



# Bonner County

## Board of Commissioners

Steve Bradshaw

Asia Williams

Ron Korn

October 8, 2024

### Memorandum

CONSENT  
AGENDA

To: Bonner County Commissioners

Re: Adopting the Order of the Agenda as Presented

A suggested Motion would be: **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 October 1, 2024
- 2) Liquor License(s): 7B Wine Club, Sandpoint
- 3) Invoice(s) Over \$5k: Sheriff (4, 2 Confidential); EMS

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

Recommendation Acceptance: ☐ yes ☐ no \_\_\_\_\_ Date: \_\_\_\_\_  
Asia Williams, Chairwoman



# Bonner County

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## Board of Commissioners

Steve Bradshaw

Asia Williams

Ron Korn

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

October 1, 2024 – 9:00 A.M.

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

On Tuesday, October 1, 2024, the Bonner County Commissioners met for their regularly scheduled meeting with Commissioners Bradshaw, Williams, and Korn present. Commissioner Williams called the meeting to order at 9:00 a.m. The Invocation was presented by Janine Shepard and the Pledge of Allegiance followed.

#### ADOPT ORDER OF THE AGENDA AS PRESENTED

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

#### CONSENT AGENDA – Action Item

- 1) Bonner County Commissioners' Minutes September 17, 2024
  - 2) Plats for Approval: MLD0033-24, Po Tater Acres; MLD0040-23, McGhee Summer Place West; MLD0006-24, Fotinatos Estates; MLD0034-24, Replat of Lot 1, Schilling Carlin Plat; MLD0037-23, Tyler's Place
  - 3) Invoice(s) Over \$5k: Risk (3); Facilities; GIS (Confidential); Parks & Waterways; Airport (3)
  - 4) Auditing/Facilities: EMS & Admin Staff Utilities Cost Share for new EMS Station #1 & Office Complex
- Commissioner Bradshaw made a motion to adopt the consent agenda as presented. Commissioner Korn seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner – Korn - Yes, Commissioner Bradshaw – Yes. The motion carries.

#### CLERK – Michael Rosedale

- 1) Action Item: Discussion/Decision Regarding FY24 Claims Batch #26 **Totaling \$1,550,359.97**  
Commissioner Korn made a motion to approve payment of the FY24 Claims Batch #26 Totaling \$1,550,359.97. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn - Yes, Commissioner Bradshaw – Yes. The motion carries.
- 2) Action Item: Discussion/Decision Regarding FY24 EMS Claims Batch #26, **Totaling \$35,472.66**  
Commissioner Bradshaw made a motion to approve payment of the FY24 EMS Claims Batch #26, Totaling \$35,472.66. Commissioner Korn seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn - Yes, Commissioner Bradshaw – Yes. The motion carries.

#### JUSTICE SERVICES – Ron Stultz

- 1) Action Item: Discussion/Decision Regarding Bonner County Temporary Records – Juveniles born from 1996-2004; **Resolution**

Commissioner Korn made a motion to approve Resolution #24-64 ordering the destruction of Bonner County Juvenile Detention facility "temporary records", as described above, held by the Bonner County Juvenile

Detention Center, pursuant to Idaho Code Section 31-871(c), as approved by legal. Commissioner Bradshaw stepped down from the chair and seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn – Yes, Commissioner Bradshaw – Yes. The motion carries.

2) Action Item: Discussion/Decision Regarding Budget Adjustment, Unanticipated Revenues; **Resolution** Commissioner Bradshaw made a motion to approve Resolution #24-65 ordering the Clerk to schedule revenue in the Juvenile Detention FY23-24 budget, in Account No. 03475/7630 – FOOD by \$1,026.26. This adjustment is due to the receipt of unanticipated revenue received from Consolidated Telecom Inc. Commissioner Korn seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn – Yes, Commissioner Bradshaw – Yes. The motion carries.

3) Action Item: Discussion/Decision Regarding Juvenile Detention Agreement Between Kootenai Tribe of Idaho and Bonner County Idaho

Commissioner Korn made a motion to approve the Juvenile Detention Agreement for housing juveniles under the jurisdiction of the Kootenai Tribe of Idaho. The term for the Agreements is for a period of two (2) years, ending September 30, 2026. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn – Yes, Commissioner Bradshaw – Yes. The motion carries.

#### **ROAD & BRIDGE – Jason Topp**

1) Action Item: Discussion/Decision Regarding Add Unanticipated Funds to FY25 Budget; **Resolution** Commissioner Bradshaw made a motion to approve Resolution 24 - 66, authorizing the Clerk to open the Road and Bridge FY2025 budget and add unanticipated revenues to the Bonner County Road and Bridges “B” Budget for the sum of \$3,676,650.38 as detailed in the Resolution. Commissioner Korn seconded the motion.

##### **Public Comment:**

- *Dave Bowman – Asked what roads will be paved with these monies.*

Roll call vote: Commissioner Williams – Yes, Commissioner Korn – Yes, Commissioner Bradshaw – Yes. The motion carries.

2) Action Item: Discussion/Decision Regarding Add Unanticipated Funds to FY25 Budget; **Resolution** Commissioner Korn made a motion to approve Resolution 24 - 67, authorizing the Clerk to open the Road and Bridge FY2025 budget and add unanticipated revenues to the Bonner County Road and Bridges “B” Budget for the sum of \$215,598.12 as detailed in the Resolution. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn – Yes, Commissioner Bradshaw – Yes. The motion carries.

3) Action Item: Discussion/Decision Regarding Carry Over funds from FY24 to FY25 Budget; **Resolution** Commissioner Bradshaw made a motion to approve Resolution 24 - 68, authorizing the Clerk to open the Road and Bridge FY2025 budget and carry forward Fiscal 2024 funds totaling \$1,136,172.00 to the Bonner County Road and Bridges “C” Budget as detailed in the Resolution. Commissioner Korn seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn – Yes, Commissioner Bradshaw – Yes. The motion carries.

4) Action Item: Discussion/Decision Regarding Carry Over funds from FY24 to FY25 Budget; **Resolution** Commissioner Korn made a motion to approve Resolution 24 - 69, authorizing the Clerk to open the Road and Bridge FY2025 budget and carry forward Fiscal 2024 funds totaling \$334,748.00 to the Bonner County Road and Bridges Fiscal 2025 Budget as detailed in the Resolution. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn – Yes, Commissioner Bradshaw – Yes. The motion carries.

5) Action Item: Discussion/Decision Regarding Carry Over funds from FY24 to FY25 Budget; **Resolution** Commissioner Bradshaw made a motion to approve Resolution 24-70, authorizing the Clerk to open the Road and Bridge Fiscal 2025 budget and carry forward Fiscal 2024 funds totaling \$115,679.60 to the Bonner County Road and Bridges (B) Budget as detailed in the Resolution. Commissioner Korn seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn – Yes, Commissioner Bradshaw – Yes. The motion carries.

6) Action Item: Discussion/Decision Regarding Carry Over Funds from FY24 to FY25 Budget; **Resolution** Commissioner Korn made a motion to approve Resolution 24-71, authorizing the Clerk to open the Road and Bridge FY2025 budget and carry forward Fiscal 2024 funds totaling \$91,723.00 to the Bonner County Road and Bridges

“B” Budget as detailed in the Resolution. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn - Yes, Commissioner Bradshaw – Yes. The motion carries.

#### **PLANNING – Jake Gabell**

- 1) Action Item: Discussion/Decision Regarding Appointment of Commissioners to the Planning Commission; Resolution

##### **Public Comment:**

- *Dave Bowman wanted to know how many applicants applied for each Commission, on the Planning Commission specifically.*
- *Sheryl Messer wanted to know how long these applicants have resided in the County and their backgrounds.*
- *John DuPree wanted to thank the board for their comments*

Commissioner Bradshaw made a motion to adopt Resolution #24-72 appointing members to the Planning Commission per BCRC 12-122 and assigning each individual to the term as stated. Commissioner Korn seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn - Yes, Commissioner Bradshaw – Yes. The motion carries.

- 2) Action Item: Discussion/Decision Regarding Appointment of Commissioners to the Zoning Commission; Resolution

##### **Public Comment:**

- *Dave Bowman said there was no end date posted, and he should have been granted an interview as he submitted an application; how many applicants were submitted for this board specifically.*

Commissioner Korn made a motion to adopt Resolution #24-73 appointing members to the Zoning Commission per BCRC 12-123 and assigning each individual to the term as stated. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn - Yes, Commissioner Bradshaw – Yes. The motion carries.

#### **SHERIFF, MARINE DIVISION – Sgt. Ross**

- 1) Action Item: Discussion/Decision Regarding Contract for Temporary Moorage of Sheriff's Vessel  
Commissioner Bradshaw made a motion to approve the agreement with Waterfront Property Management and authorize the Chairwoman to sign the attached contract. Commissioner Korn seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn - Yes, Commissioner Bradshaw – Yes. The motion carries.

#### **SHERIFF – Daryl Wheeler**

- 1) Action Item: Discussion/Decision Regarding Destruction of Sheriff's Records; Resolution  
Commissioner Korn made a motion to approve Resolution #24-74 authorizing the Sheriff's Office to destroy the Sheriff's Office and Jail records listed on Exhibit A. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn - Yes, Commissioner Bradshaw – Yes. The motion carries.

- 2) Action Item: Discussion/Decision Regarding Public Safety Testing Agreement  
Commissioner Bradshaw made a motion to accept and approve the subscriber agreement. I further move for the Chairwoman to sign the Agreement Document administratively. Commissioner Korn seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn - Yes, Commissioner Bradshaw – Yes. The motion carries.

#### **EMS – Jeff Lindsey**

- 1) Action Item: Discussion/Decision Regarding Medical Director Agreement  
Commissioner Korn made a motion to approve and sign the Medical Director Agreement between Dr. Ronald Jenkins and Bonner County EMS for the 2025 fiscal year. This contract commences October 1, 2024, and will remain effective for one year. The cost of this contract is \$45,360.00 which will be paid in monthly installments of \$3,780.00. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn - Yes, Commissioner Bradshaw – Yes. The motion carries.



2) Action Item: Discussion/Decision Regarding Medical Director Consent & Dispatch Agreements  
Commissioner Bradshaw made a motion to approve the medical director consent and dispatch agreement for all the fire protection districts who wish to be considered collaborative agencies with Bonner County during the fiscal year of 2025. Commissioner Korn seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn – Yes, Commissioner Bradshaw – Yes. The motion carries.

#### **SOLID WASTE – Bob Howard**

1) Action Item: Discussion/Decision Regarding Acceptance of Metal Baling Bid from Pacific Steel & Recycling

Commissioner Korn made a motion that the County award Pacific Steel and Recycling the contract for the removal of the metal piles at the Dickensheet, Idaho Hill and Colburn sites for the 2024-2025 fiscal year. Pacific Steel and Recycling has agreed to pay Bonner County \$93.00 per ton. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn – Yes, Commissioner Bradshaw – Yes. The motion carries.

#### **EMERGENCY MANAGEMENT – Bob Howard**

1) Action Item: Discussion/Decision Regarding Ponderosa Terrace Estates Subdivision Local Disaster Emergency Resolution; Resolution

Commissioner Bradshaw made a motion to approve Resolution #24-75 declaring an emergency pursuant to Idaho Code 46- 1011(1) for the Ponderosa Terrace Estates within Bonner County, created by a lack of water creating an imminent threat to public health and safety. This declaration will remain in effect for at least 60-days or until such time as the BOCC receives information that the emergency is rectified. Commissioner Korn seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn – Yes, Commissioner Bradshaw – Yes. The motion carries.

#### **AIRPORT – Dave Schuck**

1) Action Item: Discussion/Decision Regarding Lease Assignment of Lot 2 at Priest River Airport  
Commissioner Korn made a motion to approve this lease assignment for Lot 2 at Priest River Airport and that the Chairwoman sign administratively. Commissioner Bradshaw seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn – Yes, Commissioner Bradshaw – Yes. The motion carries.

2) Action Item: Discussion/Decision Regarding Bonner County Airports Advisory Board Recommendation Adopting a Request For Proposal (RFP) Process to Select Airport Lot Lessees

Commissioner Bradshaw made a motion that Bonner County adopt this process for selecting airport lot lessees. Commissioner Korn seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn – Yes, Commissioner Bradshaw – Yes. The motion carries.

#### **BOCC – Commissioner Asia Williams**

1) Action Item: Action/Discussion/Decision: Moving the public defenders into the Admin building and discontinuing the month to month rent

##### **Public Comment:**

- Dave Bowman are these private attorneys
- Brandon Cramer wants to know what the State will be reimbursing the County for, will it be the total cost
- Judge Susie Jensen wanted to provide that it will not be only attorneys/staff but also their clients
- Jim Leighty wanted to clarify if the commissioners were suggesting that members of the public could not access the building
- Jim House asked if employees (in this building) have had input to this discussion

Commissioner Williams stepped down from the chair and made a motion to discontinue the \$1400.00 rent payment for the defense attorney satellite office effective November 1, 2024. Defense attorneys will be housed in the Bonner County Admin building until further notice. The defense attorneys will be billed \$40.00 per month for electricity and \$200.00 per month for weekly cleaning and cleaning supplies as outlined above. All bills associated with the defense

attorneys will be sent to the State of Idaho for reimbursement effective 10/01/2024. There was lengthy discussion among the Board and county staff and elected officials. No second, the motion fails.

- 2) Action Item: Action/Discussion/Decision: Water fill station at the Bonner County fair, who should pay the bill, should the water be shut off, approximate monthly bill exceeds 5k, used by contractors and members of the public

There was a lengthy discussion among the board, Fair Manager, auditing, and legal. No motion was made.

*Public Comment:*

- Mark Knapp, Fair Manager, discussed the accounts and is looking into these bills. Discussed budget and requested time to look into this further in order to have better understanding and answers
- Dave Bowman how does this get paid year after year if it is not in the budget

- 3) Action Item: Action/Discussion/Decision: Remove the standing rules from the agenda

Commissioner Williams stepped down from the chair and made a motion that we remove Standing Rules from the Bonner County Agenda. No second, the motion fails.

- 4) Action Item: Action/Discussion/Decision: Remove the requirement that members of the public must sign up before the business meeting to give a public comment at the business meeting.

Commissioner Williams stepped down from the chair and made a motion that the board remove the requirement that members of the public have to sign up for public comment. No second, the motion fails.

- 5) Action Item: Action/Discussion/Decision: The board will return to allowing comment from the public on each agenda item

Commissioner Williams stepped down from the chair and made a motion that the board return to allowing comment on each agenda item. Commissioner Korn seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn – Yes, Commissioner Bradshaw – Yes. The motion carries.

## **DISTRICT 2 COMMISSIONER DISCUSSION**

- 1) Commissioner Chat Review: Summary of the completed chat with information on upcoming chat guests
- 2) Ongoing issues/concern updates
- 3) Litigation
- 4) Workshops pending
- 5) Questions from the public

*Public Comment:*

- John DuPree asked about commissioner chats
- Judy Labrie attended the open primaries discussion, it was biased against, there will be a conversation on October 3 regarding this
- Commissioner Korn announced the upcoming Panhandle Preparedness event this upcoming weekend

## **PUBLIC COMMENT \* Opened at 10:51 a.m.**

- Karin Cook: Impressed by this meeting, requests a meeting with the board to find out about airport access, what will it take to get a meeting
- Dave Bowman: Wants district reports to be back on the agenda; it is telling that two commissioners would not second removal of standing rules; requiring sign up for public comment is ridiculous
- Jennifer Cramer: Thanked Asia for looking at the budget and agreed with Dave's comments
- Kristine Logue: Wanted to reiterate what Dave said, welcomed Commissioner Korn
- Wayne Martin: Zoom dropped during comment
- Spencer Hutchings: Also reiterated former comments about signing up to speak; where are we at the Fair audit
- Dian Welle: Online signup is not the way to go

Commissioner Williams called a 5-minute recess at 11:08 a.m.

Reconvened at 11:16 a.m.

**EXECUTIVE SESSION – Human Resources**

- 1) Executive Session under Idaho Code § 74-206 (1)(A) Hiring  
Action Item: Discussion/Decision Regarding Hiring, Justice Services  
Action Item: Discussion/Decision Regarding Hiring, District Court

At 11:16 a.m. Commissioner Bradshaw made a motion to go into Executive Session under Idaho Code § 74-206 (1)(A) Hiring. Commissioner Korn seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn – Yes, Commissioner Bradshaw – Yes. The motion carries.

Reconvened at 11:36 a.m.

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

The meeting was adjourned at 11:36 a.m.

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The following is a summary of the Board of County Commissioners Special Meetings, (including Tax Cancellations, Assistance Meetings/Admin and other) Executive Sessions, Emergency Meetings and Hearings held during the week of September 17, 2024 – September 30, 2024  
Copies of the complete meeting minutes are available upon request.

On Tuesday, September 17, 2024, Tax Cancellations were held pursuant to Idaho Code §74-204 (2).

On Tuesday, September 17, 2024, an Executive Session was held pursuant to Idaho Code § 74-206 (1)(A), Hiring.

On Tuesday, September 17, 2024, an Executive Session was held pursuant to Idaho Code § 74-206 (1)(F) Litigation.

