



Bonner County

Board of Commissioners

Luke Omodt

Steve Bradshaw

Asia Williams

CONSENT
AGENDA

June 4, 2024

Memorandum

To: Bonner County Commissioners

Re: Adopting the Order of the Agenda as Presented

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

Consent Agenda

The Consent Agenda includes:

CONSENT AGENDA – Action Item

- 1) Bonner County Commissioners' Minutes for May 28, 2024
- 2) Human Resources Job Description Updates: Victim Witness Coordinator; Site Attendant; Parks & Waterways Director
- 3) Invoice(s) Over \$5k: Noxious Weeds
- 4) Catering Permits: Eichardt's Pub, Grill, and Coffee, Sandpoint (2)
- 5) Liquor License: Jo Mamas Bakery LLC, Priest River
- 6) Plats for Approval: MLD0018-23 Whitetail Estates

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

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



Bonner County

Board of Commissioners

Luke Omodt

Steve Bradshaw

Asia Williams

MINUTES FOR THE BONNER COUNTY BOARD OF COMMISSIONERS' MEETING

May 28, 2024 – 9:00 A.M.

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

On Tuesday, May 28, 2024, the Bonner County Commissioners met for their regularly scheduled meeting with Commissioners Omodt, Williams, and Bradshaw present. Commissioner Omodt called the meeting to order at 9:00 a.m. The Invocation was presented by Janine Shepard, and the Pledge of Allegiance followed.

STANDING RULES

ADOPT ORDER OF THE AGENDA AS AMENDED

Commissioner Bradshaw made a motion to adopt the order of the agenda as presented. Commissioner Williams seconded the motion to advance for discussion. Commissioner Williams made a motion to amend the order of the agenda by removing the District 2 Commissioner Discussion. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries. Commissioner Bradshaw made a motion to adopt the order of the agenda as amended. Commissioner Williams seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

CONSENT AGENDA – Action Item

- 1) Bonner County Commissioners' Minutes for May 21, 2024
- 2) Catering Permits: Barrel 33 Sandpoint, Sandpoint (2)
- 3) Human Resources Job Description Updates: Juvenile Detention Officer II – Shift Supervisor
- 4) Invoice(s) Over \$5k: Risk

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

CLERK– Michael Rosedale

- 1) Action Item: Discussion/Decision Regarding FY24 Claims Batch #17 \$1,970,828.81 & Demands in Batch #17 \$311,539.10 **Totaling \$2,282,367.91**

Commissioner Williams made a motion to approve payment of the FY24 Claims and Demands in Batch #17 Totaling \$2,282,367.91. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

- 2) Action Item: Discussion/Decision Regarding FY24 EMS Batch #17 \$98,217.16, **Totaling \$98,217.16**
- Commissioner Bradshaw made a motion to approve payment of the FY24 EMS Claims and Demands in Batch #17 Totaling \$98,217.16. Commissioner Williams seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

CLERK & HUMAN RESOURCES – Michael Rosedale & Alissa Clark

1) Action Item: Discussion/Decision Regarding; Court Clerk Salary "A" & Benefits "D" Budget Funding Resolution

Commissioner Bradshaw made a motion to approve Resolution #2024 - 33 authorizing Bonner County transfer \$40,825 from the Justice Fund Consistency to Account # 03401-6020 and transfer \$17,111 from the Justice Fund Consistency to Account # 03401-03401-6150 for a total of \$57,936. Commissioner Williams seconded the motion. Brief discussion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

HUMAN RESOURCES – Alissa Clark

1) Action Item: Discussion/Decision Regarding Creation of New Training/PREA Coordinator Position
Commissioner Williams made a motion to commencing with approval of a county converting the Juvenile Detention II – Supervisor position into NEW Training/PREA Coordinator effective 05.28.24. Commissioner Bradshaw seconded the motion. Discussion with Ron Stultz. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries. Commissioner Williams made a motion to amend the motion to convert the Juvenile Detention Supervisor position to include Training/PREA Coordinator. Commissioner Omodt stepped down from the chair and seconded the amendment. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

ROAD & BRIDGE – Jason Topp

1) Action Item: Discussion/Decision Regarding Piggyback Purchase of (4) Western Star Trucks from Freightliner Northwest

Commissioner Bradshaw made a motion to approve the purchase of (4) new Western Star 47X ,6X4 Dump Trucks using the Piggyback option from the approved Central Highway District award as presented for the sum of \$1,136,172.00. Commissioner Williams seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

2) Action Item: Discussion/Decision Regarding Approval of Final Grader Lease Agreement from Umpqua Bank

Commissioner Williams made a motion to approve entering into the Lease/Purchase agreement with Umpqua Bank and to sign the lease accordingly for Six (6) Cat 140 AWD motor graders. Serial numbers referenced above for the sum of \$2,154,000.00 with a lease amount of \$1,955,668.00 and an annual interest rate of 5.250% for a total of Five annual payments of \$198,332.00. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

EMERGENCY MANAGEMENT – Nick Zahler

1) Action Item: Discussion/Decision Regarding MOU between Bonner County and IDL
Commissioner Bradshaw made a motion to the Memorandum of Understanding Grant# 23HFR1-Bonner in the amount of \$125,000.00 and allow the chair to sign. Commissioner Williams seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

DISTRICT 2 COMMISSIONER DISCUSSION *This item was removed*

PUBLIC COMMENT * Opened at 9:26 a.m.

Kevin Moore – Discussed grants, LHTAC, safety/environment, Vrbeta, and culverts.

Karen Kelly – Land Use Component of the Comp Plan, kudos to the Planning Commission, requested a tabling of an upcoming Planning File, AM00-24.

Mike Franco – Discussed an incident last week in Sagle.

Diane Madoski – Commented on the sign-up process for Zoom. Wanted clarification on last week's CA item paying for the guardrail.

Reg Crawford – Agrees with Ms. Kelly.

Dave Bowman – Commented on the sign-up process for Zoom. Anything brought up in this meeting is County business.

Dan Rose – Commented on a crossover at Samuels road that was put in by BNSF, needs adjustment to the apron.

Kristine Noella – Commented that at Hwy 41 and Blanchard to Elk Rd there is a giant pothole and ownership of this part of the road.

Kevin Moore – Commented on safety of the Long Bridge, is this going to be resurfaced.

Commissioner Omodt recessed the meeting at 9:42 a.m. until the scheduled Executive Session at 11:00 a.m.

Reconvened at 11:00 a.m.

11:00 A.M. EXECUTIVE SESSION – Human Resources

- 1) Executive Session under Idaho Code § 74-206 (1) (A) Hiring
Action Item: Discussion/Decision Regarding Hiring, District Court
- 2) Executive Session under Idaho Code § 74-206 (1) (B) Personnel, Sheriff's Office - Jail
Action Item: Discussion/Decision Regarding Personnel, Sheriff's Office – Jail
- 3) Executive Session under Idaho Code § 74-206 (1) (B) Personnel, Solid Waste
Action Item: Discussion/Decision Regarding Personnel, Solid Waste

At 11:00 a.m. Commissioner Williams made a motion to go into Executive Session under Idaho Codes § 74-206 (1) (A) Hiring and 74-206 (1) (B) Personnel. Commissioner Bradshaw seconded the motion. Roll call vote:

Commissioner Williams – Yes, Commissioner Omodt – Yes, Commissioner Bradshaw – Yes. The motion carries.

Reconvened at 12:04 p.m.

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

EXECUTIVE SESSION – BOCC *This item not heard*

- 1) Executive Session under Idaho Code § 74-206 (1) (B) Personnel, Recreation
Action Item: Discussion/Decision Regarding Personnel, Recreation

The meeting was adjourned at 12:04 p.m.

The following is a summary of the Board of County Commissioners
Special Meetings, (including Tax Cancellations, Assistance Meetings/Admin and other) Executive Sessions,
Emergency Meetings and Hearings held during the week of May 21, 2024 – May 27, 2024
Copies of the complete meeting minutes are available upon request.

Wednesday, May 22, 2024, a Colburn Site Grand Re-Opening was held pursuant to Idaho Code §74-204 (2).

Wednesday, May 22, 2024, an Emergency Meeting was held pursuant to Idaho Code §74-204 (2). Commissioner Bradshaw made a motion to approve and sign Resolution #2024-32 declaring a disaster regarding embankment erosion due to, heavy rain on snow and water levels due to the Albeni Falls Dam causing erosion of the embankment, saturated soils caused mudslides and damage to 17939 Dufort Road.

Commissioner Williams seconded the motion. Commissioner Williams – Yes. Commissioner Omodt – Yes. Commissioner Bradshaw – Yes. The motion passed.

Wednesday, May 22, 2024, a Planning Hearing was held pursuant to Idaho Code §74-204 (2). Commissioner

Bradshaw made a motion to approve of this project, FILE ZC0001-24, requesting a zone change from Rural-10 to Rural-5 on three adjoining properties, finding that it is in accord with the general and specific objectives of the Bonner County Comprehensive Plan and Bonner County Revised Code as enumerated in the following conclusions of law: Conclusion 1: The proposal is in accord with the Bonner County Comprehensive Plan. Conclusion 2: This proposal was reviewed for compliance with Title 12, Bonner County Revised Code, and was found to be in compliance. Conclusion 3: The proposal is in accord with the purpose of the Rural-5 zoning district, provided at Chapter 3, Title 12, Bonner County Revised Code. This decision is based upon the evidence submitted up to the time the Staff Report was prepared, and testimony received at this hearing. I further move to adopt the findings of fact as set forth in the Staff Report (or as amended during the hearing) and direct the planning staff to draft written findings of facts and conclusions of law to reflect this motion, have the Chairman sign, and transmit to all interested parties. This action does not result in the taking of private property. Commissioner Omodt stepped down from the chair and seconded the motion. Roll call vote: Commissioner Williams – Abstain; Commissioner Omodt – Yes; Commissioner Bradshaw – Yes. The motion carries. Zone Change Findings of Fact: 1. The current land use designation on all three parcels is Rural Residential (5-10 AC). This designation allows for rural pursuits. 2. The parcels are accessed by Still Meadows Lane, a privately owned and maintained road. 3. Emergency services is provided by Bonner County Sheriff and West Pend Oreille Fire District. 4. Power is provided by Northern Lights Inc. 5. The properties are served by individual septic systems and individual wells. 6. The parcels are currently ±8.412, ±8.6, and ±11.50-acres. The total acreage for the proposed zone change is ±28.512-acres. Zone Change Ordinance Motion: Roll Call Vote Commissioner Bradshaw made a motion to approve an Ordinance of Bonner County, Idaho, the number to be assigned, citing its authority, and providing for the amendment of the Official Zoning Map of Bonner County by the classification of lands located in Section 20, Township 57 North, Range 4 West, Boise Meridian, Bonner County, Idaho to Rural-5, and providing for an effective date. Commissioner Omodt stepped down from the chair and seconded the motion. Roll call vote: Commissioner Williams – Abstain; Commissioner Omodt – Yes; Commissioner Bradshaw – Yes. The motion carries. Commissioner Bradshaw made a motion to approve this project, FILE ZC0011-23, requesting a zone change from Rural 5 to Rural Service Center, on two lots totaling 12.2-acres, generally located in Section 32, Township 56 North, Range 2 West, Boise Meridian, Bonner County, Idaho, finding that it is in accord with the general and specific objectives of the Bonner County Comprehensive Plan and Bonner County Revised Code as enumerated in the following conclusions of law: Conclusion 1: The proposal is in accord with the elements of the Bonner County Comprehensive Plan. Conclusion 2: This proposal was reviewed for compliance with Title 12, Bonner County Revised Code, and is found to be in compliance. Conclusion 3: The proposal is in accord with the purpose of the Rural Service Center zoning district. This decision is based upon the evidence submitted up to the time the Staff Report was prepared and testimony received at this hearing. I further move to adopt the findings of fact and conclusions of law as set forth in the Staff Report (or as amended during this hearing) and direct planning staff to draft written findings and conclusions to reflect this motion, have the Chairman sign, and transmit to all interested parties. This action does not result in a taking of private property. Commissioner Omodt stepped down from the chair and seconded the motion. Discussion among the board. Roll call vote: Commissioner Williams – No; Commissioner Omodt – Yes; Commissioner Bradshaw – Yes. The motion carries. Zone Change Proposed Findings of Fact: 1. The lots are served by individual well and septic system. 2. Access to the lots are currently part of a network of developed public rights-of-way. 3. The lots are accessed from Porterhouse Drive, a Bonner County owned and privately maintained public right-of-way, which is directly accessed from Highway 95. 4. The proposal is not within a mapped critical wildlife habitat. 5. Electricity is provided by Avista Inc. 6. The properties are within the Selkirk Fire District. 7. Law enforcement is provided by Bonner County Sheriff's Department. 8. On February 22, 2024, the Bonner County Commissioners approved file number AM0015-23, a comprehensive plan map amendment, to change the land use designation of the two lots from Rural Residential to Transition and adopted Resolution number 24-9. Zone Change Ordinance Motion: Roll Call Vote Commissioner Bradshaw made a motion to approve an Ordinance of Bonner County, Idaho, the number to be assigned, citing its authority, and providing for the amendment of the Official Zoning Map of Bonner County by the classification of lands located in Section 32, Township 56 North, Range 02 West, Boise-Meridian, Bonner County Idaho from Rural 5 to Rural Service Center and providing for an effective date.

Commissioner Omodt stepped down from the chair and seconded the motion. Roll call vote: Commissioner Williams – No; Commissioner Omodt – Yes; Commissioner Bradshaw – Yes. The motion carries.

Thursday, May 23, 2024, an Executive Session was held pursuant to Idaho Code § 74-206 (1) (C) Real Property. Commissioner Omodt stepped down from the chair and made a motion to approve the Commercial Lease Agreement at 227 S. 1st. Ave., Sandpoint, ID 83864, between the Bonner County Board of Commissioners and the lessee which is Michael J and Paul J Delay and to authorize the Bonner County Prosecutor and his staff to sign. Commissioner Bradshaw seconded the motion. All in favor. The motion passed.

ATTEST: Michael W. Rosedale

By _____
Chairman Luke Omodt

By _____
Deputy Clerk

Date



Bonner County Human Resources

1500 Highway 2, Suite 337 • Sandpoint, ID 83864

June 04, 2024

Memorandum

To: Bonner County Commissioners

From: Alissa Clark, HR Director

Re: Updated Job Descriptions

Bonner County Human Resource office is seeking approval to approve changes to the following job description: Victim Witness Coordinator

Distribution: ☐ Original to BOCC Office
☐ Copy to Human Resources

Approved by Legal: _____

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

**JOB TITLE: ~~FELONY~~ VICTIM WITNESS COORDINATOR,
INVESTIGATOR, CHILD FORENSIC INTERVIEWER**



Department: Prosecutor
Supervisor: Director, Investigation & Victim Services
Supervision Exercised: None
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
BOCC Approval: 06/04/2024

SUMMARY

~~Felony~~ Victim-Witness Coordinator helps victims, witnesses, and survivors of serious felony crimes. They provide immediate crisis intervention and serve as an advocate for the victim and witness. Victim-Witness Coordinator helps victims understand and navigate the criminal justice system, facilitate their participation with the judicial process and accompany victims to court. They feel strongly about preserving the dignity of victims and strive to treat them with compassion and respect as they go through an often emotional or intense situation. Works with department personnel, prosecutors, courts, community businesses, organizations, and others to provide a variety of services to victims. Provides ongoing support for victims of domestic violence, crime or other related circumstances. Will be assigned all cases within the Prosecutors office including misdemeanor, juvenile and felony offenses, ensuring compliance with the Idaho Crime Victims Rights Statute. handled by Elected Prosecutor which will include, homicide, child sex crimes, rape and higher impact cases to the community.

~~The Investigator, Child Forensic Interviewer is an integral part of the Prosecutors Office's Investigative Division applying scientifically researched based methods of interview practice to child victims and witnesses. Incumbent will be responsible for obtaining and maintaining certification in NCA approved Child Interview Protocols and will serve as a team member in the investigative process concerning child interviews.~~

This is a full-time position for 40 hours per week. On-call work is required sometimes causing hours to increase.

ESSENTIAL FUNCTIONS

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

- Assists in identifying victim needs and provides recommendations to other BCPAO/CAC staff and other collaborating MDT partners for follow-up actions. Serves on the Multi-Disciplinary Team of the Prosecutor's Office providing information and guidance to

ensure the greatest advantage to the successful outcome of physical and sexual crimes against children.

- ~~• Assists County Prosecutor and Deputy Prosecutors in the preparation of information for trial including serving as an expert witness on child forensic interview techniques.~~
- ~~• Conducts regular interviews of crime victims, families and others on scene, in the office, at the hospital or other locations to aid in the investigative process and assess personal safety issues and needs. Identifies undiscovered evidence, information, witnesses, victims or clues through the process of interviews with parents, caregivers and family members of child victims.~~
- Will work directly with prosecutors to obtain documents, recordings, records, reports etc....from other jurisdictions as needed for criminal cases.
- Will be assigned all cases ~~handled by Elected Prosecutor~~ to include homicide, rape, child sex crimes and those with high impact to the community. Will work directly with the victims in these cases to ensure all needs are met by facilitating conversations and meetings with the Prosecutor.
- Maintain and update entries into Karpel -Victim Services (Prosecution management software) making sure information is kept up to date.
- Responsible for meeting with attorney staff and secretaries to ensure compliance with Idaho Victims' Rights Statute as well as resolution of any issues in day-to-day operations of victim witness unit.
- Work with court personnel to ensure victim safety and comfort during criminal proceedings.
- ~~Assists and educates victims regarding Train advocates in~~ courtroom procedure for CPO and criminal hearings.
- Coordinate with office manager to arrange travel and accommodations for out-of-town victims and witnesses.
- Communicate and facilitate local businesses and hotels for lodging, sheltering and other victim needs.
- ~~• Will maintain an active membership in the Idaho Victim Witness Association. Maintains certification in NCA Approved Child Forensic Interviewing Protocol. Maintains and Improves Child Forensic Interviewing skills by attending Peer Review minimum of twice annually in compliance with NCA Standards for Forensic Interviewers.~~

SECONDARY FUNCTIONS

- Provides emergency intervention to adults and children who are victims to domestic violence and other forms of criminal activity. Conducts regular interviews of crime victims, families, and others at the scene, in the office, or in other locations to assess personal needs and circumstances.
- Serves as an advocate in the courts for victims of crimes. Prepares documentation on behalf of the victim, and works in conjunction with prosecutors, attorneys, agencies, families, and others. Writes reports and collects all necessary information needed for court appearances and trials. Works with victims to prepare for court appearances and testimonies.
- Provides crisis intervention to victims and their families. In many cases, provides crisis intervention activities such as calming, listening, problem solving, educating, and

offering other support and options to assist victims and others affected by the criminal activity.

- Performs various case management activities including developing case files for clients, providing written documentation of all contacts and services provided, as well as any follow-up information obtained or needed. Develops proper documentation needed in court or throughout the case management process. Provides appropriate copies of documents to victims and officers of the court. Assists victims in filing appropriate paperwork and documents needed for self-protection and security.
- As requested through dispatch, responds to the scene of domestic violence in conjunction with law enforcement officers. Assesses the victim, scene, children, and others present, and all other pertinent information that would be useful in managing the case for the victim. May transport victims to safe locations as requested or deemed necessary.
- Provides transportation of clients on a regular basis to and from shelters, medical appointments, agency appointments, food bank, grocery shopping, and Civil Standby's with law enforcement officials. May involve arranging for child and pet care for the client, assisting in moving personal items from their homes, notification of relatives, etc.
- Connects clients with needed information and resources in the area or within other states as needed. May include connecting with attorneys, counselors, community resource agencies, educational opportunities, shelters, etc. May also involve making arrangements for travel and medical services, assisting with applications, and networking with relatives, community agencies, etc.
- Performs all other duties as assigned.

JOB SPECIFICATIONS

- Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job.
- Bachelors degree in criminal justice, social work or other relevant field Education, with minimum of three five years' experience in law enforcement, criminal justice, crisis intervention or relevant experience in related position.
- Working knowledge of victims' rights as they pertain to Idaho State Law. Good knowledge of the criminal justice system
- Good working knowledge of crisis intervention techniques, law enforcement and court proceedings.
- Ability to provide effective crisis intervention to victims of crimes.
- Ability to de-escalate mitigate potentially violent situations, assess the needs of others (physical, mental and emotional), and determine the best course of action to provide necessary assistance to victims.
- Knowledge of and ability to use basic computer (PC) functions as needed for report writing, record keeping data entry and related.
- Ability to work with victims and their families possessing a wide variety of personalities and behaviors. Ability to assess behavioral considerations and modify treatment accordingly to ensure appropriate safety and security of clients and the public.

- Ability to assess individual behavior to identify behavioral problems or inconsistencies. Ability to determine appropriate action to ensure client, advocate and public safety and security.
- Ability to maintain high levels of confidentiality as they pertain to clients or information that they hold that the incumbent may be subject to during the normal course of the job.
- Knowledge of basic math skills sufficient to count and record monetary transactions. Ability to read and comprehend rules and instructions.
- Ability to communicate effectively, both orally and in writing. Most communication is made in face-to-face settings with some written communication required for report writing and other paperwork. Advanced skill in conflict resolution and intervention techniques.
- Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.

PHYSICAL ABILITIES & WORKING CONDITIONS

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual hearing, talking, standing and routine, sedentary work; regular walking, occasional crouching, grasping, stooping, and reaching. Frequent lifting, pushing, and pulling in weights of 40 pounds. Incumbents are often subject to socially hostile environments involving high levels of tension and stress. Frequent exposure to graphic and disturbing pictures, videos, reports, and accounts of physical and sexual abuse of children and adults. May require working odd hours, long hours, and extensive driving in the local area or throughout the County.

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

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

Signature: _____ Date: _____

Please Print Name: _____

JOB TITLE: VICTIM WITNESS COORDINATOR



Department: Prosecutor
Supervisor: Director, Investigation & Victim Services
Supervision Exercised: None
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
BOCC Approval: 06/04/2024

SUMMARY

Victim-Witness Coordinator helps victims, witnesses, and survivors of serious felony crimes. They provide immediate crisis intervention and serve as an advocate for the victim and witness. Victim-Witness Coordinator helps victims understand and navigate the criminal justice system, facilitate their participation with the judicial process and accompany victims to court. They feel strongly about preserving the dignity of victims and strive to treat them with compassion and respect as they go through an often emotional or intense situation. Works with department personnel, prosecutors, courts, community businesses, organizations, and others to provide a variety of services to victims. Provides ongoing support for victims of domestic violence, crime, or other related circumstances. Will be assigned cases within the Prosecutors office including misdemeanor, juvenile and felony offenses, ensuring compliance with the Idaho Crime Victims' Rights Statute, which will include, homicide, child sex crimes, rape, and higher impact cases to the community.

This is a full-time position for 40 hours per week. On-call work is required sometimes causing hours to increase.

ESSENTIAL FUNCTIONS

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

- Assists in identifying victim needs and provides recommendations to other BCPAO/CAC staff and other collaborating MDT partners for follow-up actions. Serves on the Multi-Disciplinary Team of the Prosecutor's Office providing information and guidance to ensure the greatest advantage to the successful outcome of physical and sexual crimes against children.
- Will work directly with prosecutors to obtain documents, recordings, records, reports etc....from other jurisdictions as needed for criminal cases.
- Will be assigned all cases to include homicide, rape, child sex crimes and those with high impact to the community. Will work directly with the victims in these cases to ensure all needs are met by facilitating conversations and meetings with the Prosecutor.

- Maintain and update entries into Karpel -Victim Services (Prosecution management software) making sure information is kept up to date.
- Responsible for meeting with attorney staff and secretaries to ensure compliance with Idaho Victims' Rights Statute as well as resolution of any issues in day-to-day operations of victim witness unit.
- Work with court personnel to ensure victim safety and comfort during criminal proceedings.
- Assists and educates victims regarding courtroom procedure for CPO and criminal hearings.
- Coordinate with office manager to arrange travel and accommodations for out-of-town victims and witnesses.
- Communicate and facilitate local businesses and hotels for lodging, sheltering and other victim needs.

SECONDARY FUNCTIONS

- Provides emergency intervention to adults and children who are victims to domestic violence and other forms of criminal activity. Conducts regular interviews of crime victims, families, and others at the scene, in the office, or in other locations to assess personal needs and circumstances.
- Serves as an advocate in the courts for victims of crimes. Prepares documentation on behalf of the victim, and works in conjunction with prosecutors, attorneys, agencies, families, and others. Writes reports and collects all necessary information needed for court appearances and trials. Works with victims to prepare for court appearances and testimonies.
- Provides crisis intervention to victims and their families. In many cases, provides crisis intervention activities such as calming, listening, problem solving, educating, and offering other support and options to assist victims and others affected by the criminal activity.
- Performs various case management activities including developing case files for clients, providing written documentation of all contacts and services provided, as well as any follow-up information obtained or needed. Develops proper documentation needed in court or throughout the case management process. Provides appropriate copies of documents to victims and officers of the court. Assists victims in filing appropriate paperwork and documents needed for self-protection and security.
- As requested through dispatch, responds to the scene of domestic violence in conjunction with law enforcement officers. Assesses the victim, scene, children, and others present, and all other pertinent information that would be useful in managing the case for the victim. May transport victims to safe locations as requested or deemed necessary.
- Provides transportation of clients on a regular basis to and from shelters, medical appointments, agency appointments, food bank, grocery shopping, and Civil Standby's with law enforcement officials. May involve arranging for child and pet care for the client, assisting in moving personal items from their homes, notification of relatives, etc.
- Connects clients with needed information and resources in the area or within other states as needed. May include connecting with attorneys, counselors, community

resource agencies, educational opportunities, shelters, etc. May also involve making arrangements for travel and medical services, assisting with applications, and networking with relatives, community agencies, etc.

- Performs all other duties as assigned.

JOB SPECIFICATIONS

- Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job.
- Bachelor's degree in criminal justice, social work or other relevant field, with minimum of three years' experience in law enforcement, criminal justice, crisis intervention or relevant experience in related position.
- Working knowledge of victims' rights as they pertain to Idaho State Law. Good knowledge of the criminal justice system
- Good working knowledge of crisis intervention techniques, law enforcement and court proceedings.
- Ability to provide effective crisis intervention to victims of crimes.
- Ability to de-escalate potentially violent situations, assess the needs of others (physical, mental and emotional), and determine the best course of action to provide necessary assistance to victims.
- Knowledge of and ability to use basic computer (PC) functions as needed for report writing, record keeping data entry and related.
- Ability to work with victims and their families possessing a wide variety of personalities and behaviors. Ability to assess behavioral considerations and modify treatment accordingly to ensure appropriate safety and security of clients and the public.
- Ability to assess individual behavior to identify behavioral problems or inconsistencies. Ability to determine appropriate action to ensure client, advocate and public safety and security.
- Ability to maintain high levels of confidentiality as they pertain to clients or information that they hold that the incumbent may be subject to during the normal course of the job.
- Knowledge of basic math skills sufficient to count and record monetary transactions. Ability to read and comprehend rules and instructions.
- Ability to communicate effectively, both orally and in writing. Most communication is made in face-to-face settings with some written communication required for report writing and other paperwork. Advanced skill in conflict resolution and intervention techniques.
- Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.

PHYSICAL ABILITIES & WORKING CONDITIONS

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual hearing, talking, standing and routine, sedentary work; regular walking, occasional crouching, grasping, stooping, and reaching. Frequent lifting, pushing, and pulling in weights of 40 pounds.

Incumbents are often subject to socially hostile environments involving high levels of tension and stress. Frequent exposure to graphic and disturbing pictures, videos, reports, and accounts of physical and sexual abuse of children and adults. May require working odd hours, long hours, and extensive driving in the local area or throughout the County.

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

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

Signature: _____ Date: _____

Please Print Name: _____



Bonner County Human Resources

1500 Highway 2, Suite 337 • Sandpoint, ID 83864

June 04, 2024

Memorandum

To: Bonner County Commissioners

From: Alissa Clark, HR Director

Re: Updated Job Descriptions

Bonner County Human Resource office is seeking approval to approve changes to the following job description: Site Attendant

Distribution: ☐ Original to BOCC Office
☐ Copy to Human Resources

Approved by Legal: _____

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

JOB TITLE: SITE ATTENDANT



Department: Solid Waste
Supervisor: Solid Waste ~~Assistant Manager~~ Field Operations Manager
Supervision Exercised: None
Exempt Status: Hourly, Full-Time
Benefits Eligibility Status: Eligible
BOCC Approval:

SUMMARY

Performs a variety of duties and responsibilities related to the county's solid waste program. Categorizes garbage and solid waste refuse at the county sanitation and transfer facilities for recycling and disposal.

