaho Department of Lands Grant with no County match. Commissioner Bradshaw and seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

RECREATION – Pete Hughes Presented by Commissioner Williams

- 1) Action Item: Discussion/Decision Regarding Modification of Grant or Agreement
Commissioner Bradshaw and made a motion to accept and sign the USFS Modification of Grant or Agreement. Commissioner Williams seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

PLANNING – Alex Feyen

- 1) Action Item: Discussion/Decision Regarding S0003-22; Poirier 4th & 5th Addition

Commissioner Williams made a motion to approve this Project File S0003-22 – Poirier 4th & 5th Addition and authorize the chair to sign the final plats as presented. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

ASSISTANCE – Tere Schultz

1) Action Item: Discussion/Decision Regarding Destruction of Records; **Resolution**

Commissioner Bradshaw made a motion to approve Resolution #2024-17 for the approval of the destruction of Indigent Assistance Office Records. Commissioner Williams seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

ELECTIONS – Tere Schultz

1) Action Item: Discussion/Decision Regarding Disposal of Election Records; **Resolution**

Commissioner Bradshaw made a motion to approve Resolution #2024-18 that allows the Elections Office to dispose of the election records listed above. Commissioner Williams seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

AIRPORT – Dave Schuck

1) Action Item: Discussion Decision Regarding 2024 FAA AIP Grant Application for Taxilane and Apron Construction at Priest River Airport *Presented by Commissioner Williams*

Commissioner Bradshaw made a motion that Bonner County submit this grant application to the FAA. Commissioner Omodt stepped down from the chair and seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

2) Action Item: Discussion Decision Regarding 2024 FAA BIL Grant Application for Taxilane and Apron Construction at Priest River Airport

Commissioner Williams made a motion that Bonner County submit this grant application to the FAA. Commissioner Bradshaw and seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries

3) Action Item: Discussion Decision Regarding 2024 FAA AIP Grant Application for Airports Geographic Information Systems (AGIS) survey at Priest River Airport in support of updating the Airport Layout Plan (ALP)

Commissioner Bradshaw made a motion that Bonner County submit this grant application to the FAA. Commissioner Williams seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries

4) Action Item: Discussion Decision Regarding Work Order 24-001 Priest River Airport Taxilane and Apron Bidding And Construction Administration Services for FAA AIP Grant for Taxilane and Apron Design at Priest River Airport.

Commissioner Williams made a motion that we enter into this engineering services agreement in support of the recent grant application and that the chairman sign administratively. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries

5) Action Item: Discussion Decision Regarding Request permission to go out for Bid

Commissioner Bradshaw made a motion to go out for bid for this project. Commissioner Williams seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

6) Action Item: Discussion Decision Regarding Transfer of Non-Primary Entitlement Funds (NPE) from Sandpoint Airport to Priest River Airport to Support Taxilane and Apron Construction Project

Commissioner Bradshaw made a motion that Bonner County submit this funds transfer request to the FAA and that the chairman sign administratively. Commissioner Omodt stepped down from the chair and seconded the motion. Roll call vote: Commissioner Williams – Abstain, item not in packet, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

7) Action Item: Discussion Decision Regarding 2024 FAA BIL Grant Application for Land and Easement Acquisition at Sandpoint Airport

Commissioner Williams made a motion that Bonner County submit this grant application to the FAA. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

BOCC – Commissioner Luke Omodt

1) Action Item: Discussion/Decision Regarding 2024 Annual Priest Lake Spring Festival – Coolin Parade
Commissioner Omodt stepped down from the chair and made a motion to approve the letter to the Coolin Civic Organization granting them permission to hold a parade on May 27, 2024, in conjunction with the annual Priest Lake Spring Festival. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

BOCC – Commissioner Asia Williams

1) Action Item: Discussion/Decision Item for Public Comment
Commissioner Williams made a motion that the Board of County Commissioners restore public comment during the Tuesday business meeting in compliance with Ordinance 200. I would add that we not arbitrarily remove it either because that then is violating our own ordinance which then we not only just violate but didn't conduct our County business because there was a requirement to remove public comment from the agenda. Commissioner Omodt stepped down from the chair and seconded the motion.
Commissioner Omodt stepped down from the chair and made a motion to amend that the Board of County Commissioners holds a meeting with all elected officials for public comment. Commissioner Bradshaw seconded the amendment to the motion. Discussion between the Board and Legal regarding public comment.
Roll call vote for the amendment: Commissioner Williams – **, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries. *Commissioner Williams name was called twice, she did not respond.* Roll call vote for the amended motion: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – No. The motion carries.

Commissioner Omodt called a 5-minute recess at 9:58 a.m.

Reconvened at 10:03 a.m.

2) Discussion for Upcoming Events

PUBLIC COMMENT *

Jennifer Cramer – Commented on public comments and the BC Ordinance.

Returned to Commissioner Williams' Item 2: Discussion for Upcoming Events.

PUBLIC COMMENT CONTINUED*

Kristine Logue – Discussed public comments, should and needs to be heard during business meetings.
Amy Lunsford – Concern about Planning. Discussed concern about an article in the Daily Bee for aerial observation. Request this be placed on the agenda.

Commissioner Omodt called for a recess until Executive Session at 10:18 a.m.

Reconvened at 11:00 a.m.

11:00 a.m. EXECUTIVE SESSION – Human Resources

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

Action Item: Discussion/Decision Regarding Assessor's Office

Action Item: Discussion/Decision Regarding Planning

At 11:00 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 Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

Reconvened at 11:30 a.m.

Commissioner Bradshaw made a motion to proceed as discussed regarding personnel. Commissioner Williams seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes.

EXECUTIVE SESSION – Human Resources

1) Executive Session under Idaho Code § 74-206 (1) (D) Records Exempt

Action Item: Discussion/Decision Regarding Human Resources

At 11:30 a.m. Commissioner Bradshaw made a motion to go into Executive Session under Idaho Code § 74-206 (1) (D) Records Exempt. Commissioner Williams seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

Reconvened at 11:34 a.m.

Commissioner Bradshaw made a motion to proceed as discussed. Commissioner Williams seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes.

The meeting was adjourned 11:35 a.m.

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 February 6, 2024 – February 12, 2024
Copies of the complete meeting minutes are available upon request. *Continued from 02/13/2024*

On Wednesday, February 7, 2024, Tax Cancellations were held pursuant to Idaho Code §74-204 (2). Approved: RPP37380000040, MH54N05W153040, MH59N04W053753, RP58N02W35902, RP007300000010, RP55N02E020301, RP012300010010, and RP56N04W040850

On Thursday, February 8, 2024, a Special Meeting for the BOCC was held pursuant to Idaho Code §74-204 (4).

On Friday, February 9, 2024, a Special Meeting for the BOCC, Solid Waste, and Risk Management was held pursuant to Idaho Code §74-204 (4). Commissioner Bradshaw made a motion to approve the North Idaho Community Change statutory agreement and allow the Chair to sign. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Williams Aye, Commissioner Omodt – Aye, Commissioner Bradshaw – Aye. The motion passed. Commissioner Bradshaw made a motion to allow Christian Jostelin to proceed as discussed on 02/5/2024. Commissioner Williams seconded the motion. Roll call vote: Commissioner Williams Aye, Commissioner Omodt – Aye, Commissioner Bradshaw – Aye. The motion passed.

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 February 13, 2024 – February 19, 2024
Copies of the complete meeting minutes are available upon request.

On Tuesday, February 13, 2024 , a USFS Update was held pursuant to Idaho Code §74-204 (2).

ATTEST: Michael W. Rosedale

By _____
Chairman Luke Omodt

By _____
Deputy Clerk

Date

Bonner County Planning Department

"Protecting property rights and enhancing property value"
1500 Highway 2, Suite 208, Sandpoint, Idaho 83864
Phone (208) 265-1458 - Fax (866) 537-4935
Email: planning@bonnercountyid.gov - Web site: www.bonnercountyid.gov



Board of County Commissioners Memorandum

February 20, 2024

To: Board of County Commissioners
From: Rob Winningham, Bonner County Planner
Subject: Final plat, MLD0038-23 – ALEX ACRES

The above referenced plat is a minor land division dividing one (1) 3.13-acre parcel into one (1) 1.53-acre lot and one (1) 1.54-acre lot.. The property is zoned Recreation (R) and meets the requirements of that zone. The property is served by individual well, Bottle Bay Water & Sewer, and Avista Utilities. The property is accessed off Alex Alley, a privately-owned and maintained road. The parcel is located in a portion of Section 33, Township 57 North, Range 1 West, Boise Meridian, Idaho. The plat was approved by Bonner County on December 19, 2023.