On Wednesday, September 18, 2024, a Bid Opening for Solid Waste was held pursuant to Idaho Code §74-204 (2).

On Friday, September 20, 2024, an Executive Session was held pursuant to Idaho Codes § 74-206 (1)(F) Litigation and 74-206 (1)(D) Records Exempt.

On Thursday, September 26, 2024, a Special Meeting for Auditing, Road & Bridge, and Prosecutor was held pursuant to Idaho Code § 74-204 (2).

On Thursday, September 26, 2024, and Executive Session was held pursuant to Idaho Code § 74-206 (1)(B) Personnel.

On Thursday, September 26, 2024, a Workshop for Auditing, Facilities, and EMS was held pursuant to Idaho Code §74-204 (4).

On Thursday, September 26, 2024, a Special Meeting for Risk Management was held pursuant to Idaho Code § 74-204 (2).

On Monday, September 30, 2024, Ron Korn was sworn into the District 3 Commissioner seat.

**ATTEST: Michael W. Rosedale**

By \_\_\_\_\_  
Chair, Asia Williams

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

\_\_\_\_\_  
Date



2025

BONNER COUNTY  
STATE OF IDAHO

No. 2025-1

## RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT 7B WINE CLUB LLC  
doing business as 7B WINE CLUB  
at 1134 W ODEN BAY RD, SANDPOINT, ID 83864  
a(n) LLC, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2024

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	\$25.00
Liquor	\$0.00
Application Fee	\$5.00
<b>Total</b>	<b>\$205.00</b>

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

This license is TRANSFERABLE and EXPIRES 12/01/2025.  
Witness my hand and seal this 8th of October, 2024.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

(SEAL)

*Bly: Bridget Centorbi*  
\_\_\_\_\_  
Clerk of the Board of County Commissioners



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

**FOR OFFICE USE ONLY**

Premise No. 7B-103  
State Lic No. 3903  
Issue Date: 12/01/2024  
County No. 2025-1.  
Total Fees: \$205.00  
Deputy Initials: bcentorbi

## Retail Alcohol Beverage License Application

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

**1. Application Type**

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

**2. Type of Business**

- ☐ Individual  
☐ Partnership  
☐ Corporation

**3. Location of Facility**

- ☒ LLC  
☐ LLP  
☐ 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  
\$ 25.00  
\$ 0.00  
\$ 5.00  
\$ \$205.00

**FOR OFFICE  
USE ONLY**

**Prorated Fee**

(If applicable)

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

**5. Applicant Information**

Doing Business As: 7B WINE CLUB

Business Phone Number: (208) 263-4164

Business Physical Address: 1134 W ODEN BAY RD

City: SANDPOINT State: ID Zip Code: 83864

**6. Business Information**

Business Name: 7B WINE CLUB LLC

Primary Contact Name: CATHERINE PLANK

Primary Contact Phone Number: (208) 263-4164

Mailing Address: 1134 W ODEN BAY RD

City: SANDPOINT State: ID Zip Code: 83864

Email Address: \_\_\_\_\_

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

**APPLICANT'S SIGNATURE:**

Catherine Plank

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

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

Call Catherine



## Bonner County Sheriff's Office

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

### Memorandum

**Date:** October 8, 2024  
**To:** Board of County Commissioners  
**From:** Sheriff Daryl Wheeler  
**Re:** Purchase over \$5K - FY25 - Tires

**Description:**

The Bonner County Sheriff's Office would like to purchase winter tires from Goodyear in the amount of \$21,260.24. These tires are necessary for our patrol deputies to fulfill their work safely.

The Bonner County Sheriff's Office has adequate funds in its:  
03457-7040 Sheriff (Fleet) / Vehicle Repair/Maintain account to purchase these tires.

This Request has been approved by:

Auditing – Mike Rosedale 

**Distribution:**

Original to be sent to the Sheriff's Office  
Copy to Auditor's Office

Recommendation Acceptance: ☐ yes ☐ no \_\_\_\_\_ Date: \_\_\_\_\_  
Asia Wittiams, Chairwoman

Seller warrants that the tires are the size and tread design as stated above. **SELLER MAKES NO OTHER WARRANTIES EITHER EXPRESSED OR IMPLIED, SPECIFICALLY, SELLER MAKES NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE.** Seller's sole obligation to Buyer for nonconforming tires shall be prorated a refund of the tire's purchase price. Seller shall not be liable for any indirect, consequential or other damages. No person is authorized to modify or waive the limitations herein, whether orally or in writing. All claims and returned goods must be accompanied by this bill.





## Bonner County Sheriff's Office

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

### Memorandum

**Date:** October 8, 2024  
**To:** Board of County Commissioners  
**From:** Sheriff Daryl Wheeler  
**Re:** Inland Power - FY25 - New service application/new membership agreement

**Description:**

The Bonner County Sheriff's Office is requesting approval to enter into a new service application and membership agreement with Inland Power for electric service at the Oldtown Range for a fee of \$250.00. Bonner County Sheriff's Office has sufficient funds to cover this fee in its 03451/7110 Sheriff(Clerical) Prof. Services account.

**Distribution:**

Original to be sent to the Sheriff's Office  
Copy to Legal counsel for the Sheriff's Office \_\_\_\_\_  
Copy to Auditing JS

A suggested motion would be: Based on the information before us, I move to accept and approve the new service application. I further move for the Chair to sign the Agreement Document administratively.

Recommendation Acceptance: ☐ yes ☐ no \_\_\_\_\_ Date: \_\_\_\_\_  
Commissioner Asia Williams, Chairman

7/30/24, 10:19 AM

Confidentiality Disclaimer

Bonner County Mail New myPERSI

## NEW SERVICE APPLICATION

This e-mail message, including attachments, may contain confidential or proprietary information and is for the sole use of the intended recipient. If you are not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this message or its attachments is strictly prohibited. If you are a recipient in error, please immediately contact the sender, reply e-mail, and delete the message. Our mission is our members.



Dear Applicant:

Thank you for contacting Inland Power & Light and inquiring about a new electric service. We have provided the following checklist to assist you in providing the correct documentation which is required in order to process your application. Additional information can be found in Inland Power & Light's Electric Service Handbook at [www.inlandpower.com](http://www.inlandpower.com), which is located under "Construction Services" at the bottom of the "New Construction Services" page.

### BEFORE ENGINEER MEETING

- ☒ The following fees: (We accept cash, check or money order or credit/debit card)
  - \$250.00 Non-refundable engineering fee
- ☒ New service application, New membership agreement & site drawing worksheet (Lack of signed form by all applicants will stop the application process—the job will not move forward without this form).

### AFTER ENGINEER MEETING - PRIOR TO SERVICE INSTALLATION

Check with your engineer to see if these documents will be needed

- ☐ Copy of one of the following legal descriptions:
  - Recorded warranty deed
  - Schedule A of Final Title Insurance Policy
  - Quit Claim DeedPlease attach to the enclosed easement; this will be used as Exhibit A.
- ☐ Notarized Easement
  - Individual Easement(s) enclosed in packet.
  - All legal property owners need to sign this document exactly as their name(s) appear on the property deed. IPL has a Notary available.

**\*PLEASE NOTE: The notarized easement must be an original document. An emailed or copied version will not be accepted.**

\*\*\*Member shall not begin job prep prior to the engineer meeting.\*\*\*

### AFTER SERVICE INSTALLATION - PRIOR TO ENERGIZING SERVICE

- ☐ Electrical permit and proof of approved state inspection
  - Proof of passed state inspection can be either a meter base inspection sticker or an emailed approval notice from state inspector.
- ☐ Caution tape must be added to ditch per Inland Power specifications (unless overhead service)
- ☐ Ditch must be completely back-filled by the member (unless overhead service)

Note: If a permit is required, it will be submitted after payment is received, which can also delay the job scheduling process.

Physical Address:  
10110 W Hallett Rd.  
Spokane, WA 99224

Please mail application to:  
PO Box A  
Spokane, WA 99219

Email:  
[newservice@inlandpower.com](mailto:newservice@inlandpower.com)

Design Dept. Phone:  
(509) 252-4564  
FAX (509) 789-4229



# NEW SERVICE APPLICATION

our mission is our members



## Member Information ALL FIELDS ARE REQUIRED, UNLESS OTHERWISE NOTED

Applicant's Name(s): Bonner County Sheriffs Office

Member #: \_\_\_\_\_  
(if existing member)

Secondary Applicant's Name (if applicable): \_\_\_\_\_

Email: ricka.dreier@bonnercountyd.gov

Alt Email (if applicable): \_\_\_\_\_

Mailing Address: 4001 N. Boyer

City: Sandpoint

State: ID.

Zip: 83864

Phone Numbers: 208 304 5621

Primary

Alternate (if applicable)

Contractor: Fogg Electric  
(if applicable)

Phone Number: 208-597 1121  
(if applicable)

Schedule on-site engineering appointment with: ☐ Applicant ☒ Contractor

## Permanent Service Location

Service Address: 33608 HWY 41  
(or street name if not known)

Tax Parcel ID#: RP56No6W366600A

City: Old Town

State: ID.

Zip: 83822

County: Bonner

Gate Code: \_\_\_\_\_

Special instruction for entry: \_\_\_\_\_

☐ Home ☐ Shop/Barn ☒ Other Gun Range

Preferred construction type ☒ Overhead ☐ Underground ☒ New Meter ☐ Existing Meter

Description of service (include any unusual load information): Power to gun range for lighting

Approx. Sq. Footage of building: 360  
(if applicable)

Are you interested in rebate information? ☒ Yes ☐ No

\*\*\*Please fill out all information below to avoid delays in your application process\*\*\*

Name:		Name:	
Date of Birth:		Date of Birth:	
SSN:		SSN:	

Everything I have stated in this application is correct to the best of my knowledge. I authorize Inland Power & Light to perform a soft credit check for verification and deposit determination.

Applicant Signature \_\_\_\_\_

Application Date \_\_\_\_\_

Physical Address:  
10110 W Hallett Rd.  
Spokane, WA 99224

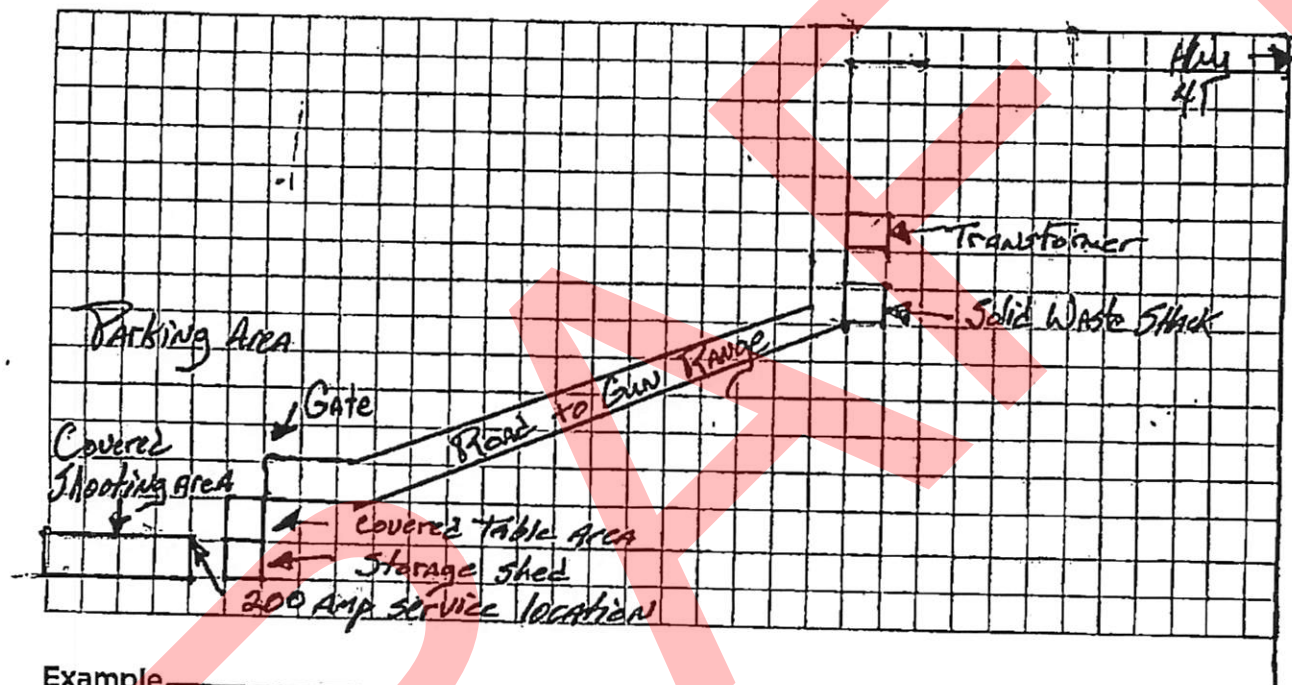
Please mail application to:  
PO Box A  
Spokane, WA 99219

Email:  
newservice@inlandpower.com

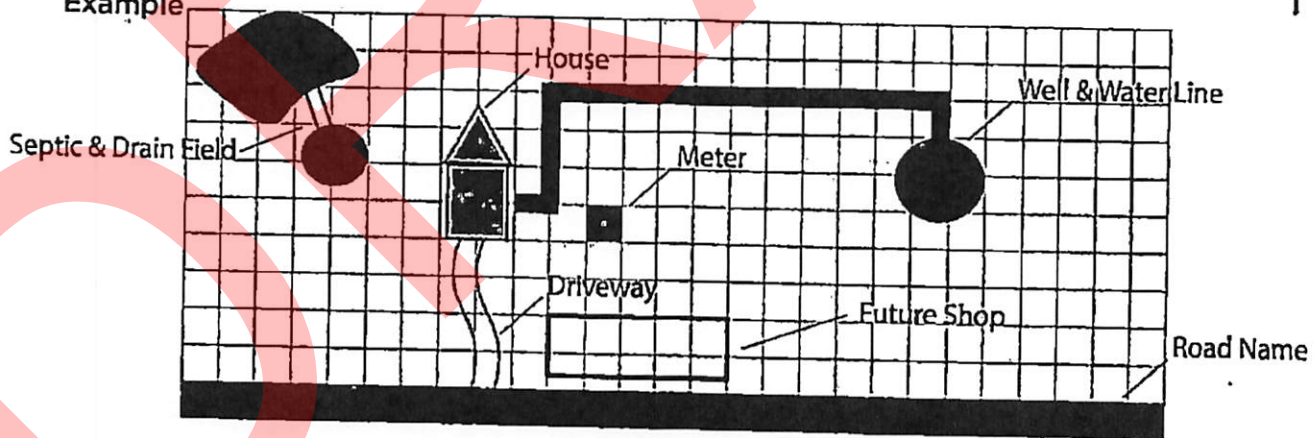
Design Dept. Phone:  
(509) 252-4564  
FAX (509) 789-4229

# NEW SERVICE APPLICATION

our mission is our members



Example



Please use the above area to provide a drawing your construction site.

Include all of the following in your drawing if applicable:

- Nearest public road or driveway and distance to proposed home site.
- Proposed or existing home site and meter base location
- Proposed or existing drain field and septic tank
- Proposed or existing well and/or waterline location
- Location of any other existing or future structures on property

Physical Address:  
10110 W Hallett Rd.  
Spokane, WA 99224

Please mail application to:  
PO Box A  
Spokane, WA 99219


Email:  
newservice@inlandpower.com

Design Dept. Phone:  
(509) 252-4564  
FAX (509) 789-4229



SECTION 36, TOWNSHIP 56 NORTH, RANGE 6 WEST, BOISE MERIDIAN, BONNER COUNTY, IDAHO  
BONNER COUNTY LANDFILL



SHEET NO. 11 OF 24 SEE PLAN	SHEET TITLE: EXHIBIT DRAWING FOR IDAHO HILL LANDFILL		DATE: 12-12-10	DRAWN BY: JLD	CHECKED BY: JLD	PROJECT NO.: 00000000	SHEET NO. 11 OF 24
			DATE: 12-12-10	DRAWN BY: JLD	CHECKED BY: JLD	PROJECT NO.: 00000000	SHEET NO. 11 OF 24



# NEW SERVICE APPLICATION

our mission is our members



I (we) hereby apply for membership in Inland Power & Light Company and in consideration of being accepted as a member, agree to comply with the Cooperative's Articles of Incorporation, bylaws, rules, regulations, and policies adopted by the Board of Trustees, and other laws or legally binding agreements regarding the Cooperative, as they now exist or as hereafter amended.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Physical Address:  
10110 W Hallett Rd.  
Spokane, WA 99224

Please mail application to:  
PO Box A  
Spokane, WA 99219

Email:  
newservice@inlandpower.com

Design Dept. Phone:  
(509) 252-4564  
FAX (509) 789-4229



## Bonner County EMS

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

October 8, 2024

### Memorandum

EMS  
Item #1

**To:** Bonner County Commissioners

**From:** Jeff Lindsey, Chief


**Re:** Quote from Tint Works

**Description:** Bonner County EMS wishes to tint the crew quarters windows due to privacy concerns. This quote is for \$3,843.00 and will be paid out of 00118-9480 Capitol Construction.