Incumbent performs work that is regular and recurring that typically involves a low level of complexity. Incumbent typically works under specific and definite directions and well-known procedures. Work requires the exercise of normal self-direction as the incumbent carries out instructions in oral, written or diagram format. Incumbent works independently under infrequent direct supervision by regular supervisor. Primary communication takes place with members of the public who use the solid waste site facilities, along with and regular communication between Waste Management personnel, co-workers and supervisors. Position typically has little or no impact on the division or organizational operations; errors are typically limited to the position and are generally fixable at low levels. Work is typically performed outdoors and may involve continuous exposure to inclement weather. Requires snow removal practices in the winter both by equipment and by hand. Exposure to the heat during summer months as work requirements are typically out of doors. Travel is within the County. Incumbents could will travel to any of the solid waste collection sites within the county, or other regular facilities. This position must have a great attitude, be punctual and reliable along with being a team player.

ESSENTIAL FUNCTIONS

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

- Opens and closes assigned solid waste facilities at scheduled times, and ensures sites is ready for customers.
- Greets drivers and inspects loads; monitor incoming loads and determine acceptability. This requires good interpersonal skills using tact, patience, and courtesy. ~~Greets public at transfer station or facilities entrance, examines loads to assess content and directs to the appropriate disposal or recycling location. Identifies unacceptable materials such as hazardous materials, paints, batteries, etc. and directs customers in proper disposal of such items.~~

- Directs traffic. Directs public and commercial vehicles to proper areas for disposal of waste and recycling. On rare occasions may provide assistance to site users to offload garbage and debris into appropriate areas and or containers.
- Ensures residential users have their current solid waste sticker. Complete the sticker verification process and communicate with the office in order to supply the customer with one if applicable.
- Collects related fees and creates invoices for commercial customers who use the solid waste facilities. Ensures proper billing for special cases of tires, televisions, refrigerators, etc.
- Informs the public of rules and regulations, proper waste handling, and recycling opportunities. Answers general questions directed by the public regarding disposal of waste, recycling, hazardous waste, and other related matters.
- Ensures a safe environment for employees and users of the facilities. **Inspects disposal area to minimize fire and safety hazards.** Removes or takes steps to remove apparent hazards to avoid injury.
- ~~• Informs the public of rules and regulations, proper waste handling, and recycling opportunities for unacceptable and hazardous waste. Answers general questions directed by the public regarding disposal, recycling, and other related matters. Questions users on their stickers and explains the need for the sticker. Communicates with the office to check for sticker if resident does not have one.~~
- ~~• Collects related fees or arranges for proper assessment and billing by the county. Creates invoices for commercial customers for use of the transfer station facilities. Ensures proper billing for special cases of tires, televisions, commercial rates, and out of state users.~~
- Fills out all necessary forms, documentation and paperwork related to transfer stations and solid waste disposal activities. Includes daily accounting monies and vehicle counts.
- Performs regular cleanup of garbage and refuse **at front gates, around containers, fence lines and all other locations as appropriate within the assigned area** to ensure a clean appearance and to prevent physical harm to employees and members of the public using the facilities. ~~Performs regular clean up at front gate areas, disposal locations, and all other locations as appropriate within assigned area.~~ Notifies management of large items to be picked.
- ~~• Directs traffic to appropriate area for off-loading of acceptable waste within the facilities. On rare occasions may provide physical assistance to site users to offload garbage and debris into appropriate areas and containers.~~
- Inspects woodpiles, refrigerator, metal, and other specialty areas to ensure that improper refuse is not present.
- Directs and informs the public of household hazardous waste disposal. May be responsible for reporting possible hazardous waste spills or cleanup of accidental spillage.
- Attends to recycle area. Breaks down cardboard that is not sufficiently flattened using a utility knife. Keeps area clean and neat. Keeps approach and steps clear of debris and snow. Closes lids to prevent blow.
- ~~• Cleans yard area and surrounding area including debris that is blown or carried out of immediate vicinity; notifies manager of large items to be picked up.~~

- Performs daily site closure procedures including daily log totals, cash balancing, ~~picking up litter and ensuring site cleanliness~~, inspecting ~~boxes and containers for leakage~~, and securing waste in containers. ~~to prevent blow, securing and cleaning the office, and locking fences and gates~~. Complete required notifications of yardages to hauler. Ensure all users and vehicles have exited the facility, secure all tools and equipment. Lock office and gates.
- Work and communicate with Waste Management on a regular basis.
- Performs regular site maintenance duties including, but not limited to, dusting, deodorizing, grounds maintenance, and addressing leaks and spills. Reports needed site repairs and hazardous materials cleanup as needed.
- Works in all types of weather, from the extreme of cold in the winter to hot in the summer.

SECONDARY FUNCTIONS

- ~~Performs snow shoveling functions as needed for the site facilities.~~
- May serve as relief attendant at any location throughout the county as directed or assigned.
- Performs all other duties as assigned.

JOB SPECIFICATIONS

- Sufficient combination of knowledge, skills, and abilities so as to competently perform the essential functions of the job. High school diploma or equivalent required.
- ~~No specific experience required.~~ Customer service experience required. Any prior work experience in a related field preferred.
- Knowledge of basic math skills sufficient to **measure incoming loads**, count money and record monetary transactions.
- Ability to read and interpret general documents including safety rules, maintenance instructions, and information related to the position.
- Ability to communicate effectively, both orally and in writing. Most communication is made in a face-to-face setting with some written communication required for report writing and other paperwork. Ability to interact with the public in a professional manner.
- Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Basic knowledge of computer operation.
- Must possess a valid state driver's license. Must have and maintain a good driving record.
- Regular, dependable attendance is an essential function of the position.

PHYSICAL ABILITIES & WORKING CONDITIONS

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual hearing, talking,

standing and some sedentary work; crouching, walking, stooping, and reaching. When assigned to transfer station and other facilities, may require lifting, pulling, pushing, and carrying weights typically under 20 pounds, but may occasionally require lifting of 50 pounds. Incumbent typically works in an unsheltered area and subject to inclement weather and temperature conditions. Also, regularly subject to noxious odors, physical hazards, hazardous materials and other conditions that may create a risk of physical harm with improper protection and continued exposure.

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

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

Signature: _____ Date: _____

Please Print Name: _____

JOB TITLE: SITE ATTENDANT



Department: Solid Waste
Supervisor: Solid Waste Field Operations Manager
Supervision Exercised: None
Exempt Status: Hourly, Full-Time
Benefits Eligibility Status: Eligible
BOCC Approval:

SUMMARY

Performs a variety of duties and responsibilities related to the county's solid waste program. Categorizes garbage and solid waste refuse at the county sanitation and transfer facilities for recycling and disposal.

Incumbent performs work that is regular and recurring that typically involves a low level of complexity. Incumbent typically works under specific and definite directions and well-known procedures. Work requires the exercise of normal self-direction as the incumbent carries out instructions in oral, written or diagram format. Incumbent works independently under infrequent direct supervision by regular supervisor. Primary communication takes place with members of the public who use the solid waste site facilities, along with regular communication between Waste Management personnel, co-workers and supervisors. Position typically has little or no impact on the division or organizational operations; errors are typically limited to the position and are generally fixable at low levels. Work is typically performed outdoors and may involve continuous exposure to inclement weather. Requires snow removal practices in the winter both by equipment and by hand. Exposure to the heat during summer months as work requirements are typically out of doors. Travel is within the County. Incumbents could travel to any of the solid waste collection sites within the county, or other regular facilities. This position must have a great attitude, be punctual and reliable along with being a team player.

ESSENTIAL FUNCTIONS

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

- Opens and closes assigned solid waste facilities at scheduled times, and ensures sites is ready for customers.
- Greets drivers and inspects loads; monitor incoming loads and determine acceptability. This requires good interpersonal skills using tact, patience, and courtesy.
- Directs traffic. Directs public and commercial vehicles to proper areas for disposal of waste and recycling. On rare occasions may provide assistance to site users to offload garbage and debris into appropriate areas and or containers.

- Ensures residential users have their current solid waste sticker. Complete the sticker verification process and communicate with the office in order to supply the customer with one if applicable.
- Collects related fees and creates invoices for commercial customers who use the solid waste facilities. Ensures proper billing for special cases of tires, televisions, refrigerators, etc.
- Informs the public of rules and regulations, proper waste handling, and recycling opportunities. Answers general questions directed by the public regarding disposal of waste, recycling, hazardous waste, and other related matters.
- Ensures a safe environment for employees and users of the facilities. Inspects disposal area to minimize fire and safety hazards. Removes or takes steps to remove apparent hazards to avoid injury.
- Fills out all necessary forms, documentation and paperwork related to transfer stations and solid waste disposal activities. Includes daily accounting monies and vehicle counts.
- Performs regular cleanup of garbage and refuse at front gates, around containers, fence lines and all other locations as appropriate within the assigned area to ensure a clean appearance and to prevent physical harm to employees and members of the public using the facilities. Notifies management of large items to be picked.
- Inspects woodpiles, refrigerator, metal, and other specialty areas to ensure that improper refuse is not present.
- Directs and informs the public of household hazardous waste disposal. May be responsible for reporting possible hazardous waste spills or cleanup of accidental spillage.
- Attends to recycle area. Breaks down cardboard that is not sufficiently flattened using a utility knife. Keeps area clean and neat. Keeps approach and steps clear of debris and snow. Closes lids to prevent blow.
- Performs daily site closure procedures including daily log totals, cash balancing, inspecting and securing waste in containers. Complete required notifications of yardages to hauler. Ensure all users and vehicles have exited the facility, secure all tools and equipment. Lock office and gates.
- Work and communicate with Waste Management on a regular basis.
- Performs regular site maintenance duties including, but not limited to, dusting, deodorizing, grounds maintenance, and addressing leaks and spills. Reports needed site repairs and hazardous materials cleanup as needed.
- Works in all types of weather, from the extreme of cold in the winter to hot in the summer.

SECONDARY FUNCTIONS

- May serve as relief attendant at any location throughout the county as directed or assigned.
- Performs all other duties as assigned.

JOB SPECIFICATIONS

- Sufficient combination of knowledge, skills, and abilities so as to competently perform

the essential functions of the job. High school diploma or equivalent required.

- Customer service experience required. Any prior work experience in a related field preferred.
- Knowledge of basic math skills sufficient to measure incoming loads, count money and record monetary transactions.
- Ability to read and interpret general documents including safety rules, maintenance instructions, and information related to the position.
- Ability to communicate effectively, both orally and in writing. Most communication is made in a face-to-face setting with some written communication required for report writing and other paperwork. Ability to interact with the public in a professional manner.
- Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Basic knowledge of computer operation.
- Must possess a valid state driver's license. Must have and maintain a good driving record.
- Regular, dependable attendance is an essential function of the position.

PHYSICAL ABILITIES & WORKING CONDITIONS

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual hearing, talking, standing and some sedentary work; crouching, walking, stooping, and reaching. When assigned to transfer station and other facilities, may require lifting, pulling, pushing, and carrying weights typically under 20 pounds, but may occasionally require lifting of 50 pounds. Incumbent typically works in an unsheltered area and subject to inclement weather and temperature conditions. Also, regularly subject to noxious odors, physical hazards, hazardous materials and other conditions that may create a risk of physical harm with improper protection and continued exposure.

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

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

Signature: _____ Date: _____

Please Print Name: _____



Bonner County Human Resources

1500 Highway 2, Suite 337 • Sandpoint, ID 83864

June 04, 2024

Memorandum

To: Bonner County Commissioners

From: Alissa Clark, HR Director

Re: Updated Job Descriptions

Bonner County Human Resource office is seeking approval to approve changes to the following job description: Parks and Waterways Director

Distribution: ☐ Original to BOCC Office
☐ Copy to Human Resources

Approved by Legal: _____

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



JOB TITLE: PARKS & RECREATION WATERWAYS DIRECTOR

Department: Parks & Recreation, Waterways, East Bonner Snowmobile, Priest Lake Snowmobile
Supervisor: Board of County Commissioners
Supervision Exercised: Recreation Program (Parks, Waterways, Groomers)
Exempt Status: Exempt
Benefits Eligibility Status: Eligible
BOCC Approval: 06/04/2024

SUMMARY

Directs all operations of Bonner County's Recreation, including Parks & Recreation, Waterways and Snowmobile departments. Oversees Recreation employees, coordinates the activities of both Snow Groomers Committees, and represents Bonner County in all aspects of trails. Responsible for the effective operation of the county's Parks & Waterways.

ESSENTIAL FUNCTIONS

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

- Directs, supervises and participates in the ongoing development and implementation of departmental goals, objectives, policies and procedures; directs and ensures proper coordination of all administrative functions; prepares and submits reports of finances, staffing program and other administrative activities to the Board of County Commissioners; prepares agenda and documents, attends and participates in meetings representing the Parks and Recreation, Waterways and Grooming Departments.
- Responsible to the Board of County Commissioners for implementation and monitoring of all planning, acquisition, capital construction and maintenance of parks, open space, landscapes, trail systems, boating facilities and coordinating activities with other County officials, departments, outside agencies, organizations and the public for the Parks & Recreation Department.
- Ensures fiscal accountability by developing and implementing departmental expenditure guidelines.
- Responsible for preparing and managing annual budget, forecasts revenues necessary to ensure appropriate staffing levels and other resources in support of operations for the coming year, and ensures compliance throughout the year to ensure proper spending is within appropriated funds. Budgets include Parks & Recreation, Waterways, Priest Lake Snowmobile and East Bonner Snowmobile.
- Writes, monitors, and administers grants in accordance with funding sources needs and requirements.
- Prepares and submits permits such as joint applications with Idaho Department of Lands and US Army Corps of Engineers for activities impacting jurisdictional waterways.

- Reviews and approves accounts payable, payroll and other financial warrants, requisitions purchase orders, receipts and records or reports.
- Ensures compliance with Bonner County personnel policies and procedures, as well as state and federal employment laws and regulations.
- Investigates problems or inquiries when requested by the Board of County Commissioners.
- Designs and implements parks maintenance and managements plans in conjunction with staff, landowners, advisory board's and other governmental agencies.
- Designs facility maintenance plans addressing landscape areas, buildings, restrooms, drinking water systems, irrigation systems, electrical, plumbing and playground areas.
- Ensures facility compliance with state, local and federal requirements. Ensures County facilities are safe and operational for public use.
- Forecasts and facilitates replacement of vehicles, watercraft and equipment.
- Determines when an outside contractor is needed to make necessary repairs to the county facilities.

SECONDARY FUNCTIONS

- Coordinates Parks & recreational programs and projects with state, local and federal entities.
- Assists in the County's coordination process with the Federal Government as directed by the Board of County Commissioners.

JOB SPECIFICATIONS

- Any combination of knowledge, skills, and abilities to competently perform the necessary functions of the job. Bachelor's Degree in Parks and Recreation preferred, Business or Public Administration or equivalent; and a minimum of five years of experience serving in a public executive administrative position; or equivalent combination of education and experience.
- Knowledge of community recreational organizations and the economic benefits of recreation to the county and participation in Bonner County & Idaho recreational activities.
- Demonstrates knowledge and experience in grant management and marine laws.
- Excellent interpersonal skills with knowledge of the appropriate methods and means of dealing with human behavior situations in a variety of business circumstances, both inside and outside the organization.
- Ability to communicate effectively, both orally and in writing. Ability to prepare clear and concise written reports and correspondence. Plan, organize and direct community workshops, meetings, and conferences.

PHYSICAL ABILITIES & WORKING CONDITIONS

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); regular walking, standing, and exertion of physical strength; and occasional exertion of moderate physical force. Requires good general vision.

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

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

Signature: _____ Date: _____

Please Print Name: _____



JOB TITLE: PARKS & WATERWAYS DIRECTOR

Department: Parks & Recreation, Waterways, East Bonner Snowmobile, Priest Lake Snowmobile
Supervisor: Board of County Commissioners
Supervision Exercised: Recreation Program (Parks, Waterways, Groomers)
Exempt Status: Exempt
Benefits Eligibility Status: Eligible
BOCC Approval: 06/04/2024

SUMMARY

Directs all operations of Bonner County's Recreation, including Parks & Recreation, Waterways and Snowmobile departments. Oversees Recreation employees, coordinates the activities of both Snow Groomers Committees, and represents Bonner County in all aspects of trails. Responsible for the effective operation of the county's Parks & Waterways.

ESSENTIAL FUNCTIONS

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

- Directs, supervises and participates in the ongoing development and implementation of departmental goals, objectives, policies and procedures; directs and ensures proper coordination of all administrative functions; prepares and submits reports of finances, staffing program and other administrative activities to the Board of County Commissioners; prepares agenda and documents, attends and participates in meetings representing the Parks and Recreation, Waterways and Grooming Departments.
- Responsible to the Board of County Commissioners for implementation and monitoring of all planning, acquisition, capital construction and maintenance of parks, open space, landscapes, trail systems, boating facilities and coordinating activities with other County officials, departments, outside agencies, organizations and the public for the Parks & Recreation Department.
- Ensures fiscal accountability by developing and implementing departmental expenditure guidelines.
- Responsible for preparing and managing annual budget, forecasts revenues necessary to ensure appropriate staffing levels and other resources in support of operations for the coming year, and ensures compliance throughout the year to ensure proper spending is within appropriated funds. Budgets include Parks & Recreation, Waterways, Priest Lake Snowmobile and East Bonner Snowmobile.
- Writes, monitors, and administers grants in accordance with funding sources needs and requirements.
- Prepares and submits permits such as joint applications with Idaho Department of Lands and US Army Corps of Engineers for activities impacting jurisdictional waterways.

- Reviews and approves accounts payable, payroll and other financial warrants, requisitions purchase orders, receipts and records or reports.
- Ensures compliance with Bonner County personnel policies and procedures, as well as state and federal employment laws and regulations.
- Investigates problems or inquiries when requested by the Board of County Commissioners.
- Designs and implements parks maintenance and managements plans in conjunction with staff, landowners, advisory board's and other governmental agencies.
- Designs facility maintenance plans addressing landscape areas, buildings, restrooms, drinking water systems, irrigation systems, electrical, plumbing and playground areas.
- Ensures facility compliance with state, local and federal requirements. Ensures County facilities are safe and operational for public use.
- Forecasts and facilitates replacement of vehicles, watercraft and equipment.
- Determines when an outside contractor is needed to make necessary repairs to the county facilities.

SECONDARY FUNCTIONS

- Coordinates Parks & recreational programs and projects with state, local and federal entities.
- Assists in the County's coordination process with the Federal Government as directed by the Board of County Commissioners.

JOB SPECIFICATIONS

- Any combination of knowledge, skills, and abilities to competently perform the necessary functions of the job. Bachelor's Degree in Parks and Recreation preferred, Business or Public Administration or equivalent; and a minimum of five years of experience serving in a public executive administrative position; or equivalent combination of education and experience.
- Knowledge of community recreational organizations and the economic benefits of recreation to the county and participation in Bonner County & Idaho recreational activities.
- Demonstrates knowledge and experience in grant management and marine laws.
- Excellent interpersonal skills with knowledge of the appropriate methods and means of dealing with human behavior situations in a variety of business circumstances, both inside and outside the organization.
- Ability to communicate effectively, both orally and in writing. Ability to prepare clear and concise written reports and correspondence. Plan, organize and direct community workshops, meetings, and conferences.

PHYSICAL ABILITIES & WORKING CONDITIONS

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); regular walking, standing, and exertion of physical strength; and occasional exertion of moderate physical force. Requires good general vision.

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

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

Signature: _____ Date: _____

Please Print Name: _____



BONNER COUNTY NOXIOUS WEEDS

1500 Hwy 2, Suite 101 • Sandpoint, ID 83864 • Phone: (208) 255-5681 ext.6
<https://www.bonnercountyid.gov/noxious-weeds>

May 23, 2024

Memorandum

CONSENT
ITEM -
NOXIOUS
WEEDS

TO: Commissioners
FROM: Chase Youngdahl, Dept. Head – Noxious Weeds
RE: Purchases exceeding \$5,000 - Annual Chemical Procurement

The Noxious Weeds Department is requesting approval for expenditures exceeding \$5,000.00; the purchases will constitute the majority of the 2024 season supply of right-of-way & county property herbicides & spraying additives. Pricing was obtained from the Idaho Statewide Division of Purchasing contracts. The companies offering the lowest prices for the products needed were selected. Two, priced out, pseudo-invoices are attached; \$6,348.34 from Helena Agri-Enterprises for herbicides, and \$19,069.80 from Wilbur-Ellis Company for herbicides and proprietary adjuvants. Line item 027-8390 is budgeted for these expenditures.

Distribution: Noxious Weeds Office
BOCC Office

Recommendation Acceptance: ☐ YES ☐ NO _____
Commissioner Luke Omodt, Chairman

Date: _____

(Northwest Spec (WA)) Helena Agri-Ent. LLC
4802 N Florida St
Spokane WA 99217-6707
509-536-2634 Fax: 509-536-3244



Shipping Via.
Invoice **169546040**

Bill To: BONNER COUNTY NOXIOUS WEED DEPT
1500 HWY 2 STE 101
SANDPOINT, ID 83864-1709
US

Invoice Date 05/20/2024
Due Date 06/15/2024
Customer ID 3004582
Salesperson 27740
Shipping Loc. 039NWS

Ship To: 1500 HWY 2 STE 101
SANDPOINT, ID 83864-1709
US

Quantity	Description	Unit Price	Total \$
448.000	OZ Escort XP (Bayer VM)(8x8 Oz)(Oz) EPA / PCP Reg. Num. 432-1549	2.18 /OZ	976.64
320.000	OZ Telar XP (Envu VM)(8x8 OZ)(OZ) EPA / PCP Reg. Num. 101563-176	12.43 /OZ	3,977.60
15.000	GAL Trycera (HAE)(2x2.5 Gal)(Gal) EPA / PCP Reg. Num. 5905-580	92.94 /GAL	1,394.10

Sub Total 6,348.34

Amount Due 6,348.34

NOTE: By acceptance of the products or services reflected on this invoice, the purchaser agrees to be bound by all the terms and conditions of sale set forth in this invoice, including those on the reverse side of this invoice.

Remit To: Helena Agri-Enterprises, LLC
P O Box 742558
Los Angeles CA 90074-2558

BONNER COUNTY NOXIOUS WEED DEPT Invoice 169546040

HELENA AGRI-ENTERPRISES, LLC aka HELENA CHEMICAL COMPANY Rev. 04/18

Total If Paid By Due Date 19,069.80

The goods and/or services described above (such goods and/or services are referred to as the "Product") that are provided to you ("Customer") by Wilbur-Ellis Company LLC ("Seller"), are provided subject to (i) Seller's General Terms and Conditions of Sale (the "Terms") set forth at <https://www.wilburellisagribusiness.com/terms-and-conditions> that are in effect as of the date first set forth above and (ii) all other documents provided by Seller that are attached hereto or enclosed herewith. Such Terms and documents are hereby incorporated herein and expressly made a part of this agreement. **CUSTOMER SHALL ALWAYS READ THE PRODUCT LABEL FOR COMPLETE INSTRUCTIONS AND PROPER USAGE PRIOR TO USING THE PRODUCT. STRICT COMPLIANCE WITH THE LABEL IS REQUIRED. FOR THE AVOIDANCE OF DOUBT, STRICT COMPLIANCE INCLUDES, WITHOUT LIMITATION, NOT APPLYING DICAMBA HERBICIDES TO ANY DICAMBA-TOLERANT GMO CROP UNLESS THAT PRODUCT IS SPECIFICALLY LABELED FOR THAT USE IN THE LOCATION WHERE YOU MAKE THE APPLICATION.**

Seller reserves the right to decline any split billing arrangement change requests made by Customer after invoicing. Seller only accepts American Express, Visa, and Mastercard for credit card payments.

State of California: Proposition 65 Warning: Fertilizers and Pesticides contain chemicals known to the State of California to cause cancer, birth defects or other reproductive harm. For more information go to www.P65Warnings.ca.gov/. California Mill Assessment paid, if applicable. If applicable, VOC information was provided as required per Title 3, California Code of Regulations, section 6577.

State of Colorado: If applicable, Commercial applicators are licensed by the Colorado Department of Agriculture.

State of Washington: If applicable, the Customer has been informed and agrees that any products that bear combined labeling for uses onto or into water plus nonaquatic general uses, shall not be applied into or onto water by a noncertified applicator.

IDAHO ALCOHOL BEVERAGE CATERING PERMIT

2024-12

BUSINESS NAME: EICHARDT'S PUB GRILL & COFFEE

TOTAL DAYS (Up to 3 days total): 1. ☐ 2. ☐ 3. ☒

TOTAL FEES (\$20/day): \$20 ☐ \$40 ☐ \$60 ☒

FACILITY ADDRESS: 212 CEDAR STREET

CITY: SANDPOINT

COUNTY: BONNER

STATE OF IDAHO ALCOHOL BEVERAGE LICENSE NUMBER: 2999

PREMISE NUMBER: 7B-25

DATES PERMIT TO BE USED: FROM 06/14/2024

TO 06/16/2024

TIME: FROM 12:00 P

M TO 10:00 P

M.

LOCATION WHERE PERMIT WILL BE USED (ADDRESS & ROOM NUMBER): 110 CALIBER DRIVE, SANDPOINT

TYPE OF EVENT: DISC GOLF

EVENT NAME (IF APPLICABLE): HI COUNTRY OPEN

EVENT BEING HELD FOR (ORGANIZATION, GROUP, OR INDIVIDUAL NAME): CALIBER DISC GOLF COURSE

ALCOHOL TO BE SERVED (Must match the State Liquor License):

☒ Bottled/canned beer ☒ Draft beer ☒ Wine by the glass ☐ Wine by the bottle ☐ Liquor

Signature of Licensee

Unless licensee is disqualified, approval of this permit does certify that the licensee is entitled to hold and use this Idaho Alcohol Beverage Catering Permit at the above premises, subject to provisions of Title 23-1.C.

Sheriff

Chief of Police

Council

Board of Trustees

Chairman County Commissioners

BONNER COUNTY CLERK 1500 HIGHWAY 2 SUITE 335 SANDPOINT, ID 83864 (208) 265-1490

IDAHO ALCOHOL BEVERAGE CATERING PERMIT

2024-11

BUSINESS NAME: EICHARDT'S PUB GRILL & COFFEE

TOTAL DAYS (Up to 3 days total): 1. ☐ 2. ☒ 3. ☐

TOTAL FEES (\$20/day): \$20 ☐ \$40 ☒ \$60 ☐

FACILITY ADDRESS: 212 CEDAR STREET CITY: SANDPOINT COUNTY: BONNER

STATE OF IDAHO ALCOHOL BEVERAGE LICENSE NUMBER: 2999 PREMISE NUMBER: 7B-25

DATES PERMIT TO BE USED: FROM 06/28/2024 TO 06/29/2024 TIME: FROM 12:00 P M TO 12:00 A M.

LOCATION WHERE PERMIT WILL BE USED (ADDRESS & ROOM NUMBER): 6162 EUREKA, SAGLE

TYPE OF EVENT: FESTIVAL EVENT NAME (IF APPLICABLE): SUMMER FEST

EVENT BEING HELD FOR (ORGANIZATION, GROUP, OR INDIVIDUAL NAME): EUREKA INSTITUTE SUMMER FEST

ALCOHOL TO BE SERVED (Must match the State Liquor License):

☐ Bottled/canned beer ☒ Draft beer ☒ Wine by the glass ☐ Wine by the bottle ☐ Liquor

Signature of Licensee

Unless licensee is disqualified, approval of this permit does certify that the licensee is entitled to hold and use this Idaho Alcohol Beverage Catering Permit at the above premises, subject to provisions of Title 23-1.C.

or _____
Sheriff Chief of Police

or _____
Council Board of Trustees Chairman County Commissioners

BONNER COUNTY CLERK 1500 HIGHWAY 2 SUITE 335 SANDPOINT, ID 83864 (208) 265-1490

2024

BONNER COUNTY
STATE OF IDAHO

No. 2024-154

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT JO MAMAS BAKERY LLC
doing business as JO MAMAS BAKERY & CAFE
at 5871 HWY 2, PRIEST RIVER, ID 83856
a(n) LLC, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of
Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the
regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of
said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 05/06/2024

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

(SEAL)

Clerk of the Board of County Commissioners

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2024.
Witness my hand and seal this 28th of May, 2024.