The conditions of approval for this file have been completed. Notes and easements required by plat approval are shown on the final plat.

Legal Review: _____

Distribution: Jake Gabell
Janna Berard
Rob Winningham

Recommendation: Staff recommends the Board approve the final plat of the above referenced file.

Consent Agenda

Recommendation Acceptance: Yes No

Commissioner Luke Omodt, Chairman

Date: _____



BONNER COUNTY ROAD & BRIDGE

1500 Highway 2, Suite 101 • Sandpoint, ID 83864 • Phone: 208-255.5681 Fax: 208-263.9084
email: roads@bonnercountyid.gov

Memorandum

Road & Bridge
Consent
Item #1

Date: February 27th, 2024

To: Board of County Commissioners

From: Jason Topp, Director
Road & Bridge Department


Re: Over \$20,000.00 Procurement Request – Repairs to our Double Drum Roller

Idaho Code 67-2803 (2) Public Procurement of Goods and Services Bidding \$0 to \$75,000.00 No Bidding Requirements.

This is for authorization to have PAPE Machinery to complete the repairs to our Double Drum Roller DD-132HF. These repairs will cost approximately \$21,140.00. This is a roller that is vital to our construction season and chip seal program. Funds for this will come from 002-74122 Heavy Equipment Repairs that has an unobligated amount of \$86,383.29.

Please see attached Quote.

Distribution: Electronic Copy to BOCC Office
 Originals to Road and Bridge Department

Accounting Review: 

Recommendation Acceptance: Yes No _____ Date: _____
Commissioner Luke Omodt, Chairman

Product Support Service Estimate



MACHINERY

Estimate Date	<u>2/16/2024</u>	Estimate By :	<u>Kasey K.</u>
Customer	<u>Bonner County</u>		
Machine	<u>DD-132HF</u>	Serial Number	<u>193202</u>
Customers Machine #	<u>SPOKANE</u>	Meter Reading	<u></u>
		PASCO	<u></u>

Work Requested

Repair front drum vibratory drive. Remove vibe motor. Remove drum mounts and frame to remove drum from machine. Tip drum up on it's end to remove vibe drive and mounting parts. Replace carrier, bearings, wear sleeve and orings. Reassemble assembly of vibe drive. Install drum and mounting parts. Replace drum oil and install vibe motor. Run and test machine. * This is a estimate so parts and labor cost could change depending on other issues we may find once we disassemble*

Estimate

Labor Rates		
\$170 SHOP	40	\$6,800.00
\$210 SHOP OT		\$0.00
\$190 FIELD		\$0.00
\$235 FIELD OT		\$0.00
\$195 FIELD TRAVEL		\$0.00
\$255 FIELD TRAVEL OT		\$0.00
\$175 HAULING		\$0.00
Parts	Parts Ticket #	\$13,000.00
Freight		\$1,000.00
Outside Work		\$0.00
Misc	5.00%	\$340.00
Total		\$21,140.00

This estimate does not include applicable taxes

The above information is an estimate and is only to provide general cost guidance based upon information provided. Unanticipated time requirements, component pricing, complications, and other factors may result in a substantial variance between actual charges and this estimate. Your Service Advisor will endeavor to keep you as informed as possible as to any such substantial variances.



Bonner County Treasurer's Office

Clorrisa Koster, Treasurer

1500 Hwy 2, Ste 304 – Sandpoint, ID 83864-1305
Telephone (208) 265-1433 - Fax (844) 565-7873

February 27, 2024

Memorandum

To: Bonner County Commissioners

From: Clorrisa Koster
Bonner County Treasurer

Michael Rosedale, Auditor
Bonner County Clerk

Re: Bonner County – Treasurer/Auditor Joint Quarterly Reports – 1st Quarter ending 12/31/2023. Ending balance is \$29,920,822.90.

EMS – Treasurer/Auditor Joint Quarterly Reports – 1st Quarter ending 12/31/2023. Ending balance is \$1,383,844.30.

I am requesting that the Board of County Commissioners accept the Treasurer/Auditor Joint Quarterly reports for the 1st Quarter ending 12/31/2023 for both Bonner County and EMS. The ending balance for Bonner County is \$29,920,822.90. The ending balance for EMS is \$1,383,844.30.

Distribution – All originals back to Treasurer after Commissioners sign.

A suggested motion would be: **I move that we accept both the Bonner County & EMS Treasurer/Auditor Joint Quarterly Reports for the 1st Quarter ending 12/31/2023.**

Recommendation Acceptance: yes no _____ Date: _____
Commissioner Luke Omodt, Chairman

Bonner County, ID
 Treasurer Auditor Joint Report
 From 10/01/2023 to 12/31/2023

Org	Object	Account Description	Beginning Balance	Receipts and Transfers	Disbursements and Transfers	Ending Balance	Outstanding Warrants	Available Cash Balance
Bonner County								
Fund: 000 POOLED CASH FUND								
000	1001	TREASURER DEPOSIT ACCOUNT	0.00	18,589,799.91	18,589,799.91	0.00	0.00	0.00
000	1002	TREASURER ACCT/WARRANT ACCT	15,278,848.37	19,825,627.62	29,601,114.92	5,503,361.07	0.00	5,503,361.07
000	1003	COLUMBIA BANK - SWEEP	140,000.00	0.00	0.00	140,000.00	0.00	140,000.00
000	1008	MOUNTAIN WEST BANK - PEG	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00
000	1009	MOUNTAIN WEST BANK - SWEEP	5,251,099.16	36,100.01	80.00	5,287,119.17	0.00	5,287,119.17
000	1015	MULTI-BANK SECURITIES	247,000.00	0.00	0.00	247,000.00	0.00	247,000.00
000	1016	MULTI-BANK SECURITIES	245,000.00	0.00	0.00	245,000.00	0.00	245,000.00
000	1017	MULTI-BANK SECURITIES	200,000.00	0.00	0.00	200,000.00	0.00	200,000.00
000	1018	MULTI-BANK SECURITIES	415,000.00	398,300.00	415,000.00	398,300.00	0.00	398,300.00
000	1020	MULTI-BANK SECURITIES	230,000.00	0.00	0.00	230,000.00	0.00	230,000.00
000	1021	MULTI-BANK SECURITIES	500,000.00	0.00	0.00	500,000.00	0.00	500,000.00
000	1022	MULTI-BANK SECURITIES	243,839.00	0.00	0.00	243,839.00	0.00	243,839.00
000	1023	MULTI-BANK SECURITIES	275,000.00	0.00	0.00	275,000.00	0.00	275,000.00
000	1024	MULTI-BANK SECURITIES	400,000.00	0.00	0.00	400,000.00	0.00	400,000.00
000	1025	MULTI-BANK SECURITIES	506,496.85	0.00	0.00	506,496.85	0.00	506,496.85
000	1026	MULTI-BANK SECURITIES	1,000,000.00	0.00	0.00	1,000,000.00	0.00	1,000,000.00
000	1027	MULTI-BANK SECURITIES	998,409.81	0.00	0.00	998,409.81	0.00	998,409.81
000	1028	MULTI-BANK SECURITIES	495,728.48	0.00	0.00	495,728.48	0.00	495,728.48
000	1029	PROSECUTOR DRUG REST TRUST ACT	76,716.41	0.00	76,716.41	0.00	0.00	0.00
000	1040	TREASURER'S OFFICE-STATE POOL	13,028,869.39	234,254.23	59,471.13	13,203,652.49	0.00	13,203,652.49
000	1041	CRAIG WYDEN FUND - STATE POOL	26,471.37	355.12	0.00	26,826.49	0.00	26,826.49
000	1042	TAX SALE OVERAGE - STATE POOL	127.67	116.87	0.00	244.54	0.00	244.54
000	1050	ASSESSOR'S UPSTAIRS CASH DRWR	60.00	0.00	0.00	60.00	0.00	60.00
000	1051	ASSESSOR'S MV CASH DRWR	2,035.00	0.00	0.00	2,035.00	0.00	2,035.00
000	1053	CLERK'S PETTY CASH	900.00	0.00	0.00	900.00	0.00	900.00
000	1055	CLERK'S PETTY CASH	550.00	0.00	0.00	550.00	0.00	550.00
000	1057	CLERK'S RECORDER CASH DRWR	600.00	0.00	0.00	600.00	0.00	600.00