**Distribution:**

1 Copy to be returned to EMS

1 Copy to the Commissioner's Office

Auditing approval 

A suggested motion would be: **Based in the information before us, I motion to approve tinting the windows for better privacy at the new EMS station.**

Recommendation Acceptance: ☐ yes ☐ no

\_\_\_\_\_  
Asia Williams, Chairwoman

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

Oct 8<sup>th</sup> meeting "memo" privacy concern

16805



**(208) 762-TINT**

[www.CDATintWorks.com](http://www.CDATintWorks.com)

**CDATintWorks@hotmail.com**

Directions: Sandpoint Next to Federal Building

a Tech

## OLD TECHNOLOGY

- Lifetime warranty
- 2 year glassbreak warranty
- 2 year seal failure warranty
- Scratch resistant film

Price:\$

VISTA®  
WINDOW ELLA

- Lifetime warranty
- 3 year seal failure
- 5 year glassbreak
- Optional Lifetime glass seal & break warranty
- No special cleaning
- Superb optical clarity

Price: \$ 11 3843

Product DR-05

U.V.	99.9 %	%	%
------	--------	---	---

Heat	85	%	%	%
------	----	---	---	---

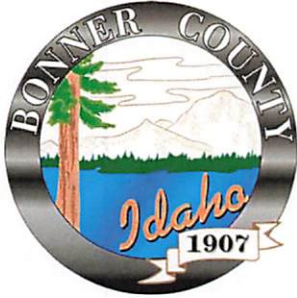
Glare	95	%	%	%
-------	----	---	---	---

Light	5	%	%	%
-------	---	---	---	---

QUOTE GIVEN BY

NAME: Pat DATE: 9-26-24





## **Bonner County** **Board of Commissioners**

Steve Bradshaw

Asia Williams

Ron Korn

CLERK  
Item #1

October 8, 2024

### **Memorandum**

To: Commissioners

Re: FY24 Demands in Batch #27

The Auditor's Office presented the FY24 Demands in Batch #27 **Totaling \$112,568.09**

A suggested motion would be: **I move to approve payment of the FY24 Demands in Batch #27 Totaling \$112,568.09.**

Recommendation Acceptance: ☐ yes ☐ no \_\_\_\_\_ Date: \_\_\_\_\_  
Asia Williams, Chairwoman

ACCOUNTS PAYABLE WARRANT REPORT

Bonner County Demands

DATE: 10/03/2024      WARRANT: D2724      AMOUNT: \$ 112,568.09

COMMISSIONER'S APPROVAL REPORT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: D2724

10/03/2024

DUE DATE: 09/30/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
6302 ROBERT A ABEL	1 03473 6450	00000		INV	09/30/2024	sep24	162692	
		JUST-PA		MILEAGE		569.50		
		Invoice Net				569.50		
				CHECK TOTAL		569.50		-----
6020 ARAMARK SERVICES INC	1 03473 7110	00001		INV	09/27/2024	10418383	162591	
		JUST-PA		OTHER		73.50		
		Invoice Net				73.50		
6020 ARAMARK SERVICES INC	1 03473 7110	00001		INV	09/27/2024	10418384	162594	
		JUST-PA		OTHER		36.75		
		Invoice Net				36.75		
				CHECK TOTAL		110.25		-----
4980 AT&T MOBILITY LLC	1 03473 6900	00001		INV	09/30/2024	SEP24	162723	
		JUST-PA		CELL PHONE		50.23		
		Invoice Net				50.23		
				CHECK TOTAL		50.23		-----
1900 AVISTA UTILITIES	1 00356 6930	00001		INV	09/27/2024	1134230000SEP24	162587	
		AIRPRRIVR		ELECTRIC		90.16		
		Invoice Net				90.16		
1900 AVISTA UTILITIES	1 038 6930	00001		INV	09/27/2024	3453950000SEP24	162588	
		WATER		ELECTRIC		35.10		
		Invoice Net				35.10		
				CHECK TOTAL		125.26		-----
966 CANON SOLUTIONS AMERIC	1 03473 7410	00001		INV	09/30/2024	6009351480	162713	
		JUST-PA		REPOFFICE		90.37		
		Invoice Net				90.37		
966 CANON SOLUTIONS AMERIC	1 03473 7410	00001		INV	09/30/2024	6009351479	162720	
		JUST-PA		REPOFFICE		233.84		
		Invoice Net				233.84		
				CHECK TOTAL		324.21		-----
209 CLEARWATER SPRINGS	1 00118 6910	00001		INV	09/30/2024	94706SEP24	162745	
		GENEXP		BOTT WATER		25.24		
		Invoice Net				25.24		
209 CLEARWATER SPRINGS	1 00118 6910	00001		INV	09/30/2024	79491SEP24	162746	
		GENEXP		BOTT WATER		69.24		
		Invoice Net				69.24		
209 CLEARWATER SPRINGS	1 00118 6910	00001		INV	09/30/2024	70680SEP24	162747	
		GENEXP		BOTT WATER		87.62		
		Invoice Net				87.62		
				CHECK TOTAL		182.10		-----
5496 CONNELL OIL INCORPORAT	1 002 7000	00001		INV	09/30/2024	CL04500	163050	
		RD&BR GEN		GASOLINE		919.44		

## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: D2724

10/03/2024

DUE DATE: 09/30/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	2 002 7010		RD&BR GEN	DIESEL		6,834.07		
	3 002 7010		RD&BR GEN	DIESEL		-112.56		
			Invoice Net			7,640.95		
				CHECK TOTAL		7,640.95		-----
2573	CONNECT TECHNOLOGIES I	00001		INV	09/30/2024	24-0919	162618	
	1 03410 7530		JUSTBLDGS	REPFACILIT		560.00		
	2 00110 8750		BLDGGRD	CONTRMISC		560.00		
	3 00110 8750		BLDGGRD	CONTRMISC		560.00		
			Invoice Net			1,680.00		
				CHECK TOTAL		1,680.00		-----
1962	CORPORATE PAYMENT SYST	00001		INV	09/30/2024	4327SEP24	162621	
	1 023 7040		SOL WASTE	REPAIR		23.57		
	2 023 7040		SOL WASTE	REPAIR		23.57		
	3 00118 7040		GENEXP	REPAIR		23.57		
	4 01110 7331		EMERGMGT	EM OPERATE		380.34		
	5 01110 7331		EMERGMGT	EM OPERATE		228.00		
	6 01110 7331		EMERGMGT	EM OPERATE		59.95		
	7 01110 7331		EMERGMGT	EM OPERATE		182.00		
			Invoice Net			921.00		
				CHECK TOTAL		921.00		-----
1962	CORPORATE PAYMENT SYST	00001		INV	09/30/2024	4325SEP24	162664	
	1 03479 7040		MARINE PTR	REPAIR		1,104.47		
			Invoice Net			1,104.47		
				CHECK TOTAL		1,104.47		-----
1962	CORPORATE PAYMENT SYST	00001		INV	09/30/2024	4781SEP24	162665	
	1 03454 7860		SHERSEARCH	MISCEXPENS		11.95		
	2 03457 7040		SHERAUTO	REPAIR		370.00		
			Invoice Net			381.95		
				CHECK TOTAL		381.95		-----
1962	CORPORATE PAYMENT SYST	00001		INV	09/30/2024	4493SEP24	162666	
	1 34180 8950		JUST-GENEX	SOFTWARE		25.00		
			Invoice Net			25.00		
				CHECK TOTAL		25.00		-----
1962	CORPORATE PAYMENT SYST	00001		INV	09/30/2024	8776SEP24	162668	
	1 00822 6440		9110PS	TRAVEL		13.98		
	2 00822 6440		9110PS	TRAVEL		357.98		
	3 00822 6440		9110PS	TRAVEL		357.98		
	4 00822 6440		9110PS	TRAVEL		30.00		
			Invoice Net			759.94		
				CHECK TOTAL		759.94		-----



## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: D2724

10/03/2024

DUE DATE: 09/30/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
1962	CORPORATE PAYMENT SYST	00001		INV	09/30/2024	1425SEP24	162669	
1	03479 7710		MARINE PTR	UNIFORMS		107.50		
			Invoice Net			107.50		
				CHECK TOTAL		107.50		-----
1962	CORPORATE PAYMENT SYST	00001		INV	09/30/2024	1433SEP24	162670	
1	03461 7430		JAILDETENT	REPBLDGS		6.99		
			Invoice Net			6.99		
				CHECK TOTAL		6.99		-----
1962	CORPORATE PAYMENT SYST	00001		INV	09/30/2024	2512SEP24	162671	
1	03450 6440		SHERADMIN	TRAVEL		546.00		
			Invoice Net			546.00		
				CHECK TOTAL		546.00		-----
1962	CORPORATE PAYMENT SYST	00001		INV	09/30/2024	8561SEP24	162672	
1	00661 7900		PROBSVCS	CIG TAXC/O		150.00		
2	00661 6510		PROBSVCS	FEES/REG		80.00		
3	03475 7630		JUSTJUDET	FOOD		152.78		
4	00661 7900		PROBSVCS	CIG TAXC/O		52.50		
5	00661 7900		PROBSVCS	CIG TAXC/O		-12.00		
			Invoice Net			423.28		
				CHECK TOTAL		423.28		-----
1962	CORPORATE PAYMENT SYST	00001		INV	09/30/2024	8508SEP24	162673	
1	03475 7420		JUSTJUDET	REPEQUIP		10.96		
2	03475 7860		JUSTJUDET	MISCEXPENS		11.22		
3	03475 7860		JUSTJUDET	MISCEXPENS		27.32		
4	03475 7630		JUSTJUDET	FOOD		4.56		
5	00661 7900		PROBSVCS	CIG TAXC/O		14.98		
8	00661 7900		PROBSVCS	CIG TAXC/O		24.49		
9	00661 7900		PROBSVCS	CIG TAXC/O		103.84		
10	00661 7410		PROBSVCS	REPOFFICE		3.93		
11	00661 6720		PROBSVCS	SM ASSETS		100.00		
12	00661 8940		PROBSVCS	COMP SUPP		226.00		
13	00661 7900		PROBSVCS	CIG TAXC/O		123.00		
14	00661 7900		PROBSVCS	CIG TAXC/O		38.96		
15	00661 7900		PROBSVCS	CIG TAXC/O		146.90		
16	00661 7900		PROBSVCS	CIG TAXC/O		268.85		
17	00661 7900		PROBSVCS	CIG TAXC/O		-268.85		
			Invoice Net			836.16		
				CHECK TOTAL		836.16		-----
1962	CORPORATE PAYMENT SYST	00001		INV	09/30/2024	7560SEP24	162675	
1	00661 6510		PROBSVCS	FEES/REG		85.00		
2	00661 6530		PROBSVCS	OFFICE		57.82		
3	00661 7900		PROBSVCS	CIG TAXC/O		200.00		

## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: D2724

10/03/2024

DUE DATE: 09/30/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	4 00661 6450	PROBSVCS		MILEAGE		194.73		
		Invoice Net				537.55		
						CHECK TOTAL	537.55	-----
1962	CORPORATE PAYMENT SYST	00001		INV	09/30/2024	1783SEP24	162676	
	1 00661 7900	PROBSVCS		CIG TAXC/O		634.30		
	2 00661 6450	PROBSVCS		MILEAGE		23.00		
	3 00661 6450	PROBSVCS		MILEAGE		202.67		
		Invoice Net				859.97		
						CHECK TOTAL	859.97	-----
1962	CORPORATE PAYMENT SYST	00001		INV	09/30/2024	4395SEP24	162677	
	1 00661 7900	PROBSVCS		CIG TAXC/O		299.97		
	2 00661 6530	PROBSVCS		OFFICE		7.84		
	3 00661 6530	PROBSVCS		OFFICE		14.90		
	4 00661 6530	PROBSVCS		OFFICE		19.00		
	5 00661 6530	PROBSVCS		OFFICE		15.28		
	6 00661 6530	PROBSVCS		OFFICE		13.97		
	7 00661 8830	PROBSVCS		ADMISDNPRB		7.99		
	8 00661 6530	PROBSVCS		OFFICE		9.62		
	9 03475 7630	JUSTJUVD		FOOD		6.47		
	10 00661 7900	PROBSVCS		CIG TAXC/O		2.99		
	11 03475 7630	JUSTJUVD		FOOD		3.74		
	12 03475 7710	JUSTJUVD		UNIFORMS		18.74		
	13 03475 7860	JUSTJUVD		MISCEXPENS		70.25		
	14 03475 7860	JUSTJUVD		MISCEXPENS		63.22		
	15 00661 7900	PROBSVCS		CIG TAXC/O		38.31		
	16 00661 7900	PROBSVCS		CIG TAXC/O		-34.99		
		Invoice Net				557.30		
						CHECK TOTAL	557.30	-----
1962	CORPORATE PAYMENT SYST	00001		INV	09/30/2024	2481SEP24	162683	
	1 00118 9480	GENEXP		CAP - CIP		69.66		
	2 03410 6620	JUSTBLDGS		CLEANING		144.40		
	3 03410 6620	JUSTBLDGS		CLEANING		65.40		
		Invoice Net				279.46		
						CHECK TOTAL	279.46	-----
1962	CORPORATE PAYMENT SYST	00001		INV	09/30/2024	3803SEP24	162684	
	1 03410 7530	JUSTBLDGS		REPFACILIT		226.81		
		Invoice Net				226.81		
						CHECK TOTAL	226.81	-----
1962	CORPORATE PAYMENT SYST	00001		INV	09/30/2024	2686SEP24	162688	
	1 00406 6750	ELECT-NOV		POSTAGE		60.74		
		Invoice Net				60.74		
						CHECK TOTAL	60.74	-----

## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: D2724

10/03/2024

DUE DATE: 09/30/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
1962	CORPORATE PAYMENT SYST	00001		INV	09/30/2024	6681SEP24	162701	
1	00131 6490	ENGINEER		EDUCATION		296.00		
2	00131 6720	ENGINEER		SM ASSETS		474.05		
3	00131 6720	ENGINEER		SM ASSETS		350.00		
		Invoice Net				1,120.05		
		CHECK TOTAL				1,120.05		-----
1962	CORPORATE PAYMENT SYST	00001		INV	10/22/2024	6576Sep24	162711	
1	01130 7400	EXTOFFICE		REPGENER		1,257.00		
		Invoice Net				1,257.00		
		CHECK TOTAL				1,257.00		-----
1962	CORPORATE PAYMENT SYST	00001		INV	09/30/2024	1791SEP24	162741	
1	00115 8950	TECHNOLOG		SOFTWARE		235.00		
2	800 2616	AUDITOR TR		ESTATE		141.98		
		Invoice Net				376.98		
		CHECK TOTAL				376.98		-----
1962	CORPORATE PAYMENT SYST	00001		INV	09/30/2024	9355SEP24	162953	
1	020 6720	REVAL		SM ASSETS		702.98		
		Invoice Net				702.98		
		CHECK TOTAL				702.98		-----
1962	CORPORATE PAYMENT SYST	00001		INV	09/30/2024	1851SEP24-2	162974	
1	00115 8950	TECHNOLOG		SOFTWARE		65.00		
		Invoice Net				65.00		
		CHECK TOTAL				65.00		-----
1962	CORPORATE PAYMENT SYST	00001		INV	09/30/2024	9420Sep24	163037	
1	002 7040	RD&BR GEN		REPAIR		23.57		
		Invoice Net				23.57		
		CHECK TOTAL				23.57		-----
3192	EXBABYLON PROFESSIONAL	00001		INV	09/30/2024	207436	162812	
1	00115 8950	TECHNOLOG		SOFTWARE		2,535.00		
		Invoice Net				2,535.00		
		CHECK TOTAL				2,535.00		-----
5837	FERNICO INC	00001		INV	09/30/2024	5222	162710	
1	03473 7230	JUST-PA		INVESTIGAT		4,500.00		
		Invoice Net				4,500.00		
		CHECK TOTAL				4,500.00		-----
5868	GRAYMAR ENVIRONMENTAL	00002		INV	09/30/2024	092124SPW-BON	162629	
1	02381 7370	LOCAL		HOUSE HAZ		9,347.81		
		Invoice Net				9,347.81		
		CHECK TOTAL				9,347.81		-----



## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: D2724

10/03/2024

DUE DATE: 09/30/2024

VENDOR	G/L ACCOUNTS			R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
400	HOME DEPOT	CREDIT	SERV	00002		INV	09/30/2024	6040100	162640	
	1 00823	9310		911TECH		CAP - BLDG		344.51		
				Invoice Net				344.51		
400	HOME DEPOT	CREDIT	SERV	00002		INV	09/30/2024	5022716	162641	
	1 00823	9310		911TECH		CAP - BLDG		95.58		
				Invoice Net				95.58		
400	HOME DEPOT	CREDIT	SERV	00002		INV	09/30/2024	5122535	162642	
	1 03461	7930		JAILDETENT		PRISLABOR		138.00		
				Invoice Net				138.00		
400	HOME DEPOT	CREDIT	SERV	00002		INV	09/30/2024	4022836	162644	
	1 00823	9310		911TECH		CAP - BLDG		186.44		
				Invoice Net				186.44		
400	HOME DEPOT	CREDIT	SERV	00002		INV	09/30/2024	3612009	162645	
	1 03450	7430		SHERADMIN		REPBLDGS		16.41		
				Invoice Net				16.41		
400	HOME DEPOT	CREDIT	SERV	00002		INV	09/30/2024	0612410	162646	
	1 03450	7430		SHERADMIN		REPBLDGS		9.94		
				Invoice Net				9.94		
400	HOME DEPOT	CREDIT	SERV	00002		INV	09/30/2024	8023903	162648	
	1 00823	9310		911TECH		CAP - BLDG		557.30		
				Invoice Net				557.30		
400	HOME DEPOT	CREDIT	SERV	00002		INV	09/30/2024	7511240	162649	
	1 03450	7430		SHERADMIN		REPBLDGS		19.94		
				Invoice Net				19.94		
400	HOME DEPOT	CREDIT	SERV	00002		INV	09/30/2024	6511373	162650	
	1 00823	6720		911TECH		SM ASSETS		139.92		
				Invoice Net				139.92		
400	HOME DEPOT	CREDIT	SERV	00002		INV	09/30/2024	3130986	162651	
	1 03450	7430		SHERADMIN		REPBLDGS		43.94		
				Invoice Net				43.94		
400	HOME DEPOT	CREDIT	SERV	00002		INV	09/30/2024	3511727	162653	
	1 03479	7040		MARINE PTR		REPAIR		13.28		
				Invoice Net				13.28		
400	HOME DEPOT	CREDIT	SERV	00002		INV	09/30/2024	2131089	162654	
	1 03450	7430		SHERADMIN		REPBLDGS		7.97		
				Invoice Net				7.97		
400	HOME DEPOT	CREDIT	SERV	00002		INV	09/30/2024	2624076	162655	
	1 00823	7430		911TECH		REPBLDGS		261.58		
				Invoice Net				261.58		
400	HOME DEPOT	CREDIT	SERV	00002		INV	09/30/2024	613576	162656	
	1 00823	9430		911TECH		CAP - COMP		345.81		
				Invoice Net				345.81		
400	HOME DEPOT	CREDIT	SERV	00002		INV	09/30/2024	8512261	162657	
	1 00823	7040		911TECH		REPAIR		7.94		
	2 00823	7430		911TECH		REPBLDGS		152.21		
				Invoice Net				160.15		
400	HOME DEPOT	CREDIT	SERV	00002		INV	09/30/2024	8523020	162658	

## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: D2724

10/03/2024

DUE DATE: 09/30/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	1 00823 6720		911TECH	SM ASSETS		4.50		
			Invoice Net			4.50		
400 HOME DEPOT	CREDIT SERV	00002	INV	09/30/2024		7613830	162659	
1 00823 7430		911TECH	REPBLDGS			122.12		
		Invoice Net				122.12		
400 HOME DEPOT	CREDIT SERV	00002	INV	09/30/2024		5120032	162660	
1 03461 7430		JAILDETENT	REPBLDGS			6.54		
		Invoice Net				6.54		
400 HOME DEPOT	CREDIT SERV	00002	INV	09/30/2024		3021056	162661	
1 00823 7430		911TECH	REPBLDGS			359.02		
		Invoice Net				359.02		
400 HOME DEPOT	CREDIT SERV	00002	INV	09/30/2024		9012863	162662	
1 03461 7930		JAILDETENT	PRISLABOR			13.88		
		Invoice Net				13.88		
400 HOME DEPOT	CREDIT SERV	00002	INV	09/30/2024		8513409	162663	
1 03461 7930		JAILDETENT	PRISLABOR			69.97		
		Invoice Net				69.97		
			CHECK TOTAL			2,916.80		-----
5051 TOM HOULE		00001	INV	09/30/2024		459	162604	
1 030 8751		PARKS	CONT GB			500.00		
		Invoice Net				500.00		
			CHECK TOTAL			500.00		-----
3836 MOON SECURITY SERVICES		00001	INV	09/30/2024		1261495	162612	
1 00118 9480		GENEXP	CAP - CIP			3,829.89		
		Invoice Net				3,829.89		
3836 MOON SECURITY SERVICES		00001	INV	09/30/2024		1232624	162626	
1 00115 8950		TECHNOLOG	SOFTWARE			39.20		
		Invoice Net				39.20		
3836 MOON SECURITY SERVICES		00001	INV	09/30/2024		1235391	162628	
1 00115 8950		TECHNOLOG	SOFTWARE			42.00		
		Invoice Net				42.00		
3836 MOON SECURITY SERVICES		00001	INV	09/30/2024		1239635	162633	
1 00115 8950		TECHNOLOG	SOFTWARE			42.00		
		Invoice Net				42.00		
3836 MOON SECURITY SERVICES		00001	INV	09/30/2024		1243712	162634	
1 00115 8950		TECHNOLOG	SOFTWARE			42.00		
		Invoice Net				42.00		
3836 MOON SECURITY SERVICES		00001	INV	09/30/2024		1248077	162635	
1 00115 8950		TECHNOLOG	SOFTWARE			42.00		
		Invoice Net				42.00		
3836 MOON SECURITY SERVICES		00001	INV	09/30/2024		1252114	162637	
1 00115 8950		TECHNOLOG	SOFTWARE			42.00		
		Invoice Net				42.00		
3836 MOON SECURITY SERVICES		00001	INV	09/30/2024		1256143	162638	
1 00115 8950		TECHNOLOG	SOFTWARE			42.00		
		Invoice Net				42.00		

## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: D2724

10/03/2024

DUE DATE: 09/30/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	4,121.09	-----
2344	NORTHSIDE WATER USERS	00001		INV	09/27/2024	1016AUG24	162585	
	1 00118 6960	GENEXP		WATER		146.70		
		Invoice Net				146.70		
2344	NORTHSIDE WATER USERS	00001		INV	09/27/2024	1016SEP24	162586	
	1 00118 6960	GENEXP		WATER		233.89		
		Invoice Net				233.89		
						CHECK TOTAL	380.59	-----
5048	NORTHWEST CUSTOM CONCR	00000		INV	09/30/2024	1042	162619	
	1 00110 7530	BLDGGRD		REPFACILIT		11,995.00		
		Invoice Net				11,995.00		
						CHECK TOTAL	11,995.00	-----
800	SANDPOINT CITY OF - UT	00001		INV	09/30/2024	05-02410.02SEPT24	162902	
	1 00118 6970	GENEXP		SEWER		178.43		
	2 00118 6960	GENEXP		WATER		89.45		
		Invoice Net				267.88		
800	SANDPOINT CITY OF - UT	00001		INV	09/30/2024	05-02520.02SEPT24	162903	
	1 00118 6970	GENEXP		SEWER		410.66		
	2 00118 6960	GENEXP		WATER		852.17		
		Invoice Net				1,262.83		
800	SANDPOINT CITY OF - UT	00001		INV	09/30/2024	08-01900.00SEPT24	162905	
	1 00118 6970	GENEXP		SEWER		233.87		
	2 00118 6960	GENEXP		WATER		129.72		
		Invoice Net				363.59		
800	SANDPOINT CITY OF - UT	00001		INV	09/30/2024	08-01901.00SEPT24	162906	
	1 00118 6960	GENEXP		WATER		791.54		
		Invoice Net				791.54		
800	SANDPOINT CITY OF - UT	00001		INV	09/30/2024	08-03700.00SEPT24	162908	
	1 00118 6970	GENEXP		SEWER		2,414.12		
	2 00118 6960	GENEXP		WATER		1,464.28		
		Invoice Net				3,878.40		
800	SANDPOINT CITY OF - UT	00001		INV	09/30/2024	08-03760.02SEPT24	162909	
	1 00118 6970	GENEXP		SEWER		85.00		
	2 00118 6960	GENEXP		WATER		340.74		
		Invoice Net				425.74		
800	SANDPOINT CITY OF - UT	00001		INV	09/30/2024	08-03765.02SEPT24	162910	
	1 00118 6960	GENEXP		WATER		294.47		
		Invoice Net				294.47		
800	SANDPOINT CITY OF - UT	00001		INV	09/30/2024	08-03770.00SEPT24	162911	
	1 00118 6970	GENEXP		SEWER		486.63		
		Invoice Net				486.63		
800	SANDPOINT CITY OF - UT	00001		INV	09/30/2024	08-03800.00SEPT24	162912	
	1 00118 6970	GENEXP		SEWER		3,407.53		
	2 00118 6960	GENEXP		WATER		953.59		
		Invoice Net				4,361.12		



## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: D2724

10/03/2024

DUE DATE: 09/30/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
800	SANDPOINT CITY OF - UT	00001		INV	09/30/2024	08-03805.00SEPT24	162914	
1	00118 6960	GENEXP		WATER		20.47		
		Invoice Net				20.47		
800	SANDPOINT CITY OF - UT	00001		INV	09/30/2024	08-04020.02SEPT24	162915	
1	00355 6960	AIRSANDPT		WATER		20.47		
		Invoice Net				20.47		
800	SANDPOINT CITY OF - UT	00001		INV	09/30/2024	08-04816.03SEPT24	162917	
1	00355 6980	AIRSANDPT		OTHER UTIL		93.61		
2	00355 6960	AIRSANDPT		WATER		24.06		
		Invoice Net				117.67		
800	SANDPOINT CITY OF - UT	00001		INV	09/30/2024	08-04828.00SEPT24	162920	
1	00355 6980	AIRSANDPT		OTHER UTIL		95.06		
2	00355 6960	AIRSANDPT		WATER		24.66		
		Invoice Net				119.72		
800	SANDPOINT CITY OF - UT	00001		INV	09/30/2024	23-03510.00SEPT24	162922	
1	00118 6970	GENEXP		SEWER		105.62		
2	00118 6960	GENEXP		WATER		49.69		
		Invoice Net				155.31		
800	SANDPOINT CITY OF - UT	00001		INV	09/30/2024	23-03520.00SEPT24	162923	
1	00118 6970	GENEXP		SEWER		119.66		
2	00118 6960	GENEXP		WATER		86.83		
		Invoice Net				206.49		
800	SANDPOINT CITY OF - UT	00001		INV	09/30/2024	23-03530.00SEPT24	162925	
1	00118 6970	GENEXP		SEWER		1,266.73		
2	00118 6960	GENEXP		WATER		534.38		
		Invoice Net				1,801.11		
800	SANDPOINT CITY OF - UT	00001		INV	09/30/2024	04-02280.04SEP24	162988	
1	047 8990	GRANT		GNT EXPEND		136.68		
		Invoice Net				136.68		
				CHECK TOTAL		14,710.12		-----
1708	UNITED DATA SECURITY	00001		INV	09/27/2024	141243	162590	
1	03473 7110	JUST-PA		OTHER		42.00		
		Invoice Net				42.00		
				CHECK TOTAL		42.00		-----
3548	WESTERN STATES EQUIPME	00001		INV	09/30/2024	IN002925923	162615	
1	00110 7421	BLDGGRD		R&M GENER		2,150.21		
		Invoice Net				2,150.21		
3548	WESTERN STATES EQUIPME	00001		INV	09/30/2024	IN002925963	162616	
1	00110 7421	BLDGGRD		R&M GENER		2,886.87		
		Invoice Net				2,886.87		
3548	WESTERN STATES EQUIPME	00001		INV	09/30/2024	IN002925978	162617	
1	03410 7421	JUSTBLDGS		R&M GENER		1,713.00		
		Invoice Net				1,713.00		
				CHECK TOTAL		6,750.08		-----

## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: D2724

10/03/2024

DUE DATE: 09/30/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
3553 WEX BANK	1 00124 7000	00000		INV 09/30/2024		100130401	163034	
		GIS		GASOLINE		230.67		
		Invoice Net				230.67		
				CHECK TOTAL		230.67		-----
3553 WEX BANK	1 027 7000	00001		INV 09/30/2024		100124042	162808	
		WEEDS		GASOLINE		219.56		
		Invoice Net				219.56		
				CHECK TOTAL		219.56		-----
3553 WEX BANK	1 00118 7000	00001		INV 09/30/2024		100147865	162889	
	2 023 7000	GENEXP		GASOLINE		50.31		
		SOL WASTE		GASOLINE		1,248.45		
		Invoice Net				1,298.76		
				CHECK TOTAL		1,298.76		-----
3553 WEX BANK	1 020 7000	00001		INV 09/30/2024		100140561	162955	
		REVAL		GASOLINE		436.99		
		Invoice Net				436.99		
				CHECK TOTAL		436.99		-----
3553 WEX BANK	1 00661 7000	00001		INV 09/30/2024		100102653	162969	
	2 03475 7000	PROBSVCS		GASOLINE		864.53		
	3 03475 7000	JUSTJUVDET		GASOLINE		315.62		
		JUSTJUVDET		GASOLINE		-12.50		
		Invoice Net				1,167.65		
				CHECK TOTAL		1,167.65		-----
3553 WEX BANK	1 002 7000	00001		INV 09/30/2024		100139399	163039	
	2 002 7010	RD&BR GEN		GASOLINE		3,042.36		
	3 002 7010	RD&BR GEN		DIESEL		14,227.11		
		RD&BR GEN		DIESEL		-382.34		
		Invoice Net				16,887.13		
				CHECK TOTAL		16,887.13		-----
3553 WEX BANK	1 038 7000	00001		INV 09/30/2024		100139533	163040	
	2 038 7010	WATER		GASOLINE		662.20		
		WATER		DIESEL		23.98		
		Invoice Net				686.18		
				CHECK TOTAL		686.18		-----
5930 ASIA WILLIAMS	1 00105 6450	00000		INV 09/26/2024		SEP24	162549	
		COMMISS		MILEAGE		153.00		
		Invoice Net				153.00		
				CHECK TOTAL		153.00		-----
5284 NORTHWEST FIBER LLC		00001		INV 09/27/2024		208-189-0229SEP24	162589	

## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: D2724

10/03/2024

DUE DATE: 09/30/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	1 00115 6920		TECHNOLOG	TELEPHONE		11,737.84		
			Invoice Net			11,737.84		
5284	NORTHWEST FIBER LLC	00001	INV	09/30/2024		208-266-0196SEP24	162613	
	1 00115 6920		TECHNOLOG	TELEPHONE		89.62		
			Invoice Net			89.62		
			CHECK TOTAL			11,827.46		-----
102 INVOICES				WARRANT TOTAL		112,568.09	112,568.09	



## WARRANT SUMMARY

WARRANT: D2724 10/03/2024

DUE DATE: 09/30/2024

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
001	00105	COMMISSIONERS	001-05-00-000-6450-	TRAVEL - MILEAGE	153.00 6,628.49
001	00110	FACILITIES	001-10-00-000-7421-	REPAIRS/MAINT GENERATO	5,037.08 15,225.29
001	00110	FACILITIES	001-10-00-000-7530-	REPAIRS/MAINT - FACILI	11,995.00 15,225.29
001	00110	FACILITIES	001-10-00-000-8750-	CONTRACTS - MISC	1,120.00 15,225.29
001	00115	TECHNOLOGY	001-15-00-000-6920-	UTILITIES - TELEPHONE	11,827.46 -26,584.46
001	00115	TECHNOLOGY	001-15-00-000-8950-	SOFTWARE AND SOFTWARE S	3,126.20 -26,584.46
001	00118	GENERAL FUND EXPEN	001-18-00-000-6910-	UTILITIES - BOTTLED WA	182.10 184,946.80
001	00118	GENERAL FUND EXPEN	001-18-00-000-6960-	UTILITIES - WATER	5,987.92 184,946.80
001	00118	GENERAL FUND EXPEN	001-18-00-000-6970-	UTILITIES - SEWER	8,708.25 184,946.80
001	00118	GENERAL FUND EXPEN	001-18-00-000-7000-	VEHICLES - FUEL, GASOL	50.31 184,946.80
001	00118	GENERAL FUND EXPEN	001-18-00-000-7040-	VEHICLES - REPAIR/MAIN	23.57 184,946.80
001	00118	GENERAL FUND EXPEN	001-18-00-000-9480-	CAPITAL - CONSTRUCTION	3,899.55 184,946.80
001	00124	GIS	001-24-00-000-7000-	VEHICLES - FUEL, GASOL	230.67 34,933.65
001	00131	ENGINEERING	001-29-00-000-6490-	EDUCATION	296.00 413.00
001	00131	ENGINEERING	001-29-00-000-6720-	SMALL ASSETS AND EQUIP	824.05 3,488.45
001	01110	EMERGENCY MANAGEM	001-11-00-000-7331-	EMERGENCY MANAGEMENT O	850.29 4,410.68
001	01130	EXTENSION OFFICE	001-13-00-000-7400-	MAINTENANCE - GENERAL	1,257.00 3,162.26
			FUND TOTAL	55,568.45	
002	002	ROAD & BRIDGE	002-00-00-000-7000-	VEHICLES - FUEL, GASOL	3,961.80 1,224,865.64
002	002	ROAD & BRIDGE	002-00-00-000-7010-	VEHICLES - FUEL, DIESE	20,566.28 1,224,865.64
002	002	ROAD & BRIDGE	002-00-00-000-7040-	VEHICLES - REPAIR/MAIN	23.57 1,224,865.64
			FUND TOTAL	24,551.65	
003	00355	AIRPORT - SANDPOIN	003-55-00-000-6960-	UTILITIES - WATER	69.19 13,997.82
003	00355	AIRPORT - SANDPOIN	003-55-00-000-6980-	UTILITIES - OTHER	188.67 13,997.82
003	00356	AIRPORT - PRIEST R	003-56-00-000-6930-	UTILITIES - ELECTRICIT	90.16 647.88
			FUND TOTAL	348.02	
004	00406	ELECTION - NOVEMBE	004-00-06-000-6750-	POSTAGE	60.74 101,155.08
			FUND TOTAL	60.74	
006	00661	PROBATION SERVICES	006-61-00-000-6450-	TRAVEL - MILEAGE	420.40 63,817.34
006	00661	PROBATION SERVICES	006-61-00-000-6510-	EDUCATION - FEES/REGIS	165.00 63,817.34
006	00661	PROBATION SERVICES	006-61-00-000-6530-	SUPPLIES - OFFICE	138.43 63,817.34
006	00661	PROBATION SERVICES	006-61-00-000-6720-	SMALL ASSETS AND EQUIP	100.00 63,817.34
006	00661	PROBATION SERVICES	006-61-00-000-7000-	VEHICLES - FUEL, GASOL	864.53 63,817.34
006	00661	PROBATION SERVICES	006-61-00-000-7410-	REPAIRS/MAINT - OFFICE	3.93 63,817.34
006	00661	PROBATION SERVICES	006-61-00-000-7900-	CIGARETTE TAX CARRYOVE	1,783.25 63,817.34
006	00661	PROBATION SERVICES	006-61-00-000-8830-	ADULT AL/DRUG MISD PRO	7.99 63,817.34
006	00661	PROBATION SERVICES	006-61-00-000-8940-	COMPUTER - SUPPORT & U	226.00 63,817.34
			FUND TOTAL	3,709.53	
008	00822	911 OPERATIONS	008-00-22-000-6440-	TRAVEL	759.94 32,021.62