Luke Cott
Chairman

Steve Broadbent
Commissioner

Asia Williams
Commissioner



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

FOR OFFICE USE ONLY

Premise No. 7B-38865
State Lic No. 38865
Issue Date: 05/06/2024
County No. 2024-154
Total Fees: \$180.00
Deputy Initials: cbrannon

Retail Alcohol Beverage License Application

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

1. Application Type

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

2. Type of Business

- ☐ Individual
☐ Partnership
☐ Corporation
☒ LLC
☐ LLP

3. Location of Facility

- ☐ Inside city limits
☐ Outside city limits

4. License Type

- ☐ Bottled/canned beer (retail only)
☒ Bottled/canned beer
☐ Draft beer
☒ Wine by the glass
☐ Wine by the bottle
☐ Liquor
☒ Application Fee
Total Fees

Consumed off premise
Consumed on or off premise
Includes draft, bottled, and/or canned

County Fee

\$ 0.00
\$ 75.00
\$ 0.00
\$ 100.00
\$ 0.00
\$ 0.00
\$ 5.00
\$ \$180.00

**FOR OFFICE
USE ONLY**

Prorated Fee

(If applicable)

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

5. Applicant Information

Doing Business As: JO MAMAS BAKERY & CAFE

Business Phone Number: (208) 255-8817

Business Physical Address: 5871 HWY 2

City: PRIEST RIVER State: ID Zip Code: 83856

6. Business Information

Business Name: JO MAMAS BAKERY LLC

Primary Contact Name: JOLENE MEEK

Primary Contact Phone Number: (208) 610-5748

Mailing Address: PO BOX 573

City: PRIEST RIVER State: ID Zip Code: 83856

Email Address: _____

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

APPLICANT'S SIGNATURE:

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

APPROVED:

DATE:

Board of County Commissioners

Call Jolene 208-610-5748

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

May 29, 2024

To: Board of County Commissioners

From: Alex Feyen, Bonner County Planner

Subject: Final plat, MLD0018-23 Whitetail Estates

The above referenced plat is a minor land division dividing a 10-acre parcel into two (2) 5.01-acre lots. The property is zoned Rural 5 and meets the requirements of that zone. The property is served by individual wells, individual septic systems, and Northern Lights. The property is accessed off Muskrat Lake Road, a Bonner County owned and privately maintained public right of way. The parcel is located in a portion of Section 2, Township 56 North, Range 3 West, Boise Meridian, Idaho. The plat was approved by Bonner County on June 13, 2023.

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

Legal Review: _____

Distribution: Jake Gabell
Janna Berard
Alex Feyen

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

Consent Agenda

Recommendation Acceptance: ☐ Yes ☐ No

Commissioner Luke Omodt, Chairman

Date: _____



Bonner County

Board of Commissioners

Luke Omodt

Steve Bradshaw

Asia Williams

CLERK
Item #1

June 4, 2024

Memorandum

To: Commissioners

Re: FY24 Demands in Batch #18

The Auditor's Office presented the FY24 Demands in Batch #18 **Totaling \$314,289.74**

A suggested motion would be: **I move to approve payment of the FY24 Demands in Batch #17 Totaling \$314,289.74**

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

ACCOUNTS PAYABLE WARRANT REPORT

Bonner County Demands

DATE: 05/30/2024 WARRANT: d1824 AMOUNT: \$ 314,289.74

COMMISSIONER'S APPROVAL REPORT

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: d1824 05/30/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
1900 AVISTA UTILITIES	00001 INV 05/30/2024					3650641944MAY24	156267	
1 047 8990	GRANT GNT EXPEND					481.00		
	Invoice Net					481.00		
						CHECK TOTAL	481.00	-----
4113 CAVENDER, TORI	00000 INV 05/29/2024					MAY24-2	156192	
1 005 6440	DRUGCT TRAVEL					1,797.11		
	Invoice Net					1,797.11		
						CHECK TOTAL	1,797.11	-----
5496 CONNELL OIL INCORPORAT	00001 INV 05/17/2024					CL81882	155748	
1 002 7000	RD&BR GEN GASOLINE					749.07		
2 002 7010	RD&BR GEN DIESEL					6,127.94		
3 002 7010	RD&BR GEN DIESEL					-91.81		
	Invoice Net					6,785.20		
						CHECK TOTAL	6,785.20	-----
1962 CORPORATE PAYMENT SYST	00000 INV 05/28/2024					1962MAY24	156114	
1 03474 6460	PUBLIC DEF PER DIEM					180.00		
	Invoice Net					180.00		
						CHECK TOTAL	180.00	-----
1962 CORPORATE PAYMENT SYST	00000 INV 05/28/2024					9100MAY24	156115	
1 03474 6530	PUBLIC DEF OFFICE					55.40		
	Invoice Net					55.40		
						CHECK TOTAL	55.40	-----
1962 CORPORATE PAYMENT SYST	00000 INV 05/28/2024					1932MAY24	156120	
1 00124 6490	GIS EDUCATION					980.00		
2 00124 6720	GIS SM ASSETS					249.11		
	Invoice Net					1,229.11		
						CHECK TOTAL	1,229.11	-----
1962 CORPORATE PAYMENT SYST	00000 INV 05/30/2024					3137MAY24	156249	
1 00123 6530	PLANNING OFFICE					133.70		
2 00123 6530	PLANNING OFFICE					38.98		
3 00123 6530	PLANNING OFFICE					45.35		
4 00123 6530	PLANNING OFFICE					72.78		
5 00123 6530	PLANNING OFFICE					9.40		
6 00123 6461	PLANNING PZTRAVEL					56.70		
7 00123 6461	PLANNING PZTRAVEL					43.57		
8 00123 6520	PLANNING DUES					31.98		
9 00123 6461	PLANNING PZTRAVEL					75.86		
10 00123 6461	PLANNING PZTRAVEL					22.79		
	Invoice Net					531.11		
						CHECK TOTAL	531.11	-----

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: d1824 05/30/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
1962	CORPORATE PAYMENT SYST	00001		INV	05/28/2024	1773MAY24	156074	
	1 00115 8950		TECHNOLOG	SOFTWARE		3,000.00		
			Invoice Net			3,000.00		
				CHECK TOTAL		3,000.00		-----
1962	CORPORATE PAYMENT SYST	00001		INV	05/28/2024	0030MAY24	156079	
	1 00105 6475		COMMISS	EERECOGN		39.90		
	2 00105 6475		COMMISS	EERECOGN		211.90		
			Invoice Net			251.80		
				CHECK TOTAL		251.80		-----
1962	CORPORATE PAYMENT SYST	00001		INV	05/28/2024	2828MAY24	156080	
	1 03453 6490		SHERPATROL	EDUCATION		779.00		
	2 03453 6440		SHERPATROL	TRAVEL		498.78		
	3 03453 6440		SHERPATROL	TRAVEL		714.00		
	4 03453 6440		SHERPATROL	TRAVEL		150.00		
			Invoice Net			2,141.78		
				CHECK TOTAL		2,141.78		-----
1962	CORPORATE PAYMENT SYST	00001		INV	05/28/2024	4781MAY24	156084	
	1 03452 6440		SHERDETECT	TRAVEL		27.00		
	2 03454 7420		SHERSEARCH	REPEQUIP		11.95		
	3 03453 8590		SHERPATROL	EQUIPMENT		254.99		
			Invoice Net			293.94		
				CHECK TOTAL		293.94		-----
1962	CORPORATE PAYMENT SYST	00001		INV	05/28/2024	4493MAY24	156085	
	1 00823 6720		911TECH	SM ASSETS		948.00		
	2 34180 8950		JUST-GENEX	SOFTWARE		25.00		
			Invoice Net			973.00		
				CHECK TOTAL		973.00		-----
1962	CORPORATE PAYMENT SYST	00001		INV	05/28/2024	2519MAY24	156086	
	1 00404 6770		ELECT-MAY	RENTALS		126.27		
	2 00404 6770		ELECT-MAY	RENTALS		168.47		
			Invoice Net			294.74		
				CHECK TOTAL		294.74		-----
1962	CORPORATE PAYMENT SYST	00001		INV	05/28/2024	9355MAY24	156087	
	1 020 6460		REVAL	PER DIEM		1,717.60		
	2 020 7830		REVAL	PUBLICATIO		68.98		
			Invoice Net			1,786.58		
				CHECK TOTAL		1,786.58		-----
1962	CORPORATE PAYMENT SYST	00001		INV	05/28/2024	8776MAY24	156088	
	1 00822 6490		911OPS	EDUCATION		30.00		
	2 00822 6440		911OPS	TRAVEL		330.00		

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: d1824 05/30/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
3	00822 6440		9110PS	TRAVEL		330.00		
4	00822 6440		9110PS	TRAVEL		27.00		
5	00822 6530		9110PS	OFFICE		14.99		
6	00822 6530		9110PS	OFFICE		77.96		
			Invoice Net			809.95		
			CHECK TOTAL			809.95		-----
1962	CORPORATE PAYMENT SYST	00001	INV	05/28/2024		1819MAY24	156091	
1	03461 6620		JAILDETENT	CLEANING		27.24		
2	03461 6480		JAILDETENT	PRIS TREXP		-615.40		
3	03461 6480		JAILDETENT	PRIS TREXP		-615.40		
4	03451 6530		SHERCLCREC	OFFICE		315.91		
5	03461 6490		JAILDETENT	EDUCATION		100.00		
6	03461 8060		JAILDETENT	MEDICAL		25.80		
7	03461 6490		JAILDETENT	EDUCATION		100.00		
8	03461 6440		JAILDETENT	TRAVEL		204.92		
9	03461 6440		JAILDETENT	TRAVEL		5.82		
10	03452 6490		SHERDETECT	EDUCATION		1,590.00		
			Invoice Net			1,138.89		
			CHECK TOTAL			1,138.89		-----
1962	CORPORATE PAYMENT SYST	00001	INV	05/28/2024		2010MAY24	156093	
1	03461 6480		JAILDETENT	PRIS TREXP		18.89		
2	03461 6480		JAILDETENT	PRIS TREXP		9.02		
3	03461 6480		JAILDETENT	PRIS TREXP		180.88		
4	03461 6480		JAILDETENT	PRIS TREXP		30.00		
			Invoice Net			238.79		
			CHECK TOTAL			238.79		-----
1962	CORPORATE PAYMENT SYST	00001	INV	05/28/2024		1425MAY24	156095	
1	03451 7110		SHERCLCREC	OTHER		10.00		
			Invoice Net			10.00		
			CHECK TOTAL			10.00		-----
1962	CORPORATE PAYMENT SYST	00001	INV	05/28/2024		1433MAY24	156096	
1	03450 7430		SHERADMIN	REPBLDGS		10.69		
2	03450 7430		SHERADMIN	REPBLDGS		-10.69		
3	03450 7430		SHERADMIN	REPBLDGS		9.99		
4	03461 7430		JAILDETENT	REPBLDGS		13.98		
			Invoice Net			23.97		
			CHECK TOTAL			23.97		-----
1962	CORPORATE PAYMENT SYST	00001	INV	05/28/2024		6681MAY24	156100	
1	00131 6720		ENGINEER	SM ASSETS		350.00		
2	00131 6720		ENGINEER	SM ASSETS		210.00		
			Invoice Net			560.00		
			CHECK TOTAL			560.00		-----

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: d1824 05/30/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
1962	CORPORATE PAYMENT SYST	00001		INV	06/21/2024	4764MAY24	156101	
1	00127 6520			RISK MGMT DUES		36.00		
				Invoice Net		36.00		
				CHECK TOTAL		36.00		-----
1962	CORPORATE PAYMENT SYST	00001		INV	06/21/2024	3803MAY24	156172	
1	00110 7530			BLDGGRD REPFACILIT		69.98		
2	00110 7530			BLDGGRD REPFACILIT		68.25		
3	00110 7530			BLDGGRD REPFACILIT		15.99		
4	00110 7530			BLDGGRD REPFACILIT		34.99		
				Invoice Net		189.21		
				CHECK TOTAL		189.21		-----
1962	CORPORATE PAYMENT SYST	00001		INV	05/29/2024	1801May24	156177	
1	00122 6530			VETS SVCS OFFICE		108.11		
2	00122 6470			VETS SVCS LODGING		1,093.85		
3	00122 6450			VETS SVCS MILEAGE		72.63		
				Invoice Net		1,274.59		
				CHECK TOTAL		1,274.59		-----
1962	CORPORATE PAYMENT SYST	00001		INV	05/29/2024	1791MAY24	156183	
1	00115 8950			TECHNOLOG SOFTWARE		200.00		
				Invoice Net		200.00		
				CHECK TOTAL		200.00		-----
1962	CORPORATE PAYMENT SYST	00001		INV	05/29/2024	4395MAY24	156198	
1	047 8992			GRANT JSGRANTS		20.79		
2	047 8992			GRANT JSGRANTS		21.59		
3	047 8992			GRANT JSGRANTS		33.89		
4	047 8992			GRANT JSGRANTS		23.49		
5	047 8992			GRANT JSGRANTS		50.00		
6	047 8992			GRANT JSGRANTS		50.00		
7	047 8992			GRANT JSGRANTS		359.21		
8	03475 7630			JUSTJUVDET FOOD		12.90		
9	03475 7630			JUSTJUVDET FOOD		23.10		
10	03475 7630			JUSTJUVDET FOOD		46.17		
11	03475 7630			JUSTJUVDET FOOD		170.45		
12	03475 7630			JUSTJUVDET FOOD		9.49		
13	03475 6500			JUSTJUVDET BOOKS		84.80		
14	00661 8940			PROBSVCS COMP SUPP		2.99		
15	00661 8940			PROBSVCS COMP SUPP		179.00		
16	00661 6530			PROBSVCS OFFICE		19.25		
17	00661 6530			PROBSVCS OFFICE		5.48		
18	00661 6530			PROBSVCS OFFICE		29.91		
19	00661 6530			PROBSVCS OFFICE		31.95		
20	00661 6530			PROBSVCS OFFICE		24.00		
21	00661 6530			PROBSVCS OFFICE		43.66		

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: d1824 05/30/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
22	03475 8000		JUSTJUVD	HYGIENE		13.88		
23	03475 8000		JUSTJUVD	HYGIENE		21.85		
24	03475 8000		JUSTJUVD	HYGIENE		19.45		
25	03475 8060		JUSTJUVD	MEDICAL		9.16		
27	00661 6670		PROBSVCS	OTHER		16.70		
28	00661 6670		PROBSVCS	OTHER		44.47		
29	00661 6670		PROBSVCS	OTHER		19.91		
30	00661 6670		PROBSVCS	OTHER		9.99		
31	00661 6670		PROBSVCS	OTHER		9.99		
32	00661 6670		PROBSVCS	OTHER		-9.99		
			Invoice Net			1,397.53		
			CHECK TOTAL			1,397.53		-----
1962	CORPORATE PAYMENT SYST	00001	INV	05/29/2024		8561MAY24	156200	
1	03475 6530		JUSTJUVD	OFFICE		145.00		
2	03475 6530		JUSTJUVD	OFFICE		33.99		
3	03475 7430		JUSTJUVD	REPBLDGS		6.49		
4	03475 6530		JUSTJUVD	OFFICE		8.98		
5	03475 6520		JUSTJUVD	DUES		14.99		
6	03475 8060		JUSTJUVD	MEDICAL		500.00		
7	03475 8060		JUSTJUVD	MEDICAL		-28.00		
			Invoice Net			681.45		
			CHECK TOTAL			681.45		-----
1962	CORPORATE PAYMENT SYST	00001	INV	05/29/2024		8508MAY24	156203	
1	03475 6720		JUSTJUVD	SM ASSETS		450.08		
2	03475 6530		JUSTJUVD	OFFICE		299.99		
3	03475 7420		JUSTJUVD	REPEQUIP		14.76		
4	03475 7420		JUSTJUVD	REPEQUIP		42.76		
5	03475 7420		JUSTJUVD	REPEQUIP		28.41		
6	03475 7860		JUSTJUVD	MISCEXPENS		56.38		
7	03475 7860		JUSTJUVD	MISCEXPENS		4.98		
8	03475 7860		JUSTJUVD	MISCEXPENS		120.85		
9	03475 7860		JUSTJUVD	MISCEXPENS		19.58		
			Invoice Net			1,037.79		
			CHECK TOTAL			1,037.79		-----
1962	CORPORATE PAYMENT SYST	00001	INV	05/29/2024		1783MAY24	156206	
1	03475 6480		JUSTJUVD	PRIS TREXP		120.65		
2	03475 6480		JUSTJUVD	PRIS TREXP		120.65		
3	047 8992		GRANT	JSGRANTS		85.00		
			Invoice Net			326.30		
			CHECK TOTAL			326.30		-----
1962	CORPORATE PAYMENT SYST	00001	INV	06/21/2024		6576May2024	156262	
1	01130 6750		EXTOFFICE	POSTAGE		9.60		
2	00112 6440		EXTHORTICU	TRAVEL		535.00		

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: d1824 05/30/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	3 00114 6670		EXTWKSHP	OTHER		129.22		
			Invoice Net			673.82		
						CHECK TOTAL	673.82	-----
6231 CURRIE SARAH		00001	INV	05/24/2024		001	156068	
1 030 8752		PARKS	CONTWBP			172.23		
		Invoice Net				172.23		
						CHECK TOTAL	172.23	-----
399 HOME DEPOT CREDIT SERV	00003	INV	06/30/2024			123092	156135	
1 00110 7530	BLDGGRD	REPFACILIT				85.16		
	Invoice Net					85.16		
399 HOME DEPOT CREDIT SERV	00003	INV	06/30/2024			624779	156136	
1 00110 7530	BLDGGRD	REPFACILIT				269.85		
	Invoice Net					269.85		
399 HOME DEPOT CREDIT SERV	00003	INV	06/30/2024			624780	156137	
1 00404 6730	ELECT-MAY	ELECT SUPP				90.31		
	Invoice Net					90.31		
399 HOME DEPOT CREDIT SERV	00003	INV	06/30/2024			4010679	156143	
1 00110 7530	BLDGGRD	REPFACILIT				52.89		
	Invoice Net					52.89		
399 HOME DEPOT CREDIT SERV	00003	INV	06/30/2024			2124215	156145	
1 00110 7530	BLDGGRD	REPFACILIT				39.92		
	Invoice Net					39.92		
399 HOME DEPOT CREDIT SERV	00003	INV	06/30/2024			7520786	156148	
1 03410 7530	JUSTBLDGS	REPFACILIT				94.98		
	Invoice Net					94.98		
399 HOME DEPOT CREDIT SERV	00003	CRM	07/31/2024			5101832	156150	
1 00110 8650	BLDGGRD	TOOLSSML				-189.00		
	Invoice Net					-189.00		
399 HOME DEPOT CREDIT SERV	00003	INV	07/31/2024			4120093	156153	
1 03410 7530	JUSTBLDGS	REPFACILIT				32.65		
	Invoice Net					32.65		
399 HOME DEPOT CREDIT SERV	00003	INV	07/31/2024			4621251	156154	
1 00110 7530	BLDGGRD	REPFACILIT				130.44		
	Invoice Net					130.44		
399 HOME DEPOT CREDIT SERV	00003	INV	07/31/2024			9020458	156159	
1 00110 7530	BLDGGRD	REPFACILIT				63.57		
	Invoice Net					63.57		
399 HOME DEPOT CREDIT SERV	00003	INV	07/31/2024			7020761	156164	
1 03410 7530	JUSTBLDGS	REPFACILIT				20.55		
	Invoice Net					20.55		
399 HOME DEPOT CREDIT SERV	00003	CRM	07/31/2024			7081785	156166	
1 03410 7530	JUSTBLDGS	REPFACILIT				-48.25		
	Invoice Net					-48.25		
399 HOME DEPOT CREDIT SERV	00003	INV	07/31/2024			7622149	156168	
1 03410 7530	JUSTBLDGS	REPFACILIT				54.63		
	Invoice Net					54.63		

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: d1824 05/30/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
399	HOME DEPOT CREDIT SERV	00003		INV	07/31/2024	4610069	156169	
	1 03410 7530	JUSTBLDGS		REPFACILIT		39.97		
		Invoice Net				39.97		
				CHECK TOTAL		737.67		-----
400	HOME DEPOT CREDIT SERV	00002		INV	05/30/2024	6124981	156252	
	1 03450 7430	SHERADMIN		REPBLDGS		60.84		
		Invoice Net				60.84		
400	HOME DEPOT CREDIT SERV	00002		INV	05/30/2024	5125139	156253	
	1 03450 7430	SHERADMIN		REPBLDGS		15.98		
		Invoice Net				15.98		
400	HOME DEPOT CREDIT SERV	00002		INV	05/30/2024	5521131	156254	
	1 00822 6720	911OPS		SM ASSETS		46.34		
		Invoice Net				46.34		
400	HOME DEPOT CREDIT SERV	00002		INV	05/30/2024	5615753	156256	
	1 00823 6720	911TECH		SM ASSETS		78.77		
		Invoice Net				78.77		
400	HOME DEPOT CREDIT SERV	00002		INV	05/30/2024	4120044	156258	
	1 03461 7430	JAILDETENT		REPBLDGS		21.27		
		Invoice Net				21.27		
400	HOME DEPOT CREDIT SERV	00002		INV	05/30/2024	9120704	156273	
	1 03462 7490	JAILKITCH		REPBLDGS		38.00		
		Invoice Net				38.00		
400	HOME DEPOT CREDIT SERV	00002		INV	05/30/2024	9120739	156274	
	1 03450 7430	SHERADMIN		REPBLDGS		29.45		
		Invoice Net				29.45		
400	HOME DEPOT CREDIT SERV	00002		INV	05/30/2024	8120856	156277	
	1 03450 7430	SHERADMIN		REPBLDGS		8.34		
		Invoice Net				8.34		
400	HOME DEPOT CREDIT SERV	00002		INV	05/30/2024	8120900	156278	
	1 03450 7430	SHERADMIN		REPBLDGS		19.88		
		Invoice Net				19.88		
400	HOME DEPOT CREDIT SERV	00002		INV	05/30/2024	8610628	156279	
	1 00822 7430	911OPS		REPBLDGS		199.24		
		Invoice Net				199.24		
400	HOME DEPOT CREDIT SERV	00002		INV	05/30/2024	3611196	156280	
	1 03450 7430	SHERADMIN		REPBLDGS		31.69		
		Invoice Net				31.69		
400	HOME DEPOT CREDIT SERV	00002		INV	05/30/2024	3611197	156281	
	1 00822 6720	911OPS		SM ASSETS		60.86		
		Invoice Net				60.86		
400	HOME DEPOT CREDIT SERV	00002		INV	05/30/2024	2622856	156282	
	1 00822 6720	911OPS		SM ASSETS		61.54		
		Invoice Net				61.54		
400	HOME DEPOT CREDIT SERV	00002		INV	05/30/2024	1523124	156283	
	1 00822 7430	911OPS		REPBLDGS		74.44		
		Invoice Net				74.44		

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: d1824 05/30/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL		-----
403 HOME DEPOT CREDIT SERV	00001	INV	05/22/2024			7970725	155995	
1 002 8540	RD&BR GEN	CONSTR MAT				163.89		
	Invoice Net					163.89		
						CHECK TOTAL		-----
5051 TOM HOULE	00001	INV	05/24/2024			450	156067	
1 030 8751	PARKS	CONT GB				642.85		
	Invoice Net					642.85		
						CHECK TOTAL		-----
3904 MICHAEL ROSEDALE	00000	INV	05/28/2024			MAY24-2	156081	
1 00101 6440	CLERK	TRAVEL				117.92		
2 00404 6440	ELECT-MAY	TRAVEL				52.26		
	Invoice Net					170.18		
						CHECK TOTAL		-----
4390 KEVIN ROTHENBERGER	00000	INV	05/28/2024			MAY24	156083	
1 00404 6440	ELECT-MAY	TRAVEL				88.71		
	Invoice Net					88.71		
						CHECK TOTAL		-----
6030 S&L UNDERGROUND, INC	00001	INV	05/29/2024			SW023-2023-12	156248	
1 023 9480	SOL WASTE	CAP - CIP				282,558.99		
	Invoice Net					282,558.99		
						CHECK TOTAL		-----
3553 WEX BANK	00002	INV	05/28/2024			97195155	156104	
1 00123 7000	PLANNING	GASOLINE				609.52		
	Invoice Net					609.52		
						CHECK TOTAL		-----
64 INVOICES						314,289.74	314,289.74	
						WARRANT TOTAL		

WARRANT SUMMARY

WARRANT: d1824 05/30/2024

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
001	00101	CLERK	001-01-00-000-6440-	TRAVEL 117.92 9,554.65
001	00105	COMMISSIONERS	001-05-00-000-6475-	EMPLOYEE RECOGNITION 251.80 10,313.11
001	00110	FACILITIES	001-10-00-000-7530-	REPAIRS/MAINT - FACILI 831.04 71,103.80
001	00110	FACILITIES	001-10-00-000-8650-	TOOLS & SMALL EQUIPMEN -189.00 71,103.80
001	00112	EXTENSION HORTICUL	001-13-12-000-6440-	TRAVEL 535.00 10,081.49
001	00114	EXTENSION WORKSHOP	001-13-14-000-6670-	SUPPLIES - OTHER 129.22 10,081.49
001	00115	TECHNOLOGY	001-15-00-000-8950-	SOFTWARE AND SOFTWARE S 3,200.00 58,100.32
001	00122	VETERANS SERVICES	001-22-00-000-6450-	TRAVEL - MILEAGE 72.63 3,337.76
001	00122	VETERANS SERVICES	001-22-00-000-6470-	TRAVEL - LODGING 1,093.85 3,337.76
001	00122	VETERANS SERVICES	001-22-00-000-6530-	SUPPLIES - OFFICE 108.11 3,337.76
001	00123	PLANNING	001-23-00-000-6461-	P&Z - TRAVEL & MEALS R 198.92 68,860.51
001	00123	PLANNING	001-23-00-000-6520-	DUES/MEMBERSHIP/LICENS 31.98 68,860.51
001	00123	PLANNING	001-23-00-000-6530-	SUPPLIES - OFFICE 300.21 68,860.51
001	00123	PLANNING	001-23-00-000-7000-	VEHICLES - FUEL, GASOL 609.52 68,860.51
001	00124	GIS	001-24-00-000-6490-	EDUCATION 980.00 290,381.42
001	00124	GIS	001-24-00-000-6720-	SMALL ASSETS AND EQUIP 249.11 290,381.42
001	00127	RISK MANAGEMENT	001-27-00-000-6520-	DUES/MEMBERSHIP/LICENS 36.00 629.00
001	00131	ENGINEERING	001-29-00-000-6720-	SMALL ASSETS AND EQUIP 560.00 8,003.50
001	01130	EXTENSION OFFICE	001-13-00-000-6750-	POSTAGE 9.60 10,081.49
			FUND TOTAL	9,125.91
002	002	ROAD & BRIDGE	002-00-00-000-7000-	VEHICLES - FUEL, GASOL 749.07 3,876,134.46
002	002	ROAD & BRIDGE	002-00-00-000-7010-	VEHICLES - FUEL, DIESE 6,036.13 3,876,134.46
002	002	ROAD & BRIDGE	002-00-00-000-8540-	OTHER ROAD CONSTR MATE 163.89 3,876,134.46
			FUND TOTAL	6,949.09
004	00404	ELECTION - MAY	004-00-04-000-6440-	TRAVEL 140.97 205,870.27
004	00404	ELECTION - MAY	004-00-04-000-6730-	ELECTION SUPPLIES 90.31 205,870.27
004	00404	ELECTION - MAY	004-00-04-000-6770-	RENTALS 294.74 205,870.27
			FUND TOTAL	526.02
005	005	DRUG COURT	005-00-00-000-6440-	TRAVEL 1,797.11 10,029.41
			FUND TOTAL	1,797.11
006	00661	PROBATION SERVICES	006-61-00-000-6530-	SUPPLIES - OFFICE 154.25 109,977.33
006	00661	PROBATION SERVICES	006-61-00-000-6670-	SUPPLIES - OTHER 91.07 109,977.33
006	00661	PROBATION SERVICES	006-61-00-000-8940-	COMPUTER - SUPPORT & U 181.99 109,977.33
			FUND TOTAL	427.31
008	00822	911 OPERATIONS	008-00-22-000-6440-	TRAVEL 687.00 45,812.17
008	00822	911 OPERATIONS	008-00-22-000-6490-	EDUCATION 30.00 45,812.17
008	00822	911 OPERATIONS	008-00-22-000-6530-	SUPPLIES - OFFICE 92.95 45,812.17
008	00822	911 OPERATIONS	008-00-22-000-6720-	SMALL ASSETS AND EQUIP 168.74 45,812.17
008	00822	911 OPERATIONS	008-00-22-000-7430-	REPAIRS/MAINT - BLDGS/ 273.68 45,812.17