Bonner County, ID
Treasurer Auditor Joint Report
From 10/01/2023 to 12/31/2023

Org	Object	Account Description	Beginning Balance	Receipts and Transfers	Disbursements and Transfers	Ending Balance	Outstanding Warrants	Available Cash Balance
Bonner County								
Fund: 000 POOLED CASH FUND								
000	1058	DUFORT SOLID WASTE PETTY CASH	200.00	0.00	0.00	200.00	0.00	200.00
000	1059	PLANNING DEPT PETTY CASH	450.00	0.00	0.00	450.00	0.00	450.00
000	1060	ROAD & BRIDGE PETTY CASH	200.00	0.00	0.00	200.00	0.00	200.00
000	1061	SHERIFF'S CIVIL TAX DRAWER	150.00	0.00	0.00	150.00	0.00	150.00
000	1062	SHERIFF'S DRIVER LIC CASH DRWR	850.00	0.00	0.00	850.00	0.00	850.00
000	1063	SHERIFF'S FRONT DESK	50.00	0.00	0.00	50.00	0.00	50.00
000	1064	SHERIFF'S PETTY CASH	300.00	0.00	0.00	300.00	0.00	300.00
000	1066	PETTY CASH BLANCHARD	200.00	0.00	0.00	200.00	0.00	200.00
000	1067	PROSECUTOR'S PETTY CASH	200.00	0.00	0.00	200.00	0.00	200.00
000	1068	SW PETTY CASH CLARK FORK	100.00	0.00	0.00	100.00	0.00	100.00
000	1069	SOLID WASTE PETTY CASH COLBURN	500.00	0.00	0.00	500.00	0.00	500.00
000	1070	SW PETTY CASH DICKENSHEET	300.00	0.00	0.00	300.00	0.00	300.00
000	1071	SW PETTY CASH EAST RIVER	100.00	0.00	0.00	100.00	0.00	100.00
000	1072	SW PETTY CASH GARFIELD	100.00	0.00	0.00	100.00	0.00	100.00
000	1073	SW PETTY CASH IDAHO HILL	500.00	0.00	0.00	500.00	0.00	500.00
000	1074	PETTY CASH SOLID WASTE DEPT	100.00	0.00	0.00	100.00	0.00	100.00
000	1075	TREASURER'S OFFICE CASH DRWR	700.00	0.00	0.00	700.00	0.00	700.00
000	1076	TREASURER'S OFFICE PETTY CASH	400.00	0.00	0.00	400.00	0.00	400.00
000	1078	SW PETTY CASH CAREYWOOD	100.00	0.00	0.00	100.00	0.00	100.00
000	1079	GIS PETTY CASH	100.00	0.00	0.00	100.00	0.00	100.00
000	1080	TAX COLLECTOR	23,483.44	0.00	23,483.44	0.00	0.00	0.00
000	1081	TAX ANTICIPATION	360,626.90	0.00	360,626.90	0.00	0.00	0.00
000	1082	SUSPENSE	76,220.96	0.00	76,220.96	0.00	0.00	0.00
000	1083	CLERK/MAGISTRATE	67,768.20	0.00	67,768.20	0.00	0.00	0.00
000	1084	ASSESSOR	754,278.64	0.00	754,278.64	0.00	0.00	0.00
000	1085	CIVIL	31,328.56	0.00	31,328.56	0.00	0.00	0.00
000	1086	DETENTION	243,662.27	0.00	243,662.27	0.00	0.00	0.00

Bonner County, ID
 Treasurer Auditor Joint Report
 From 10/01/2023 to 12/31/2023

Org	Object	Account Description	Beginning Balance	Receipts and Transfers	Disbursements and Transfers	Ending Balance	Outstanding Warrants	Available Cash Balance
Bonner County								
Fund: 000 POOLED CASH FUND								
000	1087	FAIR CASH	156,210.34	0.00	156,210.34	0.00	0.00	0.00
000	1088	4-H CASH	7,124.55	0.00	7,124.55	0.00	0.00	0.00
000	1090	SW PETTY CASH MIDWAY	100.00	0.00	0.00	100.00	0.00	100.00
000	1091	SOLID WASTE	147.50	0.00	147.50	0.00	0.00	0.00
Total Fund 000:			41,299,302.87	39,084,553.76	50,463,033.73	29,920,822.90	0.00	29,920,822.90
Total Bonner County			41,299,302.87	39,084,553.76	50,463,033.73	29,920,822.90	0.00	29,920,822.90

2-5-24-Clc
 2-9-24 wt

Bonner County, ID
Treasurer Auditor Joint Report
From 10/01/2023 to 12/31/2023

Report Parameters

Report Type: Bonner County
Org: 000
Object textbox: 1000:1999
Object: All Objects
Beg Effective Date: 10/1/2023
End Effective Date: 12/31/2023
Hide Zero Lines: Yes
Excel: No

DRAFT

Bonner County, ID
Treasurer Auditor Joint Report
From 10/01/2023 to 12/31/2023

Org	Object	Account Description	Beginning Balance	Receipts and Transfers	Disbursements and Transfers	Ending Balance	Outstanding Warrants	Available Cash Balance
Bonner County								
Fund: 000 POOLED CASH FUND								
000	2000	WARRANTS PAYABLE	-385,076.14	19,804,142.03	20,809,900.11	-1,390,834.22	-1,390,834.22	0.00
000	2400	DUE TO/FROM GENERAL FUND	-9,135,221.80	4,748,414.77	1,680,736.44	-6,067,543.47	0.00	-6,067,543.47
000	2401	DUE TO/FROM ROAD & BRIDGE	-3,921,113.71	3,771,169.49	2,125,309.29	-2,275,253.51	0.00	-2,275,253.51
000	2402	DUE TO/FROM AIRPORT FUND	-467,503.40	109,724.71	93,956.42	-451,735.11	0.00	-451,735.11
000	2403	DUE TO/FROM ELECTION FUND	-616,402.99	112,358.78	36,203.64	-540,247.85	0.00	-540,247.85
000	2404	DUE TO/FROM DRUG COURT FUND	-88,978.22	3,913.53	8,488.00	-93,552.69	0.00	-93,552.69
000	2405	DUE TO/FROM DISTRICT COURT FD	-842,132.30	661,033.64	274,553.72	-455,652.38	0.00	-455,652.38
000	2406	DUE TO/FROM FAIR	-235,376.34	80,995.15	20,278.25	-174,659.44	0.00	-174,659.44
000	2407	DUE TO/FROM 911 FUND	-1,575,536.95	769,765.04	574,780.24	-1,380,552.15	0.00	-1,380,552.15
000	2408	DUE TO/FROM COURT FACILITIES	-165,443.05	0.00	3,670.00	-169,113.05	0.00	-169,113.05
000	2409	DUE TO/FROM COURT INTERLOCK	-27,092.39	445.16	726.48	-27,373.71	0.00	-27,373.71
000	2410	DUE TO/FROM HEALTH DISTRICT	-55,074.29	126,654.68	22,494.59	49,085.80	0.00	49,085.80
000	2411	DUE TO/FROM HISTORICAL SOCIETY	-5,368.26	120.84	1,186.71	-6,434.13	0.00	-6,434.13
000	2412	DUE TO/FROM INDIGENT & CHARITY	-341,801.22	6,316.55	3,918.00	-339,402.67	0.00	-339,402.67
000	2413	DUE TO/FROM JUNIOR COLLEGE	-1,024,708.04	64,875.00	88,105.00	-1,047,938.04	0.00	-1,047,938.04
000	2414	DUE TO/FROM REVALUATION	-611,105.69	1,994,799.11	1,707,737.85	-324,044.43	0.00	-324,044.43
000	2415	DUE TO/FROM SOLID WASTE	-6,615,942.59	4,007,156.28	2,819,793.19	-5,428,579.50	0.00	-5,428,579.50
000	2416	DUE TO/FROM TORT	-478,780.49	541,543.20	338,709.26	-275,946.55	0.00	-275,946.55
000	2419	DUE TO/FROM WEEDS	-25,798.94	29,105.82	8,153.90	-4,847.02	0.00	-4,847.02
000	2420	DUE TO/FROM PARKS & RECREATION	-92,278.32	58,723.78	9,444.39	-42,998.93	0.00	-42,998.93
000	2421	DUE TO/FROM HIGHWAY SPECIAL ST	-545,458.28	0.00	62,500.00	-607,958.28	0.00	-607,958.28
000	2422	DUE TO/FROM JUSTICE FUND	-7,456,282.91	6,344,110.02	2,038,325.82	-3,150,498.71	0.00	-3,150,498.71
000	2423	DUE TO/FROM SHERIFF REVOLVING	-3,000.00	0.00	0.00	-3,000.00	0.00	-3,000.00
000	2424	DUE TO/FROM SNOWMOBILE	-98,666.97	2,498.64	100.00	-96,268.33	0.00	-96,268.33
000	2425	DUE TO/FROM WATERWAYS	-40,633.19	49,000.10	6,547.85	1,819.06	0.00	1,819.06
000	2426	DUE TO/FROM JAIL CONSTRUCTION	-240.96	0.00	0.00	-240.96	0.00	-240.96
000	2428	DUE TO/FROM GRANTS	-2,070,149.89	1,254,384.49	1,368,701.58	-2,184,466.98	0.00	-2,184,466.98

Bonner County, ID
Treasurer Auditor Joint Report
From 10/01/2023 to 12/31/2023

Org	Object	Account Description	Beginning Balance	Receipts and Transfers	Disbursements and Transfers	Ending Balance	Outstanding Warrants	Available Cash Balance
Bonner County								
Fund: 000 POOLED CASH FUND								
000	2435	DUE TO/FROM SW RESERVE ACCT	-663.52	0.00	0.00	-663.52	0.00	-663.52
000	2438	DUE TO/FROM JUDGMENTS	-0.04	0.00	0.00	-0.04	0.00	-0.04
000	2439	DUE TO/FROM DRAINAGE DISTRICT	-24,992.43	2,172.00	60.36	-22,880.79	0.00	-22,880.79
000	2440	DUE TO/FROM TRANSLATOR DISTRICT	-660.81	87.22	1,359.87	-1,933.46	0.00	-1,933.46
000	2442	DUE TO/FROM STATE REMITTANCE	-870.00	705.00	1,380.00	-1,545.00	0.00	-1,545.00
000	2443	DUE TO/FROM TRANSPORTATION DEP	19,663.50	639,543.09	651,225.59	7,981.00	0.00	7,981.00
000	2444	DUE TO/FROM PANHAND AREA COUNC	19.27	893.50	1,640.25	-727.48	0.00	-727.48
000	2445	DUE TO/FROM SANDPOINT	-8,108.87	97,659.32	126,756.11	-37,205.66	0.00	-37,205.66
000	2446	DUE TO/FROM PRIEST RIVER	-3,223.95	17,273.16	26,409.98	-12,360.77	0.00	-12,360.77
000	2447	DUE TO/FROM CLARK FORK	-96.69	1,175.63	2,159.95	-1,081.01	0.00	-1,081.01
000	2448	DUE TO/FROM EAST HOPE	-162.80	373.14	458.90	-248.56	0.00	-248.56
000	2449	DUE TO/FROM HOPE	-3.32	371.64	856.39	-488.07	0.00	-488.07
000	2450	DUE TO/FROM OLDTOWN	-88.91	3,391.65	3,403.98	-101.24	0.00	-101.24
000	2451	DUE TO/FROM KOOTENAI	-252.78	1,540.56	2,514.47	-1,226.69	0.00	-1,226.69
000	2452	DUE TO/FROM PONDERAY	-411.21	30,013.94	33,508.09	-3,905.36	0.00	-3,905.36
000	2453	DUE TO/FROM DOVER	-573.86	879.69	1,560.88	-1,255.05	0.00	-1,255.05
000	2454	DUE TO/FROM LAKELAND #272	296.00	0.00	0.00	296.00	0.00	296.00
000	2457	DUE TO/FROM W BONNER SCHOOL #8	4,684.00	0.00	0.00	4,684.00	0.00	4,684.00
000	2458	DUE TO/FROM LAKE P.O. SCH #84	-3,003.00	0.00	0.00	-3,003.00	0.00	-3,003.00
000	2459	DUE TO/FROM LAKELAND BOND	0.00	6.25	6.25	0.00	0.00	0.00
000	2460	DUE TO/FROM LAKELAND EMERGENCY	62,731.93	0.00	0.00	62,731.93	0.00	62,731.93
000	2461	DUE TO/FROM LAKELAND COSA	-102.78	0.00	0.00	-102.78	0.00	-102.78
000	2462	DUE TO/FROM LAKELAND SUPP	-201.40	32.97	789.33	-957.76	0.00	-957.76
000	2463	DUE TO/FROM LAKELAND OTHER	-296.00	0.69	9.60	-304.91	0.00	-304.91
000	2464	DUE TO/FROM LAKELAND PLANT	431.93	4.97	104.64	332.26	0.00	332.26
000	2465	DUE TO/FROM WEST BONNER SUPP	-17,085.17	36,505.40	35,859.64	-16,439.41	0.00	-16,439.41
000	2466	DUE TO/FROM WEST BONNER OTHER	-641.86	882.45	1,788.28	-1,547.69	0.00	-1,547.69

Bonner County, ID
Treasurer Auditor Joint Report
From 10/01/2023 to 12/31/2023

Org	Object	Account Description	Beginning Balance	Receipts and Transfers	Disbursements and Transfers	Ending Balance	Outstanding Warrants	Available Cash Balance
Bonner County								
Fund: 000 POOLED CASH FUND								
000	2467	DUE TO/FROM LAKE P.O. SUPP	-101,040.70	359,131.49	742,741.75	-484,650.96	0.00	-484,650.96
000	2468	DUE TO/FROM LAKE P.O. OTHER	-3,348.95	8,299.43	16,626.14	-11,675.66	0.00	-11,675.66
000	2470	DUE TO/FROM INDEPENDENT HWY DI	-1,899.51	44,668.53	49,154.18	-6,385.16	0.00	-6,385.16
000	2471	DUE TO/FROM P.O. HOSPITAL	1,732.98	37,298.78	43,468.14	-4,436.38	0.00	-4,436.38
000	2472	DUE TO/FROM AMBULANCE DISTRICT	-7,921.91	22,965.73	35,549.75	-20,505.93	0.00	-20,505.93
000	2473	DUE TO/FROM PR LAKE LIBRARY	-164.55	2,996.66	3,026.48	-194.37	0.00	-194.37
000	2474	DUE TO/FROM E BONNER LIBRARY	-5,763.11	70,857.51	83,524.13	-18,429.73	0.00	-18,429.73
000	2475	DUE TO/FROM LIBRARY BOND	-18.08	1,377.69	1,377.69	-18.08	0.00	-18.08
000	2476	DUE TO/FROM W BONNER LIBRARY	-616.08	9,130.86	13,665.11	-5,150.33	0.00	-5,150.33
000	2477	DUE TO/FROM W BONNER CEMETERY	-2,638.36	3,434.94	3,709.85	-2,913.27	0.00	-2,913.27
000	2478	DUE TO/FROM NORTHSIDE FIRE	6,330.15	29,616.65	27,265.82	8,680.98	0.00	8,680.98
000	2479	DUE TO/FROM TIMBERLAKE FIRE	0.00	804.12	1,247.85	-443.73	0.00	-443.73
000	2480	DUE TO/FROM WESTSIDE FIRE	-1,775.37	9,436.69	10,316.57	-2,655.25	0.00	-2,655.25
000	2481	DUE TO/FROM N OF THE NARROWS	-225.16	2,032.20	1,807.04	0.00	0.00	0.00
000	2483	DUE TO/FROM SAGLE FIRE	-3,089.68	26,769.32	37,238.60	-13,558.96	0.00	-13,558.96
000	2484	DUE TO/FROM WEST P.O. FIRE	-2,516.77	4,647.85	9,066.70	-6,935.62	0.00	-6,935.62
000	2485	DUE TO/FROM SPIRIT LAKE FIRE	-15,380.98	49,679.83	45,475.70	-11,176.85	0.00	-11,176.85
000	2486	DUE TO/FROM W PRIEST LAKE FIRE	-370.43	2,128.41	4,509.32	-2,751.34	0.00	-2,751.34
000	2487	DUE TO/FROM COOL/CAVANAUGH FIR	-61.20	2,412.13	2,622.78	-271.85	0.00	-271.85
000	2488	DUE TO/FROM SAM OWEN FIRE	-1,110.96	1,060.73	1,321.84	-1,372.07	0.00	-1,372.07
000	2489	DUE TO/FROM SCHWEITZER FIRE	-2,126.77	8,523.78	16,290.08	-9,893.07	0.00	-9,893.07
000	2490	DUE TO/FROM BAY DRIVE REC	-1.39	1.41	25.16	-25.14	0.00	-25.14
000	2491	DUE TO/FROM SELKIRK RECREATION	-1,394.03	5,143.04	12,866.76	-9,117.75	0.00	-9,117.75
000	2492	DUE TO/FROM WEST BONNER WATER	-95.35	2,352.70	2,413.27	-155.92	0.00	-155.92
000	2494	DUE TO/FROM BOTTLE BY WAT/SEW	-746.45	1,283.24	623.35	-86.56	0.00	-86.56
000	2495	DUE TO/FROM ELLISPORT SEWER	-626.45	22.10	22.10	-626.45	0.00	-626.45
000	2496	DUE TO/FROM KOOTENAI/PONDERAY	-5.14	84.75	1,391.12	-1,311.51	0.00	-1,311.51