## WARRANT SUMMARY

WARRANT: D2724 10/03/2024

DUE DATE: 09/30/2024

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
008	00823	911 TECHNOLOGY	008-00-23-000-6720- SMALL ASSETS AND EQUIP	144.42 95,216.69
008	00823	911 TECHNOLOGY	008-00-23-000-7040- VEHICLES - REPAIR/MAIN	7.94 95,216.69
008	00823	911 TECHNOLOGY	008-00-23-000-7430- REPAIRS/MAINT - BLDGS/	894.93 95,216.69
008	00823	911 TECHNOLOGY	008-00-23-000-9310- CAPITAL - BUILDINGS	1,183.83 311,108.49
008	00823	911 TECHNOLOGY	008-00-23-000-9430- CAPITAL - COMPUTERS	345.81 311,108.49
			FUND TOTAL	3,336.87
020	020	REVALUATION	020-00-00-000-6720- SMALL ASSETS AND EQUIP	702.98 11,648.16
020	020	REVALUATION	020-00-00-000-7000- VEHICLES - FUEL, GASOL	436.99 11,648.16
			FUND TOTAL	1,139.97
023	023	SOLID WASTE	023-00-00-000-7000- VEHICLES - FUEL, GASOL	1,248.45 239,582.19
023	023	SOLID WASTE	023-00-00-000-7040- VEHICLES - REPAIR/MAIN	47.14 239,582.19
023	02381	SW - LOCAL	023-00-81-000-7370- HOUSEHOLD HAZARDOUS WA	9,347.81 239,582.19
			FUND TOTAL	10,643.40
027	027	WEEDS	027-00-00-000-7000- VEHICLES - FUEL, GASOL	219.56 8,627.63
			FUND TOTAL	219.56
030	030	PARKS & RECREATION	030-00-00-000-8751- CONTRACTS - MISC GARF	500.00 5,620.34
			FUND TOTAL	500.00
034	03410	JUSTICE - BLDGS &	034-10-00-000-6620- SUPPLIES - CLEANING	209.80 33,144.47
034	03410	JUSTICE - BLDGS &	034-10-00-000-7421- REPAIRS/MAINT GENERATO	1,713.00 33,144.47
034	03410	JUSTICE - BLDGS &	034-10-00-000-7530- REPAIRS/MAINT - FACILI	786.81 33,144.47
034	03450	SHERIFF - ADMINIST	034-72-50-000-6440- TRAVEL	546.00 113,974.41
034	03450	SHERIFF - ADMINIST	034-72-50-000-7430- REPAIRS/MAINT - BLDGS/	98.20 113,974.41
034	03454	SHERIFF - SEARCH &	034-72-54-000-7860- MISCELLANEOUS EXPENSES	11.95 113,974.41
034	03457	SHERIFF - AUTO SHO	034-72-57-000-7040- VEHICLES - REPAIR/MAIN	370.00 113,974.41
034	03461	JAIL - DETENTION	034-78-61-000-7430- REPAIRS/MAINT - BLDGS/	13.53 135,847.00
034	03461	JAIL - DETENTION	034-78-61-000-7930- PRISONER - INMATE LABO	221.85 135,847.00
034	03473	JUSTICE - PROSECUT	034-73-00-000-6450- TRAVEL - MILEAGE	569.50 50,409.58
034	03473	JUSTICE - PROSECUT	034-73-00-000-6900- UTILITIES - CELLULAR T	50.23 50,409.58
034	03473	JUSTICE - PROSECUT	034-73-00-000-7110- PROF. SVCS - OTHER	152.25 50,409.58
034	03473	JUSTICE - PROSECUT	034-73-00-000-7230- PROF. SVCS - INVESTIGA	4,500.00 50,409.58
034	03473	JUSTICE - PROSECUT	034-73-00-000-7410- REPAIRS/MAINT - OFFICE	324.21 50,409.58
034	03475	JUSTICE - JUVENILE	034-75-00-000-7000- VEHICLES - FUEL, GASOL	303.12 736.57
034	03475	JUSTICE - JUVENILE	034-75-00-000-7420- REPAIRS/MAINT - EQUIPM	10.96 736.57
034	03475	JUSTICE - JUVENILE	034-75-00-000-7630- FOOD	167.55 736.57
034	03475	JUSTICE - JUVENILE	034-75-00-000-7710- UNIFORMS	18.74 736.57
034	03475	JUSTICE - JUVENILE	034-75-00-000-7860- MISCELLANEOUS EXPENSES	172.01 736.57
034	03479	JUSTICE - MARINE P	034-79-00-000-7040- VEHICLES - REPAIR/MAIN	1,117.75 .00
034	03479	JUSTICE - MARINE P	034-79-00-000-7710- UNIFORMS	107.50 .00
034	34180	JUSTICE - GENERAL	034-18-00-000-8950- SOFTWARE AND SOFTWARE S	25.00 35,542.04

## WARRANT SUMMARY

WARRANT: D2724 10/03/2024

DUE DATE: 09/30/2024

FUND ORG		ACCOUNT			AMOUNT	AVLB BUDGET
				FUND TOTAL	11,489.96	
038	038	WATERWAYS	038-00-00-000-6930-	UTILITIES - ELECTRICIT	35.10	11,080.93
038	038	WATERWAYS	038-00-00-000-7000-	VEHICLES - FUEL, GASOL	662.20	11,080.93
038	038	WATERWAYS	038-00-00-000-7010-	VEHICLES - FUEL, DIESE	23.98	11,080.93
				FUND TOTAL	721.28	
047	047	GRANTS	047-00-00-000-8990-	GRANT EXPENDITURES	136.68	726,437.92
				FUND TOTAL	136.68	
800	800	AUDITORS TRUST	800-00-00-000-2616-	ESTATE TRUST	141.98	
				FUND TOTAL	141.98	
WARRANT SUMMARY TOTAL					112,568.09	
GRAND TOTAL					112,568.09	



## WARRANT LIST BY VOUCHER

WARRANT: D2724 10/03/2024

DUE DATE: 09/30/2024

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
162549	5930	ASIA WILLIAMS	SEP24		INV	09/26/2024	153.00	Per Diem_IAC 2024 Fall
162585	2344	NORTHSIDE WATER USERS ASSN.	1016AUG24		INV	09/27/2024	146.70	WATER USAGE 6/30/24-07
162586	2344	NORTHSIDE WATER USERS ASSN.	1016SEP24		INV	09/27/2024	233.89	WATER USAGE 07/31/24-0
162587	1900	AVISTA UTILITIES	1134230000SEP24		INV	09/27/2024	90.16	PRIEST RIVER AIRPORT H
162588	1900	AVISTA UTILITIES	3453950000SEP24		INV	09/27/2024	35.10	LAKEVIEW AREA LIGHT
162589	5284	NORTHWEST FIBER LLC	208-189-0229SEP24		INV	09/27/2024	11,737.84	BONNER COUNTY SUMMARY
162590	1708	UNITED DATA SECURITY	141243		INV	09/27/2024	42.00	Inv.@ 141243 shred se
162591	6020	ARAMARK SERVICES INC	10418383		INV	09/27/2024	73.50	Inv.# 10418383 water s
162594	6020	ARAMARK SERVICES INC	10418384		INV	09/27/2024	36.75	Inv.# 10418384 water
162604	5051	TOM HOULE	459		INV	09/30/2024	500.00	Garfield bay Host
162612	3836	MOON SECURITY SERVICES INC	1261495		INV	09/30/2024	3,829.89	FAC ACCESS CONTROLS BO
162613	5284	NORTHWEST FIBER LLC	208-266-0196SEP24		INV	09/30/2024	89.62	CLARK FORK SOLID WASTE
162615	3548	WESTERN STATES EQUIPMENT CO	IN002925923		INV	09/30/2024	2,150.21	FAC MULTI USE GENERATO
162616	3548	WESTERN STATES EQUIPMENT CO	IN002925963		INV	09/30/2024	2,886.87	FAC ADMIN GENERATOR MA
162617	3548	WESTERN STATES EQUIPMENT CO	IN002925978		INV	09/30/2024	1,713.00	FAC COURTHOUSE GENERAT
162618	2573	CONNECT TECHNOLOGIES INC.	24-0919		INV	09/30/2024	1,680.00	FAC FIRE ALARM MONITOR
162619	5048	NORTHWEST CUSTOM CONCRETE	1042		INV	09/30/2024	11,995.00	FAC ADMIN SIDEWALKS
162621	1962	CORPORATE PAYMENT SYSTEMS	4327SEP24		INV	09/30/2024	921.00	BHOWARD SEP24 CC STMT
162626	3836	MOON SECURITY SERVICES INC	1232624		INV	09/30/2024	39.20	RECURRING MONTHLY SERV
162628	3836	MOON SECURITY SERVICES INC	1235391		INV	09/30/2024	42.00	RECURRING MONTHLY SERV
162629	5868	GRAYMAR ENVIRONMENTAL SERVI	092124SPW-BON		INV	09/30/2024	9,347.81	SW HHW DUFORT
162633	3836	MOON SECURITY SERVICES INC	1239635		INV	09/30/2024	42.00	RECURRING MONTHLY SERV
162634	3836	MOON SECURITY SERVICES INC	1243712		INV	09/30/2024	42.00	MONTHLY RECURRING SERV
162635	3836	MOON SECURITY SERVICES INC	1248077		INV	09/30/2024	42.00	MONTHLY RECURRING SERV
162637	3836	MOON SECURITY SERVICES INC	1252114		INV	09/30/2024	42.00	MONTHLY RECURRING SERV

## WARRANT LIST BY VOUCHER

WARRANT: D2724 10/03/2024

DUE DATE: 09/30/2024

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
162638	3836	MOON SECURITY SERVICES INC	1256143		INV	09/30/2024	42.00	MONTHLY RECURRING SERV
162640	400	HOME DEPOT CREDIT SERVICES	6040100		INV	09/30/2024	344.51	Metalic Square Box, Co
162641	400	HOME DEPOT CREDIT SERVICES	5022716		INV	09/30/2024	95.58	Hand SOap, Treated Woo
162642	400	HOME DEPOT CREDIT SERVICES	5122535		INV	09/30/2024	138.00	Underlayment
162644	400	HOME DEPOT CREDIT SERVICES	4022836		INV	09/30/2024	186.44	Wood Siding, Wheelbarr
162645	400	HOME DEPOT CREDIT SERVICES	3612009		INV	09/30/2024	16.41	Stand/Vari Line Level
162646	400	HOME DEPOT CREDIT SERVICES	0612410		INV	09/30/2024	9.94	Fly Ribbon 10 pk
162648	400	HOME DEPOT CREDIT SERVICES	8023903		INV	09/30/2024	557.30	Masking Tape, Conduits
162649	400	HOME DEPOT CREDIT SERVICES	7511240		INV	09/30/2024	19.94	PowerCare Oil
162650	400	HOME DEPOT CREDIT SERVICES	6511373		INV	09/30/2024	139.92	16 Tine Bow Rake
162651	400	HOME DEPOT CREDIT SERVICES	3130986		INV	09/30/2024	43.94	Tapping Block, Install
162653	400	HOME DEPOT CREDIT SERVICES	3511727		INV	09/30/2024	13.28	Supreme Paint
162654	400	HOME DEPOT CREDIT SERVICES	2131089		INV	09/30/2024	7.97	Underlayment seam tape
162655	400	HOME DEPOT CREDIT SERVICES	2624076		INV	09/30/2024	261.58	Drywall Screws, Sharp
162656	400	HOME DEPOT CREDIT SERVICES	613576		INV	09/30/2024	345.81	Threaded Rod, Self Dri
162657	400	HOME DEPOT CREDIT SERVICES	8512261		INV	09/30/2024	160.15	welded wire, Poultry n
162658	400	HOME DEPOT CREDIT SERVICES	8523020		INV	09/30/2024	4.50	Poultry Net
162659	400	HOME DEPOT CREDIT SERVICES	7613830		INV	09/30/2024	122.12	Galv Zflash mill, Galv
162660	400	HOME DEPOT CREDIT SERVICES	5120032		INV	09/30/2024	6.54	Weather Strip
162661	400	HOME DEPOT CREDIT SERVICES	3021056		INV	09/30/2024	359.02	Low voltage Old work,
162662	400	HOME DEPOT CREDIT SERVICES	9012863		INV	09/30/2024	13.88	Fly Ribbon, Mouse Trap
162663	400	HOME DEPOT CREDIT SERVICES	8513409		INV	09/30/2024	69.97	10" 84 T Laminate Alum
162664	1962	CORPORATE PAYMENT SYSTEMS	4325SEP24		INV	09/30/2024	1,104.47	Impeller Pump Kit, Ori
162665	1962	CORPORATE PAYMENT SYSTEMS	4781SEP24		INV	09/30/2024	381.95	Garmin App, Bedside Ra

## WARRANT LIST BY VOUCHER

WARRANT: D2724 10/03/2024

DUE DATE: 09/30/2024

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
162666	1962	CORPORATE PAYMENT SYSTEMS	4493SEP24		INV	09/30/2024	25.00	KASM Technologies
162668	1962	CORPORATE PAYMENT SYSTEMS	8776SEP24		INV	09/30/2024	759.94	Hotel & Fuel Charges,
162669	1962	CORPORATE PAYMENT SYSTEMS	1425SEP24		INV	09/30/2024	107.50	General Sewing
162670	1962	CORPORATE PAYMENT SYSTEMS	1433SEP24		INV	09/30/2024	6.99	Orange Dead Blow Hamme
162671	1962	CORPORATE PAYMENT SYSTEMS	2512SEP24		INV	09/30/2024	546.00	Hotel Charges - IAC Co
162672	1962	CORPORATE PAYMENT SYSTEMS	8561SEP24		INV	09/30/2024	423.28	Simmons- Credit Card S
162673	1962	CORPORATE PAYMENT SYSTEMS	8508SEP24		INV	09/30/2024	836.16	Ealy- Credit Card Stat
162675	1962	CORPORATE PAYMENT SYSTEMS	7560SEP24		INV	09/30/2024	537.55	Hunter- Credit Card St
162676	1962	CORPORATE PAYMENT SYSTEMS	1783SEP24		INV	09/30/2024	859.97	Stultz- Credit Card St
162677	1962	CORPORATE PAYMENT SYSTEMS	4395SEP24		INV	09/30/2024	557.30	Jeffers- Credit Card S
162683	1962	CORPORATE PAYMENT SYSTEMS	2481SEP24		INV	09/30/2024	279.46	FAC TEDDI CC SEPT2024
162684	1962	CORPORATE PAYMENT SYSTEMS	3803SEP24		INV	09/30/2024	226.81	FAC TREVOR CC SEPT2024
162688	1962	CORPORATE PAYMENT SYSTEMS	2686SEP24		INV	09/30/2024	60.74	Postage on Absentee Ba
162692	6302	ROBERT A ABEL	sep24		INV	09/30/2024	569.50	Supreme Court/Boise sw
162701	1962	CORPORATE PAYMENT SYSTEMS	6681SEP24		INV	09/30/2024	1,120.05	SFERGUSON CC STMT SEP2
162710	5837	FERNICO INC	5222		INV	09/30/2024	4,500.00	Inv.# 5222 Cortexflo
162711	1962	CORPORATE PAYMENT SYSTEMS	6576Sep24		INV	10/22/2024	1,257.00	Mower, string trimmer,
162713	966	CANON SOLUTIONS AMERICA	6009351480		INV	09/30/2024	90.37	serialULK02790 Inv# 60
162720	966	CANON SOLUTIONS AMERICA	6009351479		INV	09/30/2024	233.84	serial RRB20616 Inv# 6
162723	4980	AT&T MOBILITY LLC	SEP24		INV	09/30/2024	50.23	287289674365x09282024
162741	1962	CORPORATE PAYMENT SYSTEMS	1791SEP24		INV	09/30/2024	376.98	QUICKBOOKS, SIRCUNZA
162745	209	CLEARWATER SPRINGS	94706SEP24		INV	09/30/2024	25.24	VETERANS OFFICE WATER
162746	209	CLEARWATER SPRINGS	79491SEP24		INV	09/30/2024	69.24	ASSESSOR WATER 09/01/2
162747	209	CLEARWATER SPRINGS	70680SEP24		INV	09/30/2024	87.62	THIRD FLOOR/ELECTIONS
162808	3553	WEX BANK	100124042		INV	09/30/2024	219.56	WEEDS DEPT FUEL