WARRANT SUMMARY

WARRANT: d1824 05/30/2024

FUND	ORG		ACCOUNT		AMOUNT	AVLB BUDGET
008	00823	911 TECHNOLOGY	008-00-23-000-6720-	SMALL ASSETS AND EQUIP	1,026.77	230,144.12
				FUND TOTAL	2,279.14	
020	020	REVALUATION	020-00-00-000-6460-	TRAVEL - MEALS/PER DIE	1,717.60	45,364.20
020	020	REVALUATION	020-00-00-000-7830-	PUBLICATIONS	68.98	45,364.20
				FUND TOTAL	1,786.58	
023	023	SOLID WASTE	023-00-00-000-9480-	CAPITAL - CONSTRUCTION	282,558.99	3,165,835.23
				FUND TOTAL	282,558.99	
030	030	PARKS & RECREATION	030-00-00-000-8751-	CONTRACTS - MISC GARF	642.85	26,974.62
030	030	PARKS & RECREATION	030-00-00-000-8752-	CONTRACTS MISC - WBONN	172.23	26,974.62
				FUND TOTAL	815.08	
034	03410	JUSTICE - BLDGS &	034-10-00-000-7530-	REPAIRS/MAINT - FACILI	194.53	56,144.05
034	03450	SHERIFF - ADMINIST	034-72-50-000-7430-	REPAIRS/MAINT - BLDGS/	176.17	387,718.03
034	03451	SHERIFF - CLERICAL	034-72-51-000-6530-	SUPPLIES - OFFICE	315.91	387,718.03
034	03451	SHERIFF - CLERICAL	034-72-51-000-7110-	PROF. SVCS - OTHER	10.00	387,718.03
034	03452	SHERIFF - DETECTIV	034-72-52-000-6440-	TRAVEL	27.00	387,718.03
034	03452	SHERIFF - DETECTIV	034-72-52-000-6490-	EDUCATION	1,590.00	387,718.03
034	03453	SHERIFF - PATROL	034-72-53-000-6440-	TRAVEL	1,362.78	387,718.03
034	03453	SHERIFF - PATROL	034-72-53-000-6490-	EDUCATION	779.00	387,718.03
034	03453	SHERIFF - PATROL	034-72-53-000-8590-	EQUIPMENT	254.99	387,718.03
034	03454	SHERIFF - SEARCH &	034-72-54-000-7420-	REPAIRS/MAINT - EQUIPM	11.95	387,718.03
034	03461	JAIL - DETENTION	034-78-61-000-6440-	TRAVEL	210.74	366,744.91
034	03461	JAIL - DETENTION	034-78-61-000-6480-	TRAVEL - PRISONER TRAN	-992.01	366,744.91
034	03461	JAIL - DETENTION	034-78-61-000-6490-	EDUCATION	200.00	366,744.91
034	03461	JAIL - DETENTION	034-78-61-000-6620-	SUPPLIES - CLEANING	27.24	366,744.91
034	03461	JAIL - DETENTION	034-78-61-000-7430-	REPAIRS/MAINT - BLDGS/	35.25	366,744.91
034	03461	JAIL - DETENTION	034-78-61-000-8060-	MEDICAL	25.80	366,744.91
034	03462	JAIL - KITCHEN	034-78-62-000-7490-	REPAIRS/MAINT - KITCHE	38.00	366,744.91
034	03474	JUSTICE - PUBLIC D	034-74-00-000-6460-	TRAVEL - MEALS/PER DIE	180.00	82,133.39
034	03474	JUSTICE - PUBLIC D	034-74-00-000-6530-	SUPPLIES - OFFICE	55.40	82,133.39
034	03475	JUSTICE - JUVENILE	034-75-00-000-6480-	TRAVEL - PRISONER TRAN	241.30	18,815.85
034	03475	JUSTICE - JUVENILE	034-75-00-000-6500-	EDUCATION - BOOKS, MAN	84.80	18,815.85
034	03475	JUSTICE - JUVENILE	034-75-00-000-6520-	DUES/MEMBERSHIP/LICENS	14.99	18,815.85
034	03475	JUSTICE - JUVENILE	034-75-00-000-6530-	SUPPLIES - OFFICE	487.96	18,815.85
034	03475	JUSTICE - JUVENILE	034-75-00-000-6720-	SMALL ASSETS AND EQUIP	450.08	18,815.85
034	03475	JUSTICE - JUVENILE	034-75-00-000-7420-	REPAIRS/MAINT - EQUIPM	85.93	18,815.85
034	03475	JUSTICE - JUVENILE	034-75-00-000-7430-	REPAIRS/MAINT - BLDGS/	6.49	18,815.85
034	03475	JUSTICE - JUVENILE	034-75-00-000-7630-	FOOD	262.11	18,815.85
034	03475	JUSTICE - JUVENILE	034-75-00-000-7860-	MISCELLANEOUS EXPENSES	201.79	18,815.85
034	03475	JUSTICE - JUVENILE	034-75-00-000-8000-	HYGIENE	55.18	18,815.85
034	03475	JUSTICE - JUVENILE	034-75-00-000-8060-	MEDICAL	481.16	18,815.85
034	34180	JUSTICE - GENERAL	034-18-00-000-8950-	SOFTWARE AND SOFTWARE S	25.00	35,731.83

WARRANT SUMMARY

WARRANT: d1824 05/30/2024

FUND ORG		ACCOUNT			AMOUNT	AVLB BUDGET
				FUND TOTAL	6,899.54	
047	047	GRANTS	047-00-00-000-8990-	GRANT EXPENDITURES	481.00	1,523,806.94
047	047	GRANTS	047-00-00-000-8992-	JUSTICE SERVICES GRANT	643.97	1,523,806.94
				FUND TOTAL	1,124.97	
WARRANT SUMMARY TOTAL					314,289.74	
GRAND TOTAL					314,289.74	

WARRANT LIST BY VOUCHER

WARRANT: d1824 05/30/2024

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
155748	5496	CONNELL OIL INCORPORATED	CL81882		INV	05/17/2024	6,785.20	D2 Biweekly Fuel
155995	403	HOME DEPOT CREDIT SERVICES	7970725		INV	05/22/2024	163.89	D3, Sunnyside Project,
156067	5051	TOM HOULE	450		INV	05/24/2024	642.85	Garfield Bay Camp Host
156068	6231	CURRIE SARAH	001		INV	05/24/2024	172.23	BPW Host
156074	1962	CORPORATE PAYMENT SYSTEMS	1773MAY24		INV	05/28/2024	3,000.00	JSTORMS-PDQDeployInven
156079	1962	CORPORATE PAYMENT SYSTEMS	0030MAY24		INV	05/28/2024	251.80	May 2024 Credit Card_B
156080	1962	CORPORATE PAYMENT SYSTEMS	2828MAY24		INV	05/28/2024	2,141.78	Training Registrations
156081	3904	MICHAEL ROSEDALE	MAY24-2		INV	05/28/2024	170.18	MILEAGE FOR TRAINING 5
156083	4390	KEVIN ROTHENBERGER	MAY24		INV	05/28/2024	88.71	MILEAGE TO ELECTION PO
156084	1962	CORPORATE PAYMENT SYSTEMS	4781MAY24		INV	05/28/2024	293.94	Airport Parking, GPS p
156085	1962	CORPORATE PAYMENT SYSTEMS	4493MAY24		INV	05/28/2024	973.00	KASM, Access Point, Ga
156086	1962	CORPORATE PAYMENT SYSTEMS	2519MAY24		INV	05/28/2024	294.74	RENTAL TRUCKS FOR ELEC
156087	1962	CORPORATE PAYMENT SYSTEMS	9355MAY24		INV	05/28/2024	1,786.58	LODGING FOR 2 FOR SCHO
156088	1962	CORPORATE PAYMENT SYSTEMS	8776MAY24		INV	05/28/2024	809.95	Hotel Charges, Parking
156091	1962	CORPORATE PAYMENT SYSTEMS	1819MAY24		INV	05/28/2024	1,138.89	Airfare credits, busin
156093	1962	CORPORATE PAYMENT SYSTEMS	2010MAY24		INV	05/28/2024	238.79	Fuel charges, Food for
156095	1962	CORPORATE PAYMENT SYSTEMS	1425MAY24		INV	05/28/2024	10.00	wheeler Name Tag
156096	1962	CORPORATE PAYMENT SYSTEMS	1433MAY24		INV	05/28/2024	23.97	wall Anchors, Paper To
156100	1962	CORPORATE PAYMENT SYSTEMS	6681MAY24		INV	05/28/2024	560.00	ENG- S FERGUSON CC STM
156101	1962	CORPORATE PAYMENT SYSTEMS	4764MAY24		INV	06/21/2024	36.00	Jostlein May 2024 Cred
156104	3553	WEX BANK	97195155		INV	05/28/2024	609.52	PLANNING FUEL MAY24
156114	1962	CORPORATE PAYMENT SYSTEMS	1962May24		INV	05/28/2024	180.00	Susan Stiga CR09-24-0
156115	1962	CORPORATE PAYMENT SYSTEMS	9100MAY24		INV	05/28/2024	55.40	Trial Clothes CR09-23-
156120	1962	CORPORATE PAYMENT SYSTEMS	1932MAY24		INV	05/28/2024	1,229.11	GIS Credit Card
156135	399	HOME DEPOT CREDIT SERVICES	123092		INV	06/30/2024	85.16	FAC SHOP SUPPLIES

WARRANT LIST BY VOUCHER

WARRANT: d1824 05/30/2024

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
156136	399	HOME DEPOT CREDIT SERVICES	624779		INV	06/30/2024	269.85	FAC ADMIN LAWN CARE
156137	399	HOME DEPOT CREDIT SERVICES	624780		INV	06/30/2024	90.31	FAC ELECTION SHELVES
156143	399	HOME DEPOT CREDIT SERVICES	4010679		INV	06/30/2024	52.89	FAC ADMIN FRONT FLOWER
156145	399	HOME DEPOT CREDIT SERVICES	2124215		INV	06/30/2024	39.92	FAC STRIPPING PAINT
156148	399	HOME DEPOT CREDIT SERVICES	7520786		INV	06/30/2024	94.98	FAC CH LIGHT BULBS
156150	399	HOME DEPOT CREDIT SERVICES	5101832		CRM	07/31/2024	-189.00	FAC PAINT SPRAYER RETU
156153	399	HOME DEPOT CREDIT SERVICES	4120093		INV	07/31/2024	32.65	FAC JUVY LIGHT
156154	399	HOME DEPOT CREDIT SERVICES	4621251		INV	07/31/2024	130.44	FAC PARKING LOT PAINT
156159	399	HOME DEPOT CREDIT SERVICES	9020458		INV	07/31/2024	63.57	FAC D2 HVAC /FERTILIZE
156164	399	HOME DEPOT CREDIT SERVICES	7020761		INV	07/31/2024	20.55	FAC JUVY HW HEATER LEA
156166	399	HOME DEPOT CREDIT SERVICES	7081785		CRM	07/31/2024	-48.25	FAC JUVY HW HEATER PAR
156168	399	HOME DEPOT CREDIT SERVICES	7622149		INV	07/31/2024	54.63	FAC JUVY HW HEATER PAR
156169	399	HOME DEPOT CREDIT SERVICES	4610069		INV	07/31/2024	39.97	FAC JUVY LARD LIGHT
156172	1962	CORPORATE PAYMENT SYSTEMS	3803MAY24		INV	06/21/2024	189.21	FAC TREVOR CC MAY24
156177	1962	CORPORATE PAYMENT SYSTEMS	1801MAY24		INV	05/29/2024	1,274.59	Cards Uber Hotel
156183	1962	CORPORATE PAYMENT SYSTEMS	1791MAY24		INV	05/29/2024	200.00	QUICKBOOK SUBSCRIPTION
156192	4113	CAVENDER, TORI	MAY24-2		INV	05/29/2024	1,797.11	NATIONAL DRUG CT CONFE
156198	1962	CORPORATE PAYMENT SYSTEMS	4395MAY24		INV	05/29/2024	1,397.53	Jeffers- Credit Card S
156200	1962	CORPORATE PAYMENT SYSTEMS	8561MAY24		INV	05/29/2024	681.45	Simmons- Credit Card S
156203	1962	CORPORATE PAYMENT SYSTEMS	8508MAY24		INV	05/29/2024	1,037.79	Ealy- Credit Card Stat
156206	1962	CORPORATE PAYMENT SYSTEMS	1783MAY24		INV	05/29/2024	326.30	Stultz- Credit Card St
156248	6030	S&L UNDERGROUND, INC	SW023-2023-12		INV	05/29/2024	282,558.99	SW USDA COLBURN PROJEC
156249	1962	CORPORATE PAYMENT SYSTEMS	3137MAY24		INV	05/30/2024	531.11	Office supplies and co
156252	400	HOME DEPOT CREDIT SERVICES	6124981		INV	05/30/2024	60.84	Drain build up remover

WARRANT LIST BY VOUCHER

WARRANT: d1824 05/30/2024

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
156253	400	HOME DEPOT CREDIT SERVICES	5125139		INV	05/30/2024	15.98	Rake Handle
156254	400	HOME DEPOT CREDIT SERVICES	5521131		INV	05/30/2024	46.34	Carbide Bit Pk, AAA Ba
156256	400	HOME DEPOT CREDIT SERVICES	5615753		INV	05/30/2024	78.77	Drill Tap Set, Paper t
156258	400	HOME DEPOT CREDIT SERVICES	4120044		INV	05/30/2024	21.27	Filter, oil Filter
156262	1962	CORPORATE PAYMENT SYSTEMS	6576May2024		INV	06/21/2024	673.82	Postage, Workshop supp
156267	1900	AVISTA UTILITIES	3650641944MAY24		INV	05/30/2024	481.00	Service @227 South Fir
156273	400	HOME DEPOT CREDIT SERVICES	9120704		INV	05/30/2024	38.00	In Use Cover 1 Gang Ki
156274	400	HOME DEPOT CREDIT SERVICES	9120739		INV	05/30/2024	29.45	Cordless BLinds, 2 Cyc
156277	400	HOME DEPOT CREDIT SERVICES	8120856		INV	05/30/2024	8.34	Hand Cleaner 64 oz
156278	400	HOME DEPOT CREDIT SERVICES	8120900		INV	05/30/2024	19.88	Black Duct Tape
156279	400	HOME DEPOT CREDIT SERVICES	8610628		INV	05/30/2024	199.24	Threaded Rod, Box Fans
156280	400	HOME DEPOT CREDIT SERVICES	3611196		INV	05/30/2024	31.69	Set Screw Conn. Cover
156281	400	HOME DEPOT CREDIT SERVICES	3611197		INV	05/30/2024	60.86	Totes, Storage Boxes
156282	400	HOME DEPOT CREDIT SERVICES	2622856		INV	05/30/2024	61.54	Lock nuts, washer Self
156283	400	HOME DEPOT CREDIT SERVICES	1523124		INV	05/30/2024	74.44	Self Drilling Lath, Mo
WARRANT TOTAL							314,289.74	

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



Bonner County

Board of Commissioners

Luke Omodt

Steven Bradshaw

Asia Williams

June 4, 2023

Memorandum

BOCG
Item #1

To: Bonner County Commissioners

From: Veronica Dixon
Board of Community Guardian Liaison.

Re: 2023 Board of Community Guardian Annual Report

After making a determination that there exists a need within the county for a guardian for those persons in need of guardianship and for whom there is no person or corporation qualified and willing to act in such capacity, Idaho Code § 15-5-601 allows the BOCC to create and budget for a Board of Community Guardian (BOCG). Idaho Code §15-5-602 sets forth the BOCG structure, powers and duties.

Idaho Code § 15-5-603 requires the BOCG to report annually in writing to the BOCC its activities for the preceding year, sets forth specific requirements for the report and requires that "...the BOCC shall review each report and shall determine whether to dissolve or continue the Board of Community Guardian in the County."

Attached you will find the FY2023 Annual Report. It is recommended that Bonner County continue the Board of Community Guardian.

Distribution: Original to the Commissioner's Office
Copy to BOCG/Steve Franklin, Chairman

Approved by Legal: 

A suggested motion would be: **Mr. Chairman based on the information before us I move to approve the Board of Community Guardian FY2023 Annual Report.**

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

2023 Bonner County Board of Guardian Annual Report

Idaho Code § 15-5-603

The Bonner County Board of Guardian (BOCG) is a volunteer board serving the community of Bonner County. The Board met via teleconference throughout the year to review and discuss current cases and referrals and received active support from the county's Public Records Administrator/Deputy Clerk Veronica Dixon and our county appointed Attorney to support the board

Fiscal Report: The Board had an operating budget of \$1000.00 in 2023. \$1000.00 was spent from that budget on advertising to ensure our community is educated about the purpose and service of the Board. The county provides financial support to the Board, with county staff attending all meetings and consistent availability between meetings to provide needed guidance to the board. The county maintains a voicemail line, email and website, as well as providing the legal guidance and support. The county also covers the filing fees and court costs for all cases presented and accepted by the Board. There have been some difficulties with the courts when it comes to guardian ad litem and visitor report fees. The courts require these reports when processing guardianships and conservatorships. Traditionally the county, through the courts, has paid for the reports. However, this is the first year that the courts have asked the Board of Guardian to pay the fees for these reports. These reports run from \$1500.00 and up. With the boards limited funding, this is an impossibility. The board is working with legal and the Clerk of the courts to find a way to find the best way forward in this matter.

Board Volunteers: The Board saw eight (8) active members participate in 2023. The board saw the reappointment of two (2) members and one (1) retirement at the end of the year. The Board has continued to actively recruit community members. The Board approved the use of our budgeted funds for advertising and educating the community about the Board's availability to serve our community and the need for volunteers. The Board focused on distribution of brochures and chose paid advertising in one local publication this past year. This publication offered discounted ad pricing and ran additional free ads. The Board has continued to see calls for various needs of support from our community as well.

Board changes: On Feb 23, 2023, a new Chairperson, Steven Franklin, and a new Secretary, Shekina Cardona, were appointed by the board. On October 26, 2023, the board was notified that Kevin Rothenberger was stepping down from the BOCG Liaison position. Veronica Dixon is the new BOCG Liaison. Tami Feyen resigned as a member on January 23, 2024, after serving for over 13 years with the board.

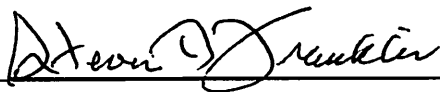
Incapacitated persons served: Five (5) Bonner County residents were served by the Bonner County Board of Guardian this year. The Board received Five (5) referrals of community members in 2023; Two (2) of those individuals had the Bonner County Board of Guardian appointed Guardian and conservator to meet their needs; one (1) passed away before the facility was able to provide a completed referral and another did not meet the requirements.

Board recommendations: Our Board has continued to be made aware of the same challenges this year in our community that we have identified previously. One issue we have seen and expect to see more of in the future with our growing and aging population, is the challenge of mentally compromised individuals who do not have a guardian in place (yet in need) being hospitalized with difficulty finding means to support their needs, while the hospital facility accepts the burden of caring for the individual without funding.

Recommendations from the Board would include continued thought regarding providing organized support to define interested attorneys, guardian ad litem, and court visitors willing to accept Guardianship cases for those who cannot afford the costs involved to become a legal guardian and or conservator to be able to direct families to when necessary. We also encourage community agencies to unite with collaborative effort to address the needs of our mentally compromised community members.

Dated this _____ day of May 2024

Submitted by:



Steve Franklin, Chairperson

Bonner County Board of Community Guardian



Bonner County

Board of Commissioners

Luke Omodt

Steven Bradshaw

Asia Williams

June 4, 2024

Memorandum

BOCG
Item #2

To: Bonner County Commissioners

From: Veronica Dixon
Board of Community Guardian Liaison

Re: Resolution to re-appoint members to the Bonner County Board of Community Guardian

Steven Franklin currently serves on the Board of Community Guardian. His current terms is set to expire on July 1, 2024, and he has expressed a desire to continue to serve. His new term begins on July 1, 2024 and expires on July 1, 2028.

Distribution: Original to the Commissioner's Office
Copy to BOCG/Steve Franklin, Chairman

Legal Philson

A suggested motion would be: **Mr. Chairman based on the information before us, I move to approve Resolution 24 - _____ re-appointing Steven Franklin to the Bonner County Board of Community Guardian for a four (4) year term beginning on July 1, 2024 and expiring on July 1, 2028.**

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

RESOLUTION NO. 24 - _____

Resolution Re-appointment of Member to the Bonner County Board of Community Guardian

WHEREAS, the Bonner County Board of Commissioners has determined there are vacancies on the Bonner County Board of Community Guardian; and

WHEREAS, the Board of Community Guardian submitted the name of Steven Franklin for consideration for re-appointment to the Board of Community Guardian; and

WHEREAS, the Board of County Commissioners has found Steven Franklin to be a suitable candidate for the Board of Community Guardian;

NOW, THEREFORE, BE IT RESOLVED that Steven Franklin is hereby re-appointed to the Bonner County Board of Community Guardian for a four-year period beginning July 1, 2024 and expiring on July 1, 2028.

Adopted as a Resolution of the Board of Commissioner of Bonner County upon a majority vote on the 4th day of June, 2024.

BOARD OF BONNER COUNTY COMMISSIONERS

Luke Omodt Chairman

Steven Bradshaw, Commissioner

Asia Williams, Commissioner

ATTEST: Michael Rosedale

By _____
Deputy Clerk



Bonner County

Board of Commissioners

Luke Omodt

Steven Bradshaw

Asia Williams

June 4, 2024

Memorandum

BOCG
Item #3

To: Bonner County Commissioners

From: Veronica Dixon
Board of Community Guardian Liaison

Re: Board of Community Guardian Resignation

Bonner County Board of Community Guardian member Erin Busby has submitted her resignation. Erin has faithfully served in this position since 2016. We thank her for her dedication and service to the board and to our community. This Resolution is for the BOCC to formally recognize her service and to accept her resignation.

Distribution: Original to the Commissioner's Office
Copy to BOCG/Steve Franklin, Chairman

Legal

A handwritten signature in black ink, appearing to read "B. Wilson", written over a horizontal line.

A suggested motion would be: **Mr. Chairman based on the information before us I move to approve Resolution 24-_____, recognizing Erin Busby's dedication and service to the Bonner County Community and to accept her resignation from the Bonner County Board of Community Guardian.**

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

5/23/24

To whom it may concern,

I have been a Guardian Board member since July of 2016, serving two 4 year terms and feel it is time to move on. I will not be renewing for the next term which expires July 1 2024.

Thank you for the experience of serving the county's most vulnerable population.

Erin Busby

RESOLUTION NO. 24 - _____

**RESIGNATION OF A MEMBER OF THE BONNER COUNTY
BOARD OF COMMUNITY GUARDIAN**

WHEREAS, Erin Busby has served as a member of the Bonner County Board of Community Guardian since 2016; and

WHEREAS, Erin Busby has submitted her resignation to the Bonner County Board of Community Guardian; and

WHEREAS, the Bonner County Board of Commissioners recognizes Erin Busby's dedication and service to our community; and

WHEREAS, the Bonner County Board of Commissioners has determined that Erin Busby has resigned her position as a member of the Bonner County Board of Community Guardian;

NOW, THEREFORE, BE IT RESOLVED that the BOCC accepts the resignation of Erin Busby from the Bonner County Board of Community Guardian. Furthermore, we recognize and thank her for her dedication and service to our community.

Adopted as a Resolution of the Bonner County Board of Commissioners upon a majority vote on the 4th day of June 2024.

BOARD OF BONNER COUNTY COMMISSIONERS

Luke Omodt, Chairman

Steven Bradshaw, Commissioner

Asia Williams, Commissioner

ATTEST: Michael W. Rosedale

By _____
Deputy Clerk



BONNER COUNTY NOXIOUS WEEDS

1500 Hwy 2, Suite 101 • Sandpoint, ID 83864 • Phone: (208) 255-5681 ext.6

<https://www.bonnercountyid.gov/noxious-weeds>

May 23, 2024

Memorandum

NOXIOUS
WEEDS
Item #1

TO: Commissioners

FROM: Chase Youngdahl, Dept. Head – Noxious Weeds

RE: Grant Application – Resource Advisory Committee (Title II Funds)

Attached is a grant proposal to be considered by the Resource Advisory Committee (RAC) for noxious weed interpretive signage panels with boot brushes. The request amount is \$23,382.00; the cost to purchase 18 ready-to-install stations through the patented PlayCleanGo® invasive species education & awareness program. In-Kind contributions will be the time spent by Selkirk CWMA members on installing the stations, and monitoring them thereafter. The 18 locations were identified by CWMA partners at high use public areas and trail heads. This is federal funding from the Secure Rural Schools & Community Self-Determination Act—designed to benefit schools, roads and natural resources in rural communities across the United States with lower tax bases due to a large footprint of federal lands. Projects related to noxious weed management are eligible. The Selkirk CWMA is applying as a consortium, with Bonner County to manage the grant (if approved and awarded).

Distribution: Noxious Weeds Office
BOCC Office

A suggested motion would be: Mr. Chairman, based on the information before us I move to approve the Selkirk Cooperative Weed Management Area grant proposal for noxious weed interpretive signage panels with boot brushes and authorize the Bonner County Noxious Weeds Department to submit the application to the Resource Advisory Committee.

Recommendation Acceptance: ☐ YES ☐ NO _____ Date: _____
Commissioner Luke Omodt, Chairman



USDA Forest Service
Secure Rural Schools & Community Self-Determination Act
Reauthorized by Public Law 115-141 Title II
Project Submission Form

Reset

FS-1800-0030
OMB#
EXP.

Resource Advisory Committee Project Number
(Assigned by Designated Federal Official):

Funding Fiscal Year(s): 2025

2. Project Name: Noxious Weed Interpretive Signs With Boot Brushes

3a. State: Idaho

3b. County(s): Bonner & Boundary

4. Project Submitted By: Chase Youngdahl

5. Date: 06/04/2024

Date format (MM/DD/YYYY)

6. Contact Phone Number: (208) 255-5681

Phone format (123) 456-7890

7. Contact E-mail: chase.youngdahl@bonnercountyid.gov

8. Project Location: Bonner & Boundary Counties (additional info attached)

a. National Forest(s): Panhandle (IPNF)

b. Forest Service District: Sandpoint* & Bonners Ferry Ranger Districts

c. Location (Township-Range-Section) North Zone

9. Project Goals and Objectives: Public Education/Awareness & Prevention of Noxious Weeds

10. Project Description:

a. Brief: (in one sentence) Tools for education/awareness and prevention of noxious weeds

b. Detailed: Interpretive signs with boot brushes kits from NAISMA's PlayCleanGo noxious weed education & outreach program. Additional info attached

11. Types of Lands Involved? Federal, State, Municipal and Private

State/Private/Other lands involved? ☒ Yes ☐ No

Land Status:

If Yes, specify: IDL, IDPR, City of Sandpoint, Stimson Lumber Co. & Land Trusts

12. How does the proposed project meet purposes of the Legislation? (Select at least 1)

- ☐ Improves maintenance of existing infrastructure.
- ☒ Implements stewardship objectives that enhance forest ecosystems.
- ☐ Restores and improves land health.
- ☐ Restores water quality

13. Project Type

a. Select all that apply: (select at least 1)

- | | |
|---|--|
| <input type="checkbox"/> Road Maintenance | <input type="checkbox"/> Trail Maintenance |
| <input type="checkbox"/> Road Decommission/Obliteration | <input type="checkbox"/> Trail Obliteration |
| <input type="checkbox"/> Other Infrastructure Maintenance (specify): | |
| <input checked="" type="checkbox"/> Soil Productivity Improvement | <input checked="" type="checkbox"/> Forest Health Improvement |
| <input checked="" type="checkbox"/> Watershed Restoration & Maintenance | <input checked="" type="checkbox"/> Wildlife Habitat Restoration |
| <input type="checkbox"/> Fish Habitat Restoration | <input checked="" type="checkbox"/> Control of Noxious Weeds |
| <input type="checkbox"/> Reestablish Native Species | <input checked="" type="checkbox"/> Fuels Management/Fire Prevention |
| <input type="checkbox"/> Implement CWPP Project | <input type="checkbox"/> Other Project Type (specify): |

b. Primary Purpose (select only 1 from above): **Control of Noxious Weeds (Prevention/Education)**

14. Identify What the Project Will Accomplish

Miles of road maintained:

Miles of road decommissioned/obliterated:

Number of structures maintained/improved:

Acres of soil productivity improved:

Miles of stream/river restored/improved:

Miles of fish habitat restored/improved:

Acres of native species reestablished:

Acres of hazardous fuel treatment

Miles of trail maintained:

Miles of trail obliterated:

Acres of forest health improved (including fuels reduction):

Acres of rangeland improved:

Acres of wildlife habitat restored/improved:

Acres of noxious weeds controlled:

Timber volume generated (mbf):

Jobs generated in full time equivalents (FTE) to nearest tenth. One FTE is 52 forty hour weeks:

People reached (for environmental education projects/fire prevention): Approx. 10,000-20,000 per year

Direct economic activity benefit:

Other: See Attachments A & B

15. Estimated Project Start Date: 10/02/2024

Date format (MM/DD/YYYY)

16. Estimated Project Completion Date: 09/30/2025

Date format (MM/DD/YYYY)

17. List known partnerships or collaborative opportunities.

18. Identify benefits to communities.

19. How does the project benefit federal lands/resources?

20. What is the Proposed Method(s) of Accomplishment? (Select at least 1)

☐ Contract

☒ County Workforce

☐ Grant

☐ Americorps

☐ Job Corps

☐ Merchantable Timber Pilot

☒ Federal Workforce

☒ Volunteers

☐ Agreement

☐ YCC/CCC Crews

☐ Stewardship Contract

☒ Other (specify):

21. Will the Project Generate Merchantable Timber? ☐ Yes ☒ No

22. Anticipated Project Costs

a. Title II Funds Requested: \$23,382.00

b. Is this a multi-year funding request? ☐ Yes ☒ No

23. Identify Source(s) of Other Funding:

24. Monitoring Plan (provide as attachment)

- Provide a plan that describes your process for tracking and explaining the effects of this project on your environmental and community goals outlined above.
- Identify who will conduct the monitoring:
- Identify total funding needed to carry out specified monitoring tasks (Worksheet 1, Item k):

25. Identify remedies for failure to comply with the terms of the agreement.

If project cannot be completed under the terms of this agreement:

☒ Unused funds will be returned to the RAC account.

☐ Other, please explain:

Project Recommended By:

Project Approved By:

Chairperson

Forest Supervisor

Resource Advisory Committee National Forest

Project Cost Analysis Worksheet

Worksheet 1

Please submit this worksheet with your proposal

Item	Column A Fed. Agency Appropriated Contribution	Column B Requested Title II Contribution	Column C Other Contributions	Column D Total Available Funds
a. Field Work & Site Surveys				
b. NEPA/CEQA				
c. ESA Consultation				
d. Permit Acquisition				
e. Project Design & Engineering				
f. Contract/Grant Preparation				
g. Contract/Grant Administration				
h. Contract/Grant Cost				
i. Salaries			9,072.00	
j. Materials & Supplies		23,382.00	915.00	
k. Monitoring			5,430.00	
l. Other - ex Partner Indirect Cost				
m. Project Sub-Total				
n. FS Indirect Costs				
Total Cost Estimate	\$ 0.00	\$ 23,382.00	\$ 15,417.00	\$ 0.00

NOTES:

Col. A: FS costs incurred as part of proposal implementation. Coordinate with FS to identify any FS cost for items in Col. A.

Col. B: Title II funding requested to implement the proposal.

Col. C: Matching funds being contributed by proponent or third parties. Proposals funded with a Participating Agreement will require a minimum 20% match.

Col. D: Sum of columns A, B, and C for each individual row.

Row A: Costs associated with project planning, not project implementation, such as assessment of miles of trail needing maintenance. Assessments and planning needed to develop a specific proposal. For Col. B: proponents must request permission in advance to request Title II funds to complete NEPA/CEQA analyses, as this is expected to be completed prior to proposal submission.

Rows B, C, D, and E: cost associated with environmental compliance and project design. Proponents must request permission in advance to request Title II funds to complete NEPA/CEQA analyses, as this is expected to be completed prior to proposal submission.

Row G: Costs associated with preparation of contract or agreement instruments used to implement the proposal. Contracts used to complete projects have special provisions; contact the FS to identify these early in the process.

Row G: Costs associated with administration of contract or agreement instruments used to implement the proposal.

Row H: Estimated value of any contracts/agreements used to implement proposal. Contracts/agreements used to complete projects have special provisions; contact the FS to identify these early in the process.

Row I: Cost of salaries to implement project

Row L: Examples include overhead charges from other partners, vehicles, equipment rentals, travel, etc.

Row K: Costs associated with performing monitoring described in Items 24a, 24b, and 24c. Amounts should be similar between Item 24 and Row K.

Row N: Forest Service indirect costs, including contracting/grant officer costs if needed.

Project Submission – Attachment A

***Project Description Details:** PlayCleanGo® is a patented education campaign operated by the North American Invasive Species Management Association (NAISMA) that raises awareness of how and why noxious weeds spread, and provides educational resources to help instill a stewardship ethic across the diverse communities and landscapes of North America. One of the tools used in these education & awareness efforts are boot brush station kits with accompanying interpretive signs that include both generic noxious weed/invasive species information, as well as customized information (focal species) that fits the locale. The Selkirk Cooperative Weed Management Area has identified 18 locations on and near the IPNF for these boot brush/interpretive signage stations (see attachment B).

***Project Type & Accomplishments:** This is a land stewardship project, and the primary purpose falls under the Control of Noxious Weeds. It is technically a noxious weed prevention & education/awareness project, but prevention is a control method in the context of integrated management strategies. The ancillary impacts of the project also relate to Soil Productivity, Watershed Restoration/Maintenance, Forest Health Improvement, Wildlife Habitat Improvement and Fuels Management/Fire Prevention.

****Noxious weeds impact soils by either increasing chances for erosion, or having allelopathic properties (putting out chemicals that prevent native plants from propagating).**

****Noxious weeds that grow in riparian environments can impact the natural flow of waterways**

****Noxious weeds impact reforestation efforts where they outpace growth of planted conifer seedlings, hindering growth. They also impact the forest ecosystem as a whole by displacing native flora—including forest forbs, shrubs, grasses and sedges. This can include endangered species.**

****Noxious weeds displace native fauna by creating swaths of monocultures that overtake their desirable browse, and in some cases—create impenetrable stands. Oftentimes, one or both of these factors drive them outside of their areas of preferred habitat. This too can include endangered species.**

****Noxious weeds add extra fuel for wildland fires and, in many cases, contain resins and oils that burn faster and hotter than native vegetation.**

***Known Partnerships & Collaborations:** The Selkirk Cooperative Weed Management Area (Selkirk CWMA) is a formation of private and public land managers with a focus and interest in collaborative noxious weed control, and is geographically contained within the Counties of Bonner & Boundary. Documented partners in the Selkirk CWMA (via MOU) include the following: Idaho Department of Fish & Game, Idaho Department of Lands, Idaho Department of Parks & Recreation, Idaho Transportation Department, Bonner County, Boundary County, Bonner Soil & Water Conservation District, Boundary Soil & Water Conservation District, Kootenai Tribe of Idaho, Stimson Lumber Company, US Fish & Wildlife Service—Kootenai National Wildlife Refuge and the US Forest Service—IPNF.

***Benefits to Communities:** This project would benefit every stakeholder surrounding the IPNF. The first line of defense against noxious weed infestations is prevention, which starts with education & awareness. Protection from the degrading impacts of noxious weeds is needed by the natural resource focused community, as well as the rangeland and agricultural communities. Private and public property applies, as these stations would be placed on National Forest trailheads and trailheads/public use areas owned by other entities adjacent to or near National Forest. There are inherently differing views on noxious weed control methods, however projects related to education/awareness and prevention can coalesce diverse groups and individuals to work towards the common goal.

***How the Project Benefits Federal Lands/Resources:** High use public areas, frequented by locals and tourists alike, could bring with them noxious weeds that have yet to be introduced to lands within Bonner and/or Boundary Counties, and these boot brushes are a mechanism to scrub off seeds that could otherwise detach on our lands, including thousands of acres of National Forests. The accompanying interpretive signs raise awareness to users, many of which do not even have a baseline education about noxious weeds. In addition to reduced likelihood of new invasive species being introduced, the project would also contribute to containment efforts of more established species. Noxious weed prevention directly benefits federal lands and resources in ways indicated under our *Project Type & Accomplishments* narrative. Additionally, costs for the control of noxious weeds increases as invading populations expand and as new species are introduced—these costs are ultimately passed on to the federal, state and local taxpayers. It is in the public's best interest to have tools in place to help mitigate noxious weed issues before they even begin or before existing issues worsen.

***Proposed Method(s) of Accomplishment:** County, Federal, State, Municipal, Tribal and private workforce, and volunteers (Selkirk CWMA members & partners).

***Monitoring & Maintenance Plan:** Amount of usage will be monitored and evaluated over time to ensure the selected sites for these boot brush/kiosk stations are placed appropriately. Positive impacts would include observing consistently busy parking lots at the selected trail heads, and visible use of the boot brushes. Potential negative impacts could include areas that end up seeing little use, or up being in the way of property operations, such as snow removal. Remedies could include evaluating other sites for the kiosk stations, and/or installing them in a manner where they can be removed for the winter but secured in a way to avoid theft. IPNF Invasive Plants personnel will agree to visit and monitor the kiosk station sites throughout the recreation season, and include it as a routine task on rainy and/or windy days where herbicide operations cannot take place. Other CWMA cooperators will pledge to do the same on the kiosk station sites located off of national forests. When the brushes wear out, it will be the responsibility of the individual land owning or managing agency to replace them. Replacement brushes are of very nominal cost, and may be eligible for request of Idaho state cost share funding through the CWMA.

****Project Cost Analysis – Explanation:** The Selkirk CWMA is applying as a consortium for Title II funds, with Bonner County to manage the grant and funding (if awarded).

Materials & Supplies – Requested Title II Contribution: \$23,382.00

*(18) PlayCleanGo® Boot Brush Stations with Interpretive Signage Panels, Treated Wood Post Kits and 10-Year Warranty. **\$1,299.00 each.**

*Price includes shipping and personalization of interpretive signage

*CWMA selected locations attached

In-Kind Contributions:

***Labor for station installations**—estimated 4 individuals for an approximate 3 hours per station at \$42.00/hr = \$504.00 per station. 18 stations = **\$9,072.00**

*Labor rate determined by using the USDA Forest Service Cost Estimating Guide for Road Construction 2011, specifically for Idaho and Montana.

***Materials & Supplies** – Contributed by the Selkirk CWMA:

*1 bag of Quikcrete per post, 2 posts per station—36 bags at an estimated \$5.99/bag = **\$215.00**

*estimated 5 day auger rental at \$140/day (price listed at AtoZ rental for a gasoline powered two-man post hole digger) = **\$700.00**

***Monitoring costs** – Standard day rate charge of \$420.00 for personnel, and \$123.00 for standard vehicle rate to visit the stations for monitoring & evaluation. Estimate of 10 days throughout one season dedicated to this = **\$5,430.00**

Total Project Cost Estimate: \$38,799.00

*Title II funding requested - \$23,382.00

*Matching Funds - \$15,417.00

Boot Brush Stations - Selkirk CWMA Identified Locations

Location	Ownership/Management	County
Hays Gulch	IDL	Bonner
Mickinnick	City of Sandpoint/USFS	Bonner
Gold Hill	USFS	Bonner
Harrison Lake	USFS	Boundary
Beehive Lake	USFS	Boundary
Scotchman	USFS	Bonner
Mineral Point	USFS	Bonner
Watershed - Lower Basin	City of Sandpoint	Bonner
Pine Street Woods	City of Sandpoint/KLT	Bonner
Farnsworth (Katka)	Private/9B Trails	Boundary
Kootenai Trail (Section 16)	IDL/9B Trails	Boundary
Clagstone Meadows 1	Stimson	Bonner
Clagstone Meadows 2	Stimson	Bonner
Clagstone Meadows 3	Stimson	Bonner
Riverside Park	Boundary County	Boundary
Round Lake State Park	IDPR	Bonner
Long Canyon	USFS	Boundary
Parker Canyon	USFS	Boundary

ALL LOCATED ON OR NEAR THE IPNF NORTH ZONE



BONNER COUNTY NOXIOUS WEEDS

1500 Hwy 2, Suite 101 • Sandpoint, ID 83864 • Phone: (208) 255-5681 ext.6
<https://www.bonnercountyid.gov/noxious-weeds>

5-23-2024

Memorandum

NOXIOUS
WEEDS
Item #2

TO: Commissioners

FROM: Chase Youngdahl, Dept. Head – Noxious Weeds

RE: USFS Participation Agreement – Selkirk Cooperative Weed Management Area

Cooperative Weed Management Areas (CWMA's) are recognized in Idaho statute §22-2405 and code language encourages active participation by the County Noxious Weeds function. Further, all area land management stakeholders are encouraged to participate in Cooperative Weed Management Areas in order to pool resources for more efficient noxious weed control, collaborate with subject matter experts in the field of noxious weed management and have access to Idaho noxious weed cost share funding.

The Selkirk Cooperative Weed Management Area (Selkirk CWMA) has an active MOU with participants to allow such collaborative activities. The USFS has instituted new administrative rules within their agency, necessitating a supplemental agreement in order for USFS personnel to participate in cooperative activities off of national forest land. Attached is the non-binding participation agreement to be signed by the CWMA Chair with the approval of the BOCC.

Legal Review

A handwritten signature in black ink, appearing to read "Phil Wilson", written over a horizontal line.

Distribution: Noxious Weeds Office
BOCC Office

A suggested motion would be: Mr. Chairman, based on the information before us I move to approve the US Forest Service participation agreement with the Selkirk Cooperative Weed Management Area, and authorize the CWMA Chair to sign administratively.

Recommendation Acceptance: ☐ YES ☐ NO _____
Commissioner Luke Omodt, Chairman

Date: _____

FS Agreement No. 24-PA-11010400-014

Cooperator Agreement No. _____

NON FUNDED PARTICIPATING AGREEMENT
Between The
SELKIRK COOPERATIVE WEED MANAGEMENT AREA ADVISORY BOARD
And The
USDA, FOREST SERVICE
IDAHO PANHANDLE NATIONAL FORESTS

This NON FUNDED PARTICIPATING AGREEMENT is hereby entered into by and between the Selkirk Cooperative Weed Management Area Advisory Board, hereinafter referred to as “the Cooperator,” and the United States Department of Agriculture (USDA), Forest Service, Idaho Panhandle National Forests, hereinafter referred to as the “U.S. Forest Service,” under the authority: Cooperative Funds and Deposits Act of December 12, 1975, Pub.L. 94-148, 16 U.S.C. 565a1 – a3, as amended and Wyden Amendment (Public Law 105-277, Section 323 as amended by Public Law 109-54, Section 434, and permanently authorized by Public Law 111-11, Section 3001).

Background: Cooperative Weed Management Areas (CWMAs) are distinguishable hydrologic, vegetative, or geographic zone based upon geography, weed infestations, climatic or human-use patterns. The Selkirk Cooperative Weed Management Area (SCWMA) is located in the North region of Idaho and is the geographic area generally contained within Bonner and Boundary Counties in Idaho. The SCWMA is a group of landowners and land managers including Idaho Department of Fish & Game, Idaho Department of Lands, Idaho Department of Parks & Recreation, Idaho Transportation Department-District 1, Bonner Soil & Water Conservation District, Boundary Soil & Water Conservation District, Bonner County, Boundary County, Kootenai Tribe of Idaho, Stimson Lumber Company, City of Sandpoint, US Fish & Wildlife Service Kootenai National Wildlife Refuge, Forest Service, and other interest parties dedicated to controlling invasive weeds across all land ownerships in Boundary and Bonner Counties, Idaho.

Landowners and land managers within the SCWMA geographic area have come together and agree to work cooperatively to control weeds. MOU agreement #23-MU-11010400-017 documents the cooperative relationship between members of the SCWMA. Weeds do not follow any boundaries; thus the most effective control is to look at all ownerships. Each of the parties have access to financial resources for the management of noxious/invasive weeds and maintains equipment and personnel for the purpose of controlling noxious weeds within their own jurisdiction. Uncontrolled weed populations in one jurisdiction greatly affects the ability of other land managers to control weeds on lands they administer. The parties desire to come together in a formal manner and promote an integrated weed management program throughout the SCWMA that includes public relations, education, and training in the noxious/invasive weed arena, along



with coordination of weed control efforts and methods, sharing of resources, and designing other desirable resource protection measures relative to weed management.

This will be accomplished under the general direction of the Selkirk Cooperative Weed Management Area, hereinafter SCWMA, to implement activities in accordance with this agreement, scheduled meetings and resulting operating plans. It would also provide a communication forum to keep all parties informed of weed control concerns and activities, and/or other resource protection activities relative to integrated weed management.

Title: Selkirk Cooperative Weed Management Area Noxious Weed Control

I. PURPOSE:

The purpose of this agreement is to document the cooperation between the parties to promote an integrated weed management program throughout Bonner and Boundary counties that includes public relations, education, and training in the noxious/invasive weed arena, along with coordination of weed control efforts, methods and designing other desirable resource protection measures relative to weed management across jurisdictional boundaries, in accordance with the following provisions and the hereby incorporated Operating and Financial Plan, attached as Exhibit A. This Agreement provides for the interchange of services as specifically outlined below to meet the mutually agreed upon objectives of the project.

II. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

Invasive weeds can affect watershed health and have significant impact on future land management. It is of mutual benefit for the parties to work together to coordinate noxious weed control efforts for integrated weed management and watershed restoration. The Cooperator and the U.S. Forest Service are landowners and managers within or adjacent to Boundary and Bonner Counties and share common goals of inventory, identification, control, and promotion of long-term solutions to the problems associated with noxious weeds and other invasive plants. Solutions include prevention, and biological, chemical, cultural, and mechanical treatments.

In consideration of the above premises, the parties agree as follows:

III. THE COOPERATOR SHALL:

- A. LEGAL AUTHORITY. the Cooperator shall have the legal authority to enter into this agreement, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes funds sufficient to pay the non-Federal share of project costs, when applicable.
- B. Collaborate in the development and approval of the project plan and proposal.



- C. Perform in accordance with the Financial Plan and Operating Plan, Exhibit A.

IV. THE U.S. FOREST SERVICE SHALL:

- A. Collaborate in the development and approval of the project plan and proposal.
- B. Perform in accordance with the Financial Plan and Operating Plan, Exhibit A.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- A. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this agreement.

Principal Cooperator Contacts:

Cooperator Project Contact	Cooperator Financial Contact
Chase Youngdahl Chair of SCWMA Board Bonner County Noxious Weeds Manager 1500 Hwy 2, Ste 101 Sandpoint, ID 83864 208-255-5681 Ext 6 chase.youngdahl@bonnercountyid.gov	Chase Youngdahl Chair of SCWMA Board Bonner County Noxious Weeds Manager 1500 Hwy 2, Ste 101 Sandpoint, ID 83864 208-255-5681 Ext 6 chase.youngdahl@bonnercountyid.gov

Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Jeremy Kleinsmith Rangeland Management & Invasive Species Specialist 1602 Ontario Street Sandpoint, ID 83864 208-265-6622 jeremy.kleinsmith@usda.gov	Lisa Portune Grants Management Specialist Region One 1602 Ontario Street Sandpoint, ID 83864 208-489-1361 lisa.portune@usda.gov

- B. NOTICES. Any communications affecting the operations covered by this agreement given by the U.S. Forest Service or the Cooperator are sufficient only if in writing



and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the U.S. Forest Service Program Manager, at the address specified in the agreement.

To the Cooperator, at the address shown in the agreement or such other address designated within the agreement.

Notices are effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

- C. PARTICIPATION IN SIMILAR ACTIVITIES. This agreement in no way restricts the U.S. Forest Service or the Cooperator from participating in similar activities with other public or private agencies, organizations, and individuals.
- D. ENDORSEMENT. Any of the Cooperator's contributions made under this agreement do not by direct reference or implication convey U.S. Forest Service endorsement of the Cooperator's products or activities.
- E. NON-FEDERAL STATUS FOR COOPERATOR PARTICIPANTS. the Cooperator agree(s) that any of the Cooperator's employees, volunteers, and program participants shall not be deemed to be Federal employees for any purposes including Chapter 171 of Title 28, United States Code (Federal Tort Claims Act) and Chapter 81 of Title 5, United States Code (OWCP), as the Cooperator has hereby willingly agreed to assume these responsibilities.

Further, the Cooperator shall provide any necessary training to the Cooperator employees, volunteers, and program participants to ensure that such personnel are capable of performing tasks to be completed. the Cooperator shall also supervise and direct the work of its employees, volunteers, and participants performing under this agreement.

- F. MEMBERS OF CONGRESS. Pursuant to 41 U.S.C. 22, no member of, or delegate to, Congress shall be admitted to any share or part of this agreement, or benefits that may arise therefrom, either directly or indirectly.
- G. NONDISCRIMINATION. The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, and so forth.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination,



write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

- H. ELIGIBLE WORKERS. the Cooperator shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 USC 1324a). the Cooperator shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract awarded under this agreement.
- I. SYSTEM FOR AWARD MANAGEMENT REGISTRATION REQUIREMENT (SAM). the Cooperator shall maintain current organizational information and the original Unique Entity Identifier (UEI) provided for this agreement in the System for Award Management (SAM) until receipt of final payment. This requires annual review and updates, when needed, of organizational information after the initial registration. More frequent review and updates may be required for changes in organizational information or agreement term(s). Any change to the original UEI provided in this agreement will result in termination of this agreement and de-obligation of any remaining funds. For purposes of this agreement, System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a Cooperative. Additional information about registration procedures may be found at the SAM Internet site at www.sam.gov.
- J. AGREEMENT CLOSE-OUT. Within 120 days after expiration or notice of termination the Cooperator shall close out the agreement.

Within a maximum of 120 days following the date of expiration or termination of this agreement, all performance and related reports required by the terms of the agreement must be submitted to the U.S. Forest Service by the Cooperator.

- K. PROGRAM MONITORING AND PROGRAM PERFORMANCE REPORTS. The parties to this agreement shall monitor the performance of the agreement activities to ensure that performance goals are being achieved.

Performance reports must contain information on the following:

- A comparison of actual accomplishments to the goals established for the period. Wherever the output of the project can be readily expressed in numbers, a computation of the cost per unit of output, if applicable.
- Reason(s) for delay if established goals were not met.
- Additional pertinent information.



the Cooperator shall submit annual performance reports to the U.S. Forest Service Program Manager. These reports are due 30 days after the reporting period. The final performance report must be submitted no later than 120 days from the expiration date of the agreement.

- L. RETENTION AND ACCESS REQUIREMENTS FOR RECORDS. the Cooperator shall retain all records pertinent to this agreement for a period of no less than 3 years from the expiration or termination date. As used in this provision, records includes books, documents, accounting procedures and practice, and other data, regardless of the type or format. the Cooperator shall provide access and the right to examine all records related to this agreement to the U.S. Forest Service, Inspector General, or Comptroller General or their authorized representative. The rights of access in this section must not be limited to the required retention period but must last as long as the records are kept.

If any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the 3-year period, the records must be kept until all issues are resolved, or until the end of the regular 3-year period, whichever is later.

Records for nonexpendable property acquired in whole or in part, with Federal funds must be retained for 3 years after its final disposition.

- M. FREEDOM OF INFORMATION ACT (FOIA). Public access to grant or agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552). Requests for research data are subject to 2 CFR 215.36.

Public access to culturally sensitive data and information of Federally-recognized Tribes may also be explicitly limited by P.L. 110-234, Title VIII Subtitle B §8106 (2008 Farm Bill).

- N. TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All Cooperators, their Employees, Volunteers, and Contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.
- O. GOVERNMENT-FURNISHED PROPERTY. the Cooperator may only use U.S. Forest Service property furnished under this agreement for performing tasks assigned in this agreement. the Cooperator shall not modify, cannibalize, or make alterations to U.S. Forest Service property. A separate document, Form AD-107, must be



completed to document the loan of U.S. Forest Service property. The U.S. Forest Service shall retain title to all U.S. Forest Service-furnished property. Title to U.S. Forest Service property must not be affected by its incorporation into or attachment to any property not owned by the U.S. Forest Service, nor must the property become a fixture or lose its identity as personal property by being attached to any real property.

Cooperator Liability for Government Property.

1. Unless otherwise provided for in the agreement, the Cooperator shall not be liable for loss, damage, destruction, or theft to the Government property furnished or acquired under this contract, except when any one of the following applies:
 - a. The risk is covered by insurance or the Cooperator is otherwise reimbursed (to the extent of such insurance or reimbursement).
 - b. The loss, damage, destruction, or theft is the result of willful misconduct or lack of good faith on the part of the Cooperator's managerial personnel. the Cooperator's managerial personnel, in this provision, means the Cooperator's directors, officers, managers, superintendents, or equivalent representatives who have supervision or direction of all or substantially all of the Cooperator's business; all or substantially all of the Cooperator's operation at any one plant or separate location; or a separate and complete major industrial operation.
2. the Cooperator shall take all reasonable actions necessary to protect the Government property from further loss, damage, destruction, or theft. the Cooperator shall separate the damaged and undamaged Government property, place all the affected Government property in the best possible order, and take such other action as the Property Administrator directs.
3. the Cooperator shall do nothing to prejudice the Government's rights to recover against third parties for any loss, damage, destruction, or theft of Government property.
4. Upon the request of the Grants Management Specialist, the Cooperator shall, at the Government's expense, furnish to the Government all reasonable assistance and cooperation, including the prosecution of suit and the execution of agreements of assignment in favor of the Government in obtaining recovery.

P. U.S. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS AND ELECTRONIC MEDIA. the Cooperator shall acknowledge U.S. Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this agreement.

Q. NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL. the Cooperator shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.



In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free voice (866) 632-9992, TDD (800) 877-8339, or voice relay (866) 377-8642. USDA is an equal opportunity provider and employer.

If the material is too small to permit the full statement to be included, the material must, at minimum, include the following statement, in print size no smaller than the text:

"This institution is an equal opportunity provider."

- R. **REMEDIES FOR COMPLIANCE RELATED ISSUES.** If the Cooperator materially fail(s) to comply with any term of the agreement, whether stated in a Federal statute or regulation, an assurance, or the agreement, the U.S. Forest Service may wholly or partly suspend or terminate the current agreement.
- S. **TERMINATION BY MUTUAL AGREEMENT.** This agreement may be terminated, in whole or part, as follows:
1. When the U.S. Forest Service and the Cooperator agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated.
 2. By 30 days written notification by the Cooperator to the U.S. Forest Service setting forth the reasons for termination, effective date, and in the case of partial termination, the portion to be terminated. If the U.S. Forest Service decides that the remaining portion of the agreement will not accomplish the purposes for which the agreement was made, the U.S. Forest Service may terminate the agreement in its entirety.
- T. **ALTERNATE DISPUTE RESOLUTION – PARTNERSHIP AGREEMENT.** In the event of any issue of controversy under this agreement, the parties may pursue Alternate Dispute Resolution procedures to voluntarily resolve those issues. These procedures may include, but are not limited to conciliation, facilitation, mediation, and fact finding.
- U. **DEBARMENT AND SUSPENSION.** the Cooperator shall immediately inform the U.S. Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the Federal Government according to the terms of 2 CFR Part 180. Additionally, should the Cooperator or any of their principals receive a transmittal letter or other official Federal notice of



debarment or suspension, then they shall notify the U.S. Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.

- V. COPYRIGHTING. the Cooperator is/are granted sole and exclusive right to copyright any publications developed as a result of this agreement. This includes the right to publish and vend throughout the world in any language and in all media and forms, in whole or in part, for the full term of copyright and all renewals thereof in accordance with this agreement.

No original text or graphics produced and submitted by the U.S. Forest Service shall be copyrighted. The U.S. Forest Service reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for Federal Government purposes. This right must be transferred to any sub-agreements or subcontracts.

This provision includes:

1. The copyright in any work developed by the Cooperator under this agreement.
2. Any right of copyright to which the Cooperator purchase(s) ownership with any federal contributions.

- W. PUBLICATION SALE. the Cooperator may sell any publication developed as a result of this agreement. The publication may be sold at fair market value, which is initially defined in this agreement to cover the costs of development, production, marketing, and distribution. After the costs of development and production have been recovered, fair market value is defined in this agreement to cover the costs of marketing, printing, and distribution only. Fair market value must exclude any in-kind or Federal Government contributions from the total costs of the project.

- X. MODIFICATIONS. Modifications within the scope of this agreement must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change.

- Y. COMMENCEMENT/EXPIRATION DATE. This agreement is executed as of the date of the last signature and is effective through April 15, 2029 at which time it will expire. The expiration date is the final date for completion of all work activities under this agreement.

- Z. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement. In witness whereof, the parties hereto have executed this agreement as of the last date written below.



CHASE YOUNGDAHL, SCWMA Chair
Selkirk Cooperative Weed Management Area
Committee

Date

TIMOTHY GILLOON, Forest Supervisor
U.S. Forest Service, Idaho Panhandle National
Forests

Date

The authority and format of this agreement have been reviewed and approved for signature.

LISA PORTUNE
U.S. Forest Service Grants Management Specialist

Date

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

EXHIBIT A OPERATING PLAN

The goal of this project is to expand a cooperative and coordinated effort that will yield the following results:

- Support and coordinate invasive plant detection, treatment, and monitoring work in cross-boundary areas of mutual concern between the U.S. Forest Service and the land manager members of the Selkirk Cooperative Weed Management Area.
- Prompt early detection and eradication, as much as possible, of any new invasive plant species found in Bonner and Boundary Counties, Idaho.
- Keep several established invasive species suppressed to a low occurrence level that requires only light maintenance treatments with herbicides.
- Prevent the spread of noxious weeds/invasive plants within Bonner and Boundary Counties.
- Improve interagency communication, information sharing, consistency of priorities and treatment.
- Support cooperative interagency education programs for a variety of age and interest groups about invasive plant prevention, treatment and the restoration of healthy, weed-resistant plant communities.
- Support cooperative interagency management-based research that will improve our ability to manage invasive species and establish healthy, weed-resistant plant communities.

I. THE COOPERATOR SHALL:

- A. Take the lead in organizing information and data. This information will be used to identify areas in need of treatment. Treatments should be coordinated with the Lead U.S. Forest Service Official.

II. THE U.S. FOREST SERVICE SHALL:

- A. Assist the other land manager members of the Selkirk Cooperative Weed Management Area with treatment of noxious weeds on non-NFS lands within Bonner and Boundary Counties.
- B. Ensure all NEPA requirements are being met for invasive plant species and noxious weed management on NFS lands.

III. THE PARTIES SHALL:

- A. Agree to goals, objectives, and actions that are aligned with Idaho Title 22 Chapter 24 noxious weeds.
- B. Recognize that each party to this agreement retains primary responsibility and management discretion for lands under their jurisdiction.
- C. Agree to coordinate priorities and actions for preventing, eradication, containing, and controlling noxious/invasive weeds within and adjacent to Bonner and Boundary Counties.
- D. Share pertinent information, encourage, and promote cooperation, maintain open and frequent communication to keep members of the SCWMA informed on the status of the issues that may affect their working relationship and provide feedback for continual improvement.
- E. Monitor treated sites, document inventory of noxious weeds, and share resulting information with all partners.
- F. Recognize their individual noxious/invasive weed control responsibilities for lands under their jurisdiction within or adjacent to Bonner and Boundary Counties. These responsibilities include but are not limited to furnishing and maintaining equipment and personnel for the purpose of controlling noxious/invasive weeds, administering programs involving noxious/invasive weed control, and making recommendations for treatment.
- G. Agree that it is to their mutual benefit and interest to work cooperatively to inventory, monitor, control, and prevent the spread of noxious/invasive weeds across jurisdictional boundaries within and adjacent to Bonner and Boundary Counties. This cooperative effort will achieve better management of noxious/invasive weeds while improving working relationships between the parties and the public.

Attachment: **Exhibit A**USFS Agreement No.: **24-PA-11010400-014**
Cooperator Agreement No.: Mod. No.:

Note: This Financial Plan may be used when:
 (1) No program income is expected and
 (2) The Cooperator is not giving cash to the FS and
 (3) There is no other Federal funding

Agreements Financial Plan (Short Form)**Financial Plan Matrix:** Note: All columns may not be used. Use depends on source and type of contribution(s).

	FOREST SERVICE CONTRIBUTIONS		COOPERATOR CONTRIBUTIONS		(e) Total
	(a) Noncash	(b) Cash to Cooperator	(c) Noncash	(d) In-Kind	
COST ELEMENTS					
Direct Costs					
Salaries/Labor	\$7,590.00	\$0.00	\$6,000.00	\$0.00	\$13,590.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$5,475.00	\$0.00	\$0.00	\$0.00	\$5,475.00
Supplies/Materials	\$1,450.00	\$0.00	\$0.00	\$0.00	\$1,450.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other					\$0.00
Subtotal	\$14,515.00	\$0.00	\$6,000.00	\$0.00	\$20,515.00
Coop Indirect Costs		\$0.00	\$600.00		\$600.00
FS Overhead Costs	\$2,322.40				\$2,322.40
Total	\$16,837.40	\$0.00	\$6,600.00	\$0.00	
Total Project Value:					\$23,437.40

Matching Costs Determination	
Total Forest Service Share =	(f)
(a+b) ÷ (e) = (f)	71.84%
Total Cooperator Share	(g)
(c+d) ÷ (e) = (g)	28.16%
Total (f+g) = (h)	(h)
	100.00%

WORKSHEET FOR

FS Non-Cash Contribution Cost Analysis, Column (a)

Salaries/Labor

Standard Calculation

Job Description	Cost/Day	# of Days	Total
GS-07 Biological Science Technician	\$306.00	15.00	\$4,590.00
GS-05 Biological Science Technician	\$200.00	15.00	\$3,000.00

Total Salaries/Labor	\$7,590.00
-----------------------------	-------------------

Equipment

Standard Calculation

Piece of Equipment	# of Units	Cost/Day	# of Days	Total
Backpack Sprayers	5.00	\$5.00	15.00	\$375.00
Spray Truck	1.00	\$268.00	15.00	\$4,020.00
Injector Guns	9.00	\$20.00	6.00	\$1,080.00

Total Equipment	\$5,475.00
------------------------	-------------------

Supplies/Materials

Standard Calculation

Supplies/Materials	# of Items	Cost/Item	Total
Herbicide	50.00	\$29.00	\$1,450.00

Total Supplies/Materials	\$1,450.00
---------------------------------	-------------------

Subtotal Direct Costs

\$14,515.00

Forest Service Overhead Costs

Current Overhead Rate	Subtotal Direct Costs	Total
16.00%	\$14,515.00	\$2,322.40

Total FS Overhead Costs	\$2,322.40
--------------------------------	-------------------

TOTAL COST

\$16,837.40

WORKSHEET FOR

Cooperator Non-Cash Contribution Cost Analysis, Column (c)

Salaries/Labor				
Standard Calculation				
Job Description		Cost/Day	# of Days	Total
SCWMA Chair		\$400.00	15.00	\$6,000.00
Total Salaries/Labor				\$6,000.00
Current Overhead Rate	Subtotal Direct Costs			Total
10.00%	\$6,000.00			\$600.00
Total Coop. Indirect Costs				\$600.00

TOTAL COST

\$6,600.00



BONNER COUNTY EMERGENCY MANAGEMENT

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

June 4, 2024

Emergency
Management
Item #1

MEMORANDUM

To: Commissioners

From: Bob Howard
Director Emergency Management

Re: Termination of Resolution 24-32 Declaration of Local Disaster Emergency

Description: The attached resolution is to revoke declaration 24-32, Declaration of a Local Disaster is regarding embankment erosion, Heavy rain on snow and water and levels due to the Albeni Falls Dam causing erosion of the embankment saturated soils caused mudslides and damage to the 17939 Dufort Road.

The repairs are complete, and the emergency no longer exists.

Legal Review: Approved by _____

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

A suggested motion would be: **Based on the information before us I move to approve and sign resolution#_____ revoking resolution # 24-32 regarding embankment erosion located in the 17939 area of Dufort Road emergency disaster no longer exists.**

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

RESOLUTION 24 - _____

EMERGENCY MANAGEMENT

**DECLARATION OF A LOCAL DISASTER EMERGENCY
IN BONNER COUNTY, IDAHO**

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

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

WHEREAS: Idaho code 67-2808 allows for emergency expenditures.

The governing board of political subdivision may declare that an emergency exists and that the public interest and necessity demand the immediate expenditure of public money if:

- (i) There is a great public calamity, such as an extraordinary fire, flood, storm, or other disaster.
- (ii) It is necessary to do emergency work to safeguard life, health, or property.

WHEREAS: There is a threat to life and property in Bonner County as the result of warm temperatures, heavy rain on snow saturated soils, Erosion, and

WHEREAS: There is no longer an emergency that exists at 17939 Dufort Road, because repairs are complete.

WHEREAS: There is no longer an imminent threat to infrastructures, private and public property and/or human life within Bonner County; and

WHEREAS: The County is not requesting assistance from any other agencies.

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

ADOPTED as a Resolution of the Board of County Commissioners of Bonner County, Idaho upon a majority vote on the 4th day of June 2024.

BOARD OF BONNER COUNTY COMMISSIONERS

Luke Omodt, Chairman

Asia Williams, Commissioner

Steve Bradshaw, Commissioner

ATTEST: Michael W. Rosedale

By _____
Deputy Clerk



AIRPORTS

Manager: Dave Schuck
Dave.Schuck@BonnerCountyID.gov
208-255-9179

Airport Item
#1

Meeting Date: June 4, 2024

MEMORANDUM

To: Commissioners

Re: 2024 FAA AIP Grant Application for Taxiway and Apron Construction at Priest River Airport REVISION

Description: This grant application to the FAA is a revision of the application approved by this board on February 20, 2024. This revision is the result of the bid process identifying the low bid for the project. The original grant amount requested was based upon the engineer's estimate of project costs. After the bids were opened the low bid was slightly higher (2.5%) than the engineer's estimate requiring an additional \$20,497 dollars to be requested. The FAA has concurred with this amount.

I recommend applying for this grant.

Legal Review: X (FAA Grant Application)

Auditing Review:

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

A suggested motion would be: Mr. Chairman based on the information before us I move that Bonner County submit this grant application to the FAA.

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

Application for Federal Assistance SF-424		
*1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input checked="" type="checkbox"/> Changed/Corrected Application		*2. Type of Application <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision * If Revision, select appropriate letter(s): * Other (Specify)
*3. Date Received: 05/28/2024		4. Applicant Identifier: 1S6
5a. Federal Entity Identifier: 3-16-0058-017-2024		*5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:		7. State Application Identifier: 1S6
8. APPLICANT INFORMATION:		
*a. Legal Name: Bonner County		
*b. Employer/Taxpayer Identification Number (EIN/TIN): 80-6000285		*c. UEI: DZF9BKMN9KB9
d. Address:		
*Street 1: 1500 Highway 2, Suite 308		
Street 2:		
*City: Sandpoint		
County/Parish: Bonner		
*State: ID		
*Province:		
*Country: USA: United States		
*Zip / Postal Code 83864-1709		
e. Organizational Unit:		
Department Name: Airport		Division Name: Airport
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mr. *First Name: David		
Middle Name:		
*Last Name: Schuck		
Suffix:		
Title: Airports Director		
Organizational Affiliation: Bonner County		
*Telephone Number: 208-265-2266		Fax Number:
*Email: dave.schuck@bonnercountyid.gov		

Application for Federal Assistance SF-424

***9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Pick an applicant type

Type of Applicant 3: Select Applicant Type:

Pick an applicant type

*Other (Specify)

***10. Name of Federal Agency:**

Federal Aviation Administration

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

***12. Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

City of Priest River, Bonner County, State of Idaho

***15. Descriptive Title of Applicant's Project:**

AIP Grant Application prorated at 56.9% to companion BIL-AIG grant at 43.1% for:
Construct Hangar Taxilanes, Expand General Aviation Apron (Phase II Construction)

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
*a. Applicant: ID-001	*b. Program/Project: ID-001
Attach an additional list of Program/Project Congressional Districts if needed.	
17. Proposed Project:	
*a. Start Date: 02/06/2024	*b. End Date: 06/01/2025
18. Estimated Funding (\$):	
*a. Federal	\$ 444,271
*b. Applicant	\$ 0
*c. State	\$ 24,682
*d. Local	\$ 24,682
*e. Other	\$ 0
*f. Program Income	\$ 0
*g. TOTAL	\$ 493,635
*19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____.	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
*20. Is the Applicant Delinquent On Any Federal Debt?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", explain:	
<p>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)</p> <p><input checked="" type="checkbox"/> ** I AGREE</p> <p>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</p>	
Authorized Representative:	
Prefix: Mr.	*First Name: Luke
Middle Name:	
*Last Name: Omodt	
Suffix:	
*Title: Chairman, Board of County Commissioners	
*Telephone Number: 208-265-1438	Fax Number: 208-265-1460
* Email: luke.omodt@bonnercountyid.gov	
*Signature of Authorized Representative:	*Date Signed:

Application for Federal Assistance (Development and Equipment Projects)

PART II – PROJECT APPROVAL INFORMATION

Part II - SECTION A	
The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.	
Item 1. Does Sponsor maintain an active registration in the System for Award Management (www.SAM.gov)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Item 2. Can Sponsor commence the work identified in the application in the fiscal year the grant is made or within six months after the grant is made, whichever is later?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Item 3. Are there any foreseeable events that would delay completion of the project? If yes, provide attachment to this form that lists the events.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Item 4. Will the project(s) covered by this request have impacts or effects on the environment that require mitigating measures? If yes, attach a summary listing of mitigating measures to this application and identify the name and date of the environmental document(s).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Item 5. Is the project covered by this request included in an approved Passenger Facility Charge (PFC) application or other Federal assistance program? If yes, please identify other funding sources by checking all applicable boxes.	
<input type="checkbox"/> The project is included in an approved PFC application. If included in an approved PFC application, does the application <i>only</i> address AIP matching share? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> The project is included in another Federal Assistance program. Its CFDA number is below.	
Item 6. Will the requested Federal assistance include Sponsor indirect costs as described in 2 CFR Appendix VII to Part 200, States and Local Government and Indian Tribe Indirect Cost Proposals?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
If the request for Federal assistance includes a claim for allowable indirect costs, select the applicable indirect cost rate the Sponsor proposes to apply:	
<input type="checkbox"/> De Minimis rate of 10% as permitted by 2 CFR § 200.414.	
<input type="checkbox"/> Negotiated Rate equal to	% as approved by _____ (the Cognizant Agency) on _____ (Date) (2 CFR part 200, appendix VII).
<i>Note: Refer to the instructions for limitations of application associated with claiming Sponsor indirect costs.</i>	

PART II - SECTION B

Certification Regarding Lobbying

The declarations made on this page are under the signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached. The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.

The Authorized Representative certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Sponsor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Authorized Representative shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Authorized Representative shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

PART II – SECTION C

The Sponsor hereby represents and certifies as follows:

1. Compatible Land Use – The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

The City of Priest River has zoning restrictions in place to control development around the airport.

2. Defaults – The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

None.

3. Possible Disabilities – There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of the Grant Assurances, either by limiting its legal or financial ability or otherwise, except as follows:

None.

4. Consistency with Local Plans – The project is reasonably consistent with plans existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

Consistent with the Airport Layout Plan dated June 20, 2017 and updated December 13, 2018.

5. Consideration of Local Interest – It has given fair consideration to the interest of communities in or near where the project may be located.

Consideration has been given to the local community.

6. Consultation with Users – In making a decision to undertake an airport development project under Title 49, United States Code, it has consulted with airport users that will potentially be affected by the project (§ 47105(a)(2)).

The public and users are invited to quarterly Airport Advisory Board Meetings where projects are reviewed.

7. Public Hearings – In projects involving the location of an airport, an airport runway or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

Not applicable to this project.

8. Air and Water Quality Standards – In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.

Not applicable to this project.

PART II – SECTION C (Continued)

9. Exclusive Rights – There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

No exclusive rights to conduct any aeronautical activity have been granted at the Priest River Airport.

10. Land – (a) The sponsor holds the following property interest in the following areas of land, which are to be developed or used as part of or in connection with the Airport subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

The Sponsor holds Fee Simple ownership over the property where the taxiway and apron will be constructed as shown on Priest River Airport Exhibit A Property Map.

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

Not applicable to this project.

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

Not applicable to this project.

¹ State the character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.

PART III – BUDGET INFORMATION – CONSTRUCTION

SECTION A – GENERAL	
1. Assistance Listing Number:	20-106
2. Functional or Other Breakout:	AIP-Bipartisan Infrastructure Law

SECTION B – CALCULATION OF FEDERAL GRANT			
Cost Classification	Latest Approved Amount (Use only for revisions)	Adjustment + or (-) Amount (Use only for revisions)	Total Amount Required
1. Administration expense			\$ 2,231
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			
5. Other Architectural engineering fees			
6. Project inspection fees			88,187
7. Land development			
8. Relocation Expenses			
9. Relocation payments to Individuals and Businesses			
10. Demolition and removal			
11. Construction and project improvement			403,217
12. Equipment			
13. Miscellaneous			
14. Subtotal (Lines 1 through 13)			\$ 493,635
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			
17. Less: Ineligible Exclusions (Section C, line 23 g.)			
18. Subtotal (Lines 16 through 17)			\$ 493,635
19. Federal Share requested of Line 18			444,271
20. Grantee share			24,682
21. Other shares			24,682
22. TOTAL PROJECT (Lines 19, 20 & 21)			\$ 493,635

SECTION C – EXCLUSIONS	
23. Classification (Description of non-participating work)	Amount Ineligible for Participation
a.	
b.	
c.	
d.	
e.	
f.	
g. Total	

SECTION D – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE	
24. Grantee Share – Fund Categories	Amount
a. Securities	
b. Mortgages	
c. Appropriations (by Applicant)	24,682
d. Bonds	
e. Tax Levies	
f. Non-Cash	
g. Other (Explain):	
h. TOTAL - Grantee share	\$ 24,682
25. Other Shares	Amount
a. State	24,682
b. Other	
c. TOTAL - Other Shares	\$ 24,682
26. TOTAL NON-FEDERAL FINANCING	\$ 49,364

SECTION E – REMARKS (Attach sheets if additional space is required)
<p>NPE Grant Application prorated at 56.9% to companion BIL AIG grant at 43.1%</p> <p>The following items are incorporated by reference when completed:</p> <p>Airport Master Plan and Airport Layout Plan (T-O Engineers, 2018).</p> <p>Project Plans and Specifications from AIP 3-16-0058-015-2022 completed by T-O Engineers an Ardurra Company for this airport.</p>

PART IV – PROGRAM NARRATIVE
(Suggested Format)

PROJECT: Construct Hangar Taxilanes, Expand General Aviation Apron (Phase II Construction) - NPE 56.9%

AIRPORT: Priest River Airport

1. Objective:

The project will construct an approximate 500-foot long by 25-foot wide hangar taxilane for aircraft storage. It will also expand an aircraft parking apron by 140-feet to accommodate one additional tie-down space at the Priest River Airport.

2. Benefits Anticipated:

The construction of this taxilane will allow a space for hangar development of four additional conventional hangars and one t-hangar site with access out of the west. The airport is experiencing significant growth and all of the vacant hangar lots are leased for hangar development. Other benefits include adding one aircraft tie-down location by expanding the existing tie-down apron to the north.

3. Approach: (See approved Scope of Work in Final Application)

T-O Engineers an Ardurra Company designed this project as part of AIP 015. Ardurra will assist the Sponsor with bid review, contracting, and construction observation. Work includes clearing and grubbing, excavation and embankment, base course, asphalt pavement, tie-down anchors, pavement marking, drainage and safety area grading, topsoiling, seeding, traffic control, access road, and fence modifications.

4. Geographic Location:

Priest River Airport is located in northern Idaho. The facilities are located 0.8 miles north of the intersection of US-2 and SH-57 in the City of Priest River. Priest River is situated 7-miles east of the Washington border and 22-miles west of Sandpoint - the county seat of Bonner County. The airport is located on approximately 75-acres.

5. If Applicable, Provide Additional Information:

Not applicable.

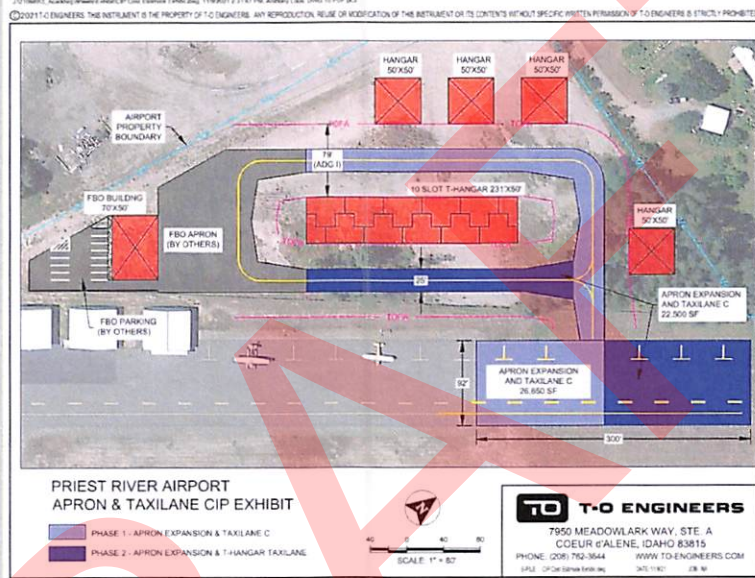
6. Sponsor's Representative: (include address & telephone number)

Dave Schuck, Bonner County Airport Director
1101 Airport Way, Sandpoint, ID 83864
Phone: 208-265-2266

CIP DATA SHEET

AIRPORT	Priest River Airport	LOCID	1S6	LOCAL PRIORITY	1 of 1
PROJECT DESCRIPTION	Construct Hangar Taxilanes, Expand General Aviation Apron (Phase II Construction) AIP 56.9%			PLANNED YEAR TO CONSTRUCT	2024

SKETCH:



JUSTIFICATION: The airport is experiencing significant growth and all of the vacant hangar lots are leased for hangar development. Other benefits include adding one aircraft tie-down location by expanding the existing tie-down apron to the north. Improvements consist of Phase 1 only.

COST ESTIMATE:

ADMINISTRATION:	\$2,231	1. Construction	\$403,217	4	\$
ENGINEERING:	\$	2	\$	5	\$
INSPECTION:	\$88,187	3	\$	TOTAL:	\$493,635

Federal (%) \$ 444,271

State \$ 24,682

Local (%) \$ 24,682

SPONSOR VERIFICATION:

For each and every project as applicable

Date (see instruction sheet or attached comments for more information)

12/13/18 -Date of approved ALP with project shown
 8/2/21 -Date of environmental determination (ROD, FONSI, CatEx)
 N/A -Date of land acquisition or signed purchase agreement
 8/10/20 -Date of pavement maintenance program
 N/A -Date of Benefit Cost Analysis (BCA) as required

SPONSOR'S SIGNATURE:

DATE:

PRINTED NAME: Luke Omodt

TITLE: Chairman, Board of County Commissioners

PHONE NUMBER: 208-265-1438

EMAIL: luke.omodt@bonnercountyid.gov

FAA USE ONLY

PREAPP NUMBER	GRANT NUMBER	NPIAS CODE	WORK CODE	FAA PRIORITY	FEDERAL \$



AIRPORTS

Manager: Dave Schuck
Dave.Schuck@BonnerCountyID.gov
208-255-9179

Airport Item
#2

Meeting Date: June 4, 2024

MEMORANDUM

To: Commissioners

Re: Transfer of Non-Primary Entitlement Funds (NPE) from Sandpoint Airport to Priest River Airport to Support Taxiway and Apron Construction Project REVISION

Description: This revision of the amount of the NPE funds transfer approved by the BOCC on February 20, 2024, is the result of the bid process identifying the low bid for the project. The original transfer amount was based upon the engineer's estimate of project costs. After the bids were opened the low bid was slightly higher (2.5%) than the engineer's estimate requiring an additional \$20,497 dollars to be transferred. The FAA has concurred with this amount.

I recommend requesting this transfer.

Legal Review: ____ (FAA AIP Funds Transfer Request) ____

Auditing Review: ____

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

A suggested motion would be: Mr. Chairman based on the information before us I move that Bonner County submit this funds transfer request to the FAA and that the chairman sign administratively.

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



U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 5100-110, Request for FAA Approval of Agreement for Transfer of Entitlements

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

Request for FAA Approval of Agreement for Transfer of Entitlements

In accordance with 49 USC § 47117(c)(2),

Name of Transferring Sponsor: Bonner County, Idaho

hereby waives receipt of the following amount of funds apportioned to it under 49 USC § 47114(c) for

the: Name of Transferring Airport (and LOCID): Sandpoint Airport (SZT)

for each fiscal year listed below:

Entitlement Type (Passenger, Cargo or Nonprimary)	Fiscal Year	Amount
NPE	2021	\$ 150,000.00
NPE	2022	\$ 134,257.00
Total		\$ 284,257.00

The Federal Aviation Administration has determined that the waived amount will be made available to:

Name of Airport (and LOCID) Receiving Transferred Entitlements:

Priest River Airport (1S6)

Name of Receiving Airport's Sponsor: Bonner County, Idaho

a public use airport in the same state or geographical areas as the transferring airport for eligible projects under 49 USC § 47104(a).

The waiver expires on the earlier of 12/31/2024 (date) or when the availability of apportioned funds lapses under 49 USC § 47117(b).

For the United States of America, Federal Aviation Administration:

Signature: _____

Name:

Title:

Date:

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Signature of Sponsor's Authorized Official: _____

I, _____, acting as Attorney for the Sponsor do hereby certify that in my opinion the Sponsor is empowered to enter into the foregoing Agreement under the laws of the state of _____ Idaho _____. Further, I have examined the foregoing Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said state and 49 USC § 47101, et seq.

Signature of Sponsor's Attorney: _____



AIRPORTS

Manager: Dave Schuck
Dave.Schuck@BonnerCountyID.gov
208-255-9179

Meeting Date: June 4, 2024

**Airport Item
#3**

MEMORANDUM

To: Commissioners

Re: Bid Award to Construct Taxilane and Apron Improvements at Priest River Airport

Description: This bid award is in response to our advertising for bids to build new taxilanes and airplane parking ramp at Priest River Airport funded through the FAA AIP grant program. This award is contingent upon accepting the grant that Bonner County applied for earlier this year.

On April 3, 2024, sealed bids (5) were received, opened, and read into the record. J7 Contracting Inc. is the low bidder at 2.5% above the engineer's estimate.

The contract price is \$704,859. The county match portion of this contract will be approximately \$49,000.

Included here you will find the engineer's recommendation of award and FAA bid concurrence letter.

I recommend awarding this bid to J7 Contracting, Inc of Bonners Ferry, ID contingent upon receipt of FAA AIP grant funds.

Legal Review: X

Auditing Review: X

Distribution: Original to BOCC Office; email copy to Airports – Dave Schuck; copy to Corrie Esveldt-Seifert at T-O Engineers; copy to Auditing

A suggested motion would be: Mr. Chairman based on the information before us I move that Bonner County award this bid for taxilane and apron construction in the amount of \$704,589 to J7 Contracting Inc. and that the chairman sign administratively.

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



U.S. Department
of Transportation
**Federal Aviation
Administration**

Northwest Mountain Region
Colorado · Idaho · Montana · Oregon · Utah
Washington · Wyoming

Helena Airports District Office
2725 Skyway Dr., Suite 2
Helena, MT 59602

May 7, 2024

Dave Schuck
Bonner County Airport Manager
1500 Highway 2, Suite 308
Sandpoint, ID 86864

Priest River
Priest River, ID
AIP: 3-16-0058-016-2024
Concurrence in Award

Dear Mr. Schuck:

We have reviewed the bid documents, and concur with your recommendation to award J7 Contracting, in the amount of \$704,858.75. Furthermore, we accept your statement that the cost is reasonable based on the price/cost analysis performed by you or your consultant. Please maintain a copy of your price/cost analysis for future audit purposes.

You are reminded that your Disadvantage Business Enterprise (DBE) Accomplishments reports are due annually by on December 1 for the previous Fiscal Year. Details regarding the Federal Aviation Administration (FAA) Airport DBE Program can be found at the address below:

http://www.faa.gov/about/office_org/headquarters_offices/acr/bus_ent_program/

FAA regulations require the sponsor certify that adequate construction supervision and inspection have been arranged. Also, the sponsor ensures that construction conforms to the approved plans and specifications.

Please provide us with the following documents:

1. One copy of the executed contract.
2. A copy of the Notice to Proceed so we will be aware of the beginning construction date. This should be provided only after the sponsor determines that all necessary contracts, bonds, certificates of insurance, etc., are satisfactory, so that a Notice to Proceed may be issued to the contractor.

A preconstruction conference should be scheduled after the contract is awarded. Please inform us of the time and place of this meeting. The contractor's construction schedule and the overall project should be discussed. We will attempt to attend this meeting, however, in the event that we cannot attend the meeting, please include the FAA preconstruction guidance package, in the agenda for your preconstruction meeting. This information can be found in Advisory Circular 150/5370-12. Please provide us with a copy of the minutes of the meeting and a list of those in attendance.



U.S. Department
of Transportation
**Federal Aviation
Administration**

Northwest Mountain Region
Colorado · Idaho · Montana · Oregon · Utah
Washington · Wyoming

Helena Airports District Office
2725 Skyway Dr., Suite 2
Helena, MT 59602

Federal participation is contingent upon construction conforming to the approved plans and specifications. To accomplish this, your resident engineer and inspectors must be familiar with the specification requirements and perform testing as required.

Copies of all test results should be available, during construction, at the job site for our review. In addition, Construction Progress and Inspection Reports, using FAA Form 5370-1 must be submitted on a weekly basis during construction.

Changes to the plans and specifications should be made by change order or supplemental agreement. Approval by the FAA should be obtained prior to performing the work to be eligible for participation.

Complete a [Strategic Events Submission Form](#) and forward to appropriate FAA Air Traffic Organization (ATO) Planning & Requirements office for any project that requires temporary shutdown of a facility.

If you have questions regarding your responsibilities during construction, please call me at (406) 441-5244.

Sincerely,

**KEVIN P
JAGODA**

Kevin Jagoda,
Project Manager
Helena ADO

Digitally signed by KEVIN P
JAGODA
Date: 2024.05.07 08:52:27
-06'00'



April 5, 2024

Dave Schuck
Airport Manager
Priest River Airport, Bonner County
1500 Highway 2, Suite 308
Sandpoint, ID 86864

SUBJECT: Construct Apron and Taxilane C
FAA AIP Project 3-16-0058-016-2024
Engineer's Recommendation of Award

Dear Dave:

As specified, sealed bids received by 11:00 a.m. on April 3, 2024, were publicly opened and read aloud. Five (5) bids were received for the project. We have reviewed all bids that were submitted. A detailed bid tabulation is enclosed for your review. The following table is a summary of bids received:

<u>Contractor</u>	<u>Bid</u>
Simco Development Group	\$907,590.00
J7 Contracting, Inc.	\$704,858.75
Sonray Enterprises, LLC	\$754,245.00
Selland Construction, Inc.	\$867,397.00
Razz Construction, Inc.	\$876,358.75
Engineer's Estimate	\$687,085.00

The project was bid under two (2) separate bid schedules:

Schedule A – Construct Apron

Schedule B – Construct Taxilane C and C2

Based on these results J7 Contracting, Inc. is the low bidder. The bid received from J7 Contracting, Inc. did not contain any irregularities.



The bid from J7 Contracting, Inc. is 2.5% above the engineer's estimate and is considered fair and reasonable. It is our recommendation that the total bid amount of \$704,858.75 be awarded to J7 Contracting as the low, responsive bidder. This award should be made contingent upon receipt of the FAA AIP grant funds.

It is noted that the other bids received contained the following irregularities:

Selland Construction, Inc. Bid:

- Joint Venture Statement form incomplete.

J7 Contracting has committed to 0.03% DBE utilization.

Should you have any questions, contact us at your convenience.

Sincerely,

Corrie Esvelt-Siefford, P.E.
Airport Project Manager

Attachments: Construct Apron and Taxilane C Bid Tabulation

BID TABULATION

PROJECT: CONSTRUCT APRON & TAXILANE C

OWNER: BONNER COUNTY, IDAHO

PROJECT NO: 3-16-0058-016-2024

ENGINEER: ARDURRA

BID OPENING: 11:00am, Wednesday, April 3rd, 2024

LOCATION: Office of the BOCC, 1500 HWY 2, Suite 308, Sandpoint, ID 83864

ITEM	Simco Development Group	J7 Contracting, Inc.	Sonray Enterprises, LLC.	Selland Construction, Inc.	Razz Construction, Inc.	Engineer's Estimate
Bid Schedule A - Construct Apron	\$452,720.00	\$267,445.75	\$291,400.00	\$329,312.00	\$292,887.50	\$206,725.00
Bid Schedule B - Construct Taxilane C & C2	\$454,870.00	\$437,413.00	\$462,845.00	\$538,085.00	\$583,471.25	\$480,360.00
TOTAL BID PROPOSAL	\$ 907,590.00	\$ 704,858.75	\$ 754,245.00	\$ 867,397.00	\$ 876,358.75	\$ 687,085.00
Bid Form	✓	✓	✓	✓	✓	
Bid Schedules	✓	✓	✓	✓	✓	
Supplemental Equipment Rate Schedule	✓	✓	✓	✓	✓	
Designation of Subcontractors and Suppliers	✓	✓	✓	✓	✓	
Non-Collusion Affidavit	✓	✓	✓	✓	✓	
Joint Venture Statement	N/A	N/A	N/A	Incomplete	N/A	
Disadvantaged Business Enterprise Utilization	✓	✓	✓	✓	✓	
Letter of Intent	N/A	✓	N/A	✓	N/A	
Certification of Buy American Compliance for Manufactured Products	✓	✓	✓	✓	✓	
Certification of Nonsegregated Facilities	✓	✓	✓	✓	✓	
Certification of Offerer/Bidder Regarding Tax Delinquency and Felony Convictions	✓	✓	✓	✓	✓	
Bidders List Information	✓	✓	✓	✓	✓	
Bid Bond	✓	✓	✓	✓	✓	
Addendum No. 1 Acknowledged	Yes	Yes	Yes	Yes	Yes	
Addendum No. 2 Acknowledged	Yes	Yes	Yes	Yes	Yes	
Responsive	Yes	Yes	Yes	No	Yes	

Note: Items highlighted in green represent corrected amounts based on a review of bids.

Disclaimer: Bid tabulation is considered preliminary and subject change until the Board officially awards contract to the low, responsive bidder.

Posted by: Corrie Esvelt-Siefford, P.E.

Date Posted: 04/05/24

PROJECT: CONSTRUCT APRON & TAXILANE C
OWNER: BONNER COUNTY, IDAHO
PROJECT NO: 3-16-0058-016-2024
BID SCHEDULE A: Construct Apron

ITEM	DESCRIPTION	Estimated Quantity	Unit Measure	Simco Development Group		J7 Contracting, Inc.		Sonray Enterprises, LLC.		Seland Construction, Inc.		Razz Construction, Inc.		ENGINEER'S ESTIMATE	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
A-1	Item C-105.1 Mobilization (10% Maximum)	1	L.S.	\$45,000.00	\$45,000.00	\$27,000.00	\$27,000.00	\$29,000.00	\$29,000.00	\$32,000.00	\$32,000.00	\$28,000.00	\$28,000.00	\$20,000.00	\$20,000.00
A-2	Safety Compliance (Specification 013523)	1	L.S.	\$22,900.00	\$22,900.00	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$24,000.00	\$24,000.00	\$12,500.00	\$12,500.00	\$1,000.00	\$1,000.00
A-3	Item C-100 Contractor Quality Control Program (CQCP)	1	L.S.	\$77,000.00	\$77,000.00	\$22,000.00	\$22,000.00	\$10,000.00	\$10,000.00	\$20,000.00	\$20,000.00	\$7,500.00	\$7,500.00	\$10,000.00	\$10,000.00
A-4	Contractor Surveys (Specification 017123)	1	L.S.	\$16,600.00	\$16,600.00	\$11,212.00	\$11,212.00	\$10,000.00	\$10,000.00	\$25,000.00	\$25,000.00	\$8,000.00	\$8,000.00	\$10,000.00	\$10,000.00
A-5	Dust Control (Specification 015600)	1	L.S.	\$25,600.00	\$25,600.00	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$20,000.00	\$20,000.00	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00
A-6	Item C-102 Temporary Air and Water Pollution, Soil Erosion, & Siltation Control														
	A) 102-5.1a Installation and removal of fiber roll (wattle)	30	L.F.	\$33.00	\$990.00	\$7.00	\$210.00	\$100.00	\$3,000.00	\$8.00	\$240.00	\$200.00	\$6,000.00	\$10.00	\$300.00
	B) 102-5.1b Installation of Concrete Waste Management	1	EA	\$3,200.00	\$3,200.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$3,000.00	\$3,000.00	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00
	C) 102-5.1c Installation of Stabilized Construction Entrance	1	EA	\$5,100.00	\$5,100.00	\$5,000.00	\$5,000.00	\$6,000.00	\$6,000.00	\$4,000.00	\$4,000.00	\$5,000.00	\$5,000.00	\$1,500.00	\$1,500.00
	D) 102-5.1d Installation of Inlet Protection	7	EA	\$150.00	\$1,050.00	\$300.00	\$2,100.00	\$100.00	\$700.00	\$250.00	\$1,750.00	\$250.00	\$1,750.00	\$200.00	\$1,400.00
	E) 102-5.2 SWPPP Implementation	1	L.S.	\$5,700.00	\$5,700.00	\$7,500.00	\$7,500.00	\$1,500.00	\$1,500.00	\$14,000.00	\$14,000.00	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00
A-7	Item P-101-5.1 Pavement Removal	10	S.Y.	\$106.00	\$1,060.00	\$20.00	\$200.00	\$100.00	\$1,000.00	\$180.00	\$1,800.00	\$100.00	\$1,000.00	\$50.00	\$500.00
A-8	Item P-151-4.2 Clearing and Grubbing	1	L.S.	\$7,300.00	\$7,300.00	\$20,000.00	\$20,000.00	\$16,000.00	\$16,000.00	\$10,000.00	\$10,000.00	\$20,000.00	\$20,000.00	\$10,000.00	\$10,000.00
A-9	Item P-152 Excavation, Subgrade and Embankment														
	A) 152-4.1a Unclassified Excavation, Offsite Disposal	350	C.Y.	\$20.00	\$7,000.00	\$32.00	\$11,200.00	\$72.00	\$25,200.00	\$18.00	\$6,300.00	\$23.50	\$8,225.00	\$50.00	\$17,500.00
	B) 152-4.2 Embankment In-Place	475	C.Y.	\$19.00	\$9,025.00	\$23.00	\$10,925.00	\$16.00	\$7,600.00	\$32.00	\$15,200.00	\$10.00	\$4,750.00	\$20.00	\$9,500.00
A-10	Item P-154-5.1 Subbase Course	290	C.Y.	\$73.00	\$21,170.00	\$32.00	\$9,280.00	\$56.00	\$16,240.00	\$78.00	\$22,620.00	\$71.50	\$20,735.00	\$50.00	\$14,500.00
A-11	Item P-208-5.1 Aggregate Base Course	245	C.Y.	\$149.00	\$36,505.00	\$35.00	\$8,575.00	\$68.00	\$16,660.00	\$100.00	\$24,500.00	\$71.50	\$17,517.50	\$60.00	\$14,700.00
A-12	Item P-403-8.1 Asphalt Mixture Surface Course	290	Ton	\$380.00	\$110,200.00	\$216.00	\$62,640.00	\$220.00	\$63,800.00	\$200.00	\$58,000.00	\$320.00	\$92,800.00	\$175.00	\$50,750.00
A-13	Item 323315 Install Tie-Down Anchors	3	EA	\$2,400.00	\$7,200.00	\$4,000.00	\$12,000.00	\$1,200.00	\$3,600.00	\$2,850.00	\$8,550.00	\$1,000.00	\$3,000.00	\$1,500.00	\$4,500.00
A-14	Item D-751 Manholes, Catch Basins, Inlets and Drywells														
	A) D-751-5.3 Drywell - Cone	2	EA	\$3,200.00	\$6,400.00	\$4,000.00	\$8,000.00	\$5,800.00	\$11,600.00	\$2,240.00	\$4,480.00	\$2,300.00	\$4,600.00	\$1,200.00	\$2,400.00
	B) D-751-5.3 Drywell - Single Barrel	2	EA	\$5,400.00	\$10,800.00	\$7,000.00	\$14,000.00	\$5,800.00	\$11,600.00	\$4,140.00	\$8,280.00	\$6,800.00	\$13,600.00	\$3,000.00	\$6,000.00
A-15	Item P-620 Runway and Taxiway Marking														
	A) 620-5.1 Marking (Yellow)	125	S.F.	\$7.00	\$875.00	\$5.75	\$718.75	\$5.00	\$625.00	\$5.50	\$687.50	\$5.00	\$625.00	\$4.00	\$500.00
	B) 620-5.2 Reflective Media - (Type I, Gradation A)	1	L.S.	\$300.00	\$300.00	\$17.25	\$17.25	\$200.00	\$200.00	\$17.00	\$17.00	\$220.00	\$220.00	\$500.00	\$500.00
	C) 620-5.3 Temporary Marking (Yellow)	125	S.F.	\$7.00	\$875.00	\$5.75	\$718.75	\$5.00	\$625.00	\$5.50	\$687.50	\$5.00	\$625.00	\$4.00	\$500.00
A-16	Item F-162 Chain-Link Fence														
	A) 162-5.1 Chain Link Fence	45	L.F.	\$113.00	\$5,085.00	\$166.00	\$7,470.00	\$150.00	\$6,750.00	\$165.00	\$7,425.00	\$52.00	\$2,340.00	\$80.00	\$3,600.00
	B) 162-5.2 Vehicle Gate, 20' Manual Roller	1	EA	\$5,110.00	\$5,110.00	\$3,000.00	\$3,000.00	\$6,500.00	\$6,500.00	\$2,800.00	\$2,800.00	\$5,700.00	\$5,700.00	\$7,000.00	\$7,000.00
A-17	Item 125-5.1 L-853 Reflective Taxiway Edge Marker	10	EA	\$355.00	\$3,550.00	\$250.00	\$2,500.00	\$120.00	\$1,200.00	\$300.00	\$3,000.00	\$175.00	\$1,750.00	\$120.00	\$1,200.00
A-18	Item T-905-5.1 Topsoil Obtained On Site and Removed from Stockpile	375	C.Y.	\$23.00	\$8,625.00	\$16.00	\$5,625.00	\$20.00	\$7,500.00	\$14.60	\$5,475.00	\$30.00	\$11,250.00	\$25.00	\$9,375.00
A-19	Item T-901-5.1 Seeding	1	Acre	\$5,800.00	\$5,800.00	\$1,777.00	\$1,777.00	\$4,000.00	\$4,000.00	\$3,750.00	\$3,750.00	\$1,900.00	\$1,900.00	\$2,500.00	\$2,500.00
A-20	Item T-908-5.1 Mulching	1	Acre	\$2,700.00	\$2,700.00	\$1,777.00	\$1,777.00	\$8,000.00	\$8,000.00	\$1,750.00	\$1,750.00	\$5,000.00	\$5,000.00	\$1,500.00	\$1,500.00
TOTAL BID SCHEDULE A					\$452,720.00		\$267,445.75		\$291,400.00		\$329,312.00		\$292,887.50		\$206,725.00

PROJECT: CONSTRUCT APRON & TAXILANE C
OWNER: BONNER COUNTY, IDAHO
PROJECT NO: 3-16-0058-016-2024
BID SCHEDULE B: Construct Taxiway C

ITEM	DESCRIPTION	Estimated Quantity	Unit Measure	Simco Development Group		J7 Contracting, Inc.		Sonrey Enterprises, LLC.		Seiland Construction, Inc.		Razz Construction, Inc.		ENGINEER'S ESTIMATE	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
B-1	Item C-105.1 Mobilization (10% Maximum)	1	L.S.	\$35,000.00	\$35,000.00	\$20,000.00	\$20,000.00	\$25,000.00	\$25,000.00	\$50,000.00	\$50,000.00	\$58,000.00	\$58,000.00	\$45,000.00	\$45,000.00
B-2	Safety Compliance (Specification 013523)	1	L.S.	\$3,100.00	\$3,100.00	\$2,500.00	\$2,500.00	\$4,500.00	\$4,500.00	\$17,000.00	\$17,000.00	\$7,500.00	\$7,500.00	\$5,000.00	\$5,000.00
B-3	Item C-100 Contractor Quality Control Program (CQCP)	1	L.S.	\$48,500.00	\$48,500.00	\$5,000.00	\$5,000.00	\$4,500.00	\$4,500.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$15,000.00	\$15,000.00
B-4	Contractor Surveys (Specification 017123)	1	L.S.	\$27,400.00	\$27,400.00	\$21,677.00	\$21,677.00	\$5,000.00	\$5,000.00	\$39,915.00	\$39,915.00	\$14,000.00	\$14,000.00	\$10,000.00	\$10,000.00
B-5	Dust Control (Specification 015600)	1	L.S.	\$19,500.00	\$19,500.00	\$5,000.00	\$5,000.00	\$4,500.00	\$4,500.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$5,000.00	\$5,000.00
B-6	Item C-102 Temporary Air and Water Pollution, Soil Erosion, & Siltation Control														
	A) 102-5.1a Installation and removal of fiber roll (wattle)	1,620	L.F.	\$4.00	\$6,480.00	\$7.00	\$11,340.00	\$3.00	\$4,860.00	\$7.00	\$11,340.00	\$7.00	\$11,340.00	\$5.00	\$8,100.00
	B) 102-5.1d Installation of Inlet Protection	3	EA	\$120.00	\$360.00	\$300.00	\$900.00	\$100.00	\$300.00	\$250.00	\$750.00	\$250.00	\$750.00	\$200.00	\$600.00
	C) 102-5.2 SWPPP Implementation	1	L.S.	\$1,500.00	\$1,500.00	\$2,500.00	\$2,500.00	\$1,500.00	\$1,500.00	\$11,000.00	\$11,000.00	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00
B-7	Item 015515 Construct Gravel Haul Road	1,730	S.Y.	\$13.00	\$22,490.00	\$25.00	\$43,250.00	\$18.00	\$31,140.00	\$13.00	\$22,490.00	\$13.50	\$23,355.00	\$15.00	\$25,950.00
B-8	Item P-151-4.1 Clearing and Grubbing														
	A) P-151-4.1 Clearing	1	L.S.	\$13,100.00	\$13,100.00	\$15,000.00	\$15,000.00	\$16,500.00	\$16,500.00	\$18,000.00	\$18,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
	B) P-151-4.2 Clearing and Grubbing	1	L.S.	\$17,600.00	\$17,600.00	\$16,000.00	\$16,000.00	\$1,500.00	\$1,500.00	\$22,000.00	\$22,000.00	\$2,500.00	\$2,500.00	\$20,000.00	\$20,000.00
B-9	Item P-152 Excavation, Subgrade and Embankment														
	A) 152-4.1a Unclassified Excavation, Offsite Disposal	6,200	C.Y.	\$10.00	\$62,000.00	\$22.00	\$136,400.00	\$22.00	\$136,400.00	\$15.00	\$93,000.00	\$28.00	\$173,600.00	\$25.00	\$155,000.00
	B) 152-4.1b Muck Excavation, Offsite Disposal	100	C.Y.	\$24.00	\$2,400.00	\$25.00	\$2,500.00	\$33.00	\$3,300.00	\$30.00	\$3,000.00	\$30.00	\$3,000.00	\$100.00	\$10,000.00
	C) 152-4.2 Embankment, In-Place	325	C.Y.	\$13.00	\$4,225.00	\$25.00	\$8,125.00	\$86.00	\$27,950.00	\$60.00	\$19,500.00	\$15.00	\$4,875.00	\$20.00	\$6,500.00
B-10	Item P-154 Subbase Course														
	A) P-154-5.1 Subbase Course	830	C.Y.	\$48.00	\$39,840.00	\$35.00	\$29,050.00	\$58.00	\$48,140.00	\$75.00	\$62,250.00	\$71.50	\$59,345.00	\$50.00	\$41,500.00
	B) P-154-5.2 Geogrid	1,385	S.Y.	\$5.00	\$6,925.00	\$3.00	\$4,155.00	\$5.00	\$6,925.00	\$3.00	\$4,155.00	\$3.25	\$4,501.25	\$10.00	\$13,850.00
B-11	Item P-208-5.1 Aggregate Base Course	250	C.Y.	\$125.00	\$31,250.00	\$35.00	\$8,750.00	\$67.00	\$16,750.00	\$105.00	\$26,250.00	\$71.50	\$17,875.00	\$60.00	\$15,000.00
B-12	Item P-403-8.1 Asphalt Mixture Surface Course	280	Ton	\$255.00	\$71,400.00	\$218.00	\$61,040.00	\$225.00	\$63,000.00	\$200.00	\$56,000.00	\$325.00	\$91,000.00	\$175.00	\$49,000.00
B-13	Item D-751-5.3 Inlet or Drywell- Single Barrel	3	EA	\$3,700.00	\$11,100.00	\$5,000.00	\$15,000.00	\$5,800.00	\$17,400.00	\$4,140.00	\$12,420.00	\$6,800.00	\$20,400.00	\$3,000.00	\$9,000.00
B-14	Item P-620 Runway and Taxiway Marking														
	A) 620-5.1 Marking (Yellow)	320	S.F.	\$5.00	\$1,600.00	\$5.75	\$1,840.00	\$5.00	\$1,600.00	\$5.50	\$1,760.00	\$5.00	\$1,600.00	\$4.00	\$1,280.00
	B) 620-5.2 Reflective Media - (Type I, Gradation A)	1	L.S.	\$300.00	\$300.00	\$46.00	\$46.00	\$300.00	\$300.00	\$45.00	\$45.00	\$300.00	\$300.00	\$500.00	\$500.00
	C) 620-5.3 Temporary Marking (Yellow)	320	S.F.	\$5.00	\$1,600.00	\$5.75	\$1,840.00	\$5.00	\$1,600.00	\$5.50	\$1,760.00	\$5.00	\$1,600.00	\$4.00	\$1,280.00
B-15	Item 110-5.1 Non-Encased, Electrical Duct Bank, 3-2" PVC Sch. 40	50	L.F.	\$50.00	\$2,500.00	\$50.00	\$2,500.00	\$72.00	\$3,600.00	\$27.00	\$1,350.00	\$35.00	\$1,750.00	\$80.00	\$4,000.00
B-16	Item T-905-5.1 Topsoil Obtained On Site and Removed from Stockpile	800	C.Y.	\$13.00	\$10,400.00	\$15.00	\$12,000.00	\$13.00	\$10,400.00	\$15.00	\$12,000.00	\$30.00	\$24,000.00	\$25.00	\$20,000.00
B-17	Item T-901-5.1 Seeding	2.2	Acre	\$4,400.00	\$9,680.00	\$2,500.00	\$5,500.00	\$3,900.00	\$8,580.00	\$3,750.00	\$8,250.00	\$1,900.00	\$4,180.00	\$2,500.00	\$5,500.00
B-18	Item T-908-5.1 Mulching	2.2	Acre	\$2,100.00	\$4,620.00	\$2,500.00	\$5,500.00	\$8,000.00	\$17,600.00	\$1,750.00	\$3,850.00	\$5,000.00	\$11,000.00	\$1,500.00	\$3,300.00
TOTAL BID SCHEDULE B					\$454,870.00		\$437,413.00		\$462,845.00		\$538,085.00		\$583,471.25		\$480,360.00



AIRPORTS

Manager: Dave Schuck
Dave.Schuck@BonnerCountyID.gov
208-255-9179

Airport Item
#4

Meeting Date: June 4, 2024

MEMORANDUM

To: Commissioners

Re: ARDURRA Work Order 1S6 24-002 Priest River Airport Layout Plan (ALP) Update Narrative Report Services

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

Professional services shall be provided during all elements of the Project. Professional services anticipated include services necessary to accomplish the following: project formulation and administration, public involvement, existing conditions and forecast, facility requirements, alternatives development and environmental considerations, implementation and financial analysis, and final documentation.

Fees for this project will up to a not to exceed amount of \$210,015. A detailed fee proposal, dated January 1, 2024, is attached to the work order.

This work will be in support of an FAA Grant applied for earlier this year and is contingent upon acceptance of that grant by Bonner County. Once accepted that grant will pay for 95% of these costs requiring a county match of \$10,500.

I recommend entering into this engineering services agreement.

Legal Review: X (standard work order)

Auditing Review: X

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

A suggested motion would be: Mr. Chairman based on the information before us I move that we enter into this engineering services agreement in support of the recent grant application and that the chairman sign administratively.

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



WORK ORDER 1S6 24-002 PRIEST RIVER AIRPORT (1S6) BONNER COUNTY, IDAHO AIRPORT LAYOUT PLAN (ALP) UPDATE NARRATIVE REPORT SERVICES

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

SCOPE OF WORK

The Scope of Work, dated January 8, 2024, for this effort, is attached as Exhibit A. The document describes the anticipated work effort and schedule in detail.

FEES

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

➤ Tasks 1-7 (Lump Sum)	\$208,300.00
➤ Expenses (Lump Sum)	\$1,715.00
➤ Work Order Fee Total:	\$210,015.00

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

IN WITNESS WHEREOF, Owner and Engineer have made and executed this WORK ORDER 1S6 24-002 as part of the Professional Services Master Agreement the day and year first above written.

FOR: Bonner County, Idaho

By: Luke Omodt

Title: Chairman, Board of County Commissioners

Date: _____

FOR: Ardurra Group, Inc.

By: Jared Norton, P.E.

Title: Practice Director

Date: May 20, 2024

Digitally signed by Jared Norton
DN: C=US, E=jnorton@ardurra.com,
O="Ardurra Group, Inc.", CN=Jared Norton
Date: 2024.05.20 12:23:50-06'00'



Work Order 1S6 24-002 Exhibit A – Scope of Work Priest River Airport, Bonner County, Idaho Airport Layout Plan (ALP) Update Narrative Report

INTRODUCTION

The Priest River Airport (1S6, or Airport) is owned by Bonner County (County, Owner, or Sponsor), Idaho, located in North Idaho. The airport is part of the National Plan of Integrated Airport Systems (NPIAS). This Scope of Work describes the professional services to be provided by Ardurra (Consultant) in support of the development of an Airport Layout Plan (ALP) Update Narrative Report (Project). The Sponsor, with support from the FAA - Helena Airports District Office, will develop this Project to address key issues, objectives, and goals pertinent to the airport's future viability and development.

The current Master Plan was completed in 2016 by T-O Engineers and the ALP was approved in 2017. The Project will be prepared in accordance with current Federal regulations, policy, and guidance. The primary goal of this Project is to identify runway alternatives based on the outcome of an AGIS survey and obstruction analysis to be completed in parallel with this Project under Work Order 1S6 23-002. A plan to implement the preferred runway alternative will be developed.

As part of the scoping efforts, the Consultant conducted a meeting with the Sponsor and FAA to discuss goals and objectives of the Project, available data, general elements of the planning process, specific issues to be studied, and general project timelines. Based on this meeting and subsequent coordination, specific areas of emphasis for this planning effort include:

- **Data Collection** - To the extent possible, Consultant will review existing and relevant information to ensure the most efficient and cost-effective approach to the study process.
- **Aviation Activity Forecast** – Forecasts of aviation activity will include short- (1-5 year), mid- (6-10 year), and long-term (11-20 year) forecasts of aviation activity including types and frequency of aircraft operations at the Airport. The forecasts are a primary basis of facility requirements to meet aviation demand at the Airport over the 20-year planning period.
- **Airfield Requirements and Alternatives Development** – Pending the outcome of the forecast, AGIS, and obstruction survey, runway and taxiway requirements will be developed with a focus on runway end siting, assuming a visual runway only (no future instrument approach procedures). Realistic alternatives will be developed and reviewed with the Sponsor, FAA, and interested stakeholders.
- **Public Outreach** – The public outreach program is a critical element of this planning study. A program that is consistent with the needs of the Sponsor and the users of the Airport will be developed. An advisory committee consisting of relevant stakeholders will be created for this Project. A public outreach list was created for Phase 1 of the Environmental Assessment project completed under AIP 3-16-0058-012-2021 for the Airport. This list will be reviewed to determine appropriate stakeholders to include as part of this Project advisory committee.
- **Capital Improvement and Funding/Financial Plans** – The Consultant will develop a realistic Capital Improvement Program (CIP) and funding plan for the Airport that will provide the basis for future



federal, state, and local government investment in the airport.

- **ALP Narrative Report** – The Consultant will prepare an ALP narrative report to support updated ALP sheets completed under Work Order 1S6 23-002. The narrative report will be prepared in accordance with agency guidance including but not limited to the following:

FAA/Federal Aviation Regulations

- FAA Standard Operating Procedures (SOPs) 2.00 - Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs)
- FAA Advisory Circulars (AC):
 - AC 150/5070-6B Change 2, Master Plans
 - AC 150/5300-13B, Airport Design
 - AC 150/5060-5, Airport Capacity and Delay
 - AC 150/5325-4B, Runway Length Requirements for Airport Design
- 14 CFR Part 77, Safe, Efficient Use, and Preservation of the Navigable Airspace
- FAA Order 5100.38D, AIP handbook
- FAA Order 1050.1F, Environmental Impacts: Policies and Procedures
- FAA Order 5050.4B, National Environmental Policy Act (NEPA) Implementing Instructions for Airports
- Other applicable Advisory Circulars (ACs) and changes, FAA Orders and Federal Aviation Regulations (FARs).

AVAILABLE INFORMATION:

- 2016 Airport Master Plan (T-O Engineers)
- 2017 Airport Layout Plan (T-O Engineers)
- 2020 Idaho Airport System Plan Update
- 2022 Phase 1 of the Environmental Assessment project (Ardurra)
- Previous and ongoing projects managed by Ardurra at the Airport

Items not included in this Scope of Work, but may be conducted during follow-up planning studies using data and conclusions from this Project include:

- Instrument approach analysis and development. AGIS data may be used in the future development of an instrument approach procedure.
- Future land use planning and zoning language. This Project will identify existing land use planning and zoning policies only.
- Updates to the Exhibit A that require survey and title search.
- Landside facility requirements and alternatives. This Project will focus on the airside elements only – runway and taxiway requirements with an emphasis on runway end siting.
- AGIS. The AGIS element is being conducted in parallel to this Project under Work Order 1S6 23-002.
- ALP Sheet Updates. Updates to the ALP sheets will be completed under Work Order 1S6 23-002 and incorporated into this Project.



SCOPE OF PROFESSIONAL SERVICES

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

- Task 1 – Project Formulation and Administration
- Task 2 – Public Involvement
- Task 3 – Existing Conditions and Forecast
- Task 4 – Facility Requirements
- Task 5 – Alternatives Development and Environmental Considerations
- Task 6 – Implementation and Financial Analysis
- Task 7 – Final Documentation

TASK 1 – PROJECT FORMULATION AND ADMINISTRATION

- 1.1 Pre-Scoping Meeting and Study Design
Organize and participate in a pre-scoping meeting with the Airport, Sponsor, and FAA to discuss project requirements and expectations.
- 1.2 Scope of Work (SOW)
Consultant will prepare a SOW based on FAA guidance from FAA Advisory Circular (AC) 150/5100-14E, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*, and AC 150/5070-6B, *Airport Master Plans*. The draft SOW will be submitted to the Sponsor and FAA for review and comment. Consultant will incorporate revisions to the draft SOW based on comments received from the FAA and Sponsor. Two (2) SOW revisions are included.
- 1.3 IFE Coordination
Provide the SOW and a blank cost proposal spreadsheet to the Sponsor. This information will be used in obtaining an Independent Fee Estimate from a third-party airport engineering and/or planning consultant. One (1) teleconference is included to describe and discuss the project scope.
- 1.4 Fee Estimate and Schedule
The Consultant will prepare a preliminary project schedule and fee estimate. The Fee Estimate shall include a detailed cost proposal based on estimates of professional service labor hours, loaded hourly rates, subconsultants fees, and reimbursable expenses.
- 1.5 Project Work Order
Consultant will draft the Project Work Order for FAA and Sponsor review and approval. One (1) revision to each document is included.
- 1.6 Project Management and Coordination
This element will provide appropriate direction and project management for the development of the Project throughout the duration of the Project. Primary work efforts under this element include proper and timely communication and coordination between the Consultant and other



planning team members as necessary. Project management tasks will take place throughout the 18-month duration of the Project.

1.7 FAA and Idaho Transportation Department (ITD) Grant Applications

Consultant will prepare one FAA grant application and one ITD grant application for Sponsor review and signature. One (1) revision of each is included. Consultant will submit each completed and signed grant application to the FAA and ITD. This application will include the following:

- SF-424 Application for Federal Assistance
- 5100-100 Application for Development Projects (Parts II-IV)
- CIP Data Sheet
- Standard DOT Title VI Assurances
- Certifications for Contracts, Grants, Loans and Coop. Agreements
- Title VI Pre-Award Sponsor Checklist
- FAA ACs Req. for Use in AIP Funded and PFC Approved Projects
- Grant Assurances Airport Sponsors
- Sponsor Certifications

1.8 Requests for Reimbursement (RFR)

Consultant will issue monthly invoices for services rendered. Consultant will prepare FAA Invoicing Summary Sheet, Form 271, and supporting documentation for Sponsor's reimbursement of eligible expenses incurred. Upon approval, the Sponsor will submit the completed forms and supporting documentation to the FAA for reimbursement. It is estimated there will be 18 RFRs for expenses incurred. Sponsor shall submit RFRs to the FAA within 30 days of the date of the Consultant's invoice and endeavor to receive reimbursement from the FAA promptly. The Sponsor shall release payment to the Consultant within 20 days after receipt of FAA reimbursement.

1.9 Quarterly Performance Reports

Consultant will prepare and submit a performance report to the FAA for each federal fiscal quarter the grant is active. Six (6) Quarterly Performance Reports are anticipated throughout the life of the project.

1.10 Federal Financial Reports

Consultant will assist the Sponsor in submitting an annual report of grant financial activity using Standard Forms SF-270 and SF-425, Federal Financial Report. Pursuant to FAA Order 5100.38, this report will be submitted no less than 90 working days after the end of each fiscal year and a final report at grant closeout. It is anticipated Federal Financial Reports will be submitted for two (2) fiscal years during this Project.

1.11 Federal Disadvantage Business Enterprise (DBE) Annual Reporting

Prepare and submit annual Part 26 DBE Achievement report for FY 2024 and 2025. This will include evaluating actual DBE participation and preparation of required forms and reports. Report to be submitted electronically through the DBE-Civil Rights Connect Website.



- 1.12 Coordination with Subconsultants
No subconsultants are anticipated to be used during this Project.

TASK 2 – PUBLIC INVOLVEMENT

2.1 Public Meetings

Two (2) public meetings are planned. All interested parties will be welcome to attend these public meetings. Consultant will attend and conduct all meetings. Meetings will be conducted in an open house format. Consultant anticipates sending three (3) staff members to each meeting: one project manager and two aviation planners. Travel costs for the Consultant staff will be based on round trips from the Consultant's Coeur d'Alene office for all three staff. One aviation planner will travel to the Consultant's Coeur d'Alene office from the Consultant's Wenatchee office. All public meetings are expected to occur in Priest River at a suitable location chosen by the Sponsor. The Consultant will prepare and make copies of meeting materials, including agendas, notices, handouts, poster boards, and sign in sheets. Public meetings are planned to occur at key Project milestones:

- Public Meeting #1: Completion of Existing Conditions, Forecast, and Facility Requirements.
- Public Meeting #2: Presentation of the Draft Development Alternatives

2.2 Project Advisory Committee (PAC)

With assistance from the Consultant, the Sponsor will establish and select members for a Project Advisory Committee (PAC) to help facilitate public meetings, gather feedback, and provide guidance to the Consultant's efforts. The PAC should consist of local and regional stakeholders and community members who will provide local knowledge and expertise to the Project team. Consultant will assist the Sponsor in preparing for and facilitating these meetings. Two (2) PAC meetings are planned to occur one to two weeks prior to each public meeting. Each PAC meeting is expected to take one (1) hour and be conducted virtually.

2.3 Project Website

The Consultant will not be providing a dedicated Project website. Information, materials, and documentation relating to the Project will be provided by the Consultant to the Sponsor to be placed on the Sponsor's website. These materials will be supplied via pdf format. The Consultant will furnish the inclusions for the website and will work with the Sponsor to keep the information up to date. The Sponsor will use the existing page for the Airport on the Sponsor's website to post relevant Project information to the public, as needed.

TASK 3 – EXISTING CONDITIONS AND FORECAST

3.1 Airport Inventory

The airport facilities inventory includes compiling existing information about the airport from various sources, including prior studies. The Consultant will use the current ALP and Master Plan Report (2016, T-O Engineers) to establish a baseline inventory of airport facilities within the existing airport boundary. The Consultant will note any changes since 2016 via one (1) site visit and/or discussions with the Sponsor. Facilities to be included in the inventory update include runway, taxiways, taxilanes, hangars, parking areas, navigational aids, pavement markings, airfield lighting, airfield signage, pilot lounge, fencing, and gates.



3.2 Airport Land Use and Zoning

Consultant will review and document current land use and zoning policies for Priest River and Bonner County, as they relate to the Airport. Future land use and zoning recommendations are not included in this task.

3.3 Environmental Overview

The Consultant will conduct a desktop review of readily available sources to produce an inventory of environmental resources listed in the environmental impact categories from FAA Order 1050.1F, *Environmental Impacts: Policies and Procedures*. Relevant information and data obtained during Phase 1 of the Environmental Assessment project completed under AIP 3-16-0058-012-2021 will be used as much as possible during this environmental overview. No environmental surveys or site visits are planned for this task. Through the use of existing reports, maps, studies, environmental documents, the internet, the Airport's environmental setting and key environmental resources that may be affected by airport development will be briefly described. This data will be used to identify potential environmental requirements that may be required for recommended development projects.

3.4 Airfield Pavement

Consultant will review and document the current pavement inspection report completed by ITD as part of the 2020 Pavement Management Program Update. The Airport was surveyed in October of 2023 as part of an update to the pavement management program. If that data becomes available during this study, the most recent pavement data will be used.

3.5 Wind Data

The Airport does not have wind sensor equipment. For this Project, the wind rose from the 2016 Master Plan will be used.

3.6 Baseline Operations and Based Aircraft

Consultant will use the FAA Terminal Area Forecast (TAF), Airport Master Record, FAA Form 5010-1, FAA registered aircraft database, and information provided by the Sponsor to **establish a 2023 baseline of aircraft operations, based aircraft, and fleet mix**. Motion-activated cameras will be deployed at the Airport during the months of May and June 2024 to collect supplemental photo data. Three (3) site visits originating from the Consultant's Coeur d'Alene office are planned as part of the game camera deployment.

3.7 Forecast of Aviation Demand

Consultant will review and compare the forecast methodologies used by the 2016 Master Plan, the 2020 Idaho Airport System Plan Update (IASP), and FAA TAF, as applied to the Airport. Consultant will determine which methodology is the most appropriate for projecting aviation demand at the Airport through 2043 in increments of 5, 10, and 20 years. Operational projections will be broken down into air taxi, itinerant General Aviation (GA), itinerant military, local GA, local military, and total operations. Based aircraft projections will be broken down by total based aircraft and by fleet mix.

3.8 Critical Aircraft Determination

The existing critical aircraft is a Cessna 182, a A-I (small) aircraft as reported in the 2016 Master Plan. Consultant will determine if the critical aircraft needs to be updated based on the outcome



of the forecast. Critical aircraft determination will be based on regular use (500 annual operations) of the most demanding aircraft expected to use the Airport.

3.9 FAA Approval of Forecast

Consultant will submit the preferred forecast to the Sponsor and FAA for review and FAA approval via electronic PDF. One (1) revision to the forecast is planned based on feedback. Consultant will not proceed past Task 3 until the FAA has approved the forecast.

3.10 Deliverables and Quality Control Review

The Consultant will draft narrative Working Paper #1 (Existing Conditions) and Working Paper #2 (Forecast) in PDF format for the Sponsor and FAA to review. One (1) revision of each is planned based on Sponsor and FAA feedback. The Consultant will conduct in-house quality control reviews described in 7.1 prior to document submittals to the Sponsor and FAA.

TASK 4 – FACILITY REQUIREMENTS

4.1 Capacity Analysis

The Consultant intends to use the capacity analysis completed during the 2016 Master Plan for this Project.

4.2 Airfield Requirements

Consultant will compare the dimensional standards for the runway and taxiways contained in FAA AC 150/5300-13B, *Airport Design*, with the current dimensions of each, referencing the critical aircraft. A table listing all deviations from current FAA design standards will be provided in the report, including proposed disposition of the deviations. Disposition includes recommended development and/or recommended FAA approval of modification to standards.

4.3 Runway Length Recommendation

Consultant will determine recommended runway lengths using FAA AC/150-5325-4B, *Runway Length Requirements for Airport Design*.

4.4 Solid Waste and Recycling Plan

Consultant will prepare a Solid Waste and Recycling Plan as required by the FAA Modernization and Reform Act (FMRA) of 2012.

4.5 Deliverable and Quality Control Review

The Consultant will draft a narrative Working Paper #3 (Facility Requirements) in PDF format for the Sponsor and FAA to review. One (1) revision is planned based on Sponsor and FAA feedback. The Consultant will create a solid waste and recycling plan document in PDF format to be included as an appendix to the Project. The Consultant will conduct in-house quality control reviews described in 7.1 prior to document submittals to the Sponsor and FAA.

TASK 5 - ALTERNATIVES DEVELOPMENT AND ENVIRONMENTAL CONSIDERATIONS

5.1 Airfield Alternatives

Consultant will provide three (3) alternatives for how to meet future runway and taxiway requirements. Each alternative will address short- (5 years), medium- (10 years), and long-term (20 years) requirements.



5.2 Runway Protection Zone and Obstruction Analysis

Should it be determined that the runway threshold(s) needs to be relocated to meet aviation demand from the approved forecast, a Runway Protection Zone (RPZ) analysis will be completed under this task. Items included in the RPZ analysis will be a listing of obstructions and/or incompatible land uses within the proposed RPZ, a list of property ownership within the proposed RPZ, and three (3) alternatives that will describe:

- How to preclude the introduction of obstructions and/or incompatible land uses in the proposed RPZ.
- How to minimize the impact of introducing obstructions and/or incompatible land uses in the proposed RPZ.
- How to mitigate the risk to people and property by introducing obstructions and/or incompatible land uses in the RPZ.

A final report of the RPZ analysis will be included as an appendix to the Project.

5.3 Selection of Preferred Alternative

Consultant will meet with Sponsor and FAA to choose a preferred alternative following public and PAC input. Documentation will be included of the process leading up to and identify the alternatives that have been considered through various prior studies and the rationale for carrying alternatives forward while eliminating others.

5.4 Environmental Considerations

The Consultant will summarize the potential environmental impacts and provide recommendations to reduce or eliminate impacts for proposed development areas associated with the preferred alternative to comply with environmental regulations and to minimize potential impacts below significance levels. The Consultant will generate future noise contours associated with forecast aviation activity and the preferred alternative using the Aviation Environmental Design Tool (AEDT). The 65 DNL noise contour will be displayed on the ALP Land Use drawing sheet completed under Work Order 156 23-002.

5.5 Deliverable and Quality Control Review

The Consultant will draft a narrative Working Paper #4 (Alternatives and Environmental Considerations) in PDF format for the Sponsor and FAA to review. One (1) revision is planned based on Sponsor and FAA feedback. The Consultant will conduct in-house quality control reviews described in 7.1 prior to document submittals to the Sponsor and FAA.

TASK 6 – IMPLEMENTATION AND FINANCIAL ANALYSIS

6.1 Implementation Plan

Consultant will create a phasing schedule and cost estimates for implementing the preferred alternative over 20 years. The phasing plan will incorporate any existing projects listed in the Airport's Capital Improvement Plan (ACIP) at the start of this Project.

6.2 Financial Feasibility

Consultant will review data from annual airport budgets from 2019 – 2023, the current airport fee schedule, and grant history. Sponsor will provide annual budgets and financial projections to the Consultant. Potential federal, state, and local funding sources will be identified.



6.3 Deliverable and Quality Control Review

The Consultant will draft a narrative Working Paper #5 (Implementation Plan and Financial Feasibility) in PDF format for the Sponsor and FAA to review. One (1) revision is planned based on Sponsor and FAA feedback. The Consultant will conduct in-house quality control reviews described in 7.1 prior to document submittals to the Sponsor and FAA.

TASK 7 – FINAL DOCUMENTATION

7.1 Quality Assurance/Quality Control (QA/QC)

As part of the Consultant's documented Standard Operating Procedure, internal QA/QC procedures will be followed prior to submitting the narrative report for external review. Consultant will conform to the currently approved FAA advisory circulars, excluding draft circulars, and supporting guidance published at the time of the approved Project agreement.

A peer review will be performed on the narrative report as part of the QA/QC procedures. Another planner employed by the Consultant with equivalent or greater experience, but not directly associated with the Project will review the entire narrative report to ensure the document meets the quality requirements of the organization.

7.2 Hardcopy Documents

Final hardcopies of the narrative report will be made available to the Sponsor and FAA, and will be delivered as follows:

- Sponsor: One (1) copy of the final ALPU narrative report.
- FAA-Helena ADO: One (1) copy of the final ALPU narrative report.

7.3 Electronic Files

The Sponsor, FAA, and ITD will receive one (1) electronic copy in PDF format of the final ALPU narrative report.

Anticipated Project Schedule (following contract execution)

Task	Estimate after Contract Execution (months)
1. Project Formulation and Administration	Ongoing
2. Public Involvement	Ongoing
3. Existing Conditions and Forecast	4 months
4. Facility Requirements	6 months
5. Alternatives Development	12 months
6. Implementation and Financial Analysis	14 months
7. Final Documents	18 months

End of Scope

Consultant Fee Worksheet Summary

Client: Priest River Airport, Idaho
 Project: Airport Layout Plan Narrative Report Work Order 1S6 24-002

Date: 1/8/2024
 Rev: Rev 0

LABOR:

TASK NO.	TASK (Scope of Services)	TOTAL HOURS	LABOR COST
1.0	PROJECT FORMULATION AND ADMINISTRATION	181	\$ 36,170
2.0	PUBLIC INVOLVEMENT	164	\$ 29,870
3.0	EXISTING CONDITIONS AND FORECAST	194	\$ 35,760
4.0	FACILITY REQUIREMENTS	111	\$ 21,120
5.0	ALTERNATIVES AND ENV. CONSIDERATIONS	268	\$ 49,730
6.0	IMPLEMENTATION AND FINANCIAL ANALYSIS	105	\$ 20,270
7.0	FINAL DOCUMENTATION	80	\$ 15,380
LUMP SUM LABOR FEE SUBTOTAL		1103	\$ 208,300
LUMP SUM EXPENSES SUBTOTAL			\$ 1,715
SUBCONSULTANT(S) SUBTOTAL			\$ -
TOTAL LUMP SUM FEE			\$ 210,015

Consultant Fee Worksheet (DETAILED)

Client: Priest River Airport, Idaho
Project: Airport Layout Plan Narrative Report Work Order 1S6 24-002

Date: 1/8/2024
Rev: Rev 0

TASK NO.	TASK	Principal \$310.00	Project Manger \$270.00	Senior Planner \$190.00	Staff Planner \$170.00	Staff Engineer \$150.00	Senior Enviro. Planner \$240.00	Enviro. Planner \$200.00	GIS/ALP Manager \$220.00	GIS/ALP Technician \$145.00	Technical Writer \$145.00	Project Coordinator \$110.00	Admin. Assistant \$100.00	TOTAL HOURS	LABOR COST
1	PROJECT FORMULATION AND ADMINISTRATION	4	47	84	24	0	0	0	0	0	0	0	22	181	\$ 36,170
1.1	Pre-Scoping Meeting and Study Design		1	2										3	\$ 650
1.2	Scope of Work	1	2	8										11	\$ 2,370
1.3	IFE Coordination		1	2										3	\$ 650
1.4	Fee Estimate and Schedule	1	4	12										17	\$ 3,670
1.5	Project Work Order	1	2	8									2	13	\$ 2,570
1.6	Project Management and Coordination	1	12	20									20	53	\$ 9,350
1.7	FAA and ITD Grant Applications		2	4	12									18	\$ 3,340
1.8	Requests for Reimbursement (RFR)		18	4										22	\$ 5,620
1.9	Quarterly Performance Reports		1		12									13	\$ 2,310
1.10	Federal Financial Reports		2	8										10	\$ 2,060
1.11	DBE Annual Reporting		2	16										18	\$ 3,580
1.12	Coordination with Subconsultants													0	\$ -
2	PUBLIC INVOLVEMENT	0	28	32	64	0	0	0	0	0	30	0	10	164	\$ 29,870
2.1	Public Meetings		20	20	40						20		10	110	\$ 19,900
2.2	Project Advisory Committee		8	12	20						10			50	\$ 9,290
2.3	Project Website				4									4	\$ 680
3	EXISTING CONDITIONS AND FORECAST	2	17	24	97	0	6	20	0	4	24	0	0	194	\$ 35,760
3.1	Airport Inventory		1	4	12					4	8			29	\$ 4,810
3.2	Airport Land Use and Zoning			1	4									5	\$ 870
3.3	Environmental Overview		2	2	8		2	20						34	\$ 6,760
3.4	Airfield Pavement				2									2	\$ 340
3.5	Wind Data				1									1	\$ 170
3.6	Baseline Operations and Based Aircraft		2	2	30									34	\$ 6,020
3.7	Forecast of Aviation Demand		2	4	20						8			34	\$ 5,860
3.8	Critical Aircraft Determination		1	1	4									6	\$ 1,140
3.9	FAA Approval of Forecast		1	2	4									7	\$ 1,330
3.10	Deliverables and Quality Control Review	2	8	8	12		4				8			42	\$ 8,460

Consultant Fee Worksheet (DETAILED)

Client: Priest River Airport, Idaho
 Project: Airport Layout Plan Narrative Report Work Order 1S6 24-002

Date: 1/8/2024
 Rev: Rev 0

TASK NO.	TASK	Principal \$310.00	Project Manger \$270.00	Senior Planner \$190.00	Staff Planner \$170.00	Staff Engineer \$150.00	Senior Enviro. Planner \$240.00	Enviro. Planner \$200.00	GIS/ALP Manager \$220.00	GIS/ALP Technician \$145.00	Technical Writer \$145.00	Project Coordinator \$110.00	Admin. Assistant \$100.00	TOTAL HOURS	LABOR COST
4	FACILITY REQUIREMENTS	2	16	36	37	0	0	0	2	8	10	0	0	111	\$ 21,120
4.1	Capacity Analysis				1									1	\$ 170
4.2	Airfield Requirements		4	12	12				2	8				38	\$ 7,000
4.3	Runway Length Recommendation		4	4	12									20	\$ 3,880
4.4	Solid Waste Recycling Plan			12							2			14	\$ 2,570
4.5	Deliverable and Quality Control Review	2	8	8	12						8			38	\$ 7,500
5	ALTERNATIVES AND ENV. CONSIDERATIONS	5	37	66	64	52		8	2	26	8	0	0	268	\$ 49,730
5.1	Airfield Alternatives	2	12	20		20								54	\$ 10,660
5.2	Runway Protection Zone and Obstruction Analysis		12	22	40	20			2	16				112	\$ 19,980
5.3	Selection of Preferred Alternative	1	4	8		12				8				33	\$ 5,870
5.4	Environmental Considerations		1	4	12		2	8		2				29	\$ 5,440
5.5	Deliverable and Quality Control Review	2	8	12	12		2				8			44	\$ 8,740
6	IMPLEMENTATION AND FINANCIAL ANALYSIS	3	22	20	32	20	0	0	0	0	8	0	0	105	\$ 20,270
6.1	Implementation Plan	1	12	8	12	20								53	\$ 10,110
6.2	Financial Feasibility		2	4	8									14	\$ 2,660
6.3	Deliverable and Quality Control Review	2	8	8	12						8			38	\$ 7,500

Consultant Fee Worksheet (DETAILED)

Client: Priest River Airport, Idaho
 Project: Airport Layout Plan Narrative Report Work Order 1S6 24-002

Date: 1/8/2024
 Rev: Rev 0

TASK NO.	TASK	Principal \$310.00	Project Manger \$270.00	Senior Planner \$190.00	Staff Planner \$170.00	Staff Engineer \$150.00	Senior Enviro. Planner \$240.00	Enviro. Planner \$200.00	GIS/ALP Manager \$220.00	GIS/ALP Technician \$145.00	Technical Writer \$145.00	Project Coordinator \$110.00	Admin. Assistant \$100.00	TOTAL HOURS	LABOR COST
7	FINAL DOCUMENTATION	2	22	22	10	0		0	0	0	12	0	12	80	\$ 15,380
7.1	Quality Assurance/Quality Control (QA/QC)	2	20	20	4						12			58	\$ 12,240
7.2	Hardcopy Documents		2	2	4								12	20	\$ 2,800
7.3	Electronic Files				2									2	\$ 340

Consultant Fee Worksheet (DETAILED)

Client: Priest River Airport, Idaho
 Project: Airport Layout Plan Narrative Report Work Order 1S6 24-002

Date: 1/8/2024
 Rev: Rev 0

TASK NO.	TASK	Principal	Project Manager	Senior Planner	Staff Planner	Staff Engineer	Senior Enviro. Planner	Enviro. Planner	GIS/ALP Manager	GIS/ALP Technician	Technical Writer	Project Coordinator	Admin. Assistant	TOTAL HOURS	LABOR COST
		\$310.00	\$270.00	\$190.00	\$170.00	\$150.00	\$240.00	\$200.00	\$220.00	\$145.00	\$145.00	\$110.00	\$100.00		

Subtotal Labor Costs \$ 208,300

Expenses - Lump Sum Tasks

TASK NO.	TASK	#Trips	#People	#Days	One Round Trip Mileage	Mileage \$0.75	Airfare \$400.00	Hotel \$160.00	Per Diem \$0.00	Car Rental \$0.00	Parking \$0.00	EXPENSE COST
3.6	Game Cameras	3	1	0	80	\$ 180.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180
2.1	Public Meetings - Project Manager/2 Planners	2	3	2	490	\$ 735.00	\$ -	\$ 320.00	\$ -	\$ -	\$ -	\$ 1,055
						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TASK NO.	EXPENSE	#Sets	#Sheets	Per Sheet (22x34)	Per Sheet (8x11)	EXPENSE COST
2.1	Poster Boards	2	3	\$ 50.00		\$ 300.00
7.2	Printing	2	200	\$ -	\$ 0.45	\$ 180.00
						\$ -

Subtotal Lump Sum Expenses \$ 1,715

Subconsultants

TASK NO.	EXPENSE	% of Subconsultant Expense	EXPENSE COST
	None planned		\$ -
			\$ -

Subtotal Subconsultants \$ -

TOTAL FEE - LUMP SUM \$ 210,015



Alisa Schoeffel <alisar.schoeffel@bonnercountyid.gov>

Jun 4 agenda

1 message

Asia Williams <asia.williams@bonnercountyid.gov>
To: Alisa Schoeffel <alisar.schoeffel@bonnercountyid.gov>

Wed, May 29, 2024 at 3:50 PM

Please add this item to the agenda action discussion decision regarding return of appeal cost to glasoe

DRAFT



Alisa Schoeffel <alisan.schoeffel@bonnercountyid.gov>

June 04, 2024 Agenda Items

1 message

Asia Williams <asia.williams@bonnercountyid.gov>

Wed, May 29, 2024 at 10:44 AM

To: Jessi Reinbold <jessi.reinbold@bonnercountyid.gov>, Alisa Schoeffel <alisan.schoeffel@bonnercountyid.gov>

Commissioner Discussion

1. Decisions made that you may not have seen
2. Commissioner Chat Guest Line up
3. Issues brought to me by community members
4. Camp Bay trail update (recurring until a solution is in place)
5. Update on attorneys used and rates (recurring until resolved)
6. Questions from the public regarding D2

Asia Williams SSBB, LPN, MBA
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