Bonner County, ID
 Treasurer Auditor Joint Report
 From 10/01/2023 to 12/31/2023

Org	Object	Account Description	Beginning Balance	Receipts and Transfers	Disbursements and Transfers	Ending Balance	Outstanding Warrants	Available Cash Balance
Bonner County								
Fund: 000 POOLED CASH FUND								
000	2497	DUE TO/FROM GRANITE-REEDER WAT	-159.70	219.90	751.82	-691.62	0.00	-691.62
000	2499	DUE TO/FROM GARFIELD BAY WATER	-399.02	399.02	0.00	0.00	0.00	0.00
000	2500	DUE TO/FROM KALISPEL BAY WATER	15.50	0.00	0.00	15.50	0.00	15.50
000	2501	DUE TO/FROM LACLEDE WATER/SEW	0.00	1,115.22	1,357.36	-242.14	0.00	-242.14
000	2502	DUE TO/FROM AUDITORS TRUST	-2,185,023.36	2,338,773.71	384,967.27	-231,216.92	0.00	-231,216.92
000	2503	DUE TO/FROM COBRA TRUST	-507.30	0.00	0.00	-507.30	0.00	-507.30
000	2507	DUE TO/FROM COURT TRUST DIST C	-121,331.29	0.00	0.00	-121,331.29	0.00	-121,331.29
000	2508	DUE TO/FROM ISA	-380.00	720.00	520.00	-180.00	0.00	-180.00
000	2510	DUE TO/FROM NEW MAGISTRATE TR	-267,742.56	332,711.50	354,198.28	-289,229.34	0.00	-289,229.34
000	2511	DUE TO/FROM SAGLE VALLEY WATER	-1,347.75	1,347.75	0.00	0.00	0.00	0.00
000	2512	DUE TO/FROM COOLIN SEWER DISTR	-0.06	0.00	0.00	-0.06	0.00	-0.06
000	2513	DUE TO/FROM OUTLET BAY WATER	-314.07	314.07	0.00	0.00	0.00	0.00
000	2514	DUE TO/FROM SOUTHSIDE WATER	-10.69	28.76	2,781.02	-2,762.95	0.00	-2,762.95
000	2515	DUE TO/FROM FOREST PRACTICES	-245.79	245.79	0.00	0.00	0.00	0.00
000	2518	DUE TO/FROM FOREST ASSESSMENT	-2,741.37	2,741.37	0.00	0.00	0.00	0.00
000	2522	DUE TO/FROM EAST BONNER SNOW G	-52,379.04	1,945.05	0.00	-50,433.99	0.00	-50,433.99
000	2523	DUE TO/FROM TRESTLE CREEK SWR	0.00	10.21	10.21	0.00	0.00	0.00
000	2527	DUE TO/FROM WESTSIDE FIRE BOND	-2,207.20	250.15	206.38	-2,163.43	0.00	-2,163.43
000	2530	DUE TO/FROM SI MEDICAL INS	-1,397,363.53	949,870.31	1,411,943.72	-1,859,436.94	0.00	-1,859,436.94
000	2531	DUE TO/FROM DENTAL SI	-52,967.55	50,726.80	63,579.14	-65,819.89	0.00	-65,819.89
000	2532	DUE TO/FROM WESTIDE FIRE PERM	-46.32	2.48	0.00	-43.84	0.00	-43.84
000	2533	DUE TO/FROM EAST PRIEST LAKE F	-62,731.93	0.00	0.00	-62,731.93	0.00	-62,731.93
000	2534	DUE TO/FROM SYRINGA HEIGHTS WA	-431.93	0.00	0.00	-431.93	0.00	-431.93
000	2535	DUE TO/FROM COUNTY SPECIAL PRO	-107,333.56	0.00	30.00	-107,363.56	0.00	-107,363.56
Total Fund 000:			-41,299,302.87	49,762,345.74	38,383,865.77	-29,920,822.90	-1,390,834.22	-28,529,988.68
Total Bonner County			-41,299,302.87	49,762,345.74	38,383,865.77	-29,920,822.90	-1,390,834.22	-28,529,988.68

2-5-24 CLK
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Bonner County, ID
Treasurer Auditor Joint Report
From 10/01/2023 to 12/31/2023

Report Parameters

Report Type: Bonner County
Org: 000
Object textbox: 2000:6000
Object: All Objects
Beg Effective Date: 10/1/2023
End Effective Date: 12/31/2023
Hide Zero Lines: Yes
Excel: No

DRAFT

Bonner County, ID EMS
 Treasurer Auditor Joint Report
 From 10/01/2023 to 12/31/2023

Org	Object	Account Description	Beginning Balance	Receipts and Transfers	Disbursements and Transfers	Ending Balance	Outstanding Warrants	Available Cash Balance
EMS								
Fund: 999 EMS - NEW								
999	2000	WARRANTS PAYABLE	-57,725.21	1,258,678.59	1,267,448.68	-66,495.30	-66,495.30	0.00
999	2010	PAYROLL PAYABLE	5,836.86	495,722.04	495,722.04	5,836.86	0.00	5,836.86
999	2020	ACCOUNTS PAYABLE	-423,142.15	1,443,040.16	1,031,893.69	-11,995.68	0.00	-11,995.68
999	2030	ACCRUED WAGES PAYABLE	-108,700.68	0.00	0.00	-108,700.68	0.00	-108,700.68
999	2050	ACCRUED RETIREMENT PAYABLE	-13,958.34	0.00	0.00	-13,958.34	0.00	-13,958.34
999	2051	ACCRUED PAYROLL TAXES PAYABLE	-7,890.41	0.00	0.00	-7,890.41	0.00	-7,890.41
999	2060	PAYROLL TAXES PAYABLE	307.75	118,998.24	118,998.24	307.75	0.00	307.75
999	2300	DEFERRED TAX REVENUE	-3,085,866.33	3,010,440.10	0.00	-75,426.23	0.00	-75,426.23
999	3000	FUND BALANCE - UNAPPROPRIATED	-1,978,543.96	0.00	0.00	-1,978,543.96	0.00	-1,978,543.96
999	3100	BUDGET FUND BALANCE - UNRESERV	0.00	5,536,574.93	174,199.74	5,362,375.19	0.00	5,362,375.19
999	3220	APPROPRIATIONS	0.00	174,199.74	6,964,309.93	-6,790,110.19	0.00	-6,790,110.19
999	3230	EST REVENUES	0.00	1,427,735.00	0.00	1,427,735.00	0.00	1,427,735.00
999	4000	REVENUE CONTROL	0.00	2,623.95	522,420.71	-519,796.76	0.00	-519,796.76
999	6000	EXPENDITURE CONTROL	0.00	1,571,210.01	178,391.56	1,392,818.45	0.00	1,392,818.45
Total Fund 999:			-5,669,682.47	15,039,222.76	10,753,384.59	-1,383,844.30	-66,495.30	-1,317,349.00
Total EMS			-5,669,682.47	15,039,222.76	10,753,384.59	-1,383,844.30	-66,495.30	-1,317,349.00

1-19-24 - Ck
 2-9-24 - mt

**Bonner County, ID
Treasurer Auditor Joint Report
From 10/01/2023 to 12/31/2023**

Report Parameters

Report Type: EMS
Org: 999
Object textbox: 2000:6000
Object: All Objects
Beg Effective Date: 10/1/2023
End Effective Date: 12/31/2023
Hide Zero Lines: Yes
Excel: No

DRAFT

Bonner County, ID EMS
 Treasurer Auditor Joint Report
 From 10/01/2023 to 12/31/2023

Org	Object	Account Description	Beginning Balance	Receipts and Transfers	Disbursements and Transfers	Ending Balance	Outstanding Warrants	Available Cash Balance
EMS								
Fund: 999		EMS - NEW						
999	1097	EMS DEPOSIT ACCOUNT	0.00	525,320.79	525,320.79	0.00	0.00	0.00
999	1098	EMS - COLUMBIA PEG	200,000.00	0.00	0.00	200,000.00	0.00	200,000.00
999	1099	EMS TREASURER/WARRANT	1,762,383.77	1,139,602.61	2,412,376.73	489,609.65	0.00	489,609.65
999	1100	TAX RECEIVABLE - REAL	3,099,319.19	0.00	3,010,440.10	88,879.09	0.00	88,879.09
999	1200	ACCOUNTS/CONTRACTS RECEIVABLE	535,177.58	0.00	0.00	535,177.58	0.00	535,177.58
999	1310	PREPAID EXPENSE	70,177.98	0.00	0.00	70,177.98	0.00	70,177.98
999	1410	DUE FROM OTHER GOVERNMENTS	2,623.95	0.00	2,623.95	0.00	0.00	0.00
Total Fund 999:			5,669,682.47	1,664,923.40	5,950,761.57	1,383,844.30	0.00	1,383,844.30
Total EMS			5,669,682.47	1,664,923.40	5,950,761.57	1,383,844.30	0.00	1,383,844.30

1-19-24 - Ck
 2-9-24 - WJ

**Bonner County, ID
Treasurer Auditor Joint Report
From 10/01/2023 to 12/31/2023**

Report Parameters

Report Type: EMS
Org: 999
Object textbox: 1000:1999
Object: All Objects
Beg Effective Date: 10/1/2023
End Effective Date: 12/31/2023
Hide Zero Lines: Yes
Excel: No



BONNER COUNTY EMERGENCY MANAGEMENT

1500 Highway 2 Suite 101, Sandpoint, Idaho 83864
Phone (208) 265-8867 Fax (208) 263-9084

February 27, 2024

Emergency
Management
Item #1

MEMORANDUM

To: Commissioners

From: Bob Howard
Director Emergency Management

Re: Termination of Resolution 24-03 Declaration of Local Disaster Emergency

Description: On Wednesday January 3, 2024, at 12:08 pm, Chairman Luke Omodt made a verbal declaration of disaster for a threat to life and property in Bonner County as a result of, Warm temperatures, Heavy rain on snow and high-water flow on Lightning Creek has caused erosion of the embankment saturated soils caused mudslides and damage to the 190 Block of East Spring Creek Road.

On Monday January 8th 2024 the declaration was voted on and approved in a public meeting.

The attached resolution is to revoke declaration 24-3 as the disaster emergency no longer exists.

Legal Review: Approved by *B. Wilson*

Distribution: Original to BOCC
Copy to Bob Howard & Jason Topp
Copy to Auditor's Office

A suggested motion would be: **Based on the information before us i move to approve and sign resolution# 24-20 revoking resolution # 24-3 regarding flooding in the area of 190 East Spring Creek Road as the emergency disaster no longer exists.**

Recommendation Acceptance: yes no _____ Date: _____
Commissioner Luke Omodt, Chairman

RESOLUTION 24 20

EMERGENCY MANAGEMENT

**TERMINATION OF RESOLUTION 20-35 DECLARATION OF LOCAL DISASTER
EMERGENCY IN BONNER COUNTY, IDAHO**

WHEREAS, Idaho Code 46-1011 - LOCAL DISASTER EMERGENCIES states as follows:

- (1) A local disaster emergency may be declared only by a mayor or chairman of the county commissioners within their respective political subdivisions. It shall not be continued or renewed for a period in excess of seven (7) days except by or with the consent of the governing board of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local disaster emergency shall be given prompt and general publicity and shall be filed promptly with the local county recorder.
- (2) The effect of the declaration of a local disaster emergency is to activate the response and recovery aspects of any and all applicable local or intergovernmental disaster emergency plans and to authorize the furnishing of aid and assistance thereunder.
- (3) No intergovernmental agency or official thereof may declare a local disaster emergency, unless expressly authorized by the agreement pursuant to which the agency functions. However, an intergovernmental disaster agency shall provide aid and services in accordance with the agreement pursuant to which it functions.

WHEREAS, there is no longer a threat to life and property in Bonner County due to erosion or mudslides.:

AND: the emergency response phase of the declared disaster no longer is in effect.

WHEREAS, the county is not requesting assistance from any other agencies.

NOW, THEREFORE, the Bonner County Board of Commissioners, by virtue of the authority vested in Section 46-1011 of the Idaho Code, do hereby find and declare a local disaster emergency no longer exists in Bonner County, Idaho. This resolution Terminates Resolution 24-3.

NOW, THEREFORE, the Bonner County Board of Commissioners, by virtue of the authority vested in Section 46-1011 of the Idaho Code, do hereby find and declare a local disaster emergency no longer exists in Bonner County, Idaho.

ADOPTED as a Resolution of the Board of County Commissioners of Bonner County, Idaho upon a majority vote on the 27th day of February 2024.

BOARD OF BONNER COUNTY COMMISSIONERS

Luke Omodt, Chairman

Asia Williams, Commissioner

Steven Bradshaw, Commissioner

ATTEST: Michael W. Rosedale

By _____
Deputy Clerk

Bonner County Planning Department

"Protecting property rights and enhancing property value"
1500 Highway 2, Suite 208, Sandpoint, Idaho 83864
Phone (208) 265-1458 - Fax (866) 537-4935
Email: planning@bonnercountyid.gov - Web site: www.bonnercountyid.gov



Board of County Commissioners Memorandum

February 15, 2024

To: Board of County Commissioners

From: Rob Winningham, Planner

**Subject: Time Extension Request – Short Plat – File# SS0007-21 – Happy Meadows
2nd Addition**

The applicant requests a 2-year extension, no longer than April 8, 2026, in order to meet site improvements conditioned in the decision letter. The above referenced plat is a short plat proposing to divide one (1) platted lot and two unplatted parcels consisting of approximately 50.207-acres into ten (10) lots ranging in size from 5.001-acres to 5.029-acres. The property is zoned Rural 5 (R-5) and meets the requirements of that zone. The property is served by individual well, individual septic, Selkirk Fire District and Northern Lights, Inc. The property is accessed off Mineral Ridge Road, a Bonner County owned and maintained road. The parcels are located in a portion of Section 26, Township 54 North, Range 3 West, Boise Meridian, Idaho. The plat was approved by Bonner County on April 8, 2022.

There are no changes in code which warrant denial of this request.

Legal Review: _____

Distribution: Jake Gabell
Janna Berard
Rob Winningham

I move to approve a time extension of Happy Meadows 2nd Addition, File# SS0007-21, to a new expiration date of April 8, 2026.

Motion to Approve: Yes No

Commissioner Luke Omodt, Chairman

Date: _____



Bonner County Justice Services

4002 Samuelson Avenue • Sandpoint, ID 83864 • Phone: (208) 265-1438

February 20, 2024

Memorandum

Justice Services
Item #1

To: Bonner County Commissioners
From: Ron Stultz, Director

Re: Justice Services
Budget Adjustment – Lottery Tax Unanticipated Revenues

Bonner County Justice Services receives Lottery Tax monies from the Idaho Department of Juvenile Corrections each fiscal year.

The Justice Services Department has received Lottery Tax unanticipated revenue in the amount of \$74,760.00. The total Lottery Tax received from Idaho Department of Juvenile Corrections is \$74,760.00.

Auditor's Approval: _____

Distribution: Original to BOCC; copy to Justice Services, Ron Stultz; copy to Auditors

A suggested motion would be: Mr. Chairman based upon the information before us I move to approve Resolution #24- 21 ordering the Clerk to schedule revenue in the Probation Services FY23-24 budget, in Account No. 006-00661-9390 – Capital-Vehicles to 32,000.00. This adjustment is due to the receipt of unanticipated Lottery Tax revenue received from the State of Idaho.

Recommendation Acceptance: yes no _____ Date: _____
Commissioner Luke Omodt, Chairman

RESOLUTION NO. 2024 - 21

JUSTICE SERVICES

Probation Services

Budget Adjustment – Lottery Tax Existing & Unanticipated Revenues

WHEREAS, Idaho Code Section 31-1605 provides that the Board of County Commissioners may adjust the budget as adopted to reflect the receipt of unscheduled revenue, grants, or donations from federal, state or local governments or private sources, provided that there shall be no increase in anticipated property taxes; and

WHEREAS, Bonner County Justice Services receives Lottery Tax monies from the Idaho Department of Juvenile Corrections each fiscal year; and

WHEREAS, the Justice Services Department has received unexpected additional revenue in the amount of \$74,760.00 from Idaho Department of Juvenile Corrections for Lottery Tax Revenue in Idaho; and

WHEREAS, the Justice Services Department requests \$32,000.00 of the additional revenue be placed in Probation Services FY23-24 Budget, Account No. 006-00661-9390 Capital-Vehicles;

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Bonner County, Idaho hereby orders the Clerk to move revenue currently held in Probation Services FY23-24 budget, to Account No. 006-00661-9390 Capital-Vehicles to \$32,000.00. This adjustment is due to the receipt of unanticipated Lottery Tax revenue received from the State of Idaho.

Adopted as a Resolution of the Board of Commissioners of Bonner County, Idaho on the 27 day of February, 2024.

BOARD OF BONNER COUNTY COMMISSIONERS

Luke Omodt, Chairman

Asia Williams, Commissioner

Steven Bradshaw, Commissioner

ATTEST: Michael Rosedale

By _____
Deputy Clerk



Bonner County Justice Services

4002 Samuelson Avenue • Sandpoint, ID 83864 • Phone: (208) 263-1602

February 27, 2024

Memorandum

Justice Services
Item #2

To: Bonner County Commissioners
From: Ron Stultz, Director

Re: Justice Services
Budget Adjustment – Tobacco Tax Unanticipated Revenues

Bonner County Justice Services receives Tobacco Tax monies from the Idaho Department of Juvenile Corrections each fiscal year.

The Justice Services Department has received Tobacco Tax unanticipated revenue in the amount of \$93,557.00. The total Tobacco Tax received from Idaho Department of Juvenile Corrections is \$93,557.00.

Auditor's Approval: _____

Distribution: Original to BOCC; copy to Justice Services, Ron Stultz; copy to Auditors

A suggested motion would be: Mr. Chairman based upon the information before us I move to approve Resolution #24- 22 ordering the Clerk to schedule revenue in the Probation Services FY23-24 budget, Account No. 006-00661-7900 – Cigarette Tax Carryover by \$93,557.00 from \$30,000.00 to \$123,557.00. This adjustment is due to the receipt of unanticipated Tobacco Tax revenue received from the State of Idaho.

Recommendation Acceptance: yes no _____ Date: _____
Commissioner Luke Omodt, Chairman

RESOLUTION NO. 2024 - 22
JUSTICE SERVICES

Probation Services
Budget Adjustment – Tobacco Tax Unanticipated Revenues

WHEREAS, Idaho Code Section 31-1605 provides that the Board of County Commissioners may adjust the budget as adopted to reflect the receipt of unscheduled revenue, grants, or donations from federal, state or local governments or private sources, provided that there shall be no increase in anticipated property taxes; and

WHEREAS, Bonner County Justice Services receives Tobacco Tax monies from the Idaho Department of Juvenile Corrections each fiscal year; and

WHEREAS, the Justice Services Department has received unexpected additional revenue in the amount of \$93,557 from Idaho Department of Juvenile Corrections for Tobacco Tax Revenue in Idaho; and

WHEREAS, the Justice Services Department requests the additional revenue be placed in Probation Services FY23-24 Budget, Account No. 006-00661-7900 – Cigarette Tax Carryover;

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Bonner County, Idaho hereby orders the Clerk to schedule revenue in the Probation Services FY23-24 budget, Account No. 006-00661-7900 – Cigarette Tax Carryover in the amount of **\$123,557.00** This adjustment is due to the receipt of unanticipated Tobacco Tax revenue received from the State of Idaho.

Adopted as a Resolution of the Board of Commissioners of Bonner County, Idaho on the _____ day of February, 2024.

BOARD OF BONNER COUNTY COMMISSIONERS

Luke Omodt, Chairman

Asia Williams, Commissioner

Steven Bradshaw, Commissioner

ATTEST: Michael Rosedale

By _____
Deputy Clerk



BONNER COUNTY

HUMAN RESOURCES/RISK MANAGEMENT

1500 Highway 2, Suite 337, Sandpoint, Idaho 83864

Telephone: (208) 265-1456

Fax: (208) 265-1457

HR ITEM #1

To: Commissioners
From: Alissa Clark, HR Director, Human Resources
Re: Data Entry Administrator update
Date: February 27, 2024

Bonner County is requesting approval to update from Operations Coordinator to Data Entry Administrator:

The changes to the job description are to align more with the duties being performed and the needs of the department.

I hereby make a motion: Based on the information before us I move to approve commencing with approval of a revised Job description from Operations Coordinator to Data Entry Administrator, Assessor's Office effective February 27, 2024.

Recommendation Acceptance: yes no _____ Date: _____
Commissioner Luke Omodt, Chairman

JOB TITLE: ~~Operations Coordinator~~ DATA ENTRY ADMINISTRATOR

DEPARTMENT: Assessor's Office

SUPERVISOR: Assessor, Chief Deputy

SUPERVISION EXERCISED: ~~None~~ Supervises 3 employees.

EXEMPT STATUS: ~~Non~~ Exempt

GRADE:

Original/BOCC APPROVAL: 7/13/2024

Summary:

The position supervises and carries out Assessor's calendar deadlines to ensure completion of State requirements by balancing and maintaining each roll by following State requirements and performs outlined checklists on each assessment roll. The position will collect and analyze sales information from property owners and the MLS for maintaining the costing model. Along with the Assistant Manager-appraiser, Chief Deputy, and Assessor, establish base values and modifiers in the CAMA system by creating valuation models and help prepare for ratio studies to ensure fair and equitable Assessments. Under general supervision by the Assessor and Chief Deputy, performs semi-complex to very complex training and continued education to appraisal and assessor staff. Develops materials to achieve uniformity in appraising between all staff members. Receive, review and process agriculture and timber tax exemptions as they are submitted. Also with the Lead Residential Appraiser, process and track building permits through Bonner County Planning & Zoning Department and local Planning Departments.

Essential Duties and Responsibilities:

The essential functions include, but are not limited to, the following duties and responsibilities that are not listed in any order of priority and may be amended or added to by the Assessor at any time:

1. Demonstrates a high level of knowledge and understanding of department processes. Possesses strong communication ability in articulating responses to most questions by property owners relating to the valuation and assessment of property including all available benefits and exemptions from local and/or state-run programs. ~~Along with the Forester, reviews agriculture and timber applications, plus ownership changes to analyze if property owner qualifies.~~
2. Supervise data entry employees by Collection of data, prepare, and analyze State required reports and assessment reports; gather data and maintain the State offered exemption programs; and run various reports for public or government agencies. Administer, develop, and run new query reports. Supervise and carry out Assessor's calendar deadlines to ensure completion of State requirements. Balance and maintain each roll following State requirements and perform outlined checklists on each assessment roll. Supervise the mailing of rolls to the post office to meet on time schedule dates laid out by State Statute. ~~2. Must have general and specific market knowledge within assigned regions, being alert to new construction and land development; and sales Works directly with city and county agencies; Must possess excellent customer service skills to deal with the public and stressful conflicts with property owners while working with no assurance of the character of the necessary contacts.~~
3. The position will collect and analyze sales information from property owners and the MLS for maintaining the costing model. The work is performed under the direction of the Chief Deputy Assessor, but some latitude is granted for the exercise of independent judgement and initiative. Along with the Assistant Manager-appraiser, Chief Deputy, and Assessor, establish base values and modifiers in the CAMA system. ~~Lead Residential Appraiser, by creating valuation models, reviews, and tests models to ensure accuracy. Prepare for ratio~~

studies to ensure fair and equitable Assessments. ~~With input from the, New Construction Appraisers Residential Appraisal Supervisor~~

~~4. With input from the, New Construction Appraisers Residential Appraisal Supervisor, Chief Deputy, and Assessor, establish base values and modifiers in the CAMA system. Must possess excellent customer service skills to deal with the public and stressful conflicts with property owners while working with no assurance of the character of the necessary contacts.~~

~~5. Considers location and trends or impending changes that could influence the current or future value of property of urban, rural, lake, river, single family to arrive and an estimated fair market value for property tax purposes along with the Residential Appraisal Lead and Assessor.~~

~~6. General challenges of this position include; adversarial contact with disgruntled property owners in an uncontrolled environment.~~

~~4. Must have the ability to solve practical problems interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to problems or challenges; adapt or modify existing systems, procedures, or methods to new situations to help make the Assessor office more efficient. find alternative solutions by weighting alternatives and developing actions plans; prioritize work and research information to complete work independently.~~

~~5. Must possess excellent customer service skills to deal with the public. Must have a strong understanding of Idaho State code and Statute.~~

Additional Duties and Responsibilities

- ~~1. Assists in other responsibilities of the Assessor's office as needed such as helping with Residential Appraisals for the current 5-year plan.~~
- ~~2. Formulate data collection techniques and implement secure procedures for data handling and analysis.~~
- ~~3. The ability to adapt to changing policies, procedures and perform other duties as assigned.~~

~~9. Assists appraisers in preparation to defend appraised values~~

Education/ Experience:

~~1. A bachelor's degree in business or related field and/or 3-years 5 years of progressively responsible work experience in the assessment field or other related or relevant experience and/or special aptitude for the job.~~

~~2. Must be able to perform detailed and complex sales analysis, develop valuation models for application within defined market neighborhoods along with the Appraisal team members Supervisor and Asst. Operations Coordinator. Requires a high-level understanding in mathematics, algebra, geometry, statistical analysis, and ratios studies.~~

~~3. Ability to effectively utilize interpersonal communication and public relations skills to establish and maintain good working relations both internally and externally.~~

~~4. Must have passed courses 101 and 201 of the International Association of Assessing Officers within the first year of employment. Must possess Certified Tax Appraiser designation for the Idaho State Tax Commission. Must take 32 hours of professionally approved continuing education and GIS education to become proficient/certified in GIS for purposes of analysis. Every 2 years.~~

Technology and Tools Requirements:

Proficient ability to use a personal computer and associated peripherals and use Microsoft Windows, Microsoft 360, general office equipment. Ability to operate a variety of technical tools and equipment, ~~such as a digital camera, drafting instruments, and measuring devices.~~ Must be proficient with the use of the UADWEB, and PROVAL (computer programs which are designed specifically for the assessing and taxing process). Coordinates department system needs with County IT Staff for Appraisal Cama System (Pro-val and UADWEB).

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, walk and sit, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl. Regularly required to use hands to keyboard, handle or manipulate tools used in performing the job. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and sometimes hazardous driving conditions. Requires valid state driver's license. History of good driving record, ability to be insured.

This job description is not an employment agreement or contract and management reserves the right to modify when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____

Date: _____

Please Print Name: _____

JOB TITLE: DATA ENTRY ADMINISTRATOR

DEPARTMENT: Assessor's Office

SUPERVISOR: Assessor, Chief Deputy

SUPERVISION EXERCISED: Supervises 3 employees.

EXEMPT STATUS: **Exempt**

GRADE:010

BOCC APPROVAL:

Summary:

The position supervises and carries out Assessor's calendar deadlines to ensure completion of State requirements by balancing and maintaining each roll by following State requirements and performs outlined checklists on each assessment roll. The position will collect and analyze sales information from property owners and the MLS for maintaining the costing model. Along with the Assistant Manager-appraiser, Chief Deputy, and Assessor, establish base values and modifiers in the CAMA system by creating valuation models and help prepare for ratio studies to ensure fair and equitable Assessments.

Essential Duties and Responsibilities:

The essential functions include, but are not limited to, the following duties and responsibilities that are not listed in any order of priority and may be amended or added to by the Assessor at any time:

1. Demonstrates a high level of knowledge and understanding of department processes. Possesses strong communication ability in articulating responses to most questions by property owners relating to the valuation and assessment of property including all available benefits and exemptions from local and/or state-run programs.
2. Supervise data entry employees by Collection of data, prepare, and analyze State required reports and assessment reports; gather data and maintain the State offered exemption programs; and run various reports for public or government agencies. Administer, develop, and run new query reports. Supervise and carry out Assessor's calendar deadlines to ensure completion of State requirements. Balance and maintain each roll following State requirements and perform outlined checklists on each assessment roll. Supervise the mailing of rolls to the post office to meet on time schedule dates laid out by State Statute.
3. The position will collect and analyze sales information from property owners and the MLS for maintaining the costing model. The work is performed under the direction of the Chief Deputy Assessor, but some latitude is granted for the exercise of independent judgement and initiative. Along with the Assistant Manager-appraiser, Chief Deputy, and Assessor, establish base values and modifiers in the CAMA system, by creating valuation models, reviews, and tests models to ensure accuracy. Prepare for ratio studies to ensure fair and equitable Assessments.
4. Must have the ability to solve practical problems interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to problems or challenges; adapt or modify existing systems, procedures, or methods to new situations to help make the Assessor office more efficient.
5. Must possess excellent customer service skills to deal with the public. Must have a strong understanding of Idaho State code and Statute.

Additional Duties and Responsibilities

1. Assists in other responsibilities of the Assessor's office as needed such as helping with Residential Appraisals for the current 5-year plan.
2. Formulate data collection techniques and implement secure procedures for data handling and analysis.
3. The ability to adapt to changing policies, procedures and perform other duties as assigned.

Education/ Experience:

1. A bachelor's degree in business or related field and/or 5 years of progressively responsible work experience in the assessment field or other related or relevant experience and/or special aptitude for the job.
2. Must be able to perform detailed and complex sales analysis, develop valuation models for application within defined market neighborhoods along with the Appraisal team members. Requires a high-level understanding in mathematics, algebra, geometry, statistical analysis, and ratios studies.
3. Ability to effectively utilize interpersonal communication and public relations skills to establish and maintain good working relations both internally and externally.
4. Must possess Certified Tax Appraiser designation for the Idaho State Tax Commission. Must take 32 hours of professionally approved continuing education and GIS education to become proficient/certified in GIS for purposes of analysis. Every 2 years.

Technology and Tools Requirements:

Proficient ability to use a personal computer and associated peripherals and use Microsoft Windows, Microsoft 360, general office equipment. Ability to operate a variety of technical tools and equipment. Must be proficient with the use of the UADWEB, and PROVAL (computer programs which are designed specifically for the assessing and taxing process). Coordinates department system needs with County IT Staff for Appraisal Camera System (Pro-val and UADWEB).

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, walk and sit, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl. Regularly required to use hands to keyboard, handle or manipulate tools used in performing the job. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and sometimes hazardous driving conditions.

Requires valid state driver's license. History of good driving record, ability to be insured.

This job description is not an employment agreement or contract and management reserves the right to modify when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____

Date: _____

Please Print Name: _____

DRAFT