## WARRANT LIST BY VOUCHER

WARRANT: D2724 10/03/2024

DUE DATE: 09/30/2024

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
162812	3192	EXBABYLON PROFESSIONAL IT S	207436		INV	09/30/2024	2,535.00	MONTHLY MICROSOFT LICE
162889	3553	WEX BANK	100147865		INV	09/30/2024	1,298.76	SW MP FUEL SEP24
162902	800	SANDPOINT CITY OF - UTILITI	05-02410.02SEPT24		INV	09/30/2024	267.88	521 S DIVISON (COUNTY
162903	800	SANDPOINT CITY OF - UTILITI	05-02520.02SEPT24		INV	09/30/2024	1,262.83	ADMIN BLDG 1500 HWY 2
162905	800	SANDPOINT CITY OF - UTILITI	08-01900.00SEPT24		INV	09/30/2024	363.59	JUSTICE SERVICES 4002
162906	800	SANDPOINT CITY OF - UTILITI	08-01901.00SEPT24		INV	09/30/2024	791.54	JUSTICE SVCS IRRIGATIO
162908	800	SANDPOINT CITY OF - UTILITI	08-03700.00SEPT24		INV	09/30/2024	3,878.40	FAIRGROUNDS SEWER/WATE
162909	800	SANDPOINT CITY OF - UTILITI	08-03760.02SEPT24		INV	09/30/2024	425.74	RV DUMP STATION @ FAIR
162910	800	SANDPOINT CITY OF - UTILITI	08-03765.02SEPT24		INV	09/30/2024	294.47	PLAYGROUND IRRIGATION
162911	800	SANDPOINT CITY OF - UTILITI	08-03770.00SEPT24		INV	09/30/2024	486.63	DRIVERS LICENSE BLDG 4
162912	800	SANDPOINT CITY OF - UTILITI	08-03800.00SEPT24		INV	09/30/2024	4,361.12	JAIL SEWER/WATER - 400
162914	800	SANDPOINT CITY OF - UTILITI	08-03805.00SEPT24		INV	09/30/2024	20.47	TASK FORCE WATER 4001
162915	800	SANDPOINT CITY OF - UTILITI	08-04020.02SEPT24		INV	09/30/2024	20.47	SDPT AIRPORT RUNWAY WA
162917	800	SANDPOINT CITY OF - UTILITI	08-04816.03SEPT24		INV	09/30/2024	117.67	SDPT AIRPORT GLANTZ EQ
162920	800	SANDPOINT CITY OF - UTILITI	08-04828.00SEPT24		INV	09/30/2024	119.72	SDPT AIRPORT PUBLIC RE
162922	800	SANDPOINT CITY OF - UTILITI	23-03510.00SEPT24		INV	09/30/2024	155.31	PUBLIC DEFENDER 123 S
162923	800	SANDPOINT CITY OF - UTILITI	23-03520.00SEPT24		INV	09/30/2024	206.49	PROSECUTOR 127 S FIRST
162925	800	SANDPOINT CITY OF - UTILITI	23-03530.00SEPT24		INV	09/30/2024	1,801.11	COURTHOUSE 215 S FIRST
162953	1962	CORPORATE PAYMENT SYSTEMS	9355SEP24		INV	09/30/2024	702.98	2 DESKS
162955	3553	WEX BANK	100140561		INV	09/30/2024	436.99	FUEL FOR FLEET VEHICLE
162969	3553	WEX BANK	100102653		INV	09/30/2024	1,167.65	Fleet Vehicle Fuel Car
162974	1962	CORPORATE PAYMENT SYSTEMS	1851SEP24-2		INV	09/30/2024	65.00	INTUIT QUICKBOOKS FOR
162988	800	SANDPOINT CITY OF - UTILITI	04-02280.04SEP24		INV	09/30/2024	136.68	Service @ 227 South Fi
163034	3553	WEX BANK	100130401		INV	09/30/2024	230.67	GIS Fuel Bill

## WARRANT LIST BY VOUCHER

WARRANT: D2724 10/03/2024

DUE DATE: 09/30/2024

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
163037	1962	CORPORATE PAYMENT SYSTEMS	9420Sep24		INV	09/30/2024	23.57	ITD Replacement Plates
163039	3553	WEX BANK	100139399		INV	09/30/2024	16,887.13	Road & Bridge Vehicle
163040	3553	WEX BANK	100139533		INV	09/30/2024	686.18	Waterways Fuel
163050	5496	CONNELL OIL INCORPORATED	CL04500		INV	09/30/2024	7,640.95	D2 Biweekly Fuel
WARRANT TOTAL							112,568.09	

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



# **Bonner County**

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## **Board of Commissioners**

Steve Bradshaw

Asia Williams

Ron Korn

CLERK  
Item #2

October 8 2024

## **Memorandum**

To: Commissioners

Re: FY24 EMS Demands in Batch #27

The Auditor's Office presented the FY24 EMS Demands in Batch #27, **Totaling \$9,902.43**

A suggested motion would be: **I move to approve payment of the FY24 EMS Demands in Batch #27 Totaling \$9,902.43**

Recommendation Acceptance: ☐ yes ☐ no \_\_\_\_\_ Date: \_\_\_\_\_  
Asia Williams, Chairwoman



ACCOUNTS PAYABLE WARRANT REPORT

EMS Demands

DATE: 10/03/2024 WARRANT: D2724 AMOUNT: \$ 9,902.43

COMMISSIONER'S APPROVAL REPORT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## DETAIL INVOICE LIST

CASH ACCOUNT: 999 1099

EMS TREASURER/WARRANT

WARRANT: D2724

10/03/2024

DUE DATE: 09/30/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
1900 AVISTA UTILITIES		00001		INV	09/26/2024	0727737636SEP24	162579	
1 99918 6930		NEWMSGN		ELECTRIC		213.45		
		Invoice Net				213.45		
				CHECK TOTAL		213.45		-----
2558 COMDATA		00001		INV	09/30/2024	20411367	162897	
1 99918 7000		NEWMSGN		GASOLINE		5,495.75		
		Invoice Net				5,495.75		
				CHECK TOTAL		5,495.75		-----
1962 CORPORATE PAYMENT SYST		00001		INV	09/30/2024	4827SEP24	162893	
1 99918 7110		NEWMSGN		OTHER		12.67		
2 99918 7860		NEWMSGN		MISCEXPENS		709.00		
3 99918 6530		NEWMSGN		OFFICE		112.34		
4 99918 7860		NEWMSGN		MISCEXPENS		110.00		
5 99918 7110		NEWMSGN		OTHER		86.30		
		Invoice Net				1,030.31		
				CHECK TOTAL		1,030.31		-----
1962 CORPORATE PAYMENT SYST		00001		INV	09/30/2024	8336SEP24	162895	
1 99918 6720		NEWMSGN		SM ASSETS		616.96		
2 99918 7860		NEWMSGN		MISCEXPENS		100.00		
		Invoice Net				716.96		
				CHECK TOTAL		716.96		-----
401 HOME DEPOT CREDIT SERV		00003		INV	09/30/2024	9521436	162888	
1 99918 6670		NEWMSGN		OTHER		165.57		
		Invoice Net				165.57		
401 HOME DEPOT CREDIT SERV		00003		INV	09/30/2024	9510952	162891	
1 99918 7530		NEWMSGN		REPFACILIT		10.46		
		Invoice Net				10.46		
401 HOME DEPOT CREDIT SERV		00003		INV	09/30/2024	6614064	162892	
1 99918 6720		NEWMSGN		SM ASSETS		127.85		
		Invoice Net				127.85		
				CHECK TOTAL		303.88		-----
6305 BRIAN ROBERE		00001		INV	09/30/2024	092624	162896	
1 99918 7110		NEWMSGN		OTHER		1,874.20		
		Invoice Net				1,874.20		
				CHECK TOTAL		1,874.20		-----
800 SANDPOINT CITY OF - UT		00001		INV	09/30/2024	05-02410.02SEP24	162874	
1 99918 6980		NEWMSGN		OTHER UTIL		267.88		
		Invoice Net				267.88		
				CHECK TOTAL		267.88		-----

DETAIL INVOICE LIST

CASH ACCOUNT: 999      1099      EMS TREASURER/WARRANT      WARRANT: D2724      10/03/2024      DUE DATE: 09/30/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
9 INVOICES			WARRANT TOTAL			9,902.43	9,902.43	



## WARRANT SUMMARY

WARRANT: D2724 10/03/2024

DUE DATE: 09/30/2024

FUND	ORG		ACCOUNT		AMOUNT	AVLB	BUDGET
999	99918	NEW EMS - GENERAL	999-18-00-000-6530-	SUPPLIES - OFFICE	112.34		20,802.34
999	99918	NEW EMS - GENERAL	999-18-00-000-6670-	SUPPLIES - OTHER	165.57		20,802.34
999	99918	NEW EMS - GENERAL	999-18-00-000-6720-	SMALL ASSETS AND EQUIP	744.81		20,802.34
999	99918	NEW EMS - GENERAL	999-18-00-000-6930-	UTILITIES - ELECTRICIT	213.45		20,802.34
999	99918	NEW EMS - GENERAL	999-18-00-000-6980-	UTILITIES - OTHER	267.88		20,802.34
999	99918	NEW EMS - GENERAL	999-18-00-000-7000-	VEHICLES - FUEL, GASOL	5,495.75		20,802.34
999	99918	NEW EMS - GENERAL	999-18-00-000-7110-	PROF. SVCS - OTHER	1,973.17		20,802.34
999	99918	NEW EMS - GENERAL	999-18-00-000-7530-	REPAIRS/MAINT - FACILI	10.46		20,802.34
999	99918	NEW EMS - GENERAL	999-18-00-000-7860-	MISCELLANEOUS EXPENSES	919.00		20,802.34
FUND TOTAL					9,902.43		
WARRANT SUMMARY TOTAL					9,902.43		
GRAND TOTAL					9,902.43		

## WARRANT LIST BY VOUCHER

WARRANT: D2724 10/03/2024

DUE DATE: 09/30/2024

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
162579	1900	AVISTA UTILITIES	0727737636SEP24		INV	09/26/2024	213.45	EMS STATION 1 - 521 S
162874	800	SANDPOINT CITY OF - UTILITI	05-02410.02SEP24		INV	09/30/2024	267.88	SEWER/WATER - 521 S DI
162888	401	HOME DEPOT CREDIT SERVICES	9521436		INV	09/30/2024	165.57	Paint for new bays
162891	401	HOME DEPOT CREDIT SERVICES	9510952		INV	09/30/2024	10.46	Flagpole station 4
162892	401	HOME DEPOT CREDIT SERVICES	6614064		INV	09/30/2024	127.85	Station 1 lamps
162893	1962	CORPORATE PAYMENT SYSTEMS	4827SEP24		INV	09/30/2024	1,030.31	Shipping, ink, Medicar
162895	1962	CORPORATE PAYMENT SYSTEMS	8336SEP24		INV	09/30/2024	716.96	TV, Licensing
162896	6305	BRIAN ROBERE	092624		INV	09/30/2024	1,874.20	Carpet cleaning old st
162897	2558	COMDATA	20411367		INV	09/30/2024	5,495.75	September Fuel charges
WARRANT TOTAL							9,902.43	

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



# **Bonner County**

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## **Board of Commissioners**

Steve Bradshaw

Asia Williams

Ron Korn

CLERK  
Item #3

October 8, 2024

## **Memorandum**

To: Commissioners

Re: FY25 Claims in Batch #01

The Auditor's Office presented the FY25 Claims Batch #01 **Totaling \$81,566.74**

A suggested motion would be: **I move to approve payment of the FY25 Claims in Batch #01 Totaling \$81,566.74**

Recommendation Acceptance: ☐ yes ☐ no \_\_\_\_\_ Date: \_\_\_\_\_  
Asia Williams, Chairwoman



## ACCOUNTS PAYABLE WARRANT REPORT

DATE: 10/03/2024 WARRANT: BOC0125 AMOUNT: \$ 81,566.74

COMMISSIONER'S APPROVAL REPORT

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## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC0125 10/03/2024

DUE DATE: 11/03/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
4700	AMAZON CAPITAL SERVICE 1 020 6530	00001 REVAL Invoice Net		INV OFFICE	10/02/2024	1TJX-V1TW-F939. 105.99 105.99 CHECK TOTAL 105.99	162957	-----
6300	ANDREA BALLARD 1 020 6460	00000 REVAL Invoice Net		INV PER DIEM	10/02/2024	OCT25 154.00 154.00 CHECK TOTAL 154.00	162968	-----
6301	DEBRA BOJORQUEZ 1 020 6460	00000 REVAL Invoice Net		INV PER DIEM	10/02/2024	OCT25 154.00 154.00 CHECK TOTAL 154.00	162966	-----
6008	CADENCE TEAM, INC 1 00115 8950	00000 TECHNOLOG Invoice Net		INV SOFTWARE	10/01/2024	4396 12,240.00 12,240.00 CHECK TOTAL 12,240.00	162815	-----
5143	CARTER, CHERYL 1 020 6460	00000 REVAL Invoice Net		INV PER DIEM	10/02/2024	OCT25 20.00 20.00 CHECK TOTAL 20.00	162963	-----
1962	CORPORATE PAYMENT SYST 1 03461 6440 2 03461 6440 3 03461 6440	00001 JAILDETENT JAILDETENT JAILDETENT Invoice Net		INV TRAVEL TRAVEL TRAVEL	10/01/2024	1819SEP24 595.96 595.96 340.93 1,532.85 CHECK TOTAL 1,532.85	162805	-----
1962	CORPORATE PAYMENT SYST 1 03461 6490 2 03461 6490	00001 JAILDETENT JAILDETENT Invoice Net		INV EDUCATION EDUCATION	10/01/2024	2828SEP24 588.50 588.50 1,177.00 CHECK TOTAL 1,177.00	162807	-----
1070	BANK LOCKBOX PROCESSIN 1 083 6153 2 083 6154	00001 SI DENTAL SI DENTAL Invoice Net		INV SI DENTADM SI DENTCLA	10/01/2024	1464 October 2024 1,845.13 17,135.35 18,980.48 CHECK TOTAL 18,980.48	162819	-----
1131	FP MAILING SOLUTIONS 1 00118 6750	00001 GENEXP Invoice Net		INV POSTAGE	10/01/2024	RI106379066 240.00 240.00	162738	-----

## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC0125 10/03/2024

DUE DATE: 11/03/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL		240.00
6309	GOVERNMENT FINANCE OFF	00001	INV	10/02/2024		0234835	163001	
	1 00101 6510	CLERK	FEES/REG			595.00		
		Invoice Net				595.00		
						CHECK TOTAL		595.00
6222	ISABEL HILLIARD	00000	INV	10/01/2024		OCT24	162743	
	1 00661 6460	PROBSVCS	PER DIEM			125.38		
	2 00661 7900	PROBSVCS	CIG TAXC/O			586.62		
		Invoice Net				712.00		
						CHECK TOTAL		712.00
3439	IDAHO ASSOC OF COUNTIE	00001	INV	10/02/2024		IAC-25016	163002	
	1 004 6490	ELECTIONS	EDUCATION			175.00		
		Invoice Net				175.00		
						CHECK TOTAL		175.00
3441	IDAHO ASSOC OF COUNTY	00001	INV	10/02/2024		IACA-25009	162958	
	1 020 6520	REVAL	DUES			200.00		
		Invoice Net				200.00		
						CHECK TOTAL		200.00
6170	JOHN NIMMO	00001	INV	10/01/2024		OCT24	162744	
	1 00661 7900	PROBSVCS	CIG TAXC/O			712.00		
		Invoice Net				712.00		
						CHECK TOTAL		712.00
4789	LISA LAWRENCE	00000	INV	10/02/2024		OCT25	162965	
	1 020 6460	REVAL	PER DIEM			20.00		
		Invoice Net				20.00		
						CHECK TOTAL		20.00
6134	MARDELL MOCK	00000	INV	10/02/2024		OCT25	162964	
	1 020 6460	REVAL	PER DIEM			20.00		
		Invoice Net				20.00		
						CHECK TOTAL		20.00
3044	MASTER'S TOUCH LLC THE	00001	INV	10/01/2024		E92455	162742	
	1 00103 8670	TREASURER	LABOR			22,448.40		
		Invoice Net				22,448.40		
						CHECK TOTAL		22,448.40
3102	MEDTEL SERVICES LLC	00002	INV	10/01/2024		889710858	162816	
	1 00115 6920	TECHNOLOG	TELEPHONE			11,707.76		
		Invoice Net				11,707.76		
						CHECK TOTAL		11,707.76



## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC0125 10/03/2024

DUE DATE: 11/03/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
6310 GENERAL MOTORS COMPANY	1 00124 7860	00001		INV	10/02/2024	OSINV179174423	163047	
		GIS		MISCEXPENS		330.00		
		Invoice Net				330.00		
				CHECK		TOTAL	330.00	-----
3863 RIBEIRO, ALBERTO	1 020 6460	00000		INV	10/02/2024	OCT24-2	162961	
		REVAL		PER DIEM		20.00		
		Invoice Net				20.00		
3863 RIBEIRO, ALBERTO	1 020 6460	00000		INV	10/02/2024	OCT25	162970	
		REVAL		PER DIEM		154.00		
		Invoice Net				154.00		
				CHECK		TOTAL	174.00	-----
5346 ROK TECHNOLOGIES LLC	1 00124 7820	00000		INV	10/01/2024	10145	162806	
		GIS		CTRCT SVCS		4,646.00		
		Invoice Net				4,646.00		
				CHECK		TOTAL	4,646.00	-----
4405 SAFE SOFTWARE INC	1 00124 8820	00000		INV	10/01/2024	109906	162811	
		GIS		GISLICENSE		4,842.31		
		Invoice Net				4,842.31		
				CHECK		TOTAL	4,842.31	-----
6290 DAREN VANDE VEGTE	1 020 6460	00000		INV	10/02/2024	OCT25	162951	
		REVAL		PER DIEM		80.00		
		Invoice Net				80.00		
				CHECK		TOTAL	80.00	-----
5595 EAGLE BROADBAND INVEST	1 00118 6890	00001		INV	10/02/2024	031-282121OCT24	162962	
		GENEXP		INTERNET		299.95		
		Invoice Net				299.95		
				CHECK		TOTAL	299.95	-----
25 INVOICES				WARRANT TOTAL		81,566.74	81,566.74	

## WARRANT SUMMARY

WARRANT: BOC0125 10/03/2024

DUE DATE: 11/03/2024

FUND	ORG		ACCOUNT		AMOUNT	AVLB	BUDGET
001	00101	CLERK	001-01-00-000-6510-	EDUCATION - FEES/REGIS	595.00		7,496.89
001	00103	TREASURER/TAX COLL	001-03-00-000-8670-	CONTRACTED LABOR	22,448.40		14,096.04
001	00115	TECHNOLOGY	001-15-00-000-6920-	UTILITIES - TELEPHONE	11,707.76		-26,584.46
001	00115	TECHNOLOGY	001-15-00-000-8950-	SOFTWARE AND SOFTWARE S	12,240.00		-26,584.46
001	00118	GENERAL FUND EXPEN	001-18-00-000-6750-	POSTAGE	240.00		184,946.80
001	00118	GENERAL FUND EXPEN	001-18-00-000-6890-	UTILITIES - INTERNET	299.95		184,946.80
001	00124	GIS	001-24-00-000-7820-	CONTRACT SERVICES	4,646.00		34,933.65
001	00124	GIS	001-24-00-000-7860-	MISCELLANEOUS EXPENSES	330.00		34,933.65
001	00124	GIS	001-24-00-000-8820-	GIS - LICENSES	4,842.31		34,933.65
				FUND TOTAL	57,349.42		
004	004	ELECTIONS	004-00-00-000-6490-	EDUCATION	175.00		101,155.08
				FUND TOTAL	175.00		
006	00661	PROBATION SERVICES	006-61-00-000-6460-	TRAVEL - MEALS/PER DIE	125.38		63,817.34
006	00661	PROBATION SERVICES	006-61-00-000-7900-	CIGARETTE TAX CARRYOVE	1,298.62		63,817.34
				FUND TOTAL	1,424.00		
020	020	REVALUATION	020-00-00-000-6460-	TRAVEL - MEALS/PER DIE	622.00		11,648.16
020	020	REVALUATION	020-00-00-000-6520-	DUES/MEMBERSHIP/LICENS	200.00		11,648.16
020	020	REVALUATION	020-00-00-000-6530-	SUPPLIES - OFFICE	105.99		11,648.16
				FUND TOTAL	927.99		
034	03461	JAIL - DETENTION	034-78-61-000-6440-	TRAVEL	1,532.85		135,847.00
034	03461	JAIL - DETENTION	034-78-61-000-6490-	EDUCATION	1,177.00		135,847.00
				FUND TOTAL	2,709.85		
083	083	SELF INSURED DENTA	083-00-00-000-6153-	SELF INSURED DENTAL AD	1,845.13		-21,439.32
083	083	SELF INSURED DENTA	083-00-00-000-6154-	SELF INSURED DENTAL CL	17,135.35		-198,416.65
				FUND TOTAL	18,980.48		
WARRANT SUMMARY TOTAL					81,566.74		
GRAND TOTAL					81,566.74		

## WARRANT LIST BY VOUCHER

WARRANT: BOC0125 10/03/2024

DUE DATE: 11/03/2024

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
162738	1131	FP MAILING SOLUTIONS	RI106379066		INV	10/01/2024	240.00	QTRLY POSTAGE METER LE
162742	3044	MASTER'S TOUCH LLC THE	E92455		INV	10/01/2024	22,448.40	ESTIMATED POSTAGE FOR
162743	6222	ISABEL HILLIARD	OCT24		INV	10/01/2024	712.00	Hilliard- POST Per Die
162744	6170	JOHN NIMMO	OCT24		INV	10/01/2024	712.00	Nimmo-POST Per Diem
162805	1962	CORPORATE PAYMENT SYSTEMS	1819SEP24		INV	10/01/2024	1,532.85	Hotel Charges, Airfare
162806	5346	ROK TECHNOLOGIES LLC	10145		INV	10/01/2024	4,646.00	GIS Cloud Service
162807	1962	CORPORATE PAYMENT SYSTEMS	2828SEP24		INV	10/01/2024	1,177.00	Edged Weapons Training
162811	4405	SAFE SOFTWARE INC	109906		INV	10/01/2024	4,842.31	GIS FME Software
162815	6008	CADENCE TEAM, INC	4396		INV	10/01/2024	12,240.00	JSTORMS-Cadence-PANCor
162816	3102	MEDTEL SERVICES LLC	889710858		INV	10/01/2024	11,707.76	JSTORMS-MedTelPhoneSvc
162819	1070	BANK LOCKBOX PROCESSING	1464 October 2024		INV	10/01/2024	18,980.48	1464 Delta Dental Clai
162951	6290	DAREN VANDE VEGTE	OCT25		INV	10/02/2024	80.00	PER DIEM FOR CLASS
162957	4700	AMAZON CAPITAL SERVICES INC	1TJX-V1TW-F939.		INV	10/02/2024	105.99	2 PK OF CHAIRS
162958	3441	IDAHO ASSOC OF COUNTY ASSES	IACA-25009		INV	10/02/2024	200.00	IACA ANNUAL DUES FOR E
162961	3863	RIBEIRO, ALBERTO	OCT24-2		INV	10/02/2024	20.00	PER DIEM FOR PTR CLASS
162962	5595	EAGLE BROADBAND INVESTMENTS	031-282121OCT24		INV	10/02/2024	299.95	ADMIN BLDG INTERNET 10
162963	5143	CARTER, CHERYL	OCT25		INV	10/02/2024	20.00	PER DIEM FOR PTR CLASS
162964	6134	MARDELL MOCK	OCT25		INV	10/02/2024	20.00	PER DIEM FOR PTR CLASS
162965	4789	LISA LAWRENCE	OCT25		INV	10/02/2024	20.00	PER DIEM FOR PTR CLASS
162966	6301	DEBRA BOJORQUEZ	OCT25		INV	10/02/2024	154.00	PER DIEM FOR LEGAL DOC
162968	6300	ANDREA BALLARD	OCT25		INV	10/02/2024	154.00	PER DIEM FOR LEAGAL DO
162970	3863	RIBEIRO, ALBERTO	OCT25		INV	10/02/2024	154.00	PER DIEM FOR LEGAL DOC
163001	6309	GOVERNMENT FINANCE OFFICERS	0234835		INV	10/02/2024	595.00	ANNUAL MEMBERSHIP #300
163002	3439	IDAHO ASSOC OF COUNTIES	IAC-25016		INV	10/02/2024	175.00	FALL COUNTY OFFICIALS
163047	6310	GENERAL MOTORS COMPANY	OSINV179174423		INV	10/02/2024	330.00	GIS OnStar

**WARRANT LIST BY VOUCHER**

WARRANT: BOC0125 10/03/2024

DUE DATE: 11/03/2024

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
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WARRANT TOTAL 81,566.74

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





# **Bonner County**

## **Board of Commissioners**

Steve Bradshaw

Asia Williams

Ron Korn

CLERK  
Item #4

October 8, 2024

### **Memorandum**

To: Commissioners

Re: FY25 EMS Claims in Batch #01

The Auditor's Office presented the FY25 EMS Claims Batch #01; **Totaling \$207.59**

A suggested motion would be: **I move to approve payment of the FY25 EMS Claims in Batch #01; Totaling \$207.59**

Recommendation Acceptance: ☐ yes ☐ no \_\_\_\_\_ Date: \_\_\_\_\_  
Asia Williams, Chairwoman

## ACCOUNTS PAYABLE WARRANT REPORT

DATE: 10/03/2024 WARRANT: EMS0125 AMOUNT: \$ 207.59

COMMISSIONER'S APPROVAL REPORT

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## DETAIL INVOICE LIST

CASH ACCOUNT: 999 1099

EMS TREASURER/WARRANT

WARRANT: EMS0125 10/03/2024 DUE DATE: 11/03/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
227 DISH NETWORK		00001		INV	10/02/2024	82557070862757780C24	162898	
1 99918 6980		NEWEMSGEN		OTHER UTIL		97.64		
		Invoice Net				97.64		
				CHECK TOTAL		97.64		-----
1756 WIRED OR WIRELESS INC.		00001		INV	10/02/2024	49373	162899	
1 99918 6980		NEWEMSGEN		OTHER UTIL		109.95		
		Invoice Net				109.95		
				CHECK TOTAL		109.95		-----
2 INVOICES				WARRANT TOTAL		207.59		207.59

## WARRANT SUMMARY

WARRANT: EMS0125 10/03/2024

DUE DATE: 11/03/2024

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
999 99918	NEW EMS - GENERAL 999-18-00-000-6980-	UTILITIES - OTHER 207.59	20,802.34
	FUND TOTAL	207.59	
WARRANT SUMMARY TOTAL		207.59	
GRAND TOTAL		207.59	



## WARRANT LIST BY VOUCHER

WARRANT: EMS0125 10/03/2024

DUE DATE: 11/03/2024

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
162898	227	DISH NETWORK	82557070862757780C24		INV	10/02/2024	97.64	Television station 3
162899	1756	WIRED OR WIRELESS INC.	49373		INV	10/02/2024	109.95	Internet station 3
WARRANT TOTAL							207.59	

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



# Bonner County Clerk

Michael W. Rosedale

Clerk of the District Court  
Ex-Officio Auditor & Recorder  
Clerk of the Board of County Commissioners  
Chief Elections Officer

September 30, 2024

## Memorandum

**To:** Bonner County Commissioners  
**From:** Auditing  
**Re:** Coroner - Carryover Fund from FY2024 to FY2025

### Description:

Idaho code 31-1609 provides that all balances in any appropriation for incomplete improvements in progress of construction, shall be carried forward and shown in the budget for the ensuing year to the credit of such improvement. The construction project for Bonner County Coroner's autopsy area will continue into Fiscal Year 2025.

Attached for your consideration is a Resolution carrying over funds from FY2024 to FY2025 in the total amount of \$26,950 for the completion of the construction project.

**Distribution:** Original to Clerk  
Copy to BOCC

A handwritten signature in black ink, appearing to read "Philson".

**A suggested motion would be:** Based on the information before us, I motion to approve Resolution 24-76 authorizing the Clerk to open the budget and schedule revenue by increasing the Coroner's FY 2025 budget line item 00106-8310 (autopsies/inquests) from \$59,400 to \$86,350 and decreasing the Justice fund FY2016 budget line item 34-07-807-0000, Capital - Construction from \$500,000 to zero (\$0); and increasing the General Fund FY2017 budget line item 01-18-807-0000, Capital - Construction from zero (\$0) to \$877,000 and decreasing the General Fund FY2016 budget line item 01-18-807-0000, Capital - Construction from \$877,000 to zero (\$0).

Recommendation Acceptance: ☐ yes ☐ no \_\_\_\_\_ Date: \_\_\_\_\_  
Asia Williams, Chairwoman

**RESOLUTION NO. 24- 76**

**Coroner**

**Budget Adjustment**

**Carryover FY2024 Budgeted Funds to FY2025**

**WHEREAS**, Idaho code 31-1609 provides that all balances in any appropriation for incomplete improvements in progress of construction, shall be carried forward and shown in the budget for the ensuing year to the credit of such improvement; and

**WHEREAS**, the Coroner's construction project (autopsy room) is still underway and will continue into FY2025; and

**WHEREAS**, the County wishes to carry over funds from FY2024 to FY2025 in the amount of \$26,950 for the completion of the autopsy room project.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of Bonner County, Idaho hereby authorize the Clerk to open the budget and schedule revenue by increasing the Coroner's FY 2025 budget line item 00106-8310 (autopsies/inquests) by \$26,950 from \$59,400 to \$86,350 and decrease Coroner's FY 2024 budget line item 00106-8310 (autopsies/inquests) from \$59,400 to 32,450. The foregoing was duly enacted as a Resolution of the Board of County Commissioners of Bonner County, Idaho, on the \_\_\_\_ day of October, 2024.

**BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
Asia Williams, Chairwoman

\_\_\_\_\_  
Ron Korn, Commissioner

\_\_\_\_\_  
Steven Bradshaw, Commissioner

**ATTEST:** Michael Rosedale

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



Office of  
Dennis Engelhardt  
**Bonner County Assessor**  
1500 Hwy 2, Suite 205  
Sandpoint, Idaho 83864  
Phone 208-265-1440 Fax 208-265-1451

October 8, 2024

**Memorandum**  
**BOCC Item #1**

To: Commissioners

RE: Lease Agreement with Enterprise Fleet Management (8 Trailblazers for Assessor)

Bonner County Assessor's Office is requesting approval to enter into a two-year lease agreement with Enterprise Fleet Management for (8), 2025 Chevrolet Trailblazers which includes non-normal wear maintenance at the rate of \$64,794.24 per year. And that Assessor Engelhardt be directed to DocuSign said agreement with supporting documents.

Distribution: 1 copy to BOCC Office  
1 copy to the Assessor's Office  
1 copy to the Auditor's Office

Legal Review B. Wilson

Auditor Review: 

A suggested motion would be: Madam Chair based on the information before us, I move that the County approve this two year lease agreement with Enterprise Fleet Management for eight (8) 2025 Chevrolet Trailblazers for the Bonner County Assessor's Office at the annual payment of \$64,794.24. And that Assessor Engelhardt be directed to DocuSign said agreement with supporting documents.

Recommendation Acceptance: ☐ yes ☐ no

Commissioner \_\_\_\_\_ Date: \_\_\_\_\_  
Chairwoman, Asia Williams



SERVICE AGREEMENT

This Agreement is entered into as of the \_\_\_\_ day of September 27, 2024, by and between Enterprise Fleet Management, Inc., (EFM), a Missouri corporation, and Bonner County (Company).

Enterprise Fleet Management, Inc. is the "Servicer" as denoted by the MASTER EQUITY LEASE AGREEMENT that is by and between Enterprise FM Trust, a Delaware statutory trust and Bonner County.

WITNESSETH:

**GOVERNMENT OF CHINA** - EFM hereby certifies that it is not, and will not, for the duration of the Agreement, be owned or operated by the government of China as set forth at Idaho Code § 67-2359.

Capitalized terms used herein and not defined herein shall have the meanings given in the Lease.

IN WITNESS WHEREOF, EFM and Company have executed this Service Agreement as of the day and year first above written.

Company: Bonner County

EFM: ENTERPRISE FLEET MANAGEMENT INC.

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DocuSigned by:  
  
40492144A113426...  
By: Brock Griffith  
Title: Finance Manager  
Address: 500 Naches Ave SW  
Ste 300  
Renton WA 98057



**FLEET  
MANAGEMENT**

## Open-End (Equity) Lease Proposal

Date: 09/17/2024

Prepared For: Bonner County (606398)

### Proposal Summary

Proposal #: P1653788

Prepared For: Howard, Bob

Quantity: 8

Driver Information					Base Lease Payment											Initial Charges Billed upon Delivery			
Quote	Driver	ST	Use Tax Rate	Expected Annual Mileage	Capitalized Amount (Delivered Price per Vehicle)	Lease Term	Depr Rate	Depr Amount	Mgmt Fee	Interest <sup>1</sup>	Monthly Use Tax	Full Maint Program <sup>2</sup>	Additional Services <sup>3</sup>	Total Monthly Payment inc. Tax and Addl Services	Book Value at Term	Initial Charges <sup>4</sup>	License, Registration, Certain Other Charges and Tax	Total Initial Charges Billed upon Delivery	
2025 Chevrolet Trailblazer LS 4dr All-Wheel Drive - US Summit White / Jet Black w/Cloth Seat Trim																			
8034166	TBD	ID	7.0000%	10,000	\$25,741.85	24	1.8500%	\$476.22	\$25.74	\$121.24	\$0.00	\$53.81	\$0.00	\$674.94	\$14,312.57	\$210.00	\$56.00	\$266.00	
8034168	TBD	ID	7.0000%	10,000	\$25,741.85	24	1.8500%	\$476.22	\$25.74	\$121.24	\$0.00	\$53.81	\$0.00	\$674.94	\$14,312.57	\$210.00	\$56.00	\$266.00	
8034169	TBD	ID	7.0000%	10,000	\$25,741.85	24	1.8500%	\$476.22	\$25.74	\$121.24	\$0.00	\$53.81	\$0.00	\$674.94	\$14,312.57	\$210.00	\$56.00	\$266.00	
8034170	TBD	ID	7.0000%	10,000	\$25,741.85	24	1.8500%	\$476.22	\$25.74	\$121.24	\$0.00	\$53.81	\$0.00	\$674.94	\$14,312.57	\$210.00	\$56.00	\$266.00	
8034171	TBD	ID	7.0000%	10,000	\$25,741.85	24	1.8500%	\$476.22	\$25.74	\$121.24	\$0.00	\$53.81	\$0.00	\$674.94	\$14,312.57	\$210.00	\$56.00	\$266.00	
8034172	TBD	ID	7.0000%	10,000	\$25,741.85	24	1.8500%	\$476.22	\$25.74	\$121.24	\$0.00	\$53.81	\$0.00	\$674.94	\$14,312.57	\$210.00	\$56.00	\$266.00	
8034173	TBD	ID	7.0000%	10,000	\$25,741.85	24	1.8500%	\$476.22	\$25.74	\$121.24	\$0.00	\$53.81	\$0.00	\$674.94	\$14,312.57	\$210.00	\$56.00	\$266.00	
8034174	TBD	ID	7.0000%	10,000	\$25,741.85	24	1.8500%	\$476.22	\$25.74	\$121.24	\$0.00	\$53.81	\$0.00	\$674.94	\$14,312.57	\$210.00	\$56.00	\$266.00	

Total Monthly Payment for 8 vehicles: **\$5,399.52** Total Initial Charges for 8 vehicles: **\$2,128.00**

X 12  
\$64,794.24

<sup>1</sup>Monthly Lease Charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor)

<sup>2</sup>See the following pages for details of Full Maintenance Service

<sup>3</sup>Additional Services may include Commercial Automotive Liability Enrollment or Physical Damage Management

<sup>4</sup>Excludes License, Registration, Certain Charges, and Tax

Current market and vehicle conditions may also affect value of vehicles.

Proposal is subject to Customer's Credit Approval.

Enterprise FM Trust will be the owner of the vehicles covered by this Proposal. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicles under the Master Open-End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open-End (Equity) Lease Agreement with respect to such vehicles.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a \$500 disposal fee, interest incurred, and loss of value.

Lessee: Bonner County

Signature

Title

Date



**FLEET  
MANAGEMENT**

## Open-End (Equity) Lease Proposal

Date: 09/17/2024

Prepared For: Bonner County (606398)

### Additional Services Details

Proposal #: P1653788

Prepared For: Howard, Bob

Quantity: 8

Driver Information		Commercial Automobile Liability Enrollment	Physical Damage Management		Full Maintenance Program <sup>1</sup>				
Quote	Driver	Liability Limit	Comprehensive Deductible	Collision Deductible	Term	Total Contract Miles	Overmileage Charge	Brake Sets	Tires
2025 Chevrolet Trailblazer LS 4dr All-Wheel Drive - US Summit White / Jet Black w/Cloth Seat Trim									
8034166	TBD				24	20,000	\$0.0650	0	0
8034168	TBD				24	20,000	\$0.0650	0	0
8034169	TBD				24	20,000	\$0.0650	0	0
8034170	TBD				24	20,000	\$0.0650	0	0
8034171	TBD				24	20,000	\$0.0650	0	0
8034172	TBD				24	20,000	\$0.0650	0	0
8034173	TBD				24	20,000	\$0.0650	0	0
8034174	TBD				24	20,000	\$0.0650	0	0

<sup>1</sup>The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of the Lessee. Notwithstanding the inclusion of such references in this Invoice/Schedule/Quote, all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate Maintenance Agreement entered into by and between Lessee and Enterprise Fleet Management, Inc., provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Initials



**VEHICLE INFORMATION:**

2025 Chevrolet Trailblazer LS 4dr All-Wheel Drive - US  
Series ID: 1TV56

**Pricing Summary:**

	INVOICE	MSRP
Base Vehicle	\$ 24,196.40	\$ 25,100.00
Total Options	\$ 450.45	\$ 495.00
Destination Charge	\$ 1,295.00	\$ 1,295.00
<b>Total Price</b>	<b>\$ 25,941.85</b>	<b>\$ 26,890.00</b>

**SELECTED COLOR:**

Exterior: GAZ - Summit White  
Interior: H1F - Jet Black w/Cloth Seat Trim

**SELECTED OPTIONS:**

CODE	DESCRIPTION	INVOICE	MSRP
1LS	Preferred Equipment Group 1LS	NC	NC
A2V	6-Way Manual Driver Seat Adjuster	Included	Included
A50	Front Bucket Seats	STD	STD
A7E	4-Way Manual Front Passenger Seat Adjuster	Included	Included
AKO	Rear Windows & Liftgate Deep-Tinted Glass	Included	Included
BTB	Remote Start	Included	Included
C6N	GVWR: 4,409 lbs (2,000 kgs)	STD	STD
D7P	Flat-Folding Front Passenger Seatback	Included	Included
FE2	Ride & Handling Suspension	STD	STD
FXP	3.17 Final Drive Axle Ratio	STD	STD
GAZ_01	Summit White	NC	NC
H1F_01	Jet Black w/Cloth Seat Trim	NC	NC
IVA	Radio: AM/FM Stereo Audio System	STD	STD
L3T	Engine: 1.3L Ecotec Turbo DOHC SIDI w/VVT	STD	STD
M3F	Transmission: 9-Speed Automatic	STD	STD
NE1	CT/DE/ME/MD/MA/NJ/NY/OR/PA/RI/VT/WA Emissions Req	NC	NC
PAINT	Monotone Paint Application	STD	STD
PPW	Wireless Apple CarPlay/Android Auto	Included	Included
QA3	Tires: 225/60R17 All-Season BW	STD	STD
SBO	Wheels: 17" Silver-Painted Aluminum	STD	STD
STD TM	Cloth Seat Trim	STD	STD
U2K	SiriusXM Trial Subscription	Included	Included
UBJ	1 Type-A & 1 Type-C USB Ports	Included	Included
UQG	6-Speaker Audio System Feature w/Amplifier	Included	Included
WPG	LS Convenience Package	\$ 450.45	\$ 495.00



Front Reading Lights: front reading lights  
Variable IP Lighting: variable instrument panel lighting  
Display Type: digital/analog appearance  
Tachometer: tachometer  
Compass: compass  
Low Tire Pressure Warning: tire specific low-tire-pressure warning  
Trip Computer: trip computer  
Trip Odometer: trip odometer  
Lane Departure Warning: lane departure  
Front Pedestrian Braking: front pedestrian detection  
Following Distance Indicator: following distance alert  
Forward Collision Alert: forward collision  
Water Temp Gauge: water temp. gauge  
Clock: in-radio display clock  
Systems Monitor: driver information centre  
Check Control: redundant digital speedometer  
Rear Vision Camera: rear vision camera  
Oil Pressure Warning: oil-pressure warning  
Water Temp Warning: water-temp. warning  
Battery Warning: battery warning  
Lights On Warning: lights-on warning  
Key in Ignition Warning: key-in-ignition warning  
Low Fuel Warning: low-fuel warning  
Low Washer Fluid Warning: low-washer-fluid warning  
Bulb Failure Warning: bulb-failure warning  
Door Ajar Warning: door-ajar warning  
Trunk Ajar Warning: trunk-ajar warning  
Brake Fluid Warning: brake-fluid warning  
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

#### Safety And Security:

ABS four-wheel ABS brakes  
Number of ABS Channels: 4 ABS channels  
Brake Assistance: brake assist  
Brake Type: four-wheel disc brakes  
Vented Disc Brakes: front ventilated disc brakes  
Daytime Running Lights: daytime running lights  
Spare Tire Type: compact spare tire  
Spare Tire Mount: spare tire mounted inside under cargo  
Driver Front Impact Airbag: driver and passenger front-impact airbags  
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags  
Overhead Airbag: curtain 1st and 2nd row overhead airbag  
Knee Airbag: knee airbag  
Rear Side Airbag: rear side-impact-impact airbag  
Occupancy Sensor: front passenger airbag occupancy sensor  
Height Adjustable Seatbelts: height adjustable front seatbelts  
Seatbelt Pretensioners: front seatbelt pre-tensioners  
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt  
Fuel Flap Locking Type: locking fuel flap included with power door locks  
Side Impact Bars: side-impact bars  
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights  
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks  
Rear Child Safety Locks: rear child safety locks  
Ignition Disable: immobilizer  
Security System: security system  
Panic Alarm: panic alarm  
Tracker System: tracker system  
Electronic Stability: electronic stability  
Traction Control: ABS and driveline traction control  
Front and Rear Headrests: manual adjustable front head restraints  
Rear Headrest Control: 2 rear head restraints

**Seats And Trim:**

**Seating Capacity** max. seating capacity of 5

**Front Bucket Seats:** front bucket seats

**Number of Driver Seat Adjustments:** 6-way driver and passenger seat adjustments

**Reclining Driver Seat:** manual reclining driver and passenger seats

**Driver Height Adjustment:** manual height-adjustable driver and passenger seats

**Driver Fore/Aft:** manual driver and passenger fore/aft adjustment

**Fold Flat Passenger Seat:** fold flat passenger seat

**Front Centre Armrest Storage:** front centre armrest

**Rear Seat Type:** rear 40-60 bench seat

**Rear Folding Position:** rear seat fold-forward seatback

**Leather Upholstery:** cloth front and rear seat upholstery

**Door Trim Insert:** cloth door panel trim

**Headliner Material:** full cloth headliner

**Floor Covering:** full carpet floor covering

**Dashboard Console Insert, Door Panel Insert Combination:** piano black instrument panel insert, door panel insert, console insert

**Shift Knob Trim:** urethane shift knob

**Floor Mats:** carpet front and rear floor mats

**Interior Accents:** chrome/metal-look interior accents

**Cargo Space Trim:** carpet cargo space

**Trunk Lid:** plastic trunk lid/rear cargo door

**Cargo Tie Downs:** cargo tie-downs

**Cargo Light:** cargo light

**Concealed Cargo Storage:** concealed cargo storage

**Standard Engine:**

**Engine** 155-hp, 1.3-liter I-3 (regular gas)

**Standard Transmission:**

**Transmission** 9-speed automatic w/ OD and auto-manual



# BONNER COUNTY ROAD & BRIDGE

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

## Memorandum

ROAD &  
BRIDGE

Item #1

**Date:** October 8th, 2024

**To:** Bonner County Commissioners

**From:** Jason Topp, Director

**Re:** Road and Bridge Budget – Carry Over funds from FY24 to FY25 Budget line items 002-8465 Striping and 032-8550 Turnbull

Idaho code 31-1605 provides that the Board of County Commissioners may adjust the budget as adopted, provided that there shall be no increase in anticipated property taxes.

On April 9th, 2024 Bonner County Commissioners awarded the Striping project to RPI (Road Products Inc) To stripe half of the 45 mph roads in Bonner County. Funds are to come from 002-8465 Striping \$44,331.41 with the remaining coming from 032-8550 Turnbull in the amount of \$87,291.65

Whereas this project has been started and will be finished in October fiscal 2025 and Road and Bridge will need this obligated funding to pay for this project

Road & Bridge requests the Commissioners authorize the Clerk to open the FY2025 budget and add \$48,331.41 from the fiscal 2024-line item 002-8465 Striping and add \$86,291.00 to 032-8550 Turnbull as detailed in the attached resolution. The monies being carried forward are obligated to this project. Please reference the attached budget amendment resolution.

Distribution: \_\_\_\_\_ Road and Bridge Department

\_\_\_\_\_ Copy to Auditors

Review: \_\_\_\_\_ Auditors

\_\_\_\_\_ Legal

**A suggested motion would be:** I move to approve Resolution 24 - 77, authorizing the Clerk to open the Road and Bridge FY2025 budget and carry forward Fiscal 2024 funds totaling \$134,623.06 to the Bonner County Road and Bridges "B" Budget as detailed in the Resolution.

Recommendation Acceptance: Yes ☐ No ☐ \_\_\_\_\_ Date: \_\_\_\_\_

Asia Williams, Chairwoman

**RESOLUTION NO. 24 - 77**

**Carry Forward Funds 002-8465 Striping and 032-8550 Turnbull**

**Add Carry Forward funds to FY 2025 "B" Budget**

**WHEREAS**, Idaho Code 31-1605 provides that the Board of County Commissioners may adjust the budget as adopted, provided that there shall be no increase in anticipated property taxes; and,

**WHEREAS**, On April 9<sup>th</sup>, 2024 Bonner County Commissioners Awarded the fiscal 2024 striping projects to RPI (Road Products INC.) To stripe Half the 45mph Roads in Bonner County; and,

**WHEREAS**, Bonner County has obligated these funds for this project and the project has been started in Fiscal 2024 and will be finished in Fiscal 2025; and,

**WHEREAS**, Road and Bridge will need these funds to complete this transaction for this contractual obligation.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of Bonner County, Idaho hereby authorizes the Clerk to open the Road & Bridge FY25 budget and add \$48,331.41 to object lines 002- 8465 Striping and add \$86,291.65 to 032-8550 Turnbull with both combined object lines totaling \$134,623.06.

The foregoing was duly enacted as a Resolution of the Board of County Commissioners of Bonner County, Idaho, on this 8th day of October 2024.

**BOARD OF BONNER COUNTY COMMISSIONERS**

\_\_\_\_\_  
Asia Williams, Chairwoman

\_\_\_\_\_  
Steve Bradshaw, Commissioner

\_\_\_\_\_  
Ron Korn, Commissioner

**ATTEST:** Michael Rosedale

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





## Bonner County Human Resources

1500 Highway 2, Suite 337 • Sandpoint, ID 83864

October 8, 2024

### Memorandum

To: Bonner County Commissioners

From: Alissa Clark, Human Resources Director

Re: Plan Documents Medical HSA and Medical 1500

Bonner County Human Resource office is seeking approval and signature for the Pacific Source Pacific Source Plan Documents.

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

A suggested motion would be: **Ms. Chairwoman based on the information before us I make a motion to approve the renewal of the Pacific Source Plan Documents for the HSA and 1500 medical plans.**

Recommendation Acceptance: ☐ yes ☐ no \_\_\_\_\_ Date: \_\_\_\_\_  
Commissioner Asia Williams, Chairwoman



## EXHIBIT II: COVERAGE SERVICES ADDENDUM

Between  
Bonner County  
and  
PacificSource Health Plans

Agreement Period: 10/01/2024 through 09/30/2025

### I. INTRODUCTION

This Exhibit II: Coverage Services is effective as of the date noted in Section 2.1 of the Third Party Administrative Services Agreement entered into by and between Bonner County ("Sponsor") and PacificSource Health Plans ("PacificSource"), and to which this Exhibit is attached. In the event of any discrepancy or contradiction between the terms of the Agreement and this Exhibit, the terms of this Exhibit shall control.

### II. FEES

The fees and costs payable for the services provided under this Exhibit II shall be as follows:

Number of Employees on Effective Date	380
Required Claim Fund Received in 2018	\$84,000.00

#### Administrative Fees

Claims Administration	PEPM
Medical / RX	\$35.70

#### Broker Fees

Coverage	PEPM
Medical/RX	Not applicable

#### Network Fees

Network	Fee
Medical Access Fee	\$4.75 PEPM

Travel Wrap Network	Fee
First Choice of Washington	12.75% of Savings
Aetna Signature Administrators	16.75% of Savings

Travel Wrap programs are available for coverage when members travel outside of your chosen network(s). Travel Wrap Network Fees are per PacificSource agreement with the Travel Wrap Network, and are subject to change. The Fees noted above are pass through costs.

Aetna Signature Administrators percent of savings fee applies to all services received outside of PacificSource's four state service area and billed in addition to medical network access fee as a pass through cost in the Register of Paid Claims.

### Optional Programs

Programs		Accept /Decline
ACS Quit for Life – Tobacco Cessation	\$ PEPM	Decline
Assist America – Global Emergency Services	\$ PEPM	Decline
Biometric Screening	Pass through	Decline
Health Education Programs	Pass through	Accept
Medicare Part B Premium Reimbursement - (dialysis program)	Pass through	Decline
PrudentRx	Pass through	Accept
Teladoc	\$ PEPM	Decline
Weight Watchers	Pass through	Accept
Wellