



Bonner County
Board of Commissioners

Brian Domke

Asia Williams

Ron Korn

March 4, 2025

CONSENT
AGENDA

MEMORANDUM

To: Bonner County Commissioners

Adopting the Order of the Agenda as Presented

A suggested Motion would be: Based on the information before us, I move to Adopt the Order of the Agenda as presented.

Consent Agenda

The Consent Agenda Includes:

- 1) Bonner County Commissioners' Minutes February 25, 2025
- 2) Plat(s) for Approval: MLD0045-24, Avalon Acres; MLD0059-24, Poppino Lots; MLD0060-24, Daren and Andy's Acres
- 3) Invoice(s) Over \$5k: Sheriff (Confidential)

A suggested Motion would be: Based on the information before us, I move to approve the Consent Agenda as presented.

Recommendation Acceptance: ☐ Yes ☐ No

Asia Williams, Chair

Date



Bonner County

Board of Commissioners

Brian Domke

Asia Williams

Ron Korn

MINUTES FOR THE BONNER COUNTY BOARD OF COMMISSIONERS' MEETING

February 25, 2025 – 9:00 AM

Bonner County Administration Building
1500 Highway 2, Room 338, Sandpoint, ID

On Tuesday, February 25, 2025, the Bonner County Commissioners met for their regularly scheduled meeting. Commissioners Domke, Williams, and Korn were present. Commissioner Williams called the meeting to order at 9:00 a.m. The Invocation was presented by Bill Rusk and the Pledge of Allegiance followed.

ADOPT THE ORDER OF AGENDA AS PRESENTED

Commissioner Korn made a motion to adopt the Order of the Agenda as presented. Commissioner Domke and seconded the motion. Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes. The motion carries.

CONSENT AGENDA – Action Item

- 1) Bonner County Commissioners' Minutes February 18, 2025
- 2) Invoice(s) Over \$5k: Risk (NW Autobody); Road & Bridge (True North Steel)
- 3) Plats for Approval: MLD0046-24, Priest River Pines; MLD0055-24, Boudro Family Acres; MLD0058-24, Neher Lot Two

Commissioner Domke made a motion to adopt the Consent Agenda as presented. Commissioner Korn seconded the motion. There was discussion regarding the Risk invoice and a potential Workshop for these claims. Roll Call Vote: Commissioner Williams – No; Commissioner Korn – No; Commissioner Domke – No. The motion fails.

Commissioner Domke made a motion to amend the Consent Agenda by removing the Risk invoice for Northwest Autobody. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries. Commissioner Domke made a motion to approve the Consent Agenda as Amended. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

CLERK – Michael Rosedale

- 1) Action Item: Discussion/Decision Regarding FY25 Claims Batch #20, **Totaling \$623,527.31**
- Commissioner Korn made a motion to approve payment of the FY25 Claims in Batch #20, totaling \$623,527.31. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – Yes. The motion carries.

CORONER – Rob Beers

- 1) Action Item: Discussion/Decision Regarding Agreement for Medical Examiners Services
- Commissioner Domke made a motion to approve the Agreement for Medical Examiner Services. Commissioner Korn seconded the motion.

PUBLIC COMMENT:

- Jim Leighty – Asked about the fees, if it was one time or per autopsy

Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes.
The motion carries.

SHERIFF – Daryl Wheeler

1) Action Item: Discussion/Decision Regarding Idaho Sheriff Connect Agreement

Commissioner Korn made a motion to accept and approve the agreement, I further move for the Chairwoman to sign the Agreement Document administratively. Commissioner Domke seconded the motion.

PUBLIC COMMENT:

- Theresa Hiesener – Asked if calls will be available on the app as well as crime data
- Wayne Martin – Very “for” this app, very applicable
- Jim Leighty – There should be a policy regarding this app as to who has access and usage, will there be exemptions from publication
- Theresa Hiesener – Clarified her comments
- Jeff Armstrong – There are other apps that also are EMS centric for future collaboration

Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes.
The motion carries.

PLANNING – Alex Feyen

1) Action Item: Discussion/Decision Regarding Final Plat, SS0002-24 Bahia del Sol, 1st Addition
Commissioner Domke made a motion to approve the surety agreement between Bonner County and Darwin W. Brown and Carolyn J. Brown., for Bahia del Sol, 1st Addition, in the amount shown for the completion of the improvements shown on the engineer’s cost estimate and further approve the final plat of Bahia del Sol 1st Addition, Planning File No. SS0002-24 and authorize the chair to sign the final plat. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – Yes. The motion carries.

NOXIOUS WEEDS – Chase Youngdahl

1) Action Item: Discussion/Decision Regarding Funds Transfer; Resolution

Commissioner Korn made a motion to approve Resolution #2025-15, authorizing the Clerk to open the Noxious Weeds ‘A’ budget and transfer from 027-6090 Part-Time Salaries to the ‘B’ budget and increase line item 027-7110 Professional Services by \$15,947.00. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes. The motion carries.

2) Action Item: Discussion/Decision Regarding Roadside Spraying Agreement

Commissioner Domke made a motion to approve the agreement with Custom Spray Service, to assist the Noxious Weeds Department in carrying out roadside spraying operations in 2025 at the rate of \$45.19 per lane mile. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

ROAD & BRIDGE – Matt Mulder

1) Action Item: Discussion/Decision Regarding Advertisement for Bids for the Bonner County Asphalt Projects 2025

Commissioner Korn made a motion to approve this Notice of Advertisements for the Bonner County Asphalt Projects 2025. Commissioner Domke seconded the motion.

PUBLIC COMMENT:

- Wayne Martin – Asked about where on Vay Rd/Edgemere would there be paving
- Theresa Hiesener – Asked about Eastriver Rd and the speed limit and excessive sanding

Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – Yes.
The motion carries.

2) Action Item: Discussion/Decision Regarding 2025 Roadway Pavement Markings Bid Proposal Advertisement

Commissioner Korn made a motion to approve the Notice of Advertisements for bid proposals for the 2025 roadway pavement markings project. Commissioner Domke seconded the motion.

PUBLIC COMMENT:

- John DuPree – Requested a consideration that the road stripes have a bit of glare so you can see it regardless of weather conditions
- Wayne Martin – Likes the idea of ratings for bids, should see what the paint will look like after plowing/sanding
- Theresa Hiesener – Commented on rumble strips instead of white lines

Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes. The motion carries.

3) Action Item: Discussion/Decision Regarding Contract Extension - 2022 Liquid Asphalt Contract for 2025

Commissioner Korn made a motion to approve Change Order #3 for the 2022 Liquid Asphalt Contract, extending the contract for 2025 at the revised unit prices as shown, for a total contract increase of \$908,062.09. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

AIRPORT – Dave Schuck

1) Action Item: Discussion/Decision Regarding Leading Idaho Initiative ITD Airport Aid Program Supplemental Funding Grant Application; Sandpoint

Commissioner Domke made a motion that Bonner County apply for this Leading Idaho Initiative grant in the amount of \$195,000 and that the chair sign administratively. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – Yes. The motion carries.

2) Action Item: Discussion/Decision Regarding Leading Idaho Initiative ITD Airport Aid Program Supplemental Funding Grant Application; Priest River

Commissioner Korn made a motion that Bonner County apply for this Leading Idaho Initiative grant in the amount of \$653,000 and that the chair sign administratively. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes. The motion carries.

PROSECUTOR – Bill Wilson

1) Action Item: Discussion/Decision Regarding Lexis Contract Renewal

Commissioner Domke made a motion to approve the contract renewal with Lexis Nexus as presented and authorize the Chair to sign administratively. Commissioner Korn seconded the motion.

PUBLIC COMMENT:

- Mike Rosedale – Supports this online option as there is no alternative and this is a statutory requirement

Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

DISTRICT 1 COMMISSIONER UPDATE

- 1) Citizen Concerns and Suggestions
- 2) Current High Priority Tasks

DISTRICT 2 COMMISSIONER DISTRICT DISCUSSION

- 1) Ongoing Issues/Concerns Updates
- 2) Litigation
- 3) Workshops Pending
- 4) Discussion Regarding Open Board/Commission Positions: Which boards have openings, also tracking of positions that will become open within 6 months' time
- 5) Questions from the Public

DISTRICT 3 COMMISSIONER REPORT

- 1) Summarization of Meetings During the Week

2) Community Events Attended During the Week

PUBLIC COMMENT* Opened at 11:02 a.m.

- Michael Williams – Wanted clarification on conditions of approval, specifically regarding sewer districts
- Jeff Armstrong – Commented on ASHE training and HB208
- Bill Rusk – Commented on airport fire hydrant issues
- Christian Jostlein, Risk Manager – Provided an update to the invoice removed from the Consent Agenda
- Jennifer Arn – Commented on HB101
- Doug Paterson – Commented on how significantly the board has changed and the comp plan
- Wayne Martin – Commented on planning requesting information from the fire districts for ingress/egress, his email sent, comp plan, AED at the Edgemere Grange, an APA Committee
- Theresa Hiesener – Commented on SB1065
- Roger Sparling – Nice to come back to a commissioner meeting

The meeting was adjourned at 11:37 a.m.

Clerk: *Alisa Schoeffel*

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 18 – February 25, 2025. Copies of the complete meeting minutes are available upon request.

On Tuesday, February 18, 2025, an Executive Session was held pursuant to Idaho Code § 74-206(1)(F) Litigation.

On Wednesday, February 19, 2025, Tax Cancellations were held pursuant to Idaho Code § 74-204(2).

On Thursday, February 20, 2025, a Workshop was held regarding Employee of the Month Criteria pursuant to Idaho Code 74-204(2).

On Thursday, February 20, 2025, a Planning Hearing was held pursuant to Idaho Code § 74-204(2).

On Tuesday, February 25, 2025, an Executive Session was held pursuant to Idaho Codes § 74-206(1)(A) Hiring and 74-206(1)(F) Litigation.

ATTEST: Michael W. Rosedale

By _____
Commissioner Asia Williams, Chair

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 24, 2025

To: Board of County Commissioners

From: Kyle Snider, Bonner County Planner

Subject: Final plat, MLD0045-24 – Avalon Acres

The above referenced plat is a minor land division to plat one (1) 10.26-acre parcel as one (1) 10.26-acre lot. The property is zoned Rural 10 (R-10) and meets the requirements of that zone. The property is served by individual well, individual septic system, and Avista Utilities. The property is accessed off Hightail Way, a privately owned and maintained road. The parcel is located in a portion of Section 04, Township 56 North, Range 01 West, Boise Meridian, Idaho. The plat was approved by Bonner County on September 16, 2024.

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

Distribution: Jake Gabell
Janna Brown
Kyle Snider

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

Consent Agenda

Recommendation Acceptance: ☐ Yes ☐ No

Commissioner Asia Williams, Chairwoman

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 24, 2025

To: Board of County Commissioners
From: Kyle Snider, Bonner County Planner

Subject: Final plat, MLD0059-24 – Poppino Lots

The above referenced plat is a minor land division dividing one (1) 0.916-acre lot into one (1) 0.655-acre lot and one (1) 0.255-acre lot. The property is zoned Suburban (S) and meets the requirements of that zone. The property is served by Southside Sewer, Comeback Bay Water Association, and Northern Lights. The property is accessed off East Comeback Bay Lane, a Bonner County owned and maintained public right-of-way. The parcel is located in a portion of Section 02, Township 56 North, Range 02 West, Boise Meridian, Idaho. The plat was approved by Bonner County on December 3, 2024.

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

Distribution: Jake Gabell
Janna Brown
Kyle Snider

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

Consent Agenda

Recommendation Acceptance: ☐ Yes ☐ No

Commissioner Asia Williams, Chairwoman

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 25, 2025

To: Board of County Commissioners

From: Kyle Snider, Bonner County Planner

Subject: Final plat, MLD0060-24 – Daren & Andy's Acres

The above referenced plat is a minor land division dividing one (1) 20-acre parcel into one (1) 6.001-acres lot, one (1) 7.821-acre lot, and one (1) 6.006-acres lot. The property is zoned Rural 5 (R-5) and meets the requirements of that zone. The property is served by individual well, individual septic, and Norther Lights for utilities. The property is accessed off Clagstone Road, a Bonner County owned and maintained public right of way, and Cashmere lane, a privately owned and privately maintained road. The parcel is located in a portion of Section 27, Township 54 North, Range 04 West, Boise Meridian, Idaho. The plat was approved by Bonner County on January 6, 2025.

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

Distribution: Jake Gabell
Janna Brown
Kyle Snider

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

Consent Agenda

Recommendation Acceptance: ☐ Yes ☐ No

Commissioner Asia Williams, Chairwoman

Date: _____



Bonner County
Board of Commissioners

Brian Domke

Asia Williams

Ron Korn

March 4, 2025

CLERK
Item #1

MEMORANDUM

To: Bonner County Commissioners

Re: FY25 Claims in Batch #21

The Auditor's Office presented the FY25 Claims Batch #21, **Totaling \$532,162.92**

A suggested Motion would be: Based on the information before us, I move to approve payment of the FY25 Claims in Batch #21, totaling \$532,162.92

Recommendation Acceptance: ☐ Yes ☐ No

Asia Williams, Chair

Date

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 02/27/2025 WARRANT: BOC2125 AMOUNT: \$ 532,162.92

COMMISSIONER'S APPROVAL REPORT

DRAFT

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
5909	45 DRIVES USA INC 1 00115 9430	00002		INV	03/21/2025	210736	170559	
		TECHNOLOG		CAP -		2,368.75		
		Invoice Net		COMP		2,368.75		
				CHECK		TOTAL	2,368.75	-----
6141	95 EXPRESS LLC 1 03457 6520	00000		INV	02/24/2025	1086	170489	
		SHERAUTO		DUES		500.00		
		Invoice Net				500.00		
				CHECK		TOTAL	500.00	-----
49	A-L COMPRESSED GASES 1 002 6540	00001		INV	02/25/2025	000223154	170515	
		RD&BR GEN		SHOP		137.50		
		Invoice Net				137.50		
				CHECK		TOTAL	137.50	-----
55	ALBENI FALLS BUILDING 1 002 8460	00001		INV	02/25/2025	927336	170514	
		RD&BR GEN		SIGNS		97.94		
		Invoice Net				97.94		
				CHECK		TOTAL	97.94	-----
1812	ALPINE HOOD CLEANING 1 03462 7490	00001		INV	02/25/2025	633845	170553	
		JAILKITCH		REPKITCH		775.00		
		Invoice Net				775.00		
				CHECK		TOTAL	775.00	-----
4700	AMAZON CAPITAL SERVICE 1 03450 7860	00001		INV	02/24/2025	1VRL-6RTM-Y3MP	170496	
		SHERADMIN		MISCEXPENS		9.99		
		Invoice Net				9.99		
4700	AMAZON CAPITAL SERVICE 1 03461 7863	00001		INV	02/25/2025	1RQ9-39MC-FCLT	170539	
		JAILDETENT		INMTSUPPLY		139.08		
		Invoice Net				139.08		
4700	AMAZON CAPITAL SERVICE 1 03461 7470	00001		INV	02/25/2025	1616-1JT3-GYG7	170543	
		JAILDETENT		REPCOMM		56.43		
		Invoice Net				56.43		
4700	AMAZON CAPITAL SERVICE 1 03453 6670 2 03461 8590	00001		INV	02/25/2025	144H-N6MJ-9TFG	170544	
		SHERPATROL		OTHER		16.41		
		JAILDETENT		EQUIPMENT		96.34		
		Invoice Net				112.75		
4700	AMAZON CAPITAL SERVICE 1 03454 7420	00001		INV	02/25/2025	1CVP-9PH9-7X11	170548	
		SHERSEARCH		REPEQUIP		72.49		
		Invoice Net				72.49		
4700	AMAZON CAPITAL SERVICE 1 03453 8590	00001		INV	02/25/2025	1JJN-7QVG-9JCK	170615	
		SHERPATROL		EQUIPMENT		149.81		
		Invoice Net				149.81		
				CHECK		TOTAL	540.55	-----
5077	AMERICAN WEST INDUSTRI	00001		INV	02/25/2025	30157	170516	

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	1 002 7750	RD&BR GEN		SHIPANDFRT		208.69		
	2 002 7422	RD&BR GEN		REPHEQUIP		2,314.07		
		Invoice Net				2,522.76		
				CHECK TOTAL		2,522.76		-----
1867 APCO INTERNATIONAL INC	00001	INV	02/25/2025			00094598	170594	
1 00822 6430	9110PS	RESTR ACC				609.31		
	Invoice Net					609.31		
				CHECK TOTAL		609.31		-----
6020 ARAMARK SERVICES INC	00001	INV	02/26/2025			11824072	170669	
1 03473 7110	JUST-PA	OTHER				73.50		
	Invoice Net					73.50		
6020 ARAMARK SERVICES INC	00001	INV	02/26/2025			11824073	170670	
1 03473 7110	JUST-PA	OTHER				36.75		
	Invoice Net					36.75		
				CHECK TOTAL		110.25		-----
4980 AT&T MOBILITY LLC	00001	INV	02/26/2025			287289674365FEB25	170618	
1 03450 6900	SHERADMIN	CELL PHONE				80.18		
2 00823 6900	911TECH	CELL PHONE				50.28		
	Invoice Net					130.46		
4980 AT&T MOBILITY LLC	00001	INV	02/26/2025			287291113018FEB25	170619	
1 03450 6900	SHERADMIN	CELL PHONE				41.34		
	Invoice Net					41.34		
4980 AT&T MOBILITY LLC	00001	INV	02/26/2025			28728967436502282025	170674	
1 03473 6900	JUST-PA	CELL PHONE				50.28		
	Invoice Net					50.28		
				CHECK TOTAL		222.08		-----
1900 AVISTA UTILITIES	00001	INV	02/25/2025			9295605315Feb25	170509	
1 002 6930	RD&BR GEN	ELECTRIC				81.87		
	Invoice Net					81.87		
1900 AVISTA UTILITIES	00001	INV	02/25/2025			0004270000Feb25	170510	
1 002 6930	RD&BR GEN	ELECTRIC				39.74		
	Invoice Net					39.74		
1900 AVISTA UTILITIES	00001	INV	02/25/2025			6804270000Feb25	170511	
1 002 6930	RD&BR GEN	ELECTRIC				63.65		
	Invoice Net					63.65		
1900 AVISTA UTILITIES	00001	INV	02/25/2025			1427530000Feb25	170512	
1 002 6930	RD&BR GEN	ELECTRIC				90.24		
	Invoice Net					90.24		
1900 AVISTA UTILITIES	00001	INV	02/25/2025			8542220000Feb25	170513	
1 002 6930	RD&BR GEN	ELECTRIC				582.93		
2 002 6880	RD&BR GEN	FUELFORHEA				3,190.57		
	Invoice Net					3,773.50		
1900 AVISTA UTILITIES	00001	INV	02/25/2025			0727737636FEB25-2	170557	

DETAIL INVOICE LIST

CASH ACCOUNT: 000

1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	1 00118 6930	GENEXP		ELECTRIC		628.28		
	2 00118 6980	GENEXP		OTHER UTIL		971.47		
		Invoice Net				1,599.75		
1900	AVISTA UTILITIES	00001	INV	02/25/2025		1108050000FEB25	170560	
	1 00355 6930	AIRSANDPT		ELECTRIC		41.77		
		Invoice Net				41.77		
1900	AVISTA UTILITIES	00001	INV	02/25/2025		287723000feb25	170568	
	1 00355 6930	AIRSANDPT		ELECTRIC		20.24		
		Invoice Net				20.24		
1900	AVISTA UTILITIES	00001	INV	02/25/2025		6865650000FEB25	170569	
	1 00355 6930	AIRSANDPT		ELECTRIC		96.84		
		Invoice Net				96.84		
1900	AVISTA UTILITIES	00001	INV	02/25/2025		0569720000FEB25	170571	
	1 00355 6930	AIRSANDPT		ELECTRIC		283.57		
	2 00355 6980	AIRSANDPT		OTHER UTIL		308.73		
		Invoice Net				592.30		
1900	AVISTA UTILITIES	00001	INV	02/25/2025		7555200000FEB25	170574	
	1 00118 6930	GENEXP		ELECTRIC		216.56		
	2 00118 6980	GENEXP		OTHER UTIL		176.82		
		Invoice Net				393.38		
1900	AVISTA UTILITIES	00001	INV	02/25/2025		0658340000FEB25	170577	
	1 00355 6930	AIRSANDPT		ELECTRIC		55.22		
		Invoice Net				55.22		
1900	AVISTA UTILITIES	00001	INV	02/25/2025		5329760000FEB25	170580	
	1 00118 6980	GENEXP		OTHER UTIL		1,591.08		
		Invoice Net				1,591.08		
1900	AVISTA UTILITIES	00001	INV	02/25/2025		1695020000FEB25	170582	
	1 00118 6980	GENEXP		OTHER UTIL		618.35		
		Invoice Net				618.35		
1900	AVISTA UTILITIES	00001	INV	02/25/2025		5803520000FEB25	170584	
	1 00118 6980	GENEXP		OTHER UTIL		2,835.31		
		Invoice Net				2,835.31		
1900	AVISTA UTILITIES	00001	INV	02/25/2025		0861150000FEB25	170586	
	1 00118 6930	GENEXP		ELECTRIC		4,212.01		
	2 00118 6980	GENEXP		OTHER UTIL		1,588.07		
		Invoice Net				5,800.08		
1900	AVISTA UTILITIES	00001	INV	02/25/2025		6239320000FEB25	170589	
	1 00355 6930	AIRSANDPT		ELECTRIC		20.20		
		Invoice Net				20.20		
1900	AVISTA UTILITIES	00001	INV	02/25/2025		1566410000FEB25	170600	
	1 00118 6980	GENEXP		OTHER UTIL		633.58		
		Invoice Net				633.58		
1900	AVISTA UTILITIES	00001	INV	02/25/2025		2021560000FEB25	170601	
	1 00118 6980	GENEXP		OTHER UTIL		70.46		
		Invoice Net				70.46		
1900	AVISTA UTILITIES	00001	INV	02/25/2025		4679400000FEB25	170602	
	1 00118 6980	GENEXP		OTHER UTIL		229.31		
		Invoice Net				229.31		

DETAIL INVOICE LIST

CASH ACCOUNT: 000

1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
1900	AVISTA UTILITIES	00001		INV	02/25/2025	5107150000FEB25	170603	
	1 00118 6980	GENEXP		OTHER UTIL		299.42		
		Invoice Net				299.42		
1900	AVISTA UTILITIES	00001		INV	02/25/2025	5555200000FEB25	170604	
	1 00118 6930	GENEXP		ELECTRIC		182.39		
	2 00118 6980	GENEXP		OTHER UTIL		219.86		
		Invoice Net				402.25		
1900	AVISTA UTILITIES	00001		INV	02/25/2025	5925930000FEB25	170609	
	1 00118 6980	GENEXP		OTHER UTIL		29.51		
		Invoice Net				29.51		
1900	AVISTA UTILITIES	00001		INV	02/25/2025	6555200000FEB25	170612	
	1 00118 6930	GENEXP		ELECTRIC		174.58		
	2 00118 6980	GENEXP		OTHER UTIL		215.58		
		Invoice Net				390.16		
1900	AVISTA UTILITIES	00001		INV	02/25/2025	8658940000FEB25	170613	
	1 00118 6980	GENEXP		OTHER UTIL		554.44		
		Invoice Net				554.44		
1900	AVISTA UTILITIES	00001		INV	02/25/2025	8679400000FEB25	170614	
	1 00118 6980	GENEXP		OTHER UTIL		468.20		
		Invoice Net				468.20		
1900	AVISTA UTILITIES	00001		INV	02/26/2025	7159830000FEB25	170628	
	1 02381 6980	LOCAL		OTHER UTIL		122.73		
		Invoice Net				122.73		
1900	AVISTA UTILITIES	00001		INV	02/26/2025	3453950000FEB25	170635	
	1 038 6930	WATER		ELECTRIC		33.88		
		Invoice Net				33.88		
1900	AVISTA UTILITIES	00001		INV	02/26/2025	1134230000FEB25	170637	
	1 00356 6930	AIRPRRIVR		ELECTRIC		323.81		
		Invoice Net				323.81		
		CHECK TOTAL				21,271.27		-----
1900	AVISTA UTILITIES	00001		INV	02/26/2025	3650641944FEB25	170668	
	1 047 8990	GRANT		GNT EXPEND		372.00		
		Invoice Net				372.00		
		CHECK TOTAL				372.00		-----
4734	BO CO TREAS FTO PACIFI	00000		INV	02/27/2025	INV0042467	170695	
	1 024 6220	TORT		COBRA ADM		285.00		
		Invoice Net				285.00		
		CHECK TOTAL				285.00		-----
4886	BO CO TREASURER FTO PA	00000		INV	02/25/2025	35710	170552	
	1 082 6156	SI MEDICAL		SIMEDCLAIM		96,012.57		
	2 082 6157	SI MEDICAL		SIPHARM		17,364.21		
		Invoice Net				113,376.78		
		CHECK TOTAL				113,376.78		-----

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
2802	PACIFICSOURCE HEALTH P 1 082 6155	00001		INV	02/27/2025	P000835MAR25FEE63043 104.00 104.00 CHECK TOTAL 104.00	170696	-----
3793	BONNER COUNTY TREASURE 1 00103 7850	00000		INV	02/26/2025	FEB25A 1,580.00 1,580.00 CHECK TOTAL 1,580.00	170666	-----
1953	BONNER GENERAL HEALTH 1 03461 8060	00001		INV	02/27/2025	SPGZ3938 31.52 31.52 Invoice Net	170675	
1953	BONNER GENERAL HEALTH 1 03461 8060	00001		INV	02/27/2025	SPGZ3950 21.91 21.91 Invoice Net	170676	
1953	BONNER GENERAL HEALTH 1 03461 8060	00001		INV	02/27/2025	SPGZ2673 101.11 101.11 Invoice Net	170677	
1953	BONNER GENERAL HEALTH 1 03461 8060	00001		INV	02/27/2025	SPGZ2428 1,068.84 1,068.84 Invoice Net	170678	
1953	BONNER GENERAL HEALTH 1 03461 8060	00001		INV	02/27/2025	SPGZ2290 94.70 94.70 Invoice Net	170679	
1953	BONNER GENERAL HEALTH 1 03461 8060	00001		INV	02/27/2025	SPGZ1699 778.19 778.19 Invoice Net	170680	
1953	BONNER GENERAL HEALTH 1 03461 8060	00001		INV	02/27/2025	SPGZ0772 6.70 6.70 Invoice Net	170681	
1953	BONNER GENERAL HEALTH 1 03461 8060	00001		INV	02/27/2025	SPGZ0876 101.11 101.11 Invoice Net	170682	
1953	BONNER GENERAL HEALTH 1 03461 8060	00001		INV	02/27/2025	SPGZ0675 710.72 710.72 Invoice Net	170683	
1953	BONNER GENERAL HEALTH 1 03461 8060	00001		INV	02/27/2025	SPGZ3223 22.49 22.49 CHECK TOTAL 2,937.29	170684	-----
965	CANON FINANCIAL SERVIC 1 00124 9350 2 00124 6530	00000		INV	02/26/2025	38548154 64.00 4.09 68.09 CHECK TOTAL 68.09	170616	-----

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
966 CANON USA INC	1 002 6530	00001		INV	02/25/2025	6010949565	170519	
		RD&BR GEN		OFFICE		102.87		
		Invoice Net				102.87		
				CHECK		TOTAL	102.87	-----
5773 CENTRAL MACHINERY SALE	1 023 7040	00001		INV	02/24/2025	WF01837	170558	
		SOL WASTE		REPAIR		885.30		
		Invoice Net				885.30		
				CHECK		TOTAL	885.30	-----
186 CINTAS CORPORATION #60	1 03451 7110	00001		INV	02/24/2025	4221874355	170487	
		SHERCLCREC		OTHER		67.94		
		Invoice Net				67.94		
186 CINTAS CORPORATION #60	1 002 6560	00001		INV	02/25/2025	4221741006	170567	
		RD&BR GEN		LAUNDRY		90.70		
		Invoice Net				90.70		
186 CINTAS CORPORATION #60	1 002 6560	00001		INV	02/25/2025	4221737013	170570	
		RD&BR GEN		LAUNDRY		89.87		
		Invoice Net				89.87		
				CHECK		TOTAL	248.51	-----
4037 CLEAN HARBORS ENVIRONM	1 02381 7370	00001		INV	02/26/2025	1005364608	170631	
		LOCAL		HOUSE HAZ		5,135.05		
		Invoice Net				5,135.05		
				CHECK		TOTAL	5,135.05	-----
222 CLYDE'S TOWING LLC	1 024 6870	00001		INV	02/26/2025	13307	170661	
		TORT		INS - DEDU		2,713.20		
		Invoice Net				2,713.20		
				CHECK		TOTAL	2,713.20	-----
2592 CO-OP GAS AND SUPPLY C	1 00110 8680	00001		INV	02/26/2025	74063	170654	
		BLDGGRD		SNOW REM		53.73		
		Invoice Net				53.73		
				CHECK		TOTAL	53.73	-----
2544 COLEMAN OIL COMPANY	1 002 7000	00001		INV	02/25/2025	CP-0224371	170517	
	2 002 7010	RD&BR GEN		GASOLINE		138.88		
		RD&BR GEN		DIESEL		4,197.50		
		Invoice Net				4,336.38		
2544 COLEMAN OIL COMPANY	1 002 7030	00001		INV	02/26/2025	INV-264573	170659	
		RD&BR GEN		LUBRICANT		749.10		
		Invoice Net				749.10		
				CHECK		TOTAL	5,085.48	-----
4446 DAY WIRELESS SYSTEMS	1 00824 7110	00001		INV	02/24/2025	INV863196	170491	
		911REPEATR		OTHER		400.00		
		Invoice Net				400.00		

DETAIL INVOICE LIST

CASH CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: BOC2125 02/27/2025 DUE DATE: 03/31/2025

VENDOR	VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
3822							CHECK TOTAL	400.00	-----
3822	1067 DELL MARKETING L.P.	00001	INV	02/26/2025		10795349654		170617	
	1 007 8940	FAIR	COMP SUPP			1,401.67			
		Invoice Net				1,401.67			
						CHECK TOTAL	1,401.67	-----	
3822	1089 DIRECT AUTOMOTIVE DIST	00001	INV	02/24/2025		01I14456		170486	
	1 03457 7040	SHERAUTO	REPAIR			9.28			
		Invoice Net				9.28			
3822	1089 DIRECT AUTOMOTIVE DIST	00001	INV	02/24/2025		01I13092		170493	
	1 03457 7040	SHERAUTO	REPAIR			484.20			
		Invoice Net				484.20			
3822	1089 DIRECT AUTOMOTIVE DIST	00001	INV	02/24/2025		01I12831		170497	
	1 03457 7040	SHERAUTO	REPAIR			206.00			
		Invoice Net				206.00			
	1089 DIRECT AUTOMOTIVE DIST	00001	INV	02/24/2025		01I14642		170498	
	1 03457 7040	SHERAUTO	REPAIR			121.34			
		Invoice Net				121.34			
4917	1089 DIRECT AUTOMOTIVE DIST	00001	INV	02/26/2025		01I16843		170651	
	1 03457 7040	SHERAUTO	REPAIR			150.20			
		Invoice Net				150.20			
	1089 DIRECT AUTOMOTIVE DIST	00001	CRM	02/26/2025		01I17035		170653	
	1 03457 7040	SHERAUTO	REPAIR			-120.00			
		Invoice Net				-120.00			
						CHECK TOTAL	851.02	-----	
399	3950 ELITE TIRE & SUSPENSIO	00001	INV	02/25/2025		146886		170522	
	1 002 7020	RD&BR GEN	TIRES			1,105.22			
		Invoice Net				1,105.22			
399	3950 ELITE TIRE & SUSPENSIO	00001	INV	02/25/2025		146887		170525	
	1 002 7020	RD&BR GEN	TIRES			45.00			
		Invoice Net				45.00			
						CHECK TOTAL	1,150.22	-----	
399	3192 EXBABYLON LLC	00001	INV	02/28/2025		212829		170588	
	1 00115 8950	TECHNOLOG	SOFTWARE			2,445.00			
		Invoice Net				2,445.00			
399	3192 EXBABYLON LLC	00001	INV	03/08/2025		212865		170591	
	1 00115 8950	TECHNOLOG	SOFTWARE			2,445.00			
		Invoice Net				2,445.00			
						CHECK TOTAL	4,890.00	-----	
399	5790 EXCESS DISPOSAL INC	00001	INV	02/26/2025		9819		170627	
	1 02380 7390	LONGHAUL	COMM COLL			1,333.28			
		Invoice Net				1,333.28			
						CHECK TOTAL	1,333.28	-----	

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
3822	FREIGHTLINER NORTHWEST 1 002 7418	00001		INV	02/25/2025	PC001638966:02 574.97 574.97 Invoice Net	170527	
3822	FREIGHTLINER NORTHWEST 1 002 7418	00001		INV	02/25/2025	SR001125423:02 2,969.70 2,969.70 Invoice Net	170529	
3822	FREIGHTLINER NORTHWEST 1 002 7418	00001		INV	02/25/2025	PC001639119:01 23.78 23.78 Invoice Net	170533	
3822	FREIGHTLINER NORTHWEST 1 002 7750 2 002 7418	00001		INV	02/25/2025	PC001640157:01 45.00 468.13 513.13 Invoice Net	170535	
3822	FREIGHTLINER NORTHWEST 1 002 9520	00001		INV	02/26/2025	MO01001202 277,165.00 277,165.00 Invoice Net	170658	
						CHECK TOTAL	281,246.58	-----
4917	GREAT WEST ENGINEERING 1 023 9480	00001		INV	02/24/2025	35419 1,932.50 1,932.50 Invoice Net	170501	
						CHECK TOTAL	1,932.50	-----
399	HOME DEPOT CREDIT SERV 1 00110 7530	00003		INV	02/26/2025	620545 4.93 4.93 Invoice Net	170632	
399	HOME DEPOT CREDIT SERV 1 00110 7530	00003		INV	02/26/2025	8523807 43.58 43.58 Invoice Net	170633	
399	HOME DEPOT CREDIT SERV 1 00110 8650	00003		INV	02/26/2025	7023698 299.00 299.00 Invoice Net	170636	
399	HOME DEPOT CREDIT SERV 1 00110 7530	00003		INV	02/26/2025	7523950 69.79 69.79 Invoice Net	170641	
399	HOME DEPOT CREDIT SERV 1 03410 7530	00003		INV	02/26/2025	6025114 6.98 6.98 Invoice Net	170642	
399	HOME DEPOT CREDIT SERV 1 00110 7530	00003		INV	02/26/2025	6025164 25.40 25.40 Invoice Net	170643	
399	HOME DEPOT CREDIT SERV 1 00110 8680	00003		INV	02/26/2025	510847 20.61 20.61 Invoice Net	170644	
399	HOME DEPOT CREDIT SERV 1 03410 7530	00003		INV	02/26/2025	9020014 57.74 57.74 Invoice Net	170645	

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	528.03	-----
403 HOME DEPOT CREDIT SERV	00001	INV	02/25/2025			614978	170536	
1 002 6720	RD&BR GEN	SM ASSETS				28.69		
	Invoice Net					28.69		
						CHECK TOTAL	28.69	-----
3624 IDAHO SHERIFFS ASSOCIA	00001	INV	02/26/2025			ISA-25227	170621	
1 03461 6490	JAILDETENT	EDUCATION				100.00		
	Invoice Net					100.00		
						CHECK TOTAL	100.00	-----
3667 INSIGHT DISTRIBUTING I	00001	INV	02/24/2025			0522144-IN	170490	
1 03461 8000	JAILDETENT	HYGIENE				793.10		
	Invoice Net					793.10		
						CHECK TOTAL	793.10	-----
5816 IVANO'S FAMIGLIA LLC	00000	INV	02/25/2025			685	170542	
1 00118 6810	GENEXP	EMP RECOG				350.00		
	Invoice Net					350.00		
						CHECK TOTAL	350.00	-----
5473 DONATINI INC	00001	INV	02/25/2025			31538	170592	
1 03479 7040	MARINE PTR	REPAIR				5,346.20		
	Invoice Net					5,346.20		
						CHECK TOTAL	5,346.20	-----
6056 KELLER ASSOCIATES INC	00001	INV	02/25/2025			20-0244435	170538	
1 047 8993	GRANT	RBGRANTS				1,575.08		
	Invoice Net					1,575.08		
						CHECK TOTAL	1,575.08	-----
507 KENWORTH SALES	00001	INV	02/25/2025			02405W7251	170537	
1 002 7418	RD&BR GEN	REPHTRUCKS				725.28		
	Invoice Net					725.28		
						CHECK TOTAL	725.28	-----
2282 KODIAK ADVERTISING	00001	INV	02/24/2025			3220	170506	
1 03451 6530	SHERCLCREC	OFFICE				375.00		
	Invoice Net					375.00		
						CHECK TOTAL	375.00	-----
2686 LACLEDE WATER DISTRICT	00001	INV	02/26/2025			4357FEB25	170630	
1 02381 6980	LOCAL	OTHER UTIL				45.84		
	Invoice Net					45.84		
						CHECK TOTAL	45.84	-----

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
2691 LAKE CITY MARINE	00001	INV	02/24/2025	244368		170488		
1 03479 7040	MARINE PTR	REPAIR		2,320.00				
	Invoice Net			2,320.00				
	CHECK TOTAL			2,320.00				
5943 STEEL LLC	00001	INV	02/26/2025	27231117		170622		
1 03450 7430	SHERADMIN	REPBLDGS		347.50				
	Invoice Net			347.50				
	CHECK TOTAL			347.50				
5962 LTR INTERMEDIATE HOLDI	00001	INV	02/26/2025	2923252		170629		
1 023 7320	SOL WASTE	SP WASTE		2,208.94				
	Invoice Net			2,208.94				
	CHECK TOTAL			2,208.94				
6018 GENUINE PARTS COMPANY	00001	INV	02/25/2025	219660		170572		
1 002 7418	RD&BR GEN	REPHTRUCKS		103.85				
	Invoice Net			103.85				
6018 GENUINE PARTS COMPANY	00001	INV	02/25/2025	219575		170575		
1 002 7750	RD&BR GEN	SHIPANDFRT		19.99				
2 002 7418	RD&BR GEN	REPHTRUCKS		84.11				
	Invoice Net			104.10				
6018 GENUINE PARTS COMPANY	00001	CRM	02/25/2025	219635		170576		
1 002 7418	RD&BR GEN	REPHTRUCKS		-29.42				
	Invoice Net			-29.42				
6018 GENUINE PARTS COMPANY	00001	INV	02/25/2025	219764		170578		
1 002 7418	RD&BR GEN	REPHTRUCKS		43.99				
	Invoice Net			43.99				
6018 GENUINE PARTS COMPANY	00001	INV	02/25/2025	219569		170579		
1 002 7418	RD&BR GEN	REPHTRUCKS		18.80				
	Invoice Net			18.80				
6018 GENUINE PARTS COMPANY	00001	INV	02/25/2025	219627		170581		
1 002 7418	RD&BR GEN	REPHTRUCKS		23.51				
	Invoice Net			23.51				
	CHECK TOTAL			264.83				
2320 NORTH 40 OUTFITTERS	00000	INV	02/24/2025	47573/B		170691		
1 02381 7330	LOCAL	OPERATIONS		159.99				
	Invoice Net			159.99				
	CHECK TOTAL			159.99				
2320 NORTH 40 OUTFITTERS	00001	INV	02/24/2025	47526/B		170688		
1 02381 7330	LOCAL	OPERATIONS		13.99				
	Invoice Net			13.99				
2320 NORTH 40 OUTFITTERS	00001	INV	02/24/2025	47571/B		170689		
1 02381 7330	LOCAL	OPERATIONS		119.96				
	Invoice Net			119.96				

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
2320	NORTH 40 OUTFITTERS	00001		CRM	02/24/2025	47572/B		
	1 02381 7330	LOCAL		OPERATIONS		-29.99		
		Invoice Net				-29.99	170690	
2320	NORTH 40 OUTFITTERS	00001		INV	02/24/2025	47646/B		
	1 02381 7330	LOCAL		OPERATIONS		191.98		
		Invoice Net				191.98	170692	
				CHECK TOTAL		295.94		-----
4501	NORTH IDAHO ANIMAL HOS	00001		INV	02/24/2025	5381645618		
	1 03459 9100	SHERK-9		K-9		98.00		
		Invoice Net				98.00	170499	
				CHECK TOTAL		98.00		-----
6331	NORTH IDAHO EYE INSTIT	00001		INV	02/27/2025	30754-1		
	1 03461 8060	JAILDETENT		MEDICAL		402.43		
		Invoice Net				402.43	170686	
				CHECK TOTAL		402.43		-----
3794	NORTH IDAHO ORTHO & SP	00001		INV	02/27/2025	508299530		
	1 03461 8060	JAILDETENT		MEDICAL		675.84		
		Invoice Net				675.84	170685	
				CHECK TOTAL		675.84		-----
2328	NORTH IDAHO PROPANE	00001		INV	02/25/2025	184584-2		
	1 00118 6880	GENEXP		FUELFORHEA		313.90		
		Invoice Net				313.90	170590	
				CHECK TOTAL		313.90		-----
6366	OCV LLC	00001		INV	02/26/2025	FEB25		
	1 03450 7860	SHERADMIN		MISCEXPENS		2,489.08		
	2 03461 7860	JAILDETENT		MISCEXPENS		2,489.08		
	3 03479 7860	MARINE PTR		MISCEXPENS		1,000.00		
	4 00822 7860	911OPS		MISCEXPENS		2,489.09		
		Invoice Net				8,467.25	170648	
				CHECK TOTAL		8,467.25		-----
2798	PACIFIC STEEL & RECYCL	00001		INV	02/24/2025	8944504		
	1 02381 7330	LOCAL		OPERATIONS		29.74		
		Invoice Net				29.74	170556	
				CHECK TOTAL		29.74		-----
1481	PATTI'S ACTION AUTO SU	00001		INV	02/25/2025	111362-1		
	1 002 7418	RD&BR GEN		REPHTRUCKS		140.18		
		Invoice Net				140.18	170540	
				CHECK TOTAL		140.18		-----
6206	PREMIER TIRE LLC	00001		INV	02/25/2025	102088		
							170546	

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	1 002 7020	RD&BR GEN		TIRES		97.50		
		Invoice Net				97.50		
						CHECK TOTAL	97.50	-----
3329	PRIEST RIVER ACE HARDW	00002		INV	02/25/2025	401334	170541	
	1 002 7422	RD&BR GEN		REPHEQUIP		151.94		
	2 002 6540	RD&BR GEN		SHOP		114.98		
		Invoice Net				266.92		
3329	PRIEST RIVER ACE HARDW	00002		INV	02/25/2025	401276	170545	
	1 002 7422	RD&BR GEN		REPHEQUIP		30.93		
		Invoice Net				30.93		
						CHECK TOTAL	297.85	-----
3714	RELIANT BEHAVIORAL HEA	00001		INV	02/27/2025	2024-15362	170693	
	1 00118 6260	GENEXP		EAP		600.00		
		Invoice Net				600.00		
						CHECK TOTAL	600.00	-----
6353	RINGCENTRAL INC	00001		INV	02/26/2025	CD_001043271	170620	
	1 34180 6900	JUST-GENEX		CELL PHONE		149.61		
		Invoice Net				149.61		
						CHECK TOTAL	149.61	-----
779	SANDPOINT GARAGE DOORS	00001		INV	02/25/2025	161226	170547	
	1 03461 7430	JAILDETENT		REPBLDGS		150.00		
		Invoice Net				150.00		
779	SANDPOINT GARAGE DOORS	00001		INV	02/25/2025	161086	170549	
	1 002 7430	RD&BR GEN		REPBLDGS		510.94		
		Invoice Net				510.94		
						CHECK TOTAL	660.94	-----
783	SANDPOINT MARINE & MOT	00001		INV	02/24/2025	97144	170494	
	1 03454 7420	SHERSEARCH		REPEQUIP		315.96		
		Invoice Net				315.96		
						CHECK TOTAL	315.96	-----
6184	MICHELLE R SHORMAN	00001		INV	02/25/2025	0131	170605	
	1 03461 7710	JAILDETENT		UNIFORMS		134.00		
		Invoice Net				134.00		
6184	MICHELLE R SHORMAN	00001		INV	02/25/2025	0132	170607	
	1 03453 7710	SHERPATROL		UNIFORMS		44.00		
		Invoice Net				44.00		
6184	MICHELLE R SHORMAN	00001		INV	02/25/2025	0130	170608	
	1 03479 7710	MARINE PTR		UNIFORMS		62.00		
		Invoice Net				62.00		
6184	MICHELLE R SHORMAN	00001		INV	02/25/2025	0129	170611	
	1 03461 7710	JAILDETENT		UNIFORMS		149.00		
		Invoice Net				149.00		

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	389.00	-----
2879 SIX ROBBLEES' INC	00001	CRM	02/25/2025			05P68649	170551	
1 002 7418	RD&BR GEN	REPHTRUCKS				-75.27		
	Invoice Net					-75.27		
2879 SIX ROBBLEES' INC	00001	INV	02/25/2025			05P68248	170554	
1 002 7418	RD&BR GEN	REPHTRUCKS				80.32		
	Invoice Net					80.32		
2879 SIX ROBBLEES' INC	00001	INV	02/25/2025			05P68313	170555	
1 002 7422	RD&BR GEN	REPHEQUIP				32.64		
	Invoice Net					32.64		
2879 SIX ROBBLEES' INC	00001	INV	02/25/2025			05P68463	170561	
1 002 7418	RD&BR GEN	REPHTRUCKS				94.01		
	Invoice Net					94.01		
2879 SIX ROBBLEES' INC	00001	INV	02/25/2025			05P68844	170595	
1 002 7040	RD&BR GEN	REPAIR				83.49		
	Invoice Net					83.49		
						CHECK TOTAL	215.19	-----
1611 SNAP ON TOOLS	00001	INV	02/25/2025			022525157643	170593	
1 03457 8650	SHERAUTO	TOOLSSML				613.95		
	Invoice Net					613.95		
						CHECK TOTAL	613.95	-----
1631 SOUTH FORK HARDWARE -	00001	INV	02/26/2025			398070	170655	
1 03410 7530	JUSTBLDGS	REFACILIT				1.72		
	Invoice Net					1.72		
						CHECK TOTAL	1.72	-----
1646 SPECIALTY AUTO GLASS	00001	INV	02/26/2025			I0081612	170662	
1 024 6870	TORT	INS - DEDU				60.00		
	Invoice Net					60.00		
1646 SPECIALTY AUTO GLASS	00001	INV	02/26/2025			H0170402	170664	
1 024 6870	TORT	INS - DEDU				39.95		
	Invoice Net					39.95		
						CHECK TOTAL	99.95	-----
1662 SPOKANE COUNTY SHERIFF	00001	INV	02/26/2025			2025/02-0095	170672	
1 03473 7700	JUST-PA	CONTINGENC				89.00		
	Invoice Net					89.00		
						CHECK TOTAL	89.00	-----
1663 SPOKANE HOUSE OF HOSE	00001	INV	02/25/2025			1105313	170562	
1 002 7422	RD&BR GEN	REPHEQUIP				12.30		
	Invoice Net					12.30		
1663 SPOKANE HOUSE OF HOSE	00001	INV	02/25/2025			1104912	170563	
1 002 7422	RD&BR GEN	REPHEQUIP				102.86		
	Invoice Net					102.86		

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	115.16	-----
3345 THOMPSON QUALITY FENCE	00001	INV	02/24/2025			003561	170508	
1 02381 7330	LOCAL	OPERATIONS				1,673.04		
	Invoice Net					1,673.04		
						CHECK TOTAL	1,673.04	-----
3357 TIFCO INDUSTRIES	00000	INV	02/24/2025			72060411	170495	
1 03457 7040	SHERAUTO	REPAIR				467.56		
	Invoice Net					467.56		
						CHECK TOTAL	467.56	-----
3357 TIFCO INDUSTRIES	00001	INV	02/24/2025			72062464	170504	
1 03457 7040	SHERAUTO	REPAIR				76.26		
	Invoice Net					76.26		
3357 TIFCO INDUSTRIES	00001	INV	02/24/2025			72062266	170505	
1 03457 8650	SHERAUTO	TOOLSSML				455.14		
	Invoice Net					455.14		
3357 TIFCO INDUSTRIES	00001	INV	02/25/2025			72064358	170564	
1 002 6540	RD&BR GEN	SHOP				78.00		
	Invoice Net					78.00		
						CHECK TOTAL	609.40	-----
1670 TRAVELERS CL REMITTANC	00001	INV	02/26/2025			01082111486 S - 25	170673	
1 024 6860	TORT	INS - BOND				325.00		
	Invoice Net					325.00		
						CHECK TOTAL	325.00	-----
5364 TRINITY SERVICES GROUP	00001	INV	02/24/2025			3028800245	170492	
1 03462 7630	JAILKITCH	FOOD				6,280.50		
	Invoice Net					6,280.50		
5364 TRINITY SERVICES GROUP	00001	INV	02/27/2025			3028800246	170687	
1 03462 7630	JAILKITCH	FOOD				6,345.32		
	Invoice Net					6,345.32		
						CHECK TOTAL	12,625.82	-----
5992 UMPQUA BANK	00001	INV	02/26/2025			2065581FY25	170657	
1 002 9350	RD&BR GEN	CAP - LEAS				13,807.56		
	Invoice Net					13,807.56		
						CHECK TOTAL	13,807.56	-----
1708 UNITED DATA SECURITY	00001	INV	02/26/2025			144045	170671	
1 03473 7110	JUST-PA	OTHER				42.00		
	Invoice Net					42.00		
						CHECK TOTAL	42.00	-----
2474 VERIZON WIRELESS	00001	INV	02/24/2025			764212409FEB25	170502	

DETAIL INVOICE LIST

CASH ACCOUNT: 000

1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	1 00355 6900		AIRSANDPT	CELL PHONE		61.80		
	2 020 6900		REVAL	CELL PHONE		589.80		
	3 00105 6900		COMMISS	CELL PHONE		171.96		
	4 00124 6900		GIS	CELL PHONE		61.80		
	5 00123 6900		PLANNING	CELL PHONE		417.54		
	6 002 6900		RD&BR GEN	CELL PHONE		769.97		
	7 023 6900		SOL WASTE	CELL PHONE		219.29		
	8 00115 6900		TECHNOLOG	CELL PHONE		217.08		
	9 00103 6900		TREASURER	CELL PHONE		51.80		
	10 038 6900		WATER	CELL PHONE		155.40		
	11 027 6900		WEEDS	CELL PHONE		103.60		
			Invoice Net			2,820.04		
						CHECK TOTAL	2,820.04	-----
3548	WESTERN STATES EQUIPME	00001	CRM	02/25/2025		CM00184039	170565	
	1 002 7422		RD&BR GEN	REPHEQUIP		-205.79		
			Invoice Net			-205.79		
3548	WESTERN STATES EQUIPME	00001	INV	02/25/2025		IN003099882	170566	
	1 002 7422		RD&BR GEN	REPHEQUIP		221.80		
			Invoice Net			221.80		
3548	WESTERN STATES EQUIPME	00001	INV	02/26/2025		IN003100466	170660	
	1 002 7418		RD&BR GEN	REPHTRUCKS		1,334.92		
			Invoice Net			1,334.92		
						CHECK TOTAL	1,350.93	-----
3553	WEX BANK	00002	INV	02/24/2025		103012263	170500	
	1 00123 7000		PLANNING	GASOLINE		406.08		
			Invoice Net			406.08		
						CHECK TOTAL	406.08	-----
5284	NORTHWEST FIBER LLC	00001	INV	02/24/2025		2086674090FEB25	170503	
	1 00823 6920		911TECH	TELEPHONE		80.00		
			Invoice Net			80.00		
5284	NORTHWEST FIBER LLC	00001	INV	02/25/2025		208-189-0229FEB25	170597	
	1 00115 6920		TECHNOLOG	TELEPHONE		11,282.22		
			Invoice Net			11,282.22		
5284	NORTHWEST FIBER LLC	00001	INV	02/25/2025		208-265-5471FEB25	170598	
	1 00115 6920		TECHNOLOG	TELEPHONE		1,894.55		
			Invoice Net			1,894.55		
5284	NORTHWEST FIBER LLC	00001	INV	02/25/2025		208-266-1117FEB25	170599	
	1 00823 6920		911TECH	TELEPHONE		83.12		
			Invoice Net			83.12		
5284	NORTHWEST FIBER LLC	00001	INV	02/26/2025		208-263-3074FEB25	170638	
	1 00115 6920		TECHNOLOG	TELEPHONE		63.45		
			Invoice Net			63.45		
5284	NORTHWEST FIBER LLC	00001	INV	02/26/2025		208-443-8217FEB25	170639	
	1 00115 6920		TECHNOLOG	TELEPHONE		86.58		
			Invoice Net			86.58		

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: BOC2125 02/27/2025 DUE DATE: 03/31/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	13,489.92	-----
175 INVOICES			WARRANT TOTAL		532,162.92	532,162.92		

DRAFT

WARRANT SUMMARY

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
001	00103	TREASURER/TAX COLL 001-03-00-000-6900-	UTILITIES - CELLULAR T 51.80	128,028.63
001	00103	TREASURER/TAX COLL 001-03-00-000-7850-	SERVICE CHARGES 1,580.00	128,028.63
001	00105	COMMISSIONERS 001-05-00-000-6900-	UTILITIES - CELLULAR T 171.96	11,178.29
001	00110	FACILITIES 001-10-00-000-7530-	REPAIRS/MAINT - FACILI 143.70	95,976.65
001	00110	FACILITIES 001-10-00-000-8650-	TOOLS & SMALL EQUIPM 299.00	95,976.65
001	00110	FACILITIES 001-10-00-000-8680-	CONTRACTS - SNOW REMOV 74.34	95,976.65
001	00115	TECHNOLOGY 001-15-00-000-6900-	UTILITIES - CELLULAR T 217.08	373,653.87
001	00115	TECHNOLOGY 001-15-00-000-6920-	UTILITIES - TELEPHONE 13,326.80	373,653.87
001	00115	TECHNOLOGY 001-15-00-000-8950-	SOFTWARE AND SOFTWARE S 4,890.00	373,653.87
001	00115	TECHNOLOGY 001-15-00-000-9430-	CAPITAL - COMPUTERS 2,368.75	173,517.55
001	00118	GENERAL FUND EXPEN 001-18-00-000-6260-	EMPLOYEE ASSISTANCE PR 600.00	6,132.40
001	00118	GENERAL FUND EXPEN 001-18-00-000-6810-	EMPLOYEE RECOGNITION 350.00	701,533.41
001	00118	GENERAL FUND EXPEN 001-18-00-000-6880-	UTILITIES - FUEL FOR H 313.90	701,533.41
001	00118	GENERAL FUND EXPEN 001-18-00-000-6930-	UTILITIES - ELECTRICIT 5,413.82	701,533.41
001	00118	GENERAL FUND EXPEN 001-18-00-000-6980-	UTILITIES - OTHER 10,501.46	701,533.41
001	00123	PLANNING 001-23-00-000-6900-	UTILITIES - CELLULAR T 417.54	66,007.27
001	00123	PLANNING 001-23-00-000-7000-	VEHICLES - FUEL, GASOL 406.08	66,007.27
001	00124	GIS 001-24-00-000-6530-	SUPPLIES - OFFICE 4.09	22,795.58
001	00124	GIS 001-24-00-000-6900-	UTILITIES - CELLULAR T 61.80	22,795.58
001	00124	GIS 001-24-00-000-9350-	CAPITAL - LEASE EXPEND 64.00	450.00
FUND TOTAL			41,256.12	
002	002	ROAD & BRIDGE 002-00-00-000-6530-	SUPPLIES - OFFICE 102.87	9,281,408.10
002	002	ROAD & BRIDGE 002-00-00-000-6540-	SUPPLIES - SHOP 330.48	9,281,408.10
002	002	ROAD & BRIDGE 002-00-00-000-6560-	SUPPLIES - LAUNDRY 180.57	9,281,408.10
002	002	ROAD & BRIDGE 002-00-00-000-6720-	SMALL ASSETS AND EQUIP 28.69	9,281,408.10
002	002	ROAD & BRIDGE 002-00-00-000-6880-	UTILITIES - FUEL FOR H 3,190.57	9,281,408.10
002	002	ROAD & BRIDGE 002-00-00-000-6900-	UTILITIES - CELLULAR T 769.97	9,281,408.10
002	002	ROAD & BRIDGE 002-00-00-000-6930-	UTILITIES - ELECTRICIT 858.43	9,281,408.10
002	002	ROAD & BRIDGE 002-00-00-000-7000-	VEHICLES - FUEL, GASOL 138.88	9,281,408.10
002	002	ROAD & BRIDGE 002-00-00-000-7010-	VEHICLES - FUEL, DIESE 4,197.50	9,281,408.10
002	002	ROAD & BRIDGE 002-00-00-000-7020-	VEHICLES - TIRES 1,247.72	9,281,408.10
002	002	ROAD & BRIDGE 002-00-00-000-7030-	VEHICLES - LUBRICANTS 749.10	9,281,408.10
002	002	ROAD & BRIDGE 002-00-00-000-7040-	VEHICLES - REPAIR/MAIN 83.49	9,281,408.10
002	002	ROAD & BRIDGE 002-00-00-000-7418-	REPAIRS/MAINT - HEAVY 6,580.86	9,281,408.10
002	002	ROAD & BRIDGE 002-00-00-000-7422-	REPAIRS/MAINT - HEAVY 2,660.75	9,281,408.10
002	002	ROAD & BRIDGE 002-00-00-000-7430-	REPAIRS/MAINT - BLDGS/ 510.94	9,281,408.10
002	002	ROAD & BRIDGE 002-00-00-000-7750-	SHIPPING AND FREIGHT 273.68	9,281,408.10
002	002	ROAD & BRIDGE 002-00-00-000-8460-	SIGNS 97.94	9,281,408.10
002	002	ROAD & BRIDGE 002-00-00-000-9350-	CAPITAL - LEASE EXPEND 13,807.56	2,095,164.50
002	002	ROAD & BRIDGE 002-00-00-000-9520-	CAPITAL - HEAVY EQUIPM 277,165.00	2,095,164.50
FUND TOTAL			312,975.00	
003	00355	AIRPORT - SANDPOIN 003-55-00-000-6900-	UTILITIES - CELLULAR T 61.80	123,040.04
003	00355	AIRPORT - SANDPOIN 003-55-00-000-6930-	UTILITIES - ELECTRICIT 517.84	123,040.04
003	00355	AIRPORT - SANDPOIN 003-55-00-000-6980-	UTILITIES - OTHER 308.73	123,040.04
003	00356	AIRPORT - PRIEST R 003-56-00-000-6930-	UTILITIES - ELECTRICIT 323.81	15,173.67

WARRANT SUMMARY

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

FUND	ORG		ACCOUNT		AMOUNT	AVLB	BUDGET
				FUND TOTAL	1,212.18		
007	007	FAIR	007-00-00-000-8940-	COMPUTER - SUPPORT & U	1,401.67	-1,401.67	
				FUND TOTAL	1,401.67		
008	00822	911 OPERATIONS	008-00-22-000-6430-	RESTRICTED ACCESS	609.31	51,147.60	
008	00822	911 OPERATIONS	008-00-22-000-7860-	MISCELLANEOUS EXPENSES	2,489.09	51,147.60	
008	00823	911 TECHNOLOGY	008-00-23-000-6900-	UTILITIES - CELLULAR T	50.28	351,922.43	
008	00823	911 TECHNOLOGY	008-00-23-000-6920-	UTILITIES - TELEPHONE	163.12	351,922.43	
008	00824	911 REPEATER SITE	008-00-24-000-7110-	PROF. SVCS - OTHER	400.00	351,922.43	
				FUND TOTAL	3,711.80		
020	020	REVALUATION	020-00-00-000-6900-	UTILITIES - CELLULAR T	589.80	345,758.13	
				FUND TOTAL	589.80		
023	023	SOLID WASTE	023-00-00-000-6900-	UTILITIES - CELLULAR T	219.29	5,271,649.18	
023	023	SOLID WASTE	023-00-00-000-7040-	VEHICLES - REPAIR/MAIN	885.30	5,271,649.18	
023	023	SOLID WASTE	023-00-00-000-7320-	SPECIAL WASTE PROCESSI	2,208.94	5,271,649.18	
023	023	SOLID WASTE	023-00-00-000-9480-	CAPITAL - CONSTRUCTION	1,932.50	4,164,417.81	
023	02380	SW - LONGHAUL	023-00-80-000-7390-	COMMERCIAL COLLECTION	1,333.28	5,271,649.18	
023	02381	SW - LOCAL	023-00-81-000-6980-	UTILITIES - OTHER	168.57	5,271,649.18	
023	02381	SW - LOCAL	023-00-81-000-7330-	OPERATIONS	2,158.71	5,271,649.18	
023	02381	SW - LOCAL	023-00-81-000-7370-	HOUSEHOLD HAZARDOUS WA	5,135.05	5,271,649.18	
				FUND TOTAL	14,041.64		
024	024	TORT	024-00-00-000-6220-	COBRA ADMINISTRATION	285.00	545,478.00	
024	024	TORT	024-00-00-000-6860-	INSURANCE - BONDS	325.00	40,726.54	
024	024	TORT	024-00-00-000-6870-	INSURANCE - DEDUCTIBLE	2,813.15	40,726.54	
				FUND TOTAL	3,423.15		
027	027	WEEDS	027-00-00-000-6900-	UTILITIES - CELLULAR T	103.60	51,116.14	
				FUND TOTAL	103.60		
034	03410	JUSTICE - BLDGS &	034-10-00-000-7530-	REPAIRS/MAINT - FACILI	66.44	54,830.94	
034	03450	SHERIFF - ADMINIST	034-72-50-000-6900-	UTILITIES - CELLULAR T	121.52	486,334.49	
034	03450	SHERIFF - ADMINIST	034-72-50-000-7430-	REPAIRS/MAINT - BLDGS/	347.50	486,334.49	
034	03450	SHERIFF - ADMINIST	034-72-50-000-7860-	MISCELLANEOUS EXPENSES	2,499.07	486,334.49	
034	03451	SHERIFF - CLERICAL	034-72-51-000-6530-	SUPPLIES - OFFICE	375.00	486,334.49	
034	03451	SHERIFF - CLERICAL	034-72-51-000-7110-	PROF. SVCS - OTHER	67.94	486,334.49	
034	03453	SHERIFF - PATROL	034-72-53-000-6670-	SUPPLIES - OTHER	16.41	486,334.49	
034	03453	SHERIFF - PATROL	034-72-53-000-7710-	UNIFORMS	44.00	486,334.49	
034	03453	SHERIFF - PATROL	034-72-53-000-8590-	EQUIPMENT	149.81	486,334.49	

WARRANT SUMMARY

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
034	03454	SHERIFF - SEARCH &	REPAIRS/MAINT - EQUIPM	388.45	486,334.49
034	03457	SHERIFF - AUTO SHO	DUES/MEMBERSHIP/LICENS	500.00	486,334.49
034	03457	SHERIFF - AUTO SHO	VEHICLES - REPAIR/MAIN	1,394.84	486,334.49
034	03457	SHERIFF - AUTO SHO	TOOLS & SMALL EQUIPMEN	1,069.09	486,334.49
034	03459	SHERIFF - K-9	K-9	98.00	486,334.49
034	03461	JAIL - DETENTION	EDUCATION	100.00	497,390.65
034	03461	JAIL - DETENTION	REPAIRS/MAINT - BLDGS/	150.00	497,390.65
034	03461	JAIL - DETENTION	REPAIRS/MAINT - COMMUN	56.43	497,390.65
034	03461	JAIL - DETENTION	UNIFORMS	283.00	497,390.65
034	03461	JAIL - DETENTION	MISCELLANEOUS EXPENSES	2,489.08	497,390.65
034	03461	JAIL - DETENTION	INMATE SUPPLIES	139.08	497,390.65
034	03461	JAIL - DETENTION	HYGIENE	793.10	497,390.65
034	03461	JAIL - DETENTION	MEDICAL	4,015.56	497,390.65
034	03461	JAIL - DETENTION	EQUIPMENT	96.34	497,390.65
034	03462	JAIL - KITCHEN	REPAIRS/MAINT - KITCHEN	775.00	497,390.65
034	03462	JAIL - KITCHEN	FOOD	12,625.82	497,390.65
034	03473	JUSTICE - PROSECUT	UTILITIES - CELLULAR T	50.28	115,728.32
034	03473	JUSTICE - PROSECUT	PROF. SVCS - OTHER	152.25	115,728.32
034	03473	JUSTICE - PROSECUT	CONTINGENCY ACCOUNT	89.00	115,728.32
034	03479	JUSTICE - MARINE P	VEHICLES - REPAIR/MAIN	7,666.20	65,263.76
034	03479	JUSTICE - MARINE P	UNIFORMS	62.00	65,263.76
034	03479	JUSTICE - MARINE P	MISCELLANEOUS EXPENSES	1,000.00	65,263.76
034	34180	JUSTICE - GENERAL	UTILITIES - CELLULAR T	149.61	2,172.47
FUND TOTAL				37,830.82	
038	038	WATERWAYS	UTILITIES - CELLULAR T	155.40	47,080.76
038	038	WATERWAYS	UTILITIES - ELECTRICIT	33.88	47,080.76
FUND TOTAL				189.28	
047	047	GRANTS	GRANT EXPENDITURES	372.00	2,497,733.05
047	047	GRANTS	ROAD & BRIDGE GRANTS	1,575.08	2,497,733.05
FUND TOTAL				1,947.08	
082	082	SELF INSURED MEDIC	SELF INSURED ADMIN FEE	104.00	-354,187.60
082	082	SELF INSURED MEDIC	SELF INSURED MEDICAL C	96,012.57	-1,065,708.28
082	082	SELF INSURED MEDIC	SELF INSURED PHARM CLA	17,364.21	-335,702.30
FUND TOTAL				113,480.78	
WARRANT SUMMARY TOTAL				532,162.92	
GRAND TOTAL				532,162.92	

WARRANT LIST BY VOUCHER

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
170486	1089	DIRECT AUTOMOTIVE DISTRIBUT	011J4456		INV	02/24/2025	9.28	Spring Kit
170487	186	CINTAS CORPORATION #606	4221874355		INV	02/24/2025	67.94	BCSO Mats
170488	2691	LAKE CITY MARINE	244368		INV	02/24/2025	2,320.00	Pull Sea Bracket off T
170489	6141	95 EXPRESS LLC	1086		INV	02/24/2025	500.00	Car Wash Membership
170490	3667	INSIGHT DISTRIBUTING INC	0522144-IN		INV	02/24/2025	793.10	Perforated Towels, Tow
170491	4446	DAY WIRELESS SYSTEMS	INV863196		INV	02/24/2025	400.00	Recurring Backup Fee
170492	5364	TRINITY SERVICES GROUP INC	3028800245		INV	02/24/2025	6,280.50	Inmate/Juvenile Meals
170493	1089	DIRECT AUTOMOTIVE DISTRIBUT	011J3092		INV	02/24/2025	484.20	Engine Radiator
170494	783	SANDPOINT MARINE & MOTORPO	97144		INV	02/24/2025	315.96	voltage Regulator
170495	3357	TIFCO INDUSTRIES	72060411		INV	02/24/2025	467.56	Drive Bits, Cable Ties
170496	4700	AMAZON CAPITAL SERVICES INC	1VRL-6RTM-Y3MP		INV	02/24/2025	9.99	Contact Cards
170497	1089	DIRECT AUTOMOTIVE DISTRIBUT	011J2831		INV	02/24/2025	206.00	Injector Kit
170498	1089	DIRECT AUTOMOTIVE DISTRIBUT	011J4642		INV	02/24/2025	121.34	Trans Range Cable Asm
170499	4501	NORTH IDAHO ANIMAL HOSPITAL	5381645618		INV	02/24/2025	98.00	Exam/Consultation Well
170500	3553	WEX BANK	103012263		INV	02/24/2025	406.08	PLANNING FUEL FEB24
170501	4917	GREAT WEST ENGINEERING INC	35419		INV	02/24/2025	1,932.50	SW SW USDA PROGRESS IN
170502	2474	VERIZON WIRELESS	764212409FEB25		INV	02/24/2025	2,820.04	COUNTY CELL PHONE CHAR
170503	5284	NORTHWEST FIBER LLC	2086674090FEB25		INV	02/24/2025	80.00	wireless Charges Feb 2
170504	3357	TIFCO INDUSTRIES	72062464		INV	02/24/2025	76.26	Retainer, Wire, Marine
170505	3357	TIFCO INDUSTRIES	72062266		INV	02/24/2025	455.14	Pickle Forks
170506	2282	KODIAK ADVERTISING	3220		INV	02/24/2025	375.00	window Envelopes
170508	3345	THOMPSON QUALITY FENCE	003561		INV	02/24/2025	1,673.04	SW DUFORT FENCE REPAIR
170509	1900	AVISTA UTILITIES	9295605315Feb25		INV	02/25/2025	81.87	Blanchard Pit Electric
170510	1900	AVISTA UTILITIES	0004270000Feb25		INV	02/25/2025	39.74	D1 sander shed electri
170511	1900	AVISTA UTILITIES	6804270000Feb25		INV	02/25/2025	63.65	D1 Pump House Electric

WARRANT LIST BY VOUCHER

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
170512	1900	AVISTA UTILITIES	1427530000Feb25		INV	02/25/2025	90.24	D1 old shop electric J
170513	1900	AVISTA UTILITIES	8542220000Feb25		INV	02/25/2025	3,773.50	D1 shop gas, electric
170514	55	ALBENI FALLS BUILDING SUPPL	927336		INV	02/25/2025	97.94	D2 Weight Limit Signs,
170515	49	A-L COMPRESSED GASES	0002223154		INV	02/25/2025	137.50	D2 Shop, Cutoff wheels
170516	5077	AMERICAN WEST INDUSTRIES	30157		INV	02/25/2025	2,522.76	D1 Plows, Hydraulic Cy
170517	2544	COLEMAN OIL COMPANY	CP-0224371		INV	02/25/2025	4,336.38	R&B vehicle Fuel
170519	966	CANON USA INC	6010949565		INV	02/25/2025	102.87	Ste 101 copies Jan/Feb
170522	3950	ELITE TIRE & SUSPENSION	146886		INV	02/25/2025	1,105.22	1TK46, Two New Steers
170525	3950	ELITE TIRE & SUSPENSION	146887		INV	02/25/2025	45.00	3TK39, Flat Repair
170527	3822	FREIGHTLINER NORTHWEST	PC001638966:02		INV	02/25/2025	574.97	2TK19, Bushings, Pins,
170529	3822	FREIGHTLINER NORTHWEST	SR001125423:02		INV	02/25/2025	2,969.70	3TK40, Transmission Se
170533	3822	FREIGHTLINER NORTHWEST	PC001639119:01		INV	02/25/2025	23.78	2TK36, Engine Control
170535	3822	FREIGHTLINER NORTHWEST	PC001640157:01		INV	02/25/2025	513.13	3TK33, Power Steering
170536	403	HOME DEPOT CREDIT SERVICES	614978		INV	02/25/2025	28.69	D3 Shop, Impact Nut Dr
170537	507	KENWORTH SALES	02405W7251		INV	02/25/2025	725.28	1TK43, Repair
170538	6056	KELLER ASSOCIATES INC	20-0244435		INV	02/25/2025	1,575.08	N Fork E River Br A022
170539	4700	AMAZON CAPITAL SERVICES INC	1RQ9-39MC-FCLT		INV	02/25/2025	139.08	Peanut Butter, Syrup,
170540	1481	PATTI'S ACTION AUTO SUPPLY	111362-1		INV	02/25/2025	140.18	2ST01, Parking Brake a
170541	3329	PRIEST RIVER ACE HARDWARE	401334		INV	02/25/2025	266.92	D2, Extension Cords, P
170542	5816	IVANO'S FAMIGLIA LLC	685		INV	02/25/2025	350.00	Deposit to hold venue
170543	4700	AMAZON CAPITAL SERVICES INC	1616-1JT3-GYG7		INV	02/25/2025	56.43	USB Adapters
170544	4700	AMAZON CAPITAL SERVICES INC	144H-N6MJ-9TFG		INV	02/25/2025	112.75	VHF Antenna, Coin Batt
170545	3329	PRIEST RIVER ACE HARDWARE	401276		INV	02/25/2025	30.93	D2 Forklift, Propane
170546	6206	PREMIER TIRE LLC	102088		INV	02/25/2025	97.50	2TR10, Dismount

WARRANT LIST BY VOUCHER

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
170547	779	SANDPOINT GARAGE DOORS	161226		INV	02/25/2025	150.00	Garage door service ca
170548	4700	AMAZON CAPITAL SERVICES INC	1CVP-9PH9-7X11		INV	02/25/2025	72.49	V-Belt
170549	779	SANDPOINT GARAGE DOORS	161086		INV	02/25/2025	510.94	D1 Shop, Garage Door R
170551	2879	SIX ROBBLEES' INC	05P68649		CRM	02/25/2025	-75.27	2ST01, Return, Pad Set
170552	4886	BO CO TREASURER FTO PACIFIC	35710		INV	02/25/2025	113,376.78	9184 PS Medical and Ph
170553	1812	ALPINE HOOD CLEANING	633845		INV	02/25/2025	775.00	Steam clean main exha
170554	2879	SIX ROBBLEES' INC	05P68248		INV	02/25/2025	80.32	2TK28, Studs
170555	2879	SIX ROBBLEES' INC	05P68313		INV	02/25/2025	32.64	2L006, Wheel Indicator
170556	2798	PACIFIC STEEL & RECYCLING	8944504		INV	02/24/2025	29.74	SW STEEL TUBE FOR DS C
170557	1900	AVISTA UTILITIES	0727737636FEB25-2		INV	02/25/2025	1,599.75	521 S DIVISION (COUNTY
170558	5773	CENTRAL MACHINERY SALES INC	WF01837		INV	02/24/2025	885.30	SW SW017 BLOCK HEATER
170559	5909	45 DRIVES USA INC	210736		INV	03/21/2025	2,368.75	JSTORMS-45Drives-Serve
170560	1900	AVISTA UTILITIES	1108050000FEB25		INV	02/25/2025	41.77	SANDPOINT AIRPORT WEAT
170561	2879	SIX ROBBLEES' INC	05P68463		INV	02/25/2025	94.01	2TK19, Roller Bearing
170562	1663	SPOKANE HOUSE OF HOSE	1105313		INV	02/25/2025	12.30	D2 Heavy Equipment, Ai
170563	1663	SPOKANE HOUSE OF HOSE	1104912		INV	02/25/2025	102.86	D2 Heavy Equipment, Ai
170564	3357	TIFCO INDUSTRIES	72064358		INV	02/25/2025	78.00	D1, Screws, Pipe, Fitt
170565	3548	WESTERN STATES EQUIPMENT CO	CM00184039		CRM	02/25/2025	-205.79	1BH02, Return, Element
170566	3548	WESTERN STATES EQUIPMENT CO	IN003099882		INV	02/25/2025	221.80	3L005, Belts
170567	186	CINTAS CORPORATION #606	4221741006		INV	02/25/2025	90.70	D2 Laundry
170568	1900	AVISTA UTILITIES	287723000feb25		INV	02/25/2025	20.24	SDPT AIRPORT NORTH HAN
170569	1900	AVISTA UTILITIES	6865650000FEB25		INV	02/25/2025	96.84	SDPT AIRPORT APPROACH
170570	186	CINTAS CORPORATION #606	4221737013		INV	02/25/2025	89.87	D1 Laundry
170571	1900	AVISTA UTILITIES	0569720000FEB25		INV	02/25/2025	592.30	SDPT AIRPORT GLANTZ EQ
170572	6018	GENUINE PARTS COMPANY	219660		INV	02/25/2025	103.85	3TK32, Filters

WARRANT LIST BY VOUCHER

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
170574	1900	AVISTA UTILITIES	7555200000FEB25		INV	02/25/2025	393.38	PROSECUTOR 127 S FIRST
170575	6018	GENUINE PARTS COMPANY	219575		INV	02/25/2025	104.10	3TK32, Belt, Thermosta
170576	6018	GENUINE PARTS COMPANY	219635		CRM	02/25/2025	-29.42	3TK32, Return, Thermos
170577	1900	AVISTA UTILITIES	0658340000FEB25		INV	02/25/2025	55.22	SDPT AIPTOR GATE 1100
170578	6018	GENUINE PARTS COMPANY	219764		INV	02/25/2025	43.99	3TK32, Belt
170579	6018	GENUINE PARTS COMPANY	219569		INV	02/25/2025	18.80	1TK44, Radiator Stop L
170580	1900	AVISTA UTILITIES	5329760000FEB25		INV	02/25/2025	1,591.08	JUSTICE SERVICES GAS 4
170581	6018	GENUINE PARTS COMPANY	219627		INV	02/25/2025	23.51	D1 Trucks, Filter Stoc
170582	1900	AVISTA UTILITIES	1695020000FEB25		INV	02/25/2025	618.35	DRIVERS LICENSE BLDG G
170584	1900	AVISTA UTILITIES	5803520000FEB25		INV	02/25/2025	2,835.31	JAIL GAS 4001 N BOYER
170586	1900	AVISTA UTILITIES	0861150000FEB25		INV	02/25/2025	5,800.08	BONNER COUNTY ADMIN BL
170588	3192	EXBABYLON LLC	212829		INV	02/28/2025	2,445.00	JSTORMS-Exbabylon-M365
170589	1900	AVISTA UTILITIES	6239320000FEB25		INV	02/25/2025	20.20	SANDPOINT AVIATION NDB
170590	2328	NORTH IDAHO PROPANE	184584-2		INV	02/25/2025	313.90	PROPANE @ SAGLE MUF (C
170591	3192	EXBABYLON LLC	212865		INV	03/08/2025	2,445.00	JSTORMS-Exbabylon-M365
170592	5473	DONATINI INC	31538		INV	02/25/2025	5,346.20	Radar and Sonar Unit
170593	1611	SNAP ON TOOLS	022525157643		INV	02/25/2025	613.95	14.4 V 1/4 Ratchet Kit
170594	1867	APCO INTERNATIONAL INC	00094598		INV	02/25/2025	609.31	Card Replacement Sleev
170595	2879	SIX ROBBLEES' INC	05P68844		INV	02/25/2025	83.49	2PU21, Tire Sealant
170597	5284	NORTHWEST FIBER LLC	208-189-0229FEB25		INV	02/25/2025	11,282.22	BONNER COUNTY SUMMARY
170598	5284	NORTHWEST FIBER LLC	208-265-5471FEB25		INV	02/25/2025	1,894.55	NON-EMERGENCY PHONE LI
170599	5284	NORTHWEST FIBER LLC	208-266-1117FEB25		INV	02/25/2025	83.12	CLARK FORK ALARM/TELEM
170600	1900	AVISTA UTILITIES	1566410000FEB25		INV	02/25/2025	633.58	STORAGE UNIT B 4105 N
170601	1900	AVISTA UTILITIES	2021560000FEB25		INV	02/25/2025	70.46	JUSTICE SVCS C/S SHOP

WARRANT LIST BY VOUCHER

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
170602	1900	AVISTA UTILITIES	4679400000FEB25		INV	02/25/2025	229.31	FAIRGROUNDS OFFICE GAS
170603	1900	AVISTA UTILITIES	5107150000FEB25		INV	02/25/2025	299.42	TASK FORCE GAS 4001 N
170604	1900	AVISTA UTILITIES	5555200000FEB25		INV	02/25/2025	402.25	PROSECUTOR 127 S FIRST
170605	6184	MICHELLE R SHORMAN	0131		INV	02/25/2025	134.00	Epaulets, Patches, Bad
170607	6184	MICHELLE R SHORMAN	0132		INV	02/25/2025	44.00	Patches, Remove Patche
170608	6184	MICHELLE R SHORMAN	0130		INV	02/25/2025	62.00	Epaulets, Nametags, Pa
170609	1900	AVISTA UTILITIES	5925930000FEB25		INV	02/25/2025	29.51	STORAGE UNIT C GAS 410
170611	6184	MICHELLE R SHORMAN	0129		INV	02/25/2025	149.00	Patches, Badges, Epaul
170612	1900	AVISTA UTILITIES	6555200000FEB25		INV	02/25/2025	390.16	PROSECUTOR 127 S FIRST
170613	1900	AVISTA UTILITIES	8658940000FEB25		INV	02/25/2025	554.44	DISPATCH/MARINE PATROL
170614	1900	AVISTA UTILITIES	8679400000FEB25		INV	02/25/2025	468.20	FAIR/GROUNDSKEEPER SHO
170615	4700	AMAZON CAPITAL SERVICES INC	1JJN-7QVG-9JCK		INV	02/25/2025	149.81	Molle Pouchs, Cell Pho
170616	965	CANON FINANCIAL SERVICES IN	38548154		INV	02/26/2025	68.09	GIS Copier
170617	1067	DELL MARKETING L.P.	10795349654		INV	02/26/2025	1,401.67	Fairgrounds Laptop
170618	4980	AT&T MOBILITY LLC	287289674365FEB25		INV	02/26/2025	130.46	Wireless Charges Feb 2
170619	4980	AT&T MOBILITY LLC	287291113018FEB25		INV	02/26/2025	41.34	Wireless Charges FEB25
170620	6353	RINGCENTRAL INC	CD_001043271		INV	02/26/2025	149.61	Digital Line Unlimited
170621	3624	IDAHO SHERIFFS ASSOCIATION	ISA-25227		INV	02/26/2025	100.00	ISA & IJAA Spring Conf
170622	5943	STEEL LLC	27231117		INV	02/26/2025	347.50	Evidence Room Heating
170627	5790	EXCESS DISPOSAL INC	9819		INV	02/26/2025	1,333.28	SW BILLING FEE JAN25
170628	1900	AVISTA UTILITIES	7159830000FEB25		INV	02/26/2025	122.73	SW UPLAND ELECTRICITY
170629	5962	LTR INTERMEDIATE HOLDINGS,	2923252		INV	02/26/2025	2,208.94	SW TIRE DISPOSAL COLBU
170630	2686	LACLEDE WATER DISTRICT	4357FEB25		INV	02/26/2025	45.84	SW MIDWAY WATER
170631	4037	CLEAN HARBORS ENVIRONMENTAL	1005364608		INV	02/26/2025	5,135.05	SW HHW COLBURN 0111820
170632	399	HOME DEPOT CREDIT SERVICES	620545		INV	02/26/2025	4.93	FAC COMPLEX - DOOR HAN

WARRANT LIST BY VOUCHER

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
170633	399	HOME DEPOT CREDIT SERVICES	8523807		INV	02/26/2025	43.58	FAC ADMIN 2ND FLOOR BR
170635	1900	AVISTA UTILITIES	3453950000FEB25		INV	02/26/2025	33.88	LAKEVIEW AREA LIGHT
170636	399	HOME DEPOT CREDIT SERVICES	7023698		INV	02/26/2025	299.00	FAC LADDER
170637	1900	AVISTA UTILITIES	1134230000FEB25		INV	02/26/2025	323.81	PRIEST RIVER AIRPORT H
170638	5284	NORTHWEST FIBER LLC	208-263-3074FEB25		INV	02/26/2025	63.45	SDPT AIRPORT WEATHER O
170639	5284	NORTHWEST FIBER LLC	208-443-8217FEB25		INV	02/26/2025	86.58	PRIEST LAKE SHERIFF SU
170641	399	HOME DEPOT CREDIT SERVICES	7523950		INV	02/26/2025	69.79	FAC COMPLEX PLASTIC WA
170642	399	HOME DEPOT CREDIT SERVICES	6025114		INV	02/26/2025	6.98	FAC PROS ATTY HEAT VEN
170643	399	HOME DEPOT CREDIT SERVICES	6025164		INV	02/26/2025	25.40	FAC DOMKE'S DESK
170644	399	HOME DEPOT CREDIT SERVICES	510847		INV	02/26/2025	20.61	FAC MAG TANK REPAIR
170645	399	HOME DEPOT CREDIT SERVICES	9020014		INV	02/26/2025	57.74	FAC CH PLUMBING SUPPLI
170648	6366	OCV LLC	FEB25		INV	02/26/2025	8,467.25	Sheriff Connect App bu
170651	1089	DIRECT AUTOMOTIVE DISTRIBUT	011J6843		INV	02/26/2025	150.20	Brake Calipers
170653	1089	DIRECT AUTOMOTIVE DISTRIBUT	011J7035		CRM	02/26/2025	-120.00	Core Return of Brake C
170654	2592	CO-OP GAS AND SUPPLY CO	74063		INV	02/26/2025	53.73	FAC GAS CAN/SNOWBLOWER
170655	1631	SOUTH FORK HARDWARE - SANDP	398070		INV	02/26/2025	1.72	FAC PROSECUTORS DOOR
170657	5992	UMPQUA BANK	2065581FY25		INV	02/26/2025	13,807.56	Grader Lease 2065581 F
170658	3822	FREIGHTLINER NORTHWEST	M001001202		INV	02/26/2025	277,165.00	Purchase, 1 Western St
170659	2544	COLEMAN OIL COMPANY	INV-264573		INV	02/26/2025	749.10	D3 - CF, Bulk oil
170660	3548	WESTERN STATES EQUIPMENT CO	IN003100466		INV	02/26/2025	1,334.92	1TK40, ECM Diagnosis &
170661	222	CLYDE'S TOWING LLC	13307		INV	02/26/2025	2,713.20	CLAIM # 202502165538 P
170662	1646	SPECIALTY AUTO GLASS	I0081612		INV	02/26/2025	60.00	CLAIM # 202502199026 -
170664	1646	SPECIALTY AUTO GLASS	H0170402		INV	02/26/2025	39.95	CLAIM # 202502189184/2
170666	3793	BONNER COUNTY TREASURER	FEB25A		INV	02/26/2025	1,580.00	BANK ANALYSIS FEES JAN

WARRANT LIST BY VOUCHER

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
170668	1900	AVISTA UTILITIES	3650641944FEB25		INV	02/26/2025	372.00	Acct. #3650641944 Serv
170669	6020	ARAMARK SERVICES INC	11824072		INV	02/26/2025	73.50	Cust. #6034-242077 Inv
170670	6020	ARAMARK SERVICES INC	11824073		INV	02/26/2025	36.75	Cust. #6034-242078 In
170671	1708	UNITED DATA SECURITY	144045		INV	02/26/2025	42.00	Ticket #247484 -Docume
170672	1662	SPOKANE COUNTY SHERIFF	2025/02-0095		INV	02/26/2025	89.00	SCSO#2025/02-0095 Civ
170673	1670	TRAVELERS CL REMITTANCE CEN	01082111486 S - 25		INV	02/26/2025	325.00	Commissioner Bond - Ko
170674	4980	AT&T MOBILITY LLC	28728967436502282025		INV	02/26/2025	50.28	Acct. #287289674365 D
170675	1953	BONNER GENERAL HEALTH	SPGZ3938		INV	02/27/2025	31.52	IV, Metabolic Panel, A
170676	1953	BONNER GENERAL HEALTH	SPGZ3950		INV	02/27/2025	21.91	IV, Thyroid Hormone -
170677	1953	BONNER GENERAL HEALTH	SPGZ2673		INV	02/27/2025	101.11	ER Dept Visit, Electro
170678	1953	BONNER GENERAL HEALTH	SPGZ2428		INV	02/27/2025	1,068.84	IV, Metabolic Panel, U
170679	1953	BONNER GENERAL HEALTH	SPGZ2290		INV	02/27/2025	94.70	ER Dept Visit - SR
170680	1953	BONNER GENERAL HEALTH	SPGZ1699		INV	02/27/2025	778.19	IV, Metabolic Panel, U
170681	1953	BONNER GENERAL HEALTH	SPGZ0772		INV	02/27/2025	6.70	Chest Xray - SB
170682	1953	BONNER GENERAL HEALTH	SPGZ0876		INV	02/27/2025	101.11	Electrocardiogram, ER
170683	1953	BONNER GENERAL HEALTH	SPGZ0675		INV	02/27/2025	710.72	IV, Metabolic Panel, C
170684	1953	BONNER GENERAL HEALTH	SPGZ3223		INV	02/27/2025	22.49	IV, Hemoglobin Glycosy
170685	3794	NORTH IDAHO ORTHO & SPORTS	508299530		INV	02/27/2025	675.84	Amputation Toe & Metat
170686	6331	NORTH IDAHO EYE INSTITUTE P	30754-1		INV	02/27/2025	402.43	Eye Injection, Exam, B
170687	5364	TRINITY SERVICES GROUP INC	3028800246		INV	02/27/2025	6,345.32	Inmate/Juvenile Meals
170688	2320	NORTH 40 OUTFITTERS	47526/B		INV	02/24/2025	13.99	SW DS HEATER
170689	2320	NORTH 40 OUTFITTERS	47571/B		INV	02/24/2025	119.96	SW SHOVEL IHILL
170690	2320	NORTH 40 OUTFITTERS	47572/B		CRM	02/24/2025	-29.99	SW CREDIT GRAIN SHOVEL
170691	2320	NORTH 40 OUTFITTERS	47573/B		INV	02/24/2025	159.99	SW DUFORT BLOWER
170692	2320	NORTH 40 OUTFITTERS	47646/B		INV	02/24/2025	191.98	SW EXTENSION CORDS

WARRANT LIST BY VOUCHER

WARRANT: BOC2125 02/27/2025

DUE DATE: 03/31/2025

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
170693	3714	RELIANT BEHAVIORAL HEALTH L	2024-15362		INV	02/27/2025	600.00	EAP Critical Billing J
170695	4734	BO CO TREAS FTO PACIFIC SOU	INV0042467		INV	02/27/2025	285.00	7075 PSA COBRA ADMIN M
170696	2802	PACIFICSOURCE HEALTH PLANS	P000835MAR25FEE63043		INV	02/27/2025	104.00	3596 PS FSA Admin Fee
WARRANT TOTAL							532,162.92	

** END OF REPORT - Generated by Nichole Janes **



Bonner County

Board of Commissioners

Brian Domke

Asia Williams

Ron Korn

March 4, 2025

Memorandum

Sheriff
Item #1

To: Commissioners

From: Sheriff's Office

Re: Resolution for Transfer of Funds from Statutory Reserve to Marine Division

The Marine Division is requesting funds be transferred from the Justice Fund Statutory Reserve (03412-7860) to the Marine Division account (03479-7860) in the amount of \$25,000.00. The BOCC approved the grant submission on 01-23-2024 and signed a commitment letter for the matching funds. The grant was awarded to the county and the BOCC subsequently voted to accept the grant on 06-25-2024. However, the grant match funds were not allocated during the budget process and are necessary to move forward with the grant project.

Auditing Review: X

Email is attached verifying that auditing has verified that the funds to cover this item are within the budget; this is required for any expenditure/budget adjustment request.

Risk Review: X

If applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This includes new equipment/assets to be insured or contracts requiring insurance for review.

Legal Review: X

Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.

Distribution: Original to BOCC
 Copy to

A suggested motion would be: **Based on the information before us, I move to approve Resolution #2025- 16 authorizing the Justice Fund Statutory Reserve (account #03412-7860) appropriation to the Marine Division (account #03479-7860) in the amount of \$25,000.**

Recommendation Acceptance: ☐ yes ☐ no _____ Date: _____
Asia Williams, Chairwoman

RESOLUTION No. 2025-_____

Commissioner's Office

JUSTICE FUND STATUTORY RESERVE APPROPRIATION

WHEREAS, Idaho Code 31-1605 and 31-4603 provides that in the event of any unforeseen contingency arising, which could not reasonably have been foreseen at the time of making the budget, the Board of County Commissioners, by unanimous vote thereof, shall have the right to make an appropriation from the statutory reserves to the office, department, service, agency, or institution in which said contingency arises, in such amount shall be determined by Resolution of said Board, and;

WHEREAS, the Sheriff's Office Marine Division was awarded a Waterways Improvement Fund grant by the Idaho Department of Parks and Recreation to repower a Sheriff's vessel in the amount of \$37,000.00 with a \$25,000.00 grant match, and;

WHEREAS, the Board of County Commissioners approved the submission of the grant and signed a letter of commitment for the grant match funds on 01-23-2024, and subsequently accepted the grant upon its award to the County on 06-25-2024, and:

WHEREAS, the funds were not previously allocated but Bonner County wants to properly fund the grant project during the FY25 grant budget cycle to ensure continued public safety services to the community.

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners of Bonner County, Idaho authorizes the Clerk to open the 2025 Justice Fund Statutory Reserve Budget and decrease line item 03412-7860 in the amount of \$25,000.00 and open the Sheriff's Office Marine Division budget and increase line item 03479-7860 by \$25,000.00.

The foregoing was duly enacted as a Resolution of the Board of County Commissioners of Bonner County, Idaho, on the 4th day of March, 2025.

BONNER COUNTY BOARD OF COMMISSIONERS

Asia Williams, Chairwoman

Ron Korn, Commissioner

Brian Domke, Commissioner

ATTEST, Michael W. Rosedale

By _____
Deputy Clerk



Bonner County Sheriff's Office

MEMORANDUM

Date: January 23, 2024
To: Commissioners
From: Sheriff Daryl Wheeler

Re: Approval of IDPR WIF Grant Application and County Match

Description:

The Bonner County Sheriff's Office is seeking a Waterways Improvement Fund (WIF) grant through the Idaho Department of Parks and Recreation to purchase two new motors for Marine 4, which is necessary to maintain the law enforcement, public safety, and search and rescue capabilities of the Marine Division. The motors will replace two existing motors that have been in service for approximately 17 years and have reached the end of their life cycle. Marine 4 is an integral part of the Sheriff's Office fleet serving Lake Pend Oreille.

The cost of the two motors is estimated to be approximately \$62,000.00. The Sheriff's Office is seeking a grant in the amount of \$37,000.00 with a County matching funds in the amount of \$25,000.00 (account 03479 9000). Action by the BOCC is required to approve the Grant Application and sign the attached Letter of Commitment.

Review: Auditor's Office _____
Legal _____

Distribution: Original to BOCC
Original Letter of Commitment and copy of memo to Sheriff's Office
Copy to Auditor's Office

A suggested motion would be: Mr. Chairman, based on the information before us, I move to approve the IDPR WIF grant application in the amount of \$37,000.00 with a county match of \$25,000.00 and authorize the Chairman to sign the Letter of Commitment.

Recommendation Acceptance: ☒ Yes ☐ No

Commissioner Luke Omodt, Chairman

Date: 1-23-24



Bonner County
Sheriff's Office

January 23, 2024

Idaho Department of Parks and Recreation
Waterways Improvement Fund (WIF) Advisory Committee
5657 Warm Springs Avenue
Boise, ID 83716

Re: WIF Grant Application (Bonner County Sheriff Vessel Repower Project)

Please accept this commitment letter confirming that matching funds in the amount of \$25,000.00 are available in support of the grant application for new motors to repower a Bonner County Sheriff's Office patrol vessel.

Commissioner Luke Omodt
Chairman



Bonner County
Sheriff's Office

MEMORANDUM

Date: June 25, 2024
To: County Commissioners
From: Sheriff Daryl Wheeler
Re: Waterways Improvement Fund Grant – Sheriff's Vessel Re-Power Project

Description:

The Idaho Department of Parks and Recreation (IDPR) provides grant funding to Idaho counties through the Waterways Improvement Fund (WIF) to assist in the application of the Idaho Safe Boating Act. The Bonner County Sheriff's Office applied for a grant to re-power one of the Sheriff's Office vessels, which was endorsed by the Board of County Commissioners on January 23, 2024 and a Letter of Commitment was submitted for \$25,000.00 in matching funds. The grant request in the amount of \$37,000.00 has been awarded to the county for a total project cost of \$62,000.00. The agreement will be effective July 1, 2024 and all expenses eligible for reimbursement must be incurred before June 30, 2025.

Legal _____
Auditor _____

Distribution: Original to BOCC
Copy to Sheriff's Office
Copy to Auditor's Office

A suggested motion would be: Mr. Chairman, based on the information before us, I move to approve and sign the agreement between IDPR and Bonner County to accept WIF grant monies to re-power a Sheriff's patrol vessel.

Recommendation Acceptance: ☐ Yes ☐ No


Commissioner Luke Omodt, Chairman

Date: 6/25/24



Idaho Department of Parks and Recreation
GRANT AGREEMENT FORM

Applicant: Bonner County	Project No: WW25-1-09-1
Project Name: Bonner County Sheriff Vessel Repower Project	Date Approved: May 13, 2024
Location: Bonner County	Project Period: From: July 1, 2024 To: June 30, 2025

It is mutually agreed and understood that the use of these funds will be for the purposes stated on the attached budget sheet known as Exhibit A, which is incorporated herein by this reference and subject to the terms as described herein. It is also understood that the Grantee is responsible to obtain all necessary permits; follow applicable bidding laws; keep accurate records of expenses for audit purposes; construct all improvements according to mutually agreed upon construction standards and all applicable state, local, or federal codes and maintain improvements to be open and safe for public use, without regard to one's race, gender, national origin, religion, or disability. It is expressly agreed that the Department's sole involvement in the project covered by this agreement is in design and contribution of funds, that the Department shall acquire no interest in the property or improvements covered by this agreement, and that the Department and the state of Idaho, therefore, shall not bear any liability for use of the facilities or project area except insofar as such loss may be attributable to design by the Department. It is mutually agreed that the Grantee will comply with the rules governing the appropriate recreation program in effect as of the date of this agreement. **Grantees are required to understand and follow the rules outlined in IDAPA 26.01.31 Administration of IDPR Recreational State & Federal Grant Funds, including, but not limited to:**

Expenditure of Grant Funds. The grantee shall have only the designated state fiscal year to expend and request reimbursement of grant funds. If the grant funds are not expended within the designated fiscal year, the grant shall be revoked unless the applicant makes a written request and receives an extension of time from the Department.

Documentation and System of Internal Controls. The grantee shall maintain a system of internal controls in order to identify the source and disbursement of funds provided for all project costs and match by grant or project. Accounting records shall be supported by source documentation such as vouchers, canceled checks, invoices, payroll, time and attendance records, contract and sub-grant award documents, and other required billing forms.

Disbursement of Funds. The Department shall authorize disbursement of funds allocated to a project on a reimbursement basis. This means that the grantee shall initially pay all project costs and then seek reimbursement through the Department using the approved IDPR form. Requests for reimbursement must be received within forty-five (45) days after completion of the project. In addition to reimbursement deadlines in IDAPA 26.01.31, the Department requires that all requests for project closeout reimbursements must be submitted no later than thirty (30) days prior to the end of the designated state fiscal year.

Grant Modification. Only for good cause, and upon the submission of detailed justification shown in writing and approval by the State and Federal Grant Manager may the terms and obligations of the grant application or grant agreement be modified.

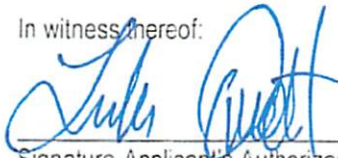
Public Use/Nondiscrimination. Physical facilities and real property purchased in whole or in part with grant moneys shall be available for public use regardless of race, color, religion, national origin, gender, age, or disability. Facilities constructed with grant moneys shall meet the requirements as set by the Americans with Disabilities Act Guidelines.

For a complete list of rules please refer to <https://adminrules.idaho.gov/rules/current/26/260131.pdf>

Idaho Department of Parks and Recreation
GRANT AGREEMENT FORM – page 2

By signing, the grantee acknowledges they understand the terms and conditions of accepting these funds, including any special conditions listed.

In witness thereof:



Signature-Applicant's Authorized Representative

BCCC-Chairman

Title

6/25/24

Date

APPROVED:



Idaho Department of Parks and Recreation

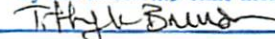
IDPR Grant Manager

Title

7.18.2024

Date

This document has been reviewed
by the following staff member:



Director's approval is recommended

Date 7.8.24



Bonner County Fairgrounds

4203 N Boyer, Sandpoint 208-263-8414

02/24/2025

Memorandum

FAIR
Item #1

To: Commissioners

From: Bonner County Fairgrounds

Re: Agenda Item for 04 March 2025 BOCC Meeting Re: Approval of use of 0700B Funds

*Tabled agenda item from 11 February 2025 BOCC Meeting.

Action/Discussion/Decision: Regarding approval of purchase of bleachers for Fairgrounds from 0700 B budget.

New bleachers will be purchased and shipped to Fairgrounds to be assembled at Fairgrounds and placed in/around the arena. Other portable bleachers currently in the arena are being moved to replace old wooden bleachers in the arena and at swine arena.

Areas have been designated to be handicapped spaces around the arena, in conjunction with current ADA seating in the grandstands, to include in front of the new bleachers with Risk Management's oversight and approval. Construction of bleachers will be completed by competent staff as the bleachers selected to be purchased come with engineered specs, all material and hardware/fasteners for construction and installation. Risk Management department will oversee stages of building to assure proper construction to include final sign off when construction is complete. Risk Management retains full authority to stop construction of bleachers at any time if found to be improperly constructed or unsafe.

Auditing Review: X

Email is attached verifying that auditing has verified that the funds to cover this item are within the budget; this is required for any expenditure/budget adjustment request.

Risk Review: X

If applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This includes new equipment/assets to be insured or contracts requiring insurance for review.

Legal Review: X

Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.

Distribution: ___ Original to BOCC
 ___ Copy to

A suggested motion would be: Based on the information before us I move to approve purchasing of bleachers for the Fairgrounds through Highland Products Group/The park Catalog for \$97,694.00 from the Fairgrounds' 0700-B budget.

Recommendation Acceptance: ☐ yes ☐ no

Asia Williams, Chair

Date



Mark Knapp <mark.knapp@bonnercountyid.gov>

[EXT SENDER] Re: [EXT SENDER] Re: Approval for BOCC agenda

1 message

Bill Wilson <bill.wilson@bonnercoid.gov>

Mon, Feb 24, 2025 at 9:52 AM

To: Mark Knapp <mark.knapp@bonnercountyid.gov>

Cc: Jessica Stephany <jessica.stephany@bonnercountyid.gov>, Christian Jostlein <christian.jostlein@bonnercountyid.gov>

yes

William S. Wilson, Esq.
Civil Deputy Prosecutor
Bonner County Prosecutor's Office
Boundary County Prosecutor's Office
bill.wilson@bonnercoid.gov

The communications contained herein are attorney-client privileged. If you have received this email by accident or for any reason are not the intended recipient then please delete this message.

From: Mark Knapp <mark.knapp@bonnercountyid.gov>**Sent:** Monday, February 24, 2025 9:04 AM**To:** Bill Wilson <bill.wilson@bonnercoid.gov>**Cc:** Jessica Stephany <jessica.stephany@bonnercountyid.gov>; Christian Jostlein <christian.jostlein@bonnercountyid.gov>**Subject:** Re: [EXT SENDER] Re: Approval for BOCC agenda

You good with it, Bill?

On Thu, Feb 20, 2025 at 12:05 PM Bill Wilson <bill.wilson@bonnercoid.gov> wrote:

Christian,

Can you confirm that the proposal is ADA compliant? I haven't been involved, so there isn't much for me to sign off on.....

William S. Wilson, Esq.
Civil Deputy Prosecutor
Bonner County Prosecutor's Office
Boundary County Prosecutor's Office
bill.wilson@bonnercoid.gov

The communications contained herein are attorney-client privileged. If you have received this email by accident or for any reason are not the intended recipient then please delete this message.

From: Mark Knapp <mark.knapp@bonnercountyid.gov>**Sent:** Thursday, February 20, 2025 11:31 AM**To:** Bill Wilson <bill.wilson@bonnercoid.gov>; Jessica Stephany <jessica.stephany@bonnercountyid.gov>

Cc: Christian Jostlein <christian.jostlein@bonnercountyid.gov>

Subject: Approval for BOCC agenda

Hello Bill and Jessica,

The BOCC tabled the item for our purchase of the bleachers from their 2/11/25 meeting to get answers relating to ADA requirements.

We met with Risk/ Christian relating to this out at the fairgrounds and have a plan to address what ADA requirements are for the arena as a whole and he advised that purchasing the bleachers that we initially presented to the BOCC would be fine with our plan to address ADA and construction as well. I have included him in this email if you have any questions. Christian advised that he will be at the BOCC meeting when we present this to the BOCC.

We intend to proceed with the same information requesting approval to purchase the same bleachers at the same price as presented at the 2/11/25 meeting that you previously approved.

I have attached my agenda memo for the BOCC to this email as well as the packet submitted for the previous meeting if you need to cross reference any documents you previously received.

Seeking your approval email to add to the memo to send to the BOCC for the 3/4/25 Meeting.

Let me know if you have any questions or need anything else.

Sincerely,

Mark

--

Mark R. Knapp, CPM©

Fair Manager

E: mark.knapp@bonnercountyid.gov

P: 208.263.8414

4203 N. Boyer Rd.

Sandpoint, ID 83864

<https://www.bonnercountyfair.com/>

<https://www.sandpointbonnercountyrodeo.com/>



--
Mark R. Knapp, CPM©

Fair Manager



Mark Knapp <mark.knapp@bonnercountyid.gov>

Re: [EXT SENDER] Re: Approval for BOCC agenda

1 message

Christian Jostlein <christian.jostlein@bonnercountyid.gov>

Thu, Feb 20, 2025 at 12:48 PM

To: Bill Wilson <bill.wilson@bonnercoid.gov>

Cc: Mark Knapp <mark.knapp@bonnercountyid.gov>, Jessica Stephany <jessica.stephany@bonnercountyid.gov>

Yes, Risk approves.

We met at the fairgrounds today, and we have a plan to ensure we are ADA compliant with the new stands.

We also have a plan for assembling the stands, to ensure they are assembled correctly as per manufacturer's instructions.

Christian Jostlein

Risk Manager

Bonner County Risk Management

Risk Management

Suite 202

521 South Division

Sandpoint, ID 83864

Phone: 208.265.7974 x1326

Cell: 208.217.0768

riskmanagement@bonnercountyid.gov

On Thu, Feb 20, 2025 at 12:05 PM Bill Wilson <bill.wilson@bonnercoid.gov> wrote:

Christian,

Can you confirm that the proposal is ADA compliant? I haven't been involved, so there isn't much for me to sign off on.....

William S. Wilson, Esq.

Civil Deputy Prosecutor

Bonner County Prosecutor's Office

Boundary County Prosecutor's Office

bill.wilson@bonnercoid.gov

The communications contained herein are attorney-client privileged. If you have received this email by accident or for any reason are not the intended recipient then please delete this message.

From: Mark Knapp <mark.knapp@bonnercountyid.gov>

Sent: Thursday, February 20, 2025 11:31 AM

To: Bill Wilson <bill.wilson@bonnercoid.gov>; Jessica Stephany <jessica.stephany@bonnercountyid.gov>

Cc: Christian Jostlein <christian.jostlein@bonnercountyid.gov>

Subject: Approval for BOCC agenda

Hello Bill and Jessica,

The BOCC tabled the item for our purchase of the bleachers from their 2/11/25 meeting to get answers relating to ADA requirements.

We met with Risk/ Christian relating to this out at the fairgrounds and have a plan to address what ADA requirements are for the arena as a whole and he advised that purchasing the bleachers that we initially presented to the BOCC would be fine with our plan to address ADA and construction as well. I have included him in this email if you have any questions. Christian advised that he will be at the BOCC meeting when we present this to the BOCC.

We intend to proceed with the same information requesting approval to purchase the same bleachers at the same price as presented at the 2/11/25 meeting that you previously approved.

I have attached my agenda memo for the BOCC to this email as well as the packet submitted for the previous meeting if you need to cross reference any documents you previously received.

Seeking your approval email to add to the memo to send to the BOCC for the 3/4/25 Meeting.

Let me know if you have any questions or need anything else.

Sincerely,

Mark

--

Mark R. Knapp, CPM©

Fair Manager

E: mark.knapp@bonnercountyid.gov

P: 208.263.8414

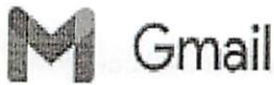
4203 N. Boyer Rd.

Sandpoint, ID 83864

<https://www.bonnercountyfair.com/>

<https://www.sandpointbonnercountyrodeo.com/>





Mark Knapp <mark.knapp@bonnercountyid.gov>

Re: [EXT SENDER] Re: Approval for BOCC agenda

1 message

Jessica Stephany <jessica.stephany@bonnercountyid.gov>

Thu, Feb 20, 2025 at 12:08 PM

To: Bill Wilson <bill.wilson@bonnercoid.gov>

Cc: Mark Knapp <mark.knapp@bonnercountyid.gov>, Christian Jostlein <christian.jostlein@bonnercountyid.gov>

Auditing approves.

Jessica Stephany

Comptroller - Chief Deputy Clerk

Bonner County

1500 Highway 2, Suite 336

Sandpoint, ID 83864

Phone: 208-265-1437 ext 1313

On Thu, Feb 20, 2025 at 12:05 PM Bill Wilson <bill.wilson@bonnercoid.gov> wrote:

Christian,

Can you confirm that the proposal is ADA compliant? I haven't been involved, so there isn't much for me to sign off on.....

William S. Wilson, Esq.
Civil Deputy Prosecutor
Bonner County Prosecutor's Office
Boundary County Prosecutor's Office
bill.wilson@bonnercoid.gov

The communications contained herein are attorney-client privileged. If you have received this email by accident or for any reason are not the intended recipient then please delete this message.

From: Mark Knapp <mark.knapp@bonnercountyid.gov>

Sent: Thursday, February 20, 2025 11:31 AM

To: Bill Wilson <bill.wilson@bonnercoid.gov>; Jessica Stephany <jessica.stephany@bonnercountyid.gov>

Cc: Christian Jostlein <christian.jostlein@bonnercountyid.gov>

Subject: Approval for BOCC agenda

Hello Bill and Jessica,

The BOCC tabled the item for our purchase of the bleachers from their 2/11/25 meeting to get answers relating to ADA requirements.

We met with Risk/ Christian relating to this out at the fairgrounds and have a plan to address what ADA requirements are for the arena as a whole and he advised that purchasing the bleachers that we initially presented to the BOCC

would be fine with our plan to address ADA and construction as well. I have included him in this email if you have any questions. Christian advised that he will be at the BOCC meeting when we present this to the BOCC.

We intend to proceed with the same information requesting approval to purchase the same bleachers at the same price as presented at the 2/11/25 meeting that you previously approved.

I have attached my agenda memo for the BOCC to this email as well as the packet submitted for the previous meeting if you need to cross reference any documents you previously received.

Seeking your approval email to add to the memo to send to the BOCC for the 3/4/25 Meeting.

Let me know if you have any questions or need anything else.

Sincerely,

Mark

--

Mark R. Knapp, CPM®

Fair Manager

E: mark.knapp@bonnercountyid.gov

P: 208.263.8414

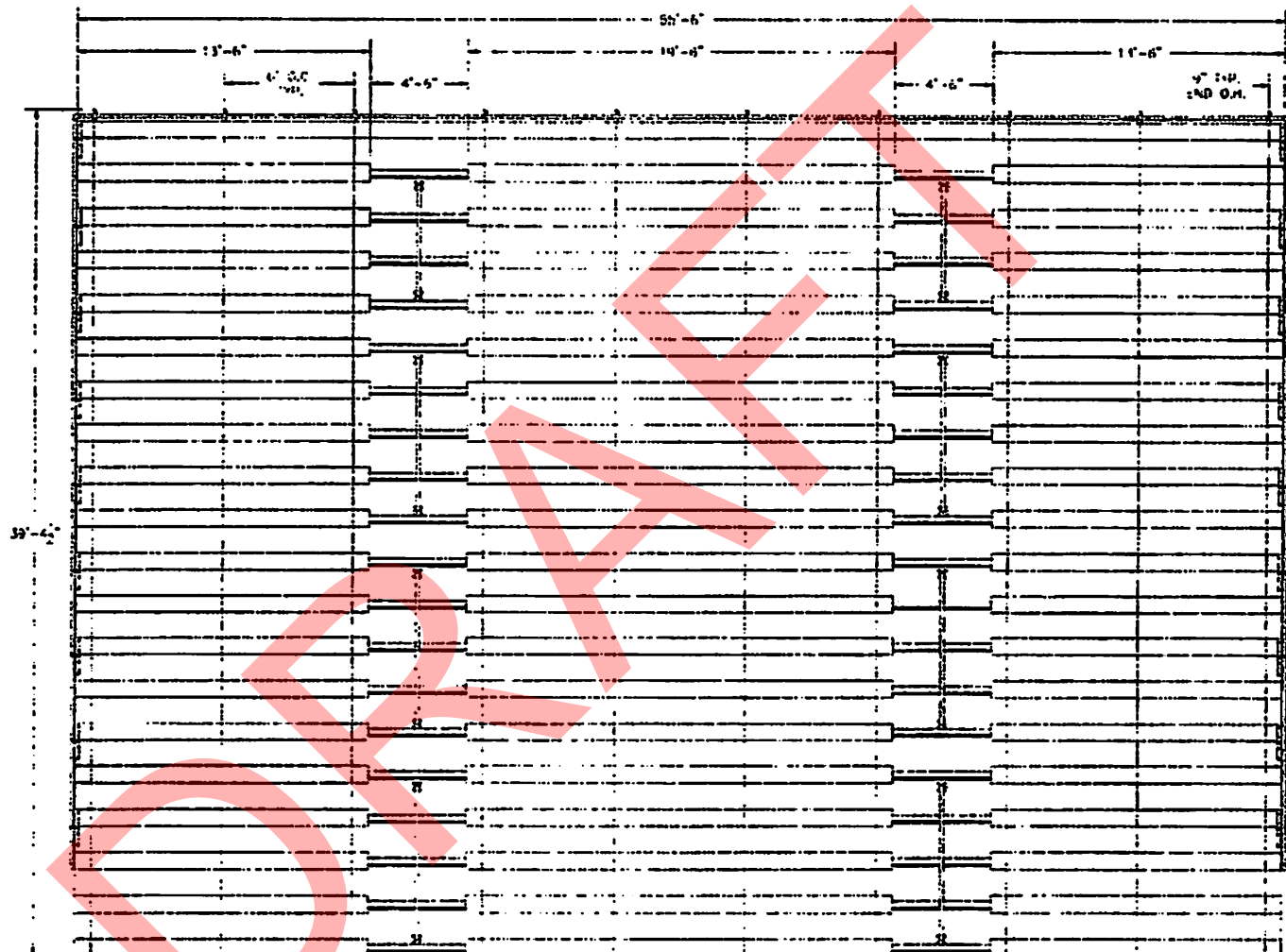
4203 N. Boyer Rd.

Sandpoint, ID 83864

<https://www.bonnercountyfair.com/>

<https://www.sandpointbonnercountyrodeo.com/>





SECTION LENGTH	GROSS SEATS	ACTUAL SEATS	NO. OF ROWS	NET SEATS
55.5	37.00	37.00	1	37
13.5	9.00	9.00	19	171
19.5	13.00	13.00	19	247
13.5	9.00	9.00	19	171
NET SEATS				626
WHEELCHAIR SPACES				0
TOTAL NET SEATING CAPACITY (BASED ON 18" PER SEAT)				626

NRS
National Recreation Systems
A TFC COMPANY

PH: 655-655-0044 FAX: 260-452-9419 WWW.LEADERS.NET

This drawing and all information contained herein is the property of NATIONAL RECREATION SYSTEMS, INC. and is not to be reproduced without the express written permission of this manufacturer. We assume no responsibility for unauthorized use of this drawing. NATIONAL RECREATION SYSTEMS, INC. is not responsible for local permits and occupancy requirements.

PROJECT/STD: 00A-2005506CL00_01 SALES

DESCRIPTION: NON-ELEV. 20 ROW x 55'-6" SEATING PLAN

DRAWN BY: HIT

DATE: 4/20/21

REVISION: 0

SOLD N.T.S.

SHEET NUMBER: TD.1

Do not open attachments or click any links unless you are sure the contents of this email are safe.

- Corporate IT

Goodmorning terry

[Quoted text hidden]

[Quoted text hidden]

 Sales Quote-111987.pdf
1085K

Chris Larson <chris.larson@bonnercountyid.gov>
To: "O'Neill, Terry" <Terry.ONeill@theparkcatalog.com>

Mon, Dec 9, 2024 at 9:35 AM

Thank you

[Quoted text hidden]

Chris Larson <chris.larson@bonnercountyid.gov>
To: "O'Neill, Terry" <Terry.ONeill@theparkcatalog.com>

Wed, Jan 8, 2025 at 2:32 PM

Good afternoon Terry

I am getting to the end of this government bidding process and am seeing if this bid/ quote will still be good till february 28th?

[Quoted text hidden]

O'Neill, Terry <Terry.ONeill@theparkcatalog.com>
To: Chris Larson <chris.larson@bonnercountyid.gov>

Thu, Jan 9, 2025 at 6:54 AM

Good morning, Chris. I spoke with my warehouse, and we can hold the pricing for a few more months,

Please let me know if you have any questions or need anything,

Terry O'Neill

Senior Sales Executive

The Park and Facilities Catalog

1-800-695-3503 Ext:60325

Fax: 561-620-8668

Terry.oneill@theparkcatalog.com

www.theparkcatalog.com

The Park Catalog - National Account Headquarters -All Rights Reserved 2018

[Quoted text hidden]

NEED SOMETHING QUICKLY? View Our QuickShip products.  



Highland Products Group/The Park Catalog
931 Village Blvd Ste 905-354
West Palm Beach, FL 33409
Phone : 561-620-7878
Email : sales@theparkcatalog.com

Quote#111987

Sales Rep: Terry O'Neill
Email: terry.oneill@theparkcatalog.com
Phone: 800-695-3503 Ext 60325

Quote Date: Dec 9, 2024
Quote Expiration Date: Jan 7, 2025 (29 days)

Bill to:

Chris Larson
Bonner County
4203 North Boyer Ave
Sandpoint, Idaho, 83864
United States
T: 208-304-2784

Ship to:

Chris Larson
Bonner County
4203 North Boyer Ave
Sandpoint, Idaho, 83864
United States
T: 208-304-2784

Product Name	Item #	QTY	Price	Your Price	Unit Discount	Subtotal
Bleacher Product9	569-SPC-BLEACHER-9	1	\$89,899.00	\$89,899.00	\$0.00	\$89,899.00
Non-elevated 20 row x 55'-6" bleacher \$ Net seating capacity 626 per unit. Aluminum angle understructure with 8" Rise / 24" Run 2 x 10 anodized aluminum seat plank with poly end caps Double 2 x 10 mill finish aluminum foot plank with aluminum end caps 1 x 6 riser rows 2 - 19 and (2) 1 x 6 top row risers mill finish (2) 4'-6" wide vertical aisle with mid aisle handrail Chain link guardrail system Duck bill anchors and 2x6 ground sills (Ground Contact) Galvanized hardware Submittals Required						
Bleacher Product10	569-SPC-BLEACHER-10	1	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00
STAMPED DRAWINGS						

Quote Notes:

EST LEAD TIME TO SHIP IS (12) WEEKSPUS TRANSIT;
FREIGHT INCLUDES CALL BEFORE DELIVERY ONLY;
CUSTOMER RESPONSIBLE FOR OFFLOADING DUE TO
SHIPMENT BEING OVERSIZED; ***IF ECONOMICAL MILL FINISH
FOOT PLANK AND RISERS HAVE BEEN SPECIFIED ON THIS
QUOTE. NRS WILL NOT BE RESPONSIBLE FOR DISCOLORATION
OR STAINING (DARK BLACK, BROWN, OR WHITE RESIDUE)
RESULTING FROM UNAVOIDABLE CONDENSATION THAT
OCCURS DURING PACKING, TRANSPORTING AND STORAGE,
PRECEDING AND/OR DURING INSTALLATION. REMOVAL OF
THESES STAINS OR REPLACEMENT OF BOARDS UPON
COMPLETION OF INSTALLATION IS NOT PART OF THIS
CONTRACT BECAUSE STAINED MILL FINISH BOARDS MEET ALL
SPECIFIED REQUIREMENTS. A CLEAR ANODIZED FINISH MAY
BE QUOTED AT AN ADDITIONAL COST TO AVOID POTENTIAL
DISCOLORATION OR STAINING.

Subtotal \$92,399.00
Shipping & Handling \$5,295.00
Tax \$0.00
Grand Total \$97,694.00

This quote comes with our BEST PRICE GUARANTEE! If we are not your lowest delivered quote for equivalent product, we will BEAT it! (Exclusions may apply)

Any questions contact us at 800-695-3503 or
terry.oneill@theparkcatalog.com

PAY NOW
WITH A CREDIT CARD

Quote Expiration Date: Jan 7, 2025

IF YOUR QUOTE HAS EXPIRED, PLEASE CONTACT
YOUR SALES REP BEFORE SUBMITTING PAYMENT

TERMS & CONDITIONS

SKIPPING:

Deliveries are made during normal business hours, 8am - 5pm Monday - Friday. Unless otherwise noted, shipping charges include standard delivery only. Standard delivery charges are for Tailgate delivery to any commercial location on a commercial truck route; the truck driver will not offload the delivery. It is Customer's responsibility to provide adequate personnel and/or equipment to unload the shipment from the truck when it arrives. The truck driver is under no obligation to help you unload. If you require anything other than standard delivery, we have the following additional services available for purchase at time of order placement:

Additional Delivery Services

- **Residential Delivery:** If the ship to address is not a commercial location, on a commercial truck route or is in a residential area, you must order "Residential Delivery Service" at an additional charge.
- **Limited Access Delivery:** This is common LTL delivery for small businesses, restaurants, schools, churches, concert venues, theaters, or other locations that do not have a loading dock.
- **Liftgate Service:** This service includes the driver utilizing a lift gate on the rear of the truck. The driver is responsible for lowering your shipment to the ground only. Once delivery is at ground level it is your responsibility to move the shipment from the delivery point to its destination.
- **Notify Before Delivery:** Notify before delivery indicates that the receiver needs to be called before arrival. The carrier will call 24-48 hours prior to make a delivery appointment. If the receiver cannot be reached, these shipments can result in significant delays or additional redelivery fees.
- **Inside Delivery:** If this service is required, please reach out to one of our Sales Representative as we cannot be responsible for online quotes with this service. This service requires specifics that must be communicated to the carrier prior to getting a shipping quote.
- **Redelivery Fee:** This charge will occur when a delivery is unsuccessful on the first try and the carrier must try to deliver the shipment a second time. Redeliveries occur within the carrier's available timeframe.
- **Construction Site Delivery:** This charge is for any destination that is under construction and requires an LTL truck to navigate a construction site.

Shipping Service Discrepancies: If there is a discrepancy in the services requested and the minimum services required to deliver the product, the Customer agrees to pay and The Park Catalog reserves the right to charge the customer for any necessary additional services provided at the time of delivery.

Shipment Inspection Required: It is the customer's responsibility to inspect all deliveries for possible damage, correct quantities and to note any discrepancies on the freight bill PRIOR to signing the delivery receipt provided by the driver. All damage claims MUST be recorded on the delivery receipt and reported within 48 hours of delivery. The Park Catalog does NOT GUARANTEE replacement parts or products FREE of charge due to concealed or unreported damages.

Assembly May Be Required:

Most of our product's ship Knocked down and on commercial pallets to minimize freight damages and reduce freight cost.

CANCELLATIONS:

No order can be cancelled unless first authorized and confirmed in writing by The Park Catalog Team. Made-to-Order items already in production may not be cancelled. If a cancellation is authorized, charges may apply based on the stage the order is in.

RETURNS:

We will accept returns of unopened/unused products, up to 30 days from the shipping date, subject to ALL the following terms and conditions:

- **Approval:** Written approval and instructions must be issued by our Customer Service Department before any merchandise can be returned.
- **Shipping Returns:** All merchandise must be returned in its original packaging, freight Prepaid. No Collect shipments are accepted.
- **Re-Stocking & Shipping Fees:** The customer is responsible for a minimum 25% re-stocking fee and all related shipping charges on product returned for reasons other than damage or defect. Original shipping charges will not be refunded.
- **Online Orders:** For online orders, The Park Catalog is not responsible if the customer orders incorrect product or colors. All return and restock fees apply.
- **Personalized:** These items are NOT eligible for return unless a defect in manufacturing is presented to us with pictures prior to return.
- **Refunds:** Refunds will be issued on returned merchandise AFTER shipment is received and inspected at our warehouse and the goods are deemed to be resalable and free of damages.

Payment options:

Credit Card: To maintain a safe environment for credit card transactions, we utilize a credit card processing company that partners with companies who transmit or process card information in a secure environment which complies with the Payment Card Industry Data Security Standard (PCI DSS). In compliance with the payment card industry data security standards, The Park Catalog cannot accept credit card payment information via Email/Fax/US Mail/Telephone/Voice Mail. A secure payment link will be sent via email to allow your transaction to be completed.

Checks: Payable to Highland Products Group or The Park Catalog, 931 Village Blvd Ste 905-354, West Palm Beach, FL 33409

ACH: You will find ACHWare information on the pages following your proposal

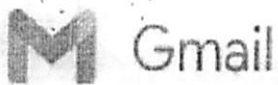
Purchase Order: We accept purchase orders from Government/Municipal entities, Public Schools, non-private Colleges, and Universities to name a few. All other customer types must speak with a sales representative for qualifications to utilize a purchase order.

Force Majeure:

No Party to this Agreement shall be responsible for any delays or failure to perform any obligation under this agreement due to acts of God, outbreaks, epidemic/pandemic or the spreading of disease or contagion strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure, the Parties' duty to perform obligations shall be suspended.

To accept this proposal

Sign Here: _____ Date: _____



Chris Larson <chris.larson@bonnercountyid.gov>

[EXT SENDER] Quote# 78626 from Anthem Sports - REVISED DATE

2 messages

Christina Sanchez <christina@anthem-sports.com>

Mon, Jan 13, 2025 at 1:06 PM

To: "chris.larson@bonnercountyid.gov" <chris.larson@bonnercountyid.gov>

Hi Chris:

Attached is the quote you requested for the 20 Row Non Elevated 55'6" Bleacher which includes a team discount. This bleacher has a lead time of 10-12 weeks. Please feel free to contact me with any questions.

Thanks!

Christina

Christina Sanchez

Senior Sales Representative

Anthem Sports, LLC

2 Extrusion Dr.

Pawcatuck, CT 06379

800-688-6709 phone

860-599-8448 fax

www.anthem-sports.com



BUILDING CHAMPIONS

Buy from us and find out why coaches everywhere choose Anthem Sports!



Anthem Sports, LLC
2 Extrusion Drive
Pawcatuck CT 06379

Phone	Fax
800-688-6709	860-599-8448
www.anthem-sports.com	

Quote

Date	Quote #
3/21/24	78626

Quote for:
Bonner County Fairgrounds Accounts Payable 4203 North Boyer Rd Sandpoint, ID 83864

Ship To
Bonner County Fairgrounds Attn: Chris Larson 4203 North Boyer Rd Sandpoint, ID 83864 US 414-651-1033

P.O. No.		Terms	Qt. CSR		
		Pre Pay	CS		
Anthem Part #	Description	Qty	U/M	Price	Total
A22-212-ID	NR C-36A-2005506C00 20 Row 55'6" Non Elevated Bleacher Seating Capacity 626 NO ADA	1		98,387.95	98,387.95T
A22-212-ID 1	Engineer Stamped Drawings Shipping & Handling Sales Tax REVISED 1/13/24 QUOTE IS VALID UNITL MARCH 31ST 2025	1		2,950.00 7,424.37 6,080.28	2,950.00T 7,424.37T 6,080.28

Total	\$114,842.60
--------------	---------------------

Quote is valid for 30 days unless otherwise specified.
Our manufactures are increasing prices regularly.

Due to supply chain delays estimated lead times
are also subject to change.

Return Policy: You may return any new or unused items in original packaging for a refund within 30 days.
Email info@anthem-sports.com or visit www.anthem-sports.com/EasyReturns for details and exclusions.

To: Chris Larson <chris.larson@bonnercountyid.gov>

Let me get to work on that for you. 🙏

Thank you!

[Quoted text hidden]

Amy Gutierrez <amy@terraboundsolutions.com>
To: Chris Larson <chris.larson@bonnercountyid.gov>

Mon, Dec 9, 2024 at 12:50 PM

Dear Chris,

Thank you for your interest in our products! I have attached an estimate per your request to review. Please note, your estimate pricing is good for 30 days.

If you have any questions or would like to modify the quote do not hesitate to reach out and I would be happy to help!

Sincerely,

Amy Gutierrez | Operations Manager
TerraBound Solutions, Inc.

3 Grogans Park Dr. STE 210

Spring, TX 77380

Toll Free: 877-857-2915 | 281-288-6693 Ext.110

Email: amy@terraboundsolutions.com

Website: www.terraboundsolutions.com

From: Chris Larson <chris.larson@bonnercountyid.gov>

Sent: Friday, December 6, 2024 10:31 AM

To: Amy Gutierrez <amy@terraboundsolutions.com>

Subject: Re: [EXT SENDER] Estimate for Bleachers with Terrabound Solutions

Good morning amy

[Quoted text hidden]
[Quoted text hidden]

 **BonnerCTY1-Estimate REVISED.pdf**
305K

Chris Larson <chris.larson@bonnercountyid.gov>
To: Amy Gutierrez <amy@terraboundsolutions.com>

Wed, Jan 8, 2025 at 2:31 PM

Good afternoon amy,

I am getting to the end of this government bidding process and is seeing if this bid/ quote will still be good till february 28th?

[Quoted text hidden]

Amy Gutierrez <amy@terraboundsolutions.com>
To: Chris Larson <chris.larson@bonnercountyid.gov>

Wed, Jan 8, 2025 at 2:10 PM

Checking on that for your now! 😊

Thank you!

Amy Gutierrez | Operations Manager
TerraBound Solutions, Inc.

[Quoted text hidden]

Amy Gutierrez <amy@terraboundsolutions.com>
To: Chris Larson <chris.larson@bonnercountyid.gov>

Mon, Jan 13, 2025 at 2:01 PM

Hi Chris,

Per our phone conversation, this estimate is still valid and shipping costs should not change through the end of the month. If we need to requote it after that we can definitely do so at that time. Let me know if you have any questions.

Sincerely,

Amy Gutierrez | Operations Manager
TerraBound Solutions, Inc.

3 Grogans Park Dr. STE 210

Spring, TX 77380

Toll Free: 877-857-2915 | 281-288-6693 Ext.110
Email: amy@terraboundsolutions.com

TERRA BOUND SOLUTIONS

Office: 1-877-857-2915
Fax: 281-288-2870
www.TerraBoundSolutions.com
3 Grogans Park Drive, STE 210
Spring, TX 77380

Estimate

Date	Estimate #
10/29/2024	BonnerCTY1

Name / Address	Ship To
Bonner County Fair Grounds Chris Larson San Point, ID 83864 Phone:	Bonner County Fair Grounds Chris Larson San Point, ID 83864 Phone:

Customer Phone	E-mail	Terms	Rep
	heather@terraboundsolutions.com	Prepaid Visa, MC, ...	AEG

Description	Qty	Cost	Total
20 ROW NON ELV 55.5' ALM BLEACHER C'HAIN LNK 3-48" AISLE HR 3 ADA CUTOUTS **SHIPS UNASSEMBLED** **SALES TAX** Shipping with Freight Svcs Additional Svcs not included (must be purchased prior to ship date): - Lift gate service - Call Ahead service - Residential/Church delivery - Inside delivery - Guaranteed delivery date Estimated Ship Date: 14-16 Weeks Estimated Transit Time: 5-7 business days **NOTE** Estimated transit time is never a guarantee. If you do not purchase guaranteed delivery service TerraBound is not responsible for any delays. Reminder: Please check packages and contents for any damages upon arrival and note with freight carrier. TerraBound Solutions, Inc. is not responsible for damaged products in shipping. It is the responsibility of the receiving party to inspect and count packages at the time of delivery and report to freight carrier and customer service. TERMS: Prepaid Visa, MC, Amex, Discover, Wire or Check	1	126,690.00 6,116.10 17,119.00	126,690.00 6,116.10 17,119.00

Production time is based on current schedule, and subject to change at time of order. Thank you for this opportunity to quote. Prices are guaranteed for 30 days. All sales are final.

If you would like to place an order or have any additional questions please call (877)857-2915 or email to contact@terraboundsolutions.com

Visit www.terraboundsolutions.com

Subtotal	\$149,925.10
Sales Tax (0.0%)	\$0.00
Total	\$149,925.10



Bonner County

Planning Department

March 4, 2024

Memorandum

Planning Dept

Item # 1

To: Commissioners

From: Planning Department

Re: Zoning Boundary Interpretation of RP60N04W273750A via BCRC 12-315

The property owner of the subject property is requesting an interpretation of the zoning map via BCRC 12-315. Given the zoning as shown on the digital zoning map on the GIS parcel layer and zoning layer, the property appears to be split zoned Recreation and AF/10, see the attached map for more details. A land division cannot be processed and create additional lots given the zoning discrepancies on the property. The property owner has requested that the BOCC interpret the zoning map via BCRC 12-315.

Enclosed: Project Representative Request, Zoning Map, Draft Comp Plan Map, Relevant BCRC Sections

Auditing Review: N/A

Risk Review: N/A

Legal Review: N/A

Distribution: _____ Original to BOCC
_____ Copy to Planning Department

Possible Motions:

Motion to interpret as zoned Recreation:

Chairwoman, based on the information before us I move the Board of County Commissioners exercise its authority via BCRC 12-315 H to interpret the zoning boundary on RP60N04W273750A to be entirely zoned Recreation and that there are mapping discrepancies that will be correct by the County in the future.

Motion to interpret as split zoned:

Chairwoman, based on the information before us I move the Board of County Commissioners exercise its authority via BCRC 12-315 H to interpret the zoning boundary on RP60N04W273750A to be zoned Recreation and AF/10 as shows on the official zone map.

Recommendation Acceptance: ☐ yes ☐ no

Asia Williams, Chair

Date



Jacob Gabell <jacob.gabell@bonnercountyid.gov>

[EXT SENDER] split-zoned parcel RP60N04W273750A

1 message

Jack Toepfer <jacktoepfer@hotmail.com>
To: Jake Gabell <jake.gabell@bonnercountyid.gov>
Cc: Tyson Glahe <tglahe@glaheinc.com>

Mon, Feb 24, 2025 at 9:28 AM

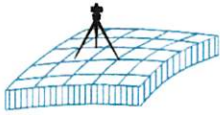
Dear Bonner County Commissioners,

This is our second request of the board (first was on 12/10/2025) to look at the subject split-zoned parcel RP60N04W273750A. I was unable to access your meeting by Zoom the first time due to difficulty navigating the county website. I was, however, able to watch that meeting later on YouTube, and learned then that the board felt there was no urgency to correct the split zoning error. There is urgency, as I intend to file for an MLD and a BLP, neither of which I can do while the parcel is split zoned, a situation I had no part in creating. I am already significantly behind schedule due to the county's inaction. According to the 2008 Zoning map, the parcel is zoned recreation and not split. There has been no rezone since then, so clearly the error is on the county's part and presumably occurred in the transfer of data from the paper map to GIS. The error is administrative in nature, should be remedied administratively, and without further delay. The Planning department has told me it will cost me money to get the mistake corrected. They were correct, this has already cost me money. Why? If ever there was a planning procedure that should be administrative and free of charge to the applicant, this is it - a county mistake that is in effect denying me full use and economic value of my own property. In other words - a taking. I understand that the Comprehensive Plan is nearing the final stages of being presented to the board for approval, but it is at best, months away from final approval and there's no telling how long after that the Zoning Code (and map) will be updated. It is beyond unreasonable for me to be prevented from developing my own property exactly as current law allows, but for the county's obvious mistake.

I urge you in the strongest terms to take the only reasonable approach, which is to set this matter straight immediately, and avoid forcing me into completely avoidable and unnecessary legal action.

Sincerely,

Jack Toepfer



GLAHE & ASSOCIATES, Professional Land Surveyors

P.O. Box 1863
303 Church Street
Sandpoint, ID 83864

Phone: (208) 265-4474

Website: glaheinc.com

Bonner County Board of Commissioners

11/18/2024

Re: Bonner County GIS Mapping Clarification on parcel RP60N04W273750A.

This is a request to the Bonner County Board of Commissioners to clarify the zoning for parcel RP60N04W273750A. The current GIS parcel mapping is not aligned correctly with the zoning linework. It is obvious that the border between the Recreation Zoning and the Agriculture Zoning follows the existing actual section lines and property line. However, the county adopted the GIS website as the "Official Zoning Map" in 2022.

Below is the current rule for interpreting zoning where it is not clear but when the county accepted the GIS map as the "Official Zoning Map" it appears these no longer apply and it must be requested of the commissioners to clarify.

Code 12-315: RULES FOR INTERPRETATION OF ZONING DISTRICT BOUNDARIES:

Where uncertainty exists as to the boundaries of zones or districts as shown on the official zoning district map, the following rules shall apply:

B. Boundaries indicated as approximately following platted lot lines shall be construed as following those lines.

F. Boundaries indicated as parallel to, or extensions of features indicated in subsections A through E of this section shall be so construed. Distances not specifically indicated on the official zoning district map shall be determined by the scale of the map.

It is my understanding that the county is aware of this issue and has plans to address it in the rules but the procedure as it is today, is to present each case to the Board of Commissioners for your review and clarification.

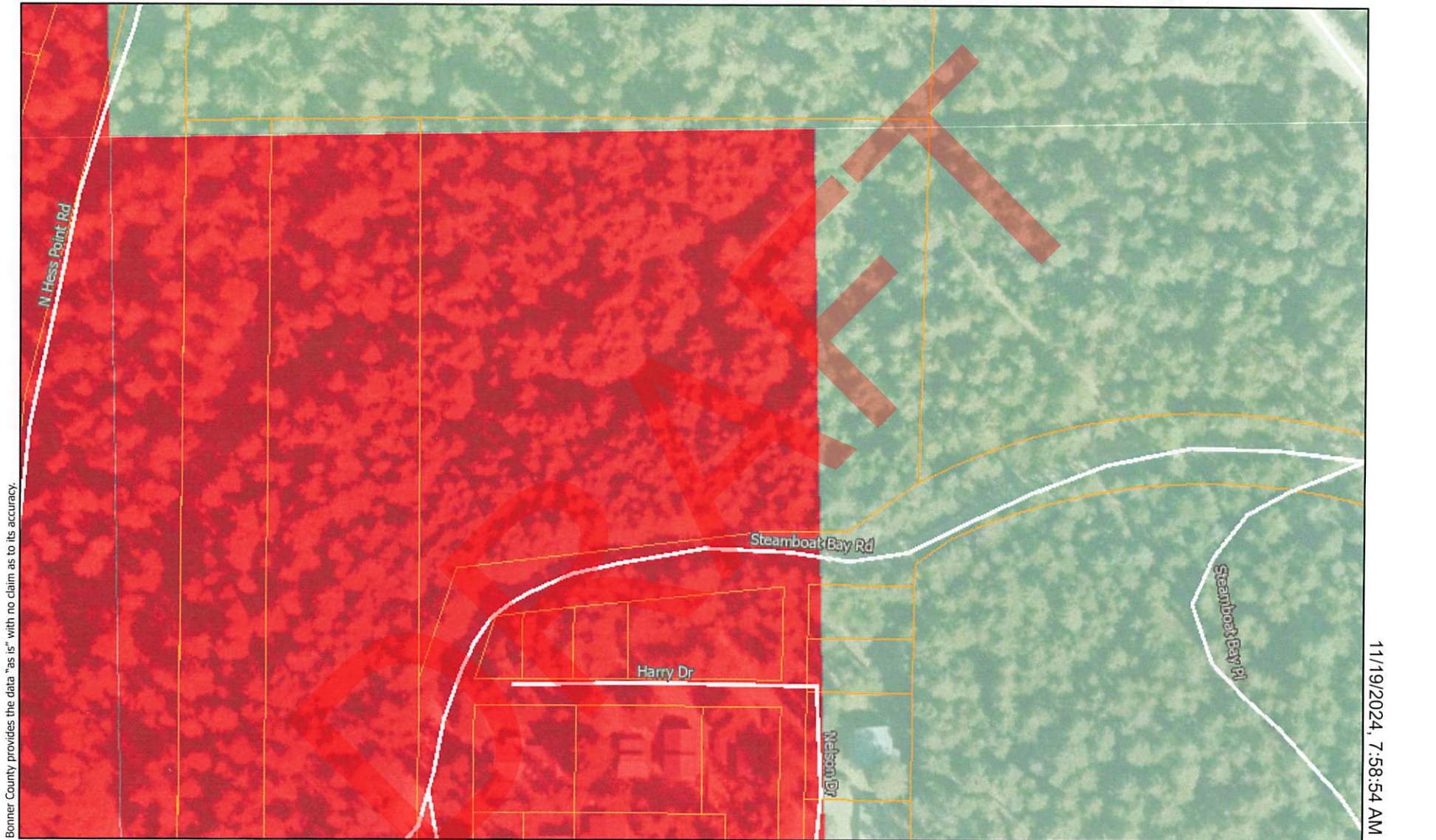
We ask that you review the current GIS mapping on the next page and acknowledge the intent was not to "split zone" numerous smaller lots into agriculture zoning and approve it as Recreation zoning. The parcel lines follow sectional PLSS lines where the zoning map does not, due to a misalignment.

Thank you,





Tyson L.A. Glahe, PLS

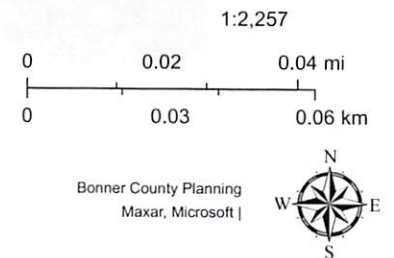


Bonner County Map

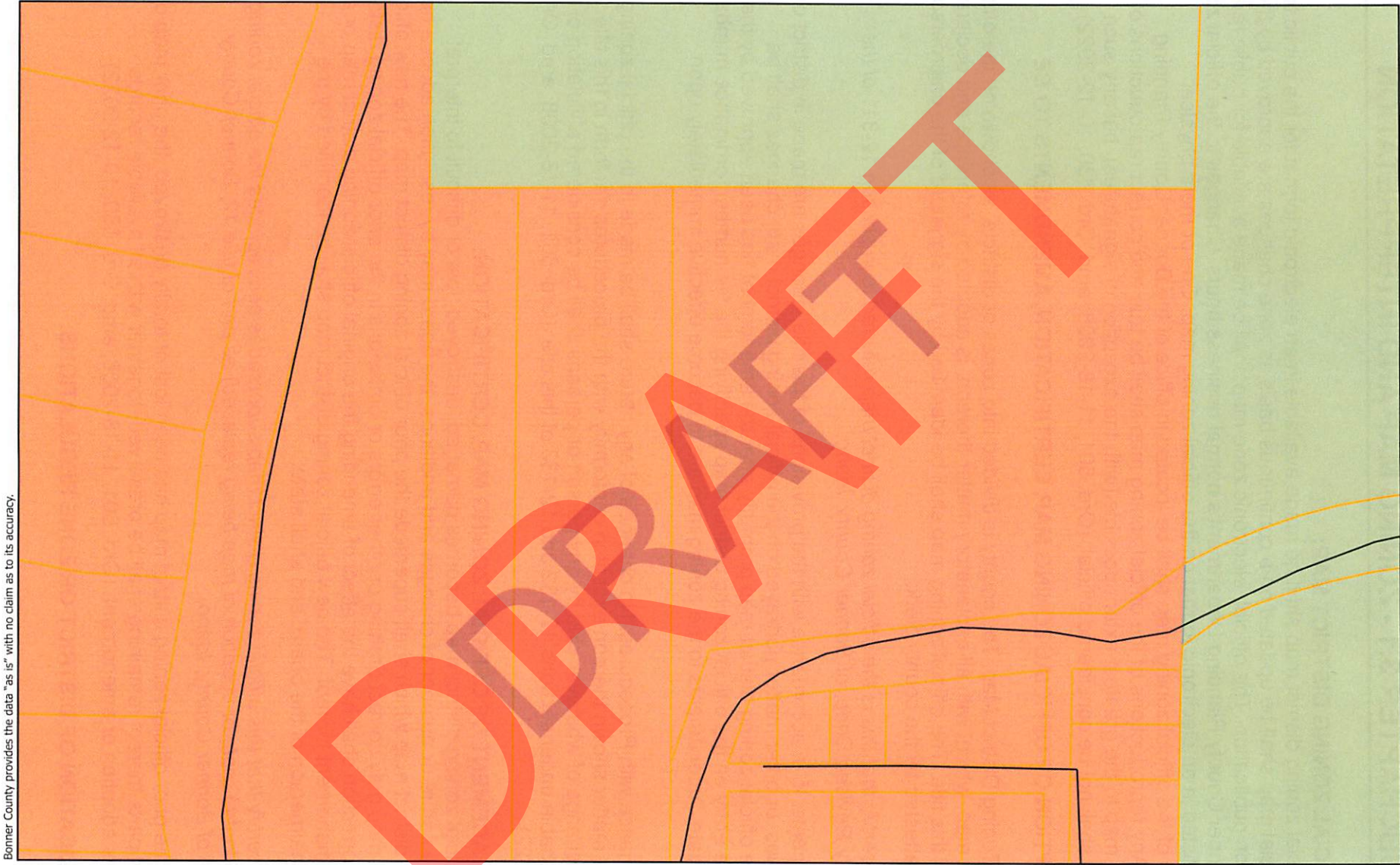


Bonner County provides the data "as is" with no claim as to its accuracy.

- | Road Centerlines | | Current Zoning | |
|---|-------------|---|-----------------------------------|
|  | Local; Ramp |  | Recreation (Rec) |
|  | Parcels |  | Agricultural/forestry 10 (A/f-10) |



Draft Comp Plan Map



Bonner County provides the data "as is" with no claim as to its accuracy.

- Road Centerlines

Local; Ramp

Parcels
- Land Use Oct '24

Ag/Forest Land

Recreational Resort Community

1:2,257

00.020.04 mi

00.030.06 km

ArcGIS Web AppBuilder
Maxar, Microsoft |

N

W

S

E

SUBCHAPTER 3.1 - ZONING MAP AND INTERPRETATION

12-310: OFFICIAL ZONING DISTRICT MAP:

A. The official zoning district map shall be made available in an electronic format for the public to view. The official map shall be updated on a continuous basis as zone changes are approved by the board and upon publication. The official, electronic zone map shall be made available for public review during the Bonner County Planning Department's normal business hours. Changes to the official zone map shall be listed in an electronic format on the official zoning map. One or more physical reproductions of the official zoning map shall be located in office of the Bonner County Planning Department. Any reproductions of the official zoning map shall be true and correct reproductions of the official zoning map to the greatest extent possible (with the exception of signatures), but any such reproductions shall not be considered official. (Ord. 501, 11-18-2008; amd. Ord. 680, 10-12-2022)

12-311: ADOPTION OF OFFICIAL ZONING MAP, CERTIFICATION, AMENDMENTS TO BE SHOWN:

A. Official Zoning District Map: The county is divided into zones or districts, as shown on the official zoning district map, which, with all explanatory matter thereon, is adopted by reference and declared to be a part of this title. The official zoning map shall be identified by the signature of the chairperson of the board, attested by the county clerk:

This is to certify that this is the official zoning district map referred to in section 12-311 of the Bonner County Revised Code, of Bonner County, Idaho.

B. Amendments: If, in accordance with the provisions of this title, changes are made in district or zone boundaries, or other matter portrayed on the official zoning district map, changes shall be entered on the official zoning district map promptly after the amendment has been approved by the board, with the entry on the official zoning district map specifying the file number, ordinance number, and effective date. Amendments to the zoning map are to become effective immediately upon publication.

C. Conformance with Procedures: No changes of any nature shall be made in the official zoning district map or matter shown thereon except in conformity with the procedures set forth in this title. Any unauthorized change of whatever kind by any person or persons shall be considered a violation of this title and punishable under sections 12-132 and 12-133 of this title. (Ord. 501, 11-18-2008; amd. Ord. 680, 10-12-2022)

12-312: REPLACEMENT OF OFFICIAL ZONING MAP, CERTIFICATION:

A. If the official zoning district map becomes damaged, destroyed, lost or difficult to interpret because of the nature or number of changes and additions, the board may by resolution adopt a new official zoning district map which shall supersede the prior official zoning district map. The new official zoning district map may correct drafting or other errors or omissions in the prior official zoning district map, but no correction shall have the effect of amending the original official zoning district map or any subsequent amendment thereof. The new official zoning district map shall be identified by the signature of chairperson of the board, and shall state:

This is to certify that this official zoning district map supersedes and replaces the official zoning district map adopted (date of adoption of map being replaced) as part of title 12, Bonner County Revised Code of Bonner County, Idaho.

B. Unless the prior official zoning district map has been lost or totally destroyed, the prior map or any significant parts thereof remaining shall be preserved, together with all available records pertaining to its adoption or amendment. (Ord. 501, 11-18-2008; amd. Ord. 680, 10-12-2022)

12-314: APPLICATION OF DISTRICT OR ZONE REGULATIONS:

A. The regulations set by this title within each district or zone shall be minimum regulations and shall apply uniformly to each class or kind of structure or land use.

B. No building, structure or land shall hereafter be used or occupied, and no building or structure, or part thereof, shall be erected, subject to provisions of subchapter 3.4 of this chapter, constructed, reconstructed, moved or structurally altered, except in conformity with all of the regulations specified for the district or zone in which it is located. (Ord. 501, 11-18-2008)

12-315: RULES FOR INTERPRETATION OF ZONING DISTRICT BOUNDARIES:

Where uncertainty exists as to the boundaries of zones or districts as shown on the official zoning district map, the following rules shall apply:

A. Boundaries indicated as approximately following the centerlines of streets, highways or alleys shall be construed to follow the centerlines.

B. Boundaries indicated as approximately following platted lot lines shall be construed as following those lines.

C. Boundaries indicated as approximately following city limits shall be construed as following city limits.

D. Boundaries indicated as following railroad lines shall be construed to be midway between the main tracks.

E. Boundaries indicated as following shorelines shall be construed to follow those shorelines and legally established meander lines. In the event of change in the shoreline, boundaries shall be construed as moving with the actual shoreline; boundaries indicated as approximately following the centerlines of streams, rivers, canals, lakes or other bodies of water shall be construed to follow those centerlines.

F. Boundaries indicated as parallel to, or extensions of features indicated in subsections A through E of this section shall be so construed. Distances not specifically indicated on the official zoning district map shall be determined by the scale of the map.

G. Boundaries indicated as following section or township lines shall be construed as following those section or township lines.

H. Where physical or cultural features existing on the ground are at variance with those shown on the official zoning district map, or in other circumstances not covered by subsections A through G of this section, the board shall interpret the district or zone boundaries.

I. Where a district or zone boundary line divides a lot which was in single ownership at the time of passage of this section, the board may permit, as a special exception, the extension of the regulations for either portion of the lot not to exceed fifty feet (50') beyond the district or zone line into the remaining portion of the lot. (Ord. 501, 11-18-2008)



Bonner County
Planning Department

March 4, 2025

Memorandum

PLANNING
Item # 2

To: Commissioners

From: Alex Feyen, Assistant Planning Director

Re: S0001-23 Crystal View II– Partial Release of Surety

Project S0001-23 was submitted to Bonner County for review in year 2023. The project approved the construction of private roads with the requirement to make improvements in accordance with the Bonner County Revised Code. For the construction of the required improvements, the applicant entered into a surety agreement with the Bonner County Board of County Commissioners on May 14, 2024 and submitted a Letter of Credit (Standby Letter of Credit No. SB001754) equal to 150% of the engineer’s cost estimate to Bonner County for the required storm water management, road, and water and sewer infrastructure improvements.

The total amount of the surety \$4,777,272.08 accounted for the improvements to be made. At this time, Phase I improvements have been completed, per Bonner County Engineering Department’s approval memo dated August 14, 2023. Per Condition #12 of the surety agreement, the applicant is requesting 50% of the amount of surety to be returned, amounting to \$2,388,636.04. Bonner County Engineering has reviewed the as-built improvements and has found them to be in compliance with Bonner County Revised Code; a final approval will be issued after Engineering can visually inspect the improvements.

In total, the applicant is requesting a partial release of the surety of \$2,388,636.04. The applicant has provided an amended Standby Letter of Credit for \$2,388,636.04, as required by the surety agreement.

Auditing Review: N/A

Risk Review: N/A

Legal Review: N/A

Distribution: _____ Original to BOCC, Clorissa Koster

_____ Copy to: Jake Gabell, Alex Feyen

A suggested motion would be: **Based on the information before us I move to approve the partial release of the surety amounting to \$2,388,636.04 for the completion of improvements for project S0001-23, and authorize the chair to sign the amended Letter of Credit for \$2,388,636.04 in accordance with the terms of the surety agreement for the project.**

Acceptance: ☐ Yes ☐ No

Asia Williams, Chair

Date

To confirm the required surety of \$4,777,272.08 (which equals 150% of the project engineer's estimated costs for completion of the Improvements), the Engineer's Opinion of Preliminary Project Costs, dated April 23, 2024, by project engineer Scott G. McNee, estimating the cost of completing road, stormwater, sewer and water improvements, is attached hereto as Exhibit B.

WHEREAS, the Improvements are to be constructed by the Applicant with regard to certain real property described, as follows:

That property depicted on preliminary plat S0001-23 on file in the Bonner County Planning Department.

NOW THEREFORE, for the mutual promises and obligations made by the Parties herein, and for good and sufficient consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties, intending to be legally bound, do hereby agree as follows:

1. The Applicant hereby covenants and agrees to post a letter of credit, in the amount of Four Million Seven Hundred Seventy-Seven Thousand Two Hundred Seventy-Two dollars and 08/100-- (\$4,777,272.08) for construction and installation of the Improvements, and the County hereby agrees to accept said security, each in accordance with the terms and conditions of this Agreement.
2. The Applicant, simultaneously with the execution of this Agreement, does hereby deposit with the County Subdivision Letter of Credit dated April 25, 2024, in the total amount of Four Million Seven Hundred Seventy-Seven Thousand Two Hundred Seventy-Two dollars and 08/100-- (\$4,777,272.08), attached hereto as Exhibit A, hereinafter referred to as the "Surety," as security for the complete performance, construction and installation of the above-described improvements.
3. The Applicant shall complete construction and installation of the Improvements on or before (2) two years from the Effective Date of this Agreement, otherwise the Surety shall be immediately forfeited to the County, and the entire face amount of the Surety, Four Million Seven Hundred Seventy-Seven Thousand Two Hundred Seventy-Two dollars and 08/100-- (\$4,777,272.08), shall be immediately due and payable to the County, and said Surety may be drawn by the County to the full amount thereof.
4. The Surety shall be made in the name of the "Bonner County Commissioners," authorizing the Chair to sign for the release or modification thereof. The Surety shall be held by the Bonner County Treasurer.
5. There are no third-party beneficiaries to this Agreement.
6. If at any time during the term of this Agreement, Umpqua Bank : a) lose its "A" rating from A. M. Best & Company; or b) become unable to meet its financial obligations as and when they become due and owing; or c) enter into any form of liquidation, receivership or bankruptcy proceeding, whether voluntary or involuntary; or d) cease to be licensed to do business in Idaho, Applicant shall within 10 business days inform the County in writing of said changes and shall immediately replace Subdivision Letter of Credit # SB001754 dated May 14th, 2024 with a replacement bond which complies with Bonner County Ordinances.
7. In the event that the Applicant fails or refuses for any reason whatsoever to complete the Improvements on or before the date set forth in paragraph Number 3 hereof, the County shall have

the right to cash or make demand for, and receive payment of the full-face amount of the Surety, and to do so without any protest or recourse of any nature by the Applicant. Furthermore, should the County choose to complete the bonded Improvements (which decision is in the sole and exclusive discretion of the County) the County, its agents, contractors or designees shall have the right to enter the subject property as necessary to carry out the completion of the Improvements.


8. In case of default by the Applicant, the County shall have the option, in its sole and exclusive discretion, to complete the Improvements or not. If the County elects to complete the Improvements, and the total cost to the County of constructing the Improvements is less than the total amount of the Surety actually redeemed by the County in cleared funds, the difference between the actual cost to the County of constructing and installing the Improvements and the amount of the Surety actually redeemed by the County in cleared funds shall be paid to the Applicant, less an administrative and overhead charge by the County equal to twelve percent (12%) of the total cost to the County of constructing and installing the Improvements. However, if the County elects to complete the improvements, and the total cost to the County of constructing the Improvements is greater than the amount of the Surety actually redeemed by the County in cleared funds, then the Applicant hereby agrees to reimburse and hold harmless the County for any and all additional costs incurred by the County in constructing and installing the Improvements, together with an administrative and overhead charge by the County equal to twelve percent (12%) of the total cost to the County of constructing and installing the Improvements.
9. This Agreement shall be binding on all of the Applicant's successors in interest, and any such successor in interest must comply with all the obligations of this Agreement, including but not limited to the maintenance of a valid and enforceable surety bond as set forth herein.
10. Applicant shall notify the County in writing within ten (10) business days in the event that either the Applicant or the Surety issuer becomes insolvent, enters into receivership, involuntary bankruptcy, bankruptcy, defaults, or otherwise become unable to complete the bonded infrastructure and/or honor Subdivision Letter of Credit # SB001754 dated May 14th, 2024.
11. In the event the Applicant completes construction of the Improvements on or before the date set forth in paragraph Number 3 hereof, the Applicant shall maintain the Surety in full force and effect for one (1) year after the date of first acceptance of the completed work by the County upon receiving notice by the Bonner County Planning Department, pursuant to and under the direction of the County Commissioners, that the Improvements have been constructed and installed in accordance with all applicable plans, plats, specifications, regulations and other requirements, and that the Improvements have been approved by Bonner County (the "First Acceptance"). Within thirty (30) calendar days following the one year anniversary of the First Acceptance, the Bonner County Treasurer shall release the Surety to the Applicant. If construction and installation of the Improvements is not completed within one (1) year of the Effective Date of this Agreement, the Applicant shall provide a detailed status report to the County advising of construction and installation progress, and confirming that this Agreement and the surety bond posted in accordance herewith remain in full force and effect under the terms of this Agreement and the surety standards of Bonner County Revised Code 12-644(C).
12. The Surety warranting the construction and installation of the Improvements, and guaranteeing the

repair of any defects in Improvements which occur within one year after First Acceptance of the completed Improvements by the Board, may or may not be reduced by the Board, in the Board's sole and exclusive discretion, by one-half (½) for that one year. This Agreement shall be valid for a period not to exceed two (2) calendar years from the date of First Approval. At any time prior to the expiration date of this Agreement, the Applicant may make a written request to the Planning Director for a single extension of this Agreement for a period not to exceed two (2) years. As a condition of granting such an extension, the County may require a revised estimate, at the Applicant's expense, to determine if the original amount of the Surety is sufficient to cover the cost of the construction or reconstruction of the Improvements, and shall have the authority to increase the amount of the Surety if the revised estimate supports such. The County may consider such request for extension at any regular business meeting. The extension request must be approved or denied by the County prior to the expiration date of this Agreement.

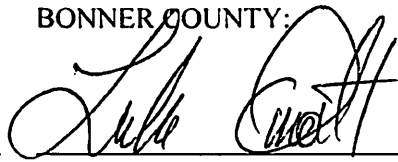
13. In the event that the Surety lapses, and/or Applicant fails to comply with the requirements of this Agreement and/or associated Bonner County Ordinances in effect at the time of the execution of this Agreement, Bonner County Planning Department shall file a petition for vacation of the approved plats supported by this Agreement, and the County may grant said vacations in accordance with Idaho Code Title 50, Chapter 13 "Plats and Vacations" and assess against the Surety and/or the Applicant any and all costs the County has incurred.
14. Applicant agrees to promptly reimburse all costs, including but not limited to attorneys' fees and costs, expert witness fees, court reporting fees, engineering fees, transportation costs, room and board of witnesses and attorneys, and/or Bonner County employees' time incurred by the County in order to enforce this Agreement, the performance of the Surety, and/or any litigation resulting from Applicant's and/or it's Surety's non-compliance with the terms of this Agreement.
15. Applicant agrees to indemnify, defend and hold harmless the County, in the first instance, from and against any claims, suits, and/or judgments issued by any court of competent jurisdiction related in any way to Applicant's failure to comply with this Agreement.
16. This Agreement shall be governed by and construed under Idaho law, except for Idaho choice of law provisions, which shall not apply. Any litigation involving any dispute arising under this Agreement shall be filed solely and exclusively in Bonner County District Court, to the exclusion of any other available forum. Applicant knowingly and expressly waives any and all defenses to the selected forum, including but not limited to personal jurisdiction and *forum non-conveniens*.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and date first written above.

APPLICANTS:


Schweitzer Mountain Properties LLC
President – Lance Badger

BONNER COUNTY:


Board of the County Commissioners
Chairman – Luke Omodt

ATTEST: Michael W. Rosedale, Clerk

Alex Schoeffel

By: Bonner County Deputy Clerk

Date: 5.14.2024

Enclosed: Exhibit A – Letter of Credit
 Exhibit B – Engineer's Opinion of Preliminary Project Costs

DRAFT



Alexander Feyen <alexander.feyen@bonnercountyid.gov>

S0001-23 New Letter of Credit

Spencer Ferguson <spencer.ferguson@bonnercountyid.gov>

Tue, Feb 25, 2025 at 3:01 PM

To: Alex Feyen <alexander.feyen@bonnercountyid.gov>

Cc: Jacob Gabell <jake.gabell@bonnercountyid.gov>

Alex,

After reviewing the as-built information provided by the Engineer of Record for the Crystal View Subdivision, it appears to me that the improvements are of sufficient quality for partial release of the surety. The gradations for the structural fill, compaction testing and inspection reports conform to the Title 12 Appendix B - Private Road Standards Manual contained in the BCRC.

I should note that we cannot provide final approval of the private road as-built plans until such time as we are able to inspect the site and stormwater system. At this time, with the snow accumulation, it is not possible to verify the completeness of the as-built plans. Therefore we are relying on the documentation provided by the Engineer of Record, including the notice of acceptability of work, as-built drawings, construction inspection reports and photographs, proctors and gradation test results in order to make the determination. Final approval must wait until such time as the engineering department can visually inspect the stormwater system and road construction.

Thanks,

Spencer Ferguson, P.E.

Manager

Bonner County Engineering Department

521 South Division, Suite 219

Sandpoint, ID 83864

(208)255-5681 Ext. 2121

[Quoted text hidden]



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

**TREASURER
ITEM #1**

March 4, 2025

Memorandum

To: Bonner County Commissioners

From: Clorrisa Koster, Bonner County Treasurer

Re: **Approval to Change Lockbox Payment Processing for Property Tax Payments**

The Bonner County Tax Collector's Office has been utilizing a Lockbox Payment Processing service for property tax payments since 2023. This service is needed to continue efficiency within the office for processing the large volume of payments received during the December 20th collection period without increasing the number of staff in the office. Due to the change in the flexibility and service of the payment processing by our current provider this has resulted in a substantial price increase for the service.

Two additional proposals have been obtained for payment processing. One from Retail Lockbox Inc who partnerships with Umpqua Bank and the other from Mountain West Bank who contracts with Deluxe Payment Processing. Both proposals are similar in terms of price based on a volume of 16,000 transactions, with Retail Lockbox Inc being the lowest at \$16,581.16 and a one-time setup fee of \$2,745.00 to build the box and reporting features. Based on the functionality, features and service that each company can provide, I am asking for approval to move forward with Retail Lockbox Inc and to authorize the Bonner County Treasurer to sign the agreement provided.

Auditing Review: X

Email is attached verifying that auditing has verified that the funds to cover this item are within the budget; this is required for any expenditure/budget adjustment request.

Risk Review: N/A

If applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This includes new equipment/assets to be insured or contracts requiring insurance for review.

Legal Review: X

Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.

Distribution Original to BOCC
 Copy to Treasurer

A suggested motion would be: **Based on the information before us I move to approve Retail Lockbox Inc's proposal for Lockbox Payment Processing Services and authorize the Bonner County Treasurer to sign the agreement provided. This agreement has been reviewed by legal and auditing.**

Recommendation Acceptance: ☐ yes ☐ no _____ Date: _____
Asia Williams, Chairwoman

DRAFT



Idaho Constitution

The Idaho Constitution is updated to the website July 1 following the legislative session.

CONSTITUTION OF THE STATE OF IDAHO

ARTICLE VIII PUBLIC INDEBTEDNESS AND SUBSIDIES

Section 3. LIMITATIONS ON COUNTY AND MUNICIPAL INDEBTEDNESS. No county, city, board of education, or school district, or other subdivision of the state, shall incur any indebtedness, or liability, in any manner, or for any purpose, exceeding in that year, the income and revenue provided for it for such year, without the assent of two-thirds of the qualified electors thereof voting at an election to be held for that purpose, nor unless, before or at the time of incurring such indebtedness, provisions shall be made for the collection of an annual tax sufficient to pay the interest on such indebtedness as it falls due, and also to constitute a sinking fund for the payment of the principal thereof, within thirty years from the time of contracting the same. Any indebtedness or liability incurred contrary to this provision shall be void: Provided, that this section shall not be construed to apply to the ordinary and necessary expenses authorized by the general laws of the state and provided further that any city may own, purchase, construct, extend, or equip, within and without the corporate limits of such city, off street parking facilities, public recreation facilities, and air navigation facilities, and for the purpose of paying the cost thereof may, without regard to any limitation herein imposed, with the assent of two-thirds of the qualified electors voting at an election to be held for that purpose, issue revenue bonds therefor, the principal and interest of which to be paid solely from revenue derived from rates and charges for the use of, and the service rendered by, such facilities as may be prescribed by law, and provided further, that any city or other political subdivision of the state may own, purchase, construct, extend, or equip, within and without the corporate limits of such city or political subdivision, water systems, sewage collection systems, water treatment plants, sewage treatment plants, and may rehabilitate existing electrical generating facilities, and for the purpose of paying the cost thereof, may, without regard to any limitation herein imposed, with the assent of a majority of the qualified electors voting at an election to be held for that purpose, issue revenue bonds therefor, the principal and interest of which to be paid solely from revenue derived from rates and charges for the use of, and the service rendered by such systems, plants and facilities, as may be prescribed by law; and provided further that any port district, for the purpose of carrying into effect all or any of the powers now or hereafter granted to port districts by the laws of this state, may contract indebtedness and issue revenue bonds evidencing such indebtedness, without the necessity of the voters of the port district authorizing the same, such revenue bonds to be payable solely from all or such part of the revenues of the port district derived from any source whatsoever excepting only those revenues

derived from ad valorem taxes, as the port commission thereof may determine, and such revenue bonds not to be in any manner or to any extent a general obligation of the port district issuing the same, nor a charge upon the ad valorem tax revenue of such port district.

How current is this law?

DRAFT



BONNER COUNTY IDAHO

October 11, 2024

Clorissa Koster
Bonner County Treasurer
1500 Highway 2, Suite 304
Sandpoint, ID 83864

Re: Request for Lockbox Quote

Dear Clorissa,

Thank you for the opportunity to provide you with a quote for lockbox services. We're excited about this opportunity to expand your banking relationship with Mountain West Bank.

All highlighted line items are included in this quote. We kept the pricing simple by averaging all the costs to charge a per check processing fee of \$0.95 each.

The quote is for our Deluxe processing site to receive unopened payments via FedEx from your office. All items will be opened, scanned (including envelopes), images captured and archived up to 3 years, and deposits posted to your Mountain West Bank checking account. Designated users will be granted access to the online R360 portal to download posting files, research, and image retrieval.

	Count	Price/Unit	Fee
Payments Processed (Tier volume is at the box level)	16,000	\$0.9500	\$15,200.00
Unmatched Payments	100	\$0.0000	\$0.00
General Mail/Low Speed Opening	6,500	\$0.0000	\$0.00
Check Only Payment	100	\$0.0000	\$0.00
Multiple Payment	6,500	\$0.0000	\$0.00
Check & List Payment	100	\$0.0000	\$0.00
Promo, Corres, Unprocessable, Address Changes	0	\$0.0000	\$0.00
Other/Reject	200	\$0.0000	\$0.00
Check Reversal Item - Automated	0	\$0.0000	\$0.00
Account Lookup	0	\$0.0000	\$0.00
Correspondence Image	15,902	\$0.0000	\$0.00
Payment without Check Digit	0	\$0.0000	\$0.00
Express Mail	0	\$0.0000	\$0.00

Cash Payment	0	\$0.0000	\$0.00
OCR Reject Surcharge	0	\$0.0000	\$0.00
Data Transmission Weekend	0	\$0.0000	\$0.00
Data Transmission - Daily	21	\$0.0000	\$0.00
Data Transmission - Special	0	\$0.0000	\$0.00
Sub-Total	16,000	0.95000	\$15,200.00

Mark Sense Detect	0	\$0.0000	\$0.00
Data Entry - Numeric	0	\$0.0000	\$0.00
Data Entry - Alpha Numeric	0	\$0.0000	\$0.00
MICR Capture	0	\$0.0000	\$0.00
MICR Match	0	\$0.0000	\$0.00
Stop File Reject - Per Item	0	\$0.0000	\$0.00
Stop File or Table Monthly Maint	0	\$0.0000	\$0.00
Sensitive Document Destruction	16,000	\$0.0000	\$0.00
PO Box Rental		Pass Through	
Monthly Maintenance Fee	1	\$0.0000	\$0.00

Basic Remittance

16,000	0.95000	\$	15,200
---------------	----------------	-----------	---------------

Image Cash Letter (ICL)

ICL Items Attempted	16,000	\$0.0000	\$0.00
ICL Document Destruction	16,000	\$0.0000	\$0.00
ICL Daily Transmissions (Weekday)	21	\$0.0000	\$0.00
ICL Daily Transmissions (Weekend)	0	\$0.0000	\$0.00
Image Rejects / NCI Items	0	\$0.0000	\$0.00

R360 Image Archive

R360+ Image Archive Client Viewing 1+ Years	1	\$0.0000	\$0.00
R360+ Image Archive Client Viewing 120 Days	0	\$0.0000	\$0.00
R360+ Image Archive Client Viewing 10 Days	0	\$0.0000	\$0.00
1 -Year Image Archive Storage	49,990	\$0.0000	\$0.00
3 -Year Image Archive Storage	49,990	\$0.0000	\$0.00
5 -Year Image Archive Storage	0	\$0.0000	\$0.00
7-Year Image Archive Storage	0	\$0.0000	\$0.00
10 -Year Image Archive Storage	0	\$0.0000	\$0.00

Exception Module

CDM Maintenance	0	\$0.0000	\$0.00
CDM Payments	0	\$0.0000	\$0.00
CDM Payment - Multi-day	0	\$0.0000	\$0.00
CDM Payment Reject	0	\$0.0000	\$0.00
Exception Letter Processing/Generation	0	\$0.0000	\$0.00

Remote Payment Capture

RPC Monthly Maintenance	0	\$0.0000	\$0.00
-------------------------	---	----------	--------

Scanner Setup Fee	0	\$0.0000	\$0.00
RPC Check Capture	0	\$0.0000	\$0.00
RPC Document Capture	0	\$0.0000	\$0.00

Credit Card

Credit Card Keying	0	\$0.0000	\$0.00
Credit Card Reject	0	\$0.0000	\$0.00

Other Ancillary

Research	0	\$0.0000	\$0.00
Backdating	0	\$0.0000	\$0.00
Sorting (1-4)	0	\$0.0000	\$0.00
Reports - Additional	0	\$0.0000	\$0.00
Reports - Email	0	\$0.0000	\$0.00
Reports - AD HOC/Custom	0	\$0.0000	\$0.00
Courier		Pass Through	
Dedicated Messenger		Pass Through	
Outgoing Express Mail Coord-Disp	1	\$0.0000	\$0.00
Postage		Pass Through	
Image Transmission	49,990	\$0.0000	\$0.00
Image Transmission Maintenance	1	\$0.0000	\$0.00
Implementation and Change Order Services	0	\$0.0000	\$0.00
Custom Professional Services	0	\$0.0000	\$0.00
Other Professional Services	0	\$0.0000	\$0.00
Weekend or Off-hours Services	0	\$0.0000	\$0.00

Total

16,000 \$0.9500 \$ 15,200

If you have any questions about our proposal, please let me know.

Annual fee of \$150.00 per month

1,800.00
\$17,000.00

Sincerely,



Joy Rogers

SVP | Treasury Services Manager

(208) 415-5395

jrogers@mountainwestbank.com



**Mountain
West Bank**

Today. Tomorrow. Together.

LOCKBOX PAYMENT PROCESSING NARRATIVE

The Treasurer's Office has had the same number of staff for the last 36 years. This includes 5 staff members and the elected Treasurer. The increase in tax bills has grown substantially over the years but the number of staff has stayed the same.

When I took over the office in May of 2022, it became clear during the December 2022 tax collection timeframe that the office was unable to keep up with and process the large volume of payments that come through the mail quickly and efficiently. During our tax collections we are also flooded with in-person taxpayers, processing credit card and mortgage payment files, and phone calls while also taking care of daily banking processes and the various other duties that fall under my office's responsibility.

In 2023 I chose to explore a lockbox service to help with the processing of payments that we receive in the mail. In the end I chose to use lockbox processing with Umpqua bank who contracted the service with Wells Fargo Bank. Umpqua bank is also the county's current banking institution. The price of the lockbox for the FY2024 budget year was \$54,000.00. The price increased substantially from the first year we went live in 2023 because we were informed that they would no longer accept us sending only those payments we wanted processed and were requiring all payments to be mailed to the Lockbox center directly. Originally the cost of the lockbox was \$26,000 prior to the service change.

Because of this substantial increase I have searched for other options that are more reasonably priced and came up with an additional 2 options that are both similar in price. Mountain West Bank that contracts with Deluxe Payment Processing and Retail Lockbox that contracts with Umpqua Bank. Deluxe through Mountain West Bank is \$17,000.00 and Retail Lockbox is \$16,581.16. These amounts are currently based on a volume of 16,000 transactions which is about where we are in payments that we are sending to are current lockbox. I am going to be bringing an item forward for approval for Retail Lockbox. Their service and features will fit our needs best with the overall service and efficiency of processing these payments. This option is by far the most cost effective and efficient solution to assist my office.

Other options that were considered

PART-TIME HELP

To make a dent, I would need to find at least 4 qualified people who have the combination of payment processing speed and attention to detail skills. (posting tax payments is simply not just clicking buttons) We would have to be willing to pay at least \$20.00 an hour. I would need them for a total of at least 256 hours (8 weeks for the December collection). In salary pay this is a total of \$22,046.72 (256 hours x \$20.00 = \$5,120.00 + FICA of \$391.68 = \$5,511.68 x 4 people = \$22,046.72)

I will also need desks, computers, monitors, keyboards, mouse, chairs, and office supplies for each employee. The estimated cost per part-time employee is \$6,000.00, which would come to \$24,000.00.

Total cost for 4 part-time employees would approximately be \$46,046.72 to start. In addition to the cost of hiring these positions, where do I put them. I do not have room for 4 more desks, and I also do not have available computer ports to support this. These folks would need to be stationed in my office. Part-time help is not the most efficient option for the cost. I would need the same 4 people to commit to coming back every year to work full-time through the holidays, which is not something that I see being realistic. It takes a lot of training and time for someone to completely come up to speed and would take several working cycles before they would not need guidance and help on a regular basis. Having to assist additional staff only slows the rest of the office down and takes us away from processing payments at the counter, received through the mail, phone calls, other duties, etc. With lockbox processing we are able to process and post on average 1500 to 2000 payments per day. This is simply not possible for 4 people to accomplish in one day. Therefore, this option in my opinion is not a good use of funds.

Hire 1 additional full-time staff.

To ensure that I could depend on continually having an additional employee that was fully trained and ready to go I would have to ask for 1 additional employee. An entry level position employee with the minimum experience needed to work in our office would cost approximately \$64,000.00. (\$20.00 an hour + all benefits). I would also have to equip them with the necessary office supplies, computer equipment (a few more items would need to be supplied for a permanent full-time employee), desks, etc. Total cost would be approximately \$7,000.00. **The total cost for 1 full-time employee would be approximately \$71,000.00 to start.**

This is not an option that would even make sense. Not only would one additional person not be able to make a difference in keeping up with the volume of mail, but I would also not be able to keep them busy enough for the remainder of the year to even justify what it is costing to have them employed.

Benefits of the Lockbox

With the tax collection in December of 2022, we were not able to keep up with the volume of mailed in payments. Depending on when the payment was postmarked and finally makes it to us, it would take us 2 to 3 weeks before we could tell a taxpayer that their payment had been received and was posted in our system. We had numerous phone calls and angry customers. With the lockbox, payments are opened, processed, and deposited into our account the same day that they are received. Taxpayers will see right away that their checks are clearing their banks, giving them peace of mind that their payment has been received. The lockbox drastically reduced the number of phone calls that we were receiving because people were not seeing their checks clear in a reasonable amount of time and were worried that their payments would be considered on time.

We receive a file every day that can be imported into our tax system. On average these files will have anywhere from 1500 to 2000 payments per file. The importing and balancing of the file can be done within the same day received. It is not possible for us to post these many payments in one day manually.

We were able to keep up with all other duties and tasks, which included the processing of approved cancellations, allowing us to send back out adjusted tax bills so that accurate amounts were paid.

In December of 2022 my office accrued 300 hours of comp time at a cost of \$6,727.60. Comp time is only accrued by 4 of my employees 2 of us are salary so the comp time would be closer to 400 hours. We were working many weekends during December trying to catch up on the mail. We did not complete the processing of all payments that were received in the mail during the month of December until the end of January. In December of 2023 with the help of the lockbox there was 7.50 hours of comp time accrued. Mail was being posted in a timely manner, and we completed posting all mail received in December by the end of the first week in January. In December of 2024 there were 2 hours of comp time accrued. Working this much overtime, especially during the holidays, was a lot to ask of my employees and I was here with them. I ended up losing one employee that part of her decision to leave was because of the amount of overtime from working weekends through the month of December.

It is always my goal and at the top of my list to keep my budget costs as low as possible for the benefit of the taxpayers while not jeopardizing the duties that are required by my office and also not jeopardizing the level of service that the public expects and deserves. However, with the growth in the county, in order to keep the process and service of collecting property taxes efficient and beneficial to the taxpayer, the lockbox is the most dependable, efficient, and cost-effective way to achieve this.

3/4/25

Memorandum

DEPT
Item #1

To: Commissioners

From: Alissa Clark, HR Director, Human Resources

Re: #600 – Compensation Policy

Bonner County Human Resources has reviewed and updated Compensation Policy #600 and is requesting approval.

Auditing Review: Approved per attached email

Email is attached verifying that auditing has verified that the funds to cover this item are within the budget; this is required for any expenditure/budget adjustment request.

Risk Review: Approved per attached email

If applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This includes new equipment/assets to be insured or contracts requiring insurance for review.

Legal Review: Approved per attached email

Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.

Distribution: ☐ Original to Human Resources
☐ Copy to BOCC

A suggested motion would be: Based on the information before us I move to approve the Compensation Policy #600 revisions effective March 4, 2025

Recommendation Acceptance: ☐ yes ☐ no _____ Date: _____
Asia Williams, Chairwoman

Compensation Policies

Personnel Policy
Policy No: 600

Original Date: January 15, 2013

BOCC Approved Revised Date: ~~October 5, 2021~~ **March 04, 2025**

COMPENSATION PHILOSOPHY

Bonner County adheres to a compensation plan that is designed to pay salaries ~~that motivate employees for excellence in based on~~ job position and performance, is equitable across County departments and offices, and demonstrates responsible use of public funds.

Individual pay is established by determining the value of the position in the labor market, the value of the individual including relevant education, experience and special skills, and the value to the organization. Pay decisions must include consideration of job performance. Law Enforcement may utilize specialized pay plans approved by the Board of County Commissioners. The Scope of Philosophy includes the following:

1. The Board of County Commissioners will ~~oversee~~ the continuity of the compensation program and will ensure that it is administered within the framework of this philosophy. Elected Officials and Department Heads will administer the compensation funds provided to them in a manner consistent with the plan.
2. The ~~philosophy of the compensation program~~ will be consistent throughout the County yet will be flexible to meet changing and specific needs. This will allow for multiple pay plans if required.
- ~~3. Employee compensation will reflect both the internal value of a position and the value placed on that role in the appropriate market.~~
3. All aspects of compensation (base salary, benefits and if applicable, bonuses) will be ~~considered as a total reward package calculated to determine the total value of the compensation package~~ for County employees. Total compensation will be targeted at a competitive level, when compared to the appropriate labor markets (i.e., other public sector employers and private sector employers in defined geographic locations and industries) to allow the County to attract and retain the quantity and quality of employees it needs to meet its goals and objectives.
4. The County is committed to ~~ensuring updating that~~ its salary structures ~~are regularly updated through the by conducting of~~ market surveys every 3-5 years. Human Resources will coordinate with department heads and elected officials, scheduling discussions as needed to address relevant findings. ~~There will be~~ A planned approach ~~will be implemented~~ to ensure that internal equity is maintained

throughout the process, balancing market competitiveness with ~~fairness equity~~ within the organization.

~~6. — A planned program of ongoing communication and training will be a critical component of compensation administration.~~

~~6. — Compensation increases will be affordable and in the best interests of the County as an employer and provider of services.~~

~~8. — The compensation program will create a climate where employees are recognized and rewarded, while providing the County with the opportunity to meet its “return on human resources investment” objectives.~~

5. Bonner County reserves the right to ~~change~~ adjust general compensation for any ~~good faith business~~ reason ~~deemed appropriate by the Board of County Commissioners~~. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent County budget. Hours worked may be reduced or employees may be laid off by the Board of County Commissioners or by Elected Officials as necessary to meet budgetary constraints or workload changes.

6. The compensation program ~~is will be~~ reviewed annually to ensure consistent pay practices, ~~compliance comply~~ with federal and state laws, ~~and~~ support our commitment to Equal Employment Opportunity. ~~and offer competitive salaries.~~

600.1 COMPENSATION PLANNING

Pay increases are not guaranteed and are based upon performance and budget. Overall budget allocations and individual pay increases are planned for and allocated prior to the start of each fiscal year. The compensation program is designed to assist management in planning and allocating salary increases that:

- ~~Reward Reflect~~ individual performance
- Are both market competitive and internally equitable
- Are compatible with the operating budget

~~The employee's overall performance and salary level relative to his/her position responsibilities must be evaluated to determine if a salary increase is warranted.~~

A performance appraisal must be conducted annually to evaluate the employees' overall performance and salary level relative to their position responsibilities. This evaluation should include measurable metrics such as goal achievement, completion of relevant training and/or certification, quality of work, efficiency, teamwork, and adherence to organizational values, to determine if a salary increase is warranted.

Bonner County Human Resources will review all salary increase/adjustment requests to ensure

compliance with policy and that they fall within the provided guidelines. Performance pays, market or equity adjustment, as well as promotional pay changes must be submitted ~~through to the HR department by completing a the Pay Sheet Change Form~~ prior to the effective date of the requested change.

~~A salary survey of the benchmark positions should be conducted no less than once every three to five years.~~

600.2 MARKET PRICING

Bonner County's compensation philosophy is to match the labor market ~~to the greatest extent practicable~~, which allows us to be externally competitive in recruiting and retaining talented employees. Labor markets used for salary comparison are based on the normal recruiting market for specific job classifications. ~~The normal recruiting market is defined as the geographic area or industry sector from which Bonner County typically draws qualified candidates for a specific position.~~ All market comparisons will include both public and private sector employers for the recruiting area, unless the position is not available in the private sector. By maintaining a competitive total compensation package to recruit and retain the best employees, the County improves employee productivity and reduces costly turnover.

600.3 ~~PAY BANDS PAY GRADE & STEP PHILOSOPHY~~

The compensation plan for Bonner County establishes ~~pay bands grades and steps~~ for each class of job descriptions. A ~~pay-band grade and step compensation table~~ is the pay range allocated to a job class stating a minimum and maximum rate of pay allowed an employee performing a job in that particular class.

~~For specialized pay plans, similar methodology will be applied.~~

~~Pay Bands/Ranges Grades/Steps will be reviewed annually by Human Resources.~~

600.4 COMPLIANCE WITH EQUAL PAY AND FAIR LABOR STANDARDS ACT (FLSA)

Bonner County shall comply with all provisions of the **Equal Pay Act (EPA)** which prohibits employers from paying workers of one gender more than workers of the other gender to do equal work, except for valid business reasons. To be considered equal work, the jobs must require equal skill, effort, and responsibility and must be performed under similar working conditions. All department heads and elected officials must ensure their compensation practices are in compliance with the EPA.

Bonner County complies as well with the **Fair Labor Standards Act (FLSA)** and all applicable federal, state, and local laws regarding employee compensation. All job descriptions are reviewed by Bonner County Human Resources to determine if they are covered by the Fair Labor Standards Act (FLSA) or if they are exempt from the Act.

600.5 WAGE PROGRAM POLICIES

600.5.1 PAY-BAND GRADE/STEP

Each position in the County is placed in a **pay-band grade/step** which establishes the value of the position in relation to other like positions in the organization.

600.5.2 PAY RANGES

Each pay band grade has a step is assigned a pay range. Within this framework, an employee's salary will be related to demonstrated performance and time in the position. Employees will receive a salary that is within the range limits of the applicable pay band grade.

600.5.2 ADMINISTRATIVE CONTROL OVER WAGE PROGRAM

The Bonner County HR Department must approve in writing any changes that have wage and compensation effects, as directed by the Board of County Commissioners. Payroll shall require the HR Department's written approval before any employees wages are altered in any way.

600.5.4 Merit Pay

Merit Pay will be administered in the anniversary month of the employee's original hire date. If the employee is promoted to a new position, which includes a pay increase, the date of promotion becomes the new anniversary date for purposes of future merit eligibility.

600.5.3 HIRING PAY

The hiring pay, which may include promotion to a new position, will be dependent upon the level of knowledge, skills and demonstrated competencies which the employee being hired brings to the County. In addition, other factors to be taken into consideration will include: the employees' current salary and pay levels of other employees in the job being filled. As a general guideline, the hiring range should be between the minimum and the midpoint of the pay range— begins at Step 1, not to exceed midpoint, based on the guidelines below. The Department Head/Elected Official in conjunction with Human Resources will determine appropriate recommended wage placement between range minimum and 95% of the step 1 not to exceed midpoint of the pay range to ensure appropriate relativity to other employees. However, Greater than the midpoint will require BOCC approval 95% may be considered given market trending, compression and internal equity. The following guidelines are as follows:

Wage Scales with 1-10 Steps: Sheriff's Office, Justice Services

- Meets Minimum qualifications with no experience or education. Apprentice level; Needs additional certification or considerable training – hire at Step 1.
- Between 1 year and 3 years and 11 months of some relevant experience or education; Needs additional related training, education and/or possesses some experience or knowledge related to the position – hire at Step 2.

- Between 4 years and 5 years and 11 months of some relevant experience or education; Needs additional related training, education and/or possesses some experience or knowledge related to the position – hire at Step 3.
- Between 6 years and 7 years and 11 months of some relevant experience or education; The individual has performed in the same position or similar prior work experience and knowledge. Would require minimal training and orientation – hire at Step 4.
- 8+ years some relevant experience or education; This individual is fully capable and proficient to perform the duties of the position, with little or no training, education, or orientation, other than county protocols, policies and programs – hire at Step 5.

Wage Scales with 1-12 Steps: Emergency Medical Services, 911, Marine Division

- Meets Minimum qualifications with no experience or education. Apprentice level; Needs additional certification or considerable training – hire at Step 1.
- Between 1 year and 3 years and 11 months of some relevant experience or education; Needs additional related training, education and/or possesses some experience or knowledge related to the position – hire at Step 2.
- Between 4 years and 5 years and 11 months of some relevant experience or education; Needs additional related training, education and/or possesses some experience or knowledge related to the position – hire at Step 3.
- Between 6 years and 6 years and 11 months of some relevant experience or education; The individual has performed in the same position or similar prior work experience and knowledge. Would require minimal training and orientation – hire at Step 4.
- Between 7 years and 7 years and 11 months of some relevant experience or education; The individual has performed in the same position or similar prior work experience and knowledge. Would require minimal training and orientation – hire at Step 5.
- 8+ years some relevant experience or education; This individual is fully capable and proficient to perform the duties of the position, with little or no training, education, or orientation, other than county protocols, policies and programs – hire at Step 6.

Wage Scales with 1-15 Steps: Civil, Road & Bridge

- Meets Minimum qualifications with no experience or education. Apprentice level; Needs additional certification or considerable training – hire at range minimum/base Step 1.

- ~~2 to 3 years of some relevant experience (or equivalency); Needs additional related training, education and/or possesses some experience or knowledge related to the position – hire up to 87% of midpoint of the pay range;~~
- ~~4 to 5 years of moderate relevant experience (or equivalency); May have performed same or similar prior work experience and knowledge; May require additional related training and education. – hire up to 90% of midpoint of the pay range~~
- ~~6 to 8 years of significant relevant experience (or equivalency); The individual has performed in the same position or similar prior work experience and knowledge. Would require minimal training and orientation – hire up to 95% of midpoint of the pay range~~
- ~~9 years or greater – hire up to 100% of the midpoint. This individual is fully capable and proficient to perform the duties of the position, with little or no training, education or orientation, other to county protocols, policies and programs.~~
- Between 1 year and 2 years and 11 months of some relevant experience or education; Needs additional related training, education and/or possesses some experience or knowledge related to the position – hire at Step 2.
- Between 3 years and 3 years and 11 months of some relevant experience or education; Needs additional related training, education and/or possesses some experience or knowledge related to the position – hire at Step 3.
- Between 4 years and 4 years and 11 months of some relevant experience or education; The individual has performed in the same position or similar prior work experience and knowledge. Would require minimal training and orientation – hire at Step 4.
- Between 5 years and 5 years and 11 months of some relevant experience or education; The individual has performed in the same position or similar prior work experience and knowledge. Would require minimal training and orientation – hire at Step 5.
- Between 6 years and 6 years and 11 months of some relevant experience or education; The individual has performed in the same position or similar prior work experience and knowledge. Would require minimal training and orientation – hire at Step 6.
- Between 7 years and 7 years and 11 months of some relevant experience or education; The individual has performed in the same position or similar prior work experience and knowledge. Would require minimal training and orientation – hire at Step 7.
- 8+ years some relevant experience or education; This individual is fully capable and proficient to perform the duties of the position, with little or no training, education, or orientation, other than county protocols, policies and programs – hire at Step 8.

All wage recommendations proposed will require the approval of the Board of County Commissioners.

Notwithstanding these guidelines, it is very important when applying these guidelines to take into

consideration the pay level of current employees in like-kind positions to ensure internal equity.

600.5.4 PAY UPON TRANSFER

A transfer is considered a move to a role which is at the same grade as the employee's existing role. There should not be an expectation that there will be a pay change associated with a salary upon transfer.

A transfer involves moving to a position at the same grade level as the employee's current role. There is no expectation of a salary increase with a transfer. Depending on the situation, it could result in a lateral move with no change in pay, or potentially a reduction in salary.

600.5.5 PAY UPON PROMOTION

A promotion is a move from one role to another of increased responsibility which is evaluated at a higher point grade level than the previous position. The only "rule" for promotion increases is that the incumbent should not be paid less than the minimum of the salary range of the new position. Once that criterion is met, The following factors should be taken into consideration by the Department Head/Elected Official in conjunction with Human Resources in determining a promotion increase:

1. The level and skill of the employee being promoted;
2. The number of grade increases between the current position and new position;
3. The incumbent's current pay;
4. The timing and amount of the most recent performance rating;
5. The salaries of other incumbents in the position; and
6. Where in the salary range application of the guideline set out below will place the incumbent's pay.

Though a promotion may or may not include an increase in pay, having considered the above factors, it is recommended that the employee be moved into the appropriate grade and step nearest their current wage, without a reduction in pay. After new Grade/Step placement, any additional step increase must not exceed two steps or 10%. The salary offered must be aligned on a step within the range of the position. a minimum of 5% and maximum of 15% be utilized for promotion increases. When a pay increase occurs, all future merit pay eligibility is effective with the date in the new position.

Any promotion will require a resumé from the individual, if this is not a competitive bid selection to ensure the employee meets the minimum qualification of the position.

600.5.6 PAY UPON DEMOTION

A demotion is a move from one role to another role of less responsibility that is evaluated at a lower point grade level than the previous position.

600.5.7 VOLUNTARY DEMOTION

When an employee voluntarily elects to take a demotion, it is recommended that the employee's pay be consistent with the Bonner County hiring guidelines relative to the position they are moving into and grade placement.

600.5.8 INVOLUNTARY DEMOTION

When any County action is the cause for the demotion, the employee's pay may be reduced. Additionally, the County has the right to initiate a demotion for performance and/or discipline reasons. At the effective date of either of these actions, if the salary of the employee is above the maximum of the salary range for the position to which the employee is demoted, their pay will be reduced to an appropriate position in the new salary range, based on the relevancy of their qualifications and experience to the job to which they are now assigned and relative to the salaries of other incumbents in the same job.

600.5.9 CHIEF DEPUTY PAY

Bonner County will ~~pay provide~~ an increased pay differential to employees who have been appointed "Chief Deputy" by their Elected Official, for the duration of the appointment only. The pay differential will account for the increase in duties associated with the Chief Deputy *assignment* which is in addition to the employee's ~~current~~ job duties as outlined in the employee's current position description. The pay differential will be a \$400 stipend for each pay period in which the Elected Official is absent and unavailable for 3 or more days within the applicable pay period. ~~either an hourly differential or a salary differential dependent upon the job evaluation and classification of the employee's job description (hourly/non-exempt vs. salaried/exempt). The pay differential only applies to the employee during the Chief Deputy appointment.~~ If the Chief Deputy assignment is transferred, ~~it is incumbent upon~~ the Elected Official ~~must to~~ complete the status change, and notifying both the Human Resources and Payroll Departments of the removal of the assignment and the associated pay differential.

600.6 JOB DESCRIPTIONS AND JOB EVALUATION

Each ~~Elected~~ Official is responsible for the job descriptions for their respective areas of responsibility. Job descriptions are subject to final approval utilizing the procedures maintained by Bonner County Human Resources. A department/office seeking adjustments to a job description, or needing assistance in creating a new job description, will work in conjunction with Human Resources. ~~Human Resources will review and update job descriptions every 3-5 years to ensure they accurately reflect current responsibilities, requirements, and organizational needs.~~ No job description can be utilized for job postings, recruitment, or any other employment purpose until the Elected Official has approved them for adoption. (Refer to Appendix A)

600.6.1 PROCESS

~~Each~~ The job description for each position will include the following: a summary of the job's purpose,

essential duties and responsibilities, qualifications (including education and/or experience, and any licenses or certifications required), physical demands, and work environment.

The **job description for the** position will then be reviewed within the County's job evaluation process to determine if there is a change in the job evaluation. The Human Resource Director, or designee will evaluate the position based on internal and external factors as well as experience required, supervision of others, education and decision making requirements. Once an appropriate grade is identified, the HR Director, or designee along with the Elected Official/Department Head will present the recommendation to the Board of County Commissioners if the position should require a grade change with potential pay adjustment or if the job description is for a new **position not yet approved by the BOCC. non-approved BOCC position.**

If the re-evaluation results in the position **being** assigned a new grade the following will occur:

1. If the incumbent's pay is within the new salary range, it is not mandatory that a pay increase or decrease be automatically applied;
2. However, the incumbent's pay relative to others in similar positions and within the same grade can be taken into consideration in determining whether a pay increase or decrease will be applied.
3. If an employee receives a warning notice anytime during the current budget year, that remains uncorrected, the employee may be ineligible for a potential annual step increase, at the discretion of the supervisor/manager.

600.6.2 TITLING AND JOB FAMILIES

Human Resources in conjunction with the Department Head/Elected Official will determine the appropriate title for the position. Titles will be consistent with established Job Families, other internal positions as well as external benchmark titles.

600.7 EMPLOYEES OVER THE MAX OF THE GRADE

Employees with pay over the range will be red circled* until the range catches up with the pay that exceeds the maximum.

***Red Circled:** Salary is above the maximum range for the current position. As a result, their salary is essentially "Frozen," meaning they will not receive further increases unless the pay grade for the position itself is adjusted

600.8 REHIRS/REINSTATEMENTS

A reinstatement is any employee returning to Bonner County **under within** one year of their resignation. Returning employees benefits will be effective the 1st of the month following reinstatement. Accrual levels will be consistent with the most recent date of hire.

A rehire is any employee **returning to who has previously worked for** Bonner County greater than

one year ~~from their resignation previously~~. Rehires will be considered as a “new hire” under the guidelines of the compensation, PTO, retirement, ~~and benefits medical, etc.~~ policies of Bonners County.

A layoff/recall is an Employee who will be **recalled, following a seasonal layoff** according to the needs of Bonner County. Employees **laid off** for more than 30 days and subsequently **recalled** within six months from the date of **layoff** will be credited with the service accumulated at the time of **layoff**.

No employee will be rehired/reinstated without checking the rehire status of the individual first with Human Resources and/or the Department Head Elected Official.

600.9 ANNUAL EMPLOYEE PERFORMANCE REVIEW

Bonner County ~~expects encourages~~ employees and their supervisors to discuss job performance and goals on an informal, day-to-day basis. In addition, a more formal discussion ~~with documentation will is required to~~ be conducted with each employee annually. The performance evaluation provides an opportunity to discuss work habits and ~~establish measurable~~ goals, to identify and correct weaknesses, and to encourage and recognize strengths.

There are three types of performance evaluations ~~conducted~~. Copies of the evaluation and any updated job descriptions must be submitted to Human Resources upon completion:

- New Hires - Supervisors are to conduct a review of each newly hired employee ~~after at 30/60/90 days from date of hire completion of orientation and/or training~~, and then again on an annual basis.
 - 30/60/90-Day Review Plan: This plan outlines expectations, progress benchmarks, and feedback opportunities for new hires or employees promoted to new roles. It is designed to ensure a smooth transition, clarify goals, and provide ongoing support for success.
 - 30-day objective: Evaluate initial onboarding, assimilation into the role, and early performance indicators.
 - 60-day objective: Assess deeper integration into the role, application of skills, and alignment with team and County goals.
 - 90-day objective: Evaluate overall performance, role satisfaction, and alignment with long-term goals.
 - Annual review objective: The objective of the annual review process is to assess employee performance, recognize achievements, address areas for improvement, and set goals that are both actionable and measurable that are aligned with organizational values. This process aims to foster employee growth, improve productivity, and ensure alignment with organizational objectives.

- Promotional - Supervisors ~~may are to~~ review each newly promoted or transferred employee after at 30/60/90 days from date of effective date of new role ~~completion of orientation and/or training~~, and then again on an annual basis.
 - Refer to 30/60/90 day review plan above
- Regular employees - Supervisors shall ~~complete conduct and document~~ a performance goal ~~discussion review~~ for each employee at least annually.

600.10 BONUS PAYMENT

The County's compensation philosophy allows for the consideration of the use of lump sum "bonus" payments. Bonuses will be on a case by case basis and justification will be determined by the Department Head/Elected Official in conjunction with Human Resources. Bonuses are subject to Board review in Executive Session. Qualifiers for Bonus Eligibility:

1. Exempt Staff who have put in additional hours above and beyond regular norm, for periods of time that are mission critical to the organizations operating needs. Examples may include: Implementation of an organization initiative requiring additional hours and holiday work; Weather/Seasonal events requiring staff to be available 24/7 for extended periods;
2. Incentive for meeting safety risk goals, bringing a reduction in accidents, injuries as well as a cost savings to the County. Will be determined on an annual year to correspond with the previous year's risk management costs and trends.
3. Implementation of an initiative or process that brings significant efficiency, streamlines processes and/or cost savings to the county. The bonus amount will not exceed the amount of the cost savings.
4. Other forms of incentive pay may be approved by HR in consultation with the BOCC, at the request of the Elected Official.

The amount of a lump sum bonus may not exceed [dollar figure] or [percentage] percent of the employee's base salary, whichever is greater. Decisions about the amount of a lump sum bonus should be dependent on the nature and complexity of the accomplishment and the ability of the County to fund the amount.

Only one bonus payout per year is allowable.

600.10 SWORN LAW ENFORCEMENT SALARY PLAN

Sworn Law Enforcement Officers wage and compensation plan will include pay grades and steps that achieve both market and internal equity policy, as approved by the Board of County Commissioners.

600.12 HIGHER DUTY PAY

Higher duty pay typically results in positions assuming additional responsibility, in addition to outside their current position duties or as a temporary reassignment, such as an interim position role. These positions will receive a minimum of 5% and maximum of 15% for higher duty pay increases.

600.12 ELECTED OFFICIALS

Bonner County promotes internal wage alignment and market competitive wages. Consequently, any merit or pay policies approved in the general pay plan apply to both county elected and unelected employees. Market surveys that are conducted by external consultants must, therefore, include both elected and unelected employees.

600.11 EXEMPT STATUS

Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and state law are exempt from overtime pay requirements. Employees who work in positions exempt from the Fair Labor Standards Act (FLSA) are paid on a salary basis and are ineligible for both overtime pay and comp time. Exempt employees are expected to manage their work schedule to accomplish the duties of the position, and may be required to work over forty (40) hours in a week, including nights and weekends.

600.12 MANAGEMENT SPAN OF CONTROL

SCOPE OF RESPONSIBILITY: The following will be used in establishing supervisory/management level titling:

A Lead Worker is an ~~incumbent~~ employee that functions in a "lead" capacity/assignment for a group of employees working on day-to-day work, projects or a specific assignment basis. The Lead Worker does not have full formal supervisory authority for staff assigned to projects; however, in order to complete projects/assignments they must be able to schedule and ~~control~~ guide the daily working arrangements for a specified group of employees. Lead employees are classified as non-exempt and are eligible for a pay differential based upon scope of duties. Leads ~~workers~~ normally have three or more employees in the work group they are assigned to ~~guide~~.

A Supervisor is an ~~incumbent~~ employee that ~~customarily and~~ regularly directs the work of two or more employees working in a department/unit and has the authority to hire or fire other employees or whose ~~provides~~ suggestions and recommendations as to the hiring or firing and as to the advancement and promotion. Typically, a supervisor is responsible for those activities that are day to day. Supervisors may be non-exempt or exempt dependent upon scope of duties.

A Manager is an ~~incumbent~~ employee who has broader responsibility for broad span of control for department/unit activities and operations on a 24-hour basis. Duties normally include managing and directing staff, hiring, firing, and conducting evaluations. Managers are classified as exempt.

A Director/Department Head is an ~~incumbent~~ employee that reports to the top position within ~~for~~ an entity or department (Elected Official) and assumes full responsibility for that specific entity/department, including operations, staffing, budget, and setting policy.

600.13 CERTIFICATION PAY

To be eligible for certification pay, the minimum qualification of the job description must describe what specific certification is necessary and noted as required or preferred. For a position to receive certification pay it must be validated by industry set standard(s) for that position. A certificate of completion will be required by the individual. Once acquired certifications must be maintained. Failure to renew a certification will result in loss of certification pay. Incumbents may have only one certification at any given time.

To qualify for certification pay, the job description must specify if it is required or preferred. Certification pay will be granted certification for if the position is validated by industry standards for that role. Employees with preferred certifications shall receive an increase of one pay step, while those with required certifications shall receive an increase of two pay steps within their current grade. If obtaining a certification that leads to a higher grade (ex: advanced role, position, or level within your field), the employee will be placed at the nearest step to their current pay, without a reduction in pay, plus one additional step. A certificate of completion that confirms the certification must be provided by the employee. Certifications must be maintained, and failure to renew the certification will result in a loss of certification pay. Each department is responsible for verifying the renewal of certifications and ensuring the removal of associated pay if certifications are not renewed. Employees are allowed only one certification pay at a time. If no budget is available, the certification pay may be evaluated during the next budget cycle.

600.14 RIGHT TO CHANGE COMPENSATION AND BENEFITS

Bonner County reserves the right to change general compensation for any reason deemed appropriate by the Board of County Commissioners. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent County budget. Hours worked may be reduced or employees may be laid off by the Board of County Commissioners or by Elected Officials as necessary to meet budgetary constraints or workload changes.

The Board of County Commissioners has approved and adopted a Compensation Program that addresses job analysis, pay structures, performance management and training programs. Elected Officials and department heads shall follow the steps outlined in the Compensation Program when establishing the pay structure for a new position or re-evaluating the pay structure for a current position.

Revision History:

BOCC Approval

October 2, 2017: 600.5.3 Merit Pay

600.15 Management Span of Control

October 2, 2018 - Removal of Payroll Policy articles to New Payroll Policy 650

August 6, 2019 – Updated Policy Language from Salary to Wage/Pay

600.11 SWORN LAW ENFORCEMENT SALARY PLAN: Approved by the BOCC

October 1, 2019: Removed 600.10.2 Lump Sum for wage over the max

December 10, 2019: Removal of Sick, Vacation for PTO

COMPENSATION POLICIES Page | 13

August 2, 2020: Elected Officials Pay

October 1, 2020: 600.5.9 Chief Deputy Pay; 600.8 Layoff Recall

October 5, 2021: 600.16 Certification Pay

June 28, 2022: 600.6 Revised language on job description process

March 04, 2025: Revision of the entire policy to clean up redundancy and verbiage, update from pay band to grade & step, removal of stipend, addition to annual stipend being fixed amount.

Owner: Human Resources

Contributor: Payroll

APPENDIX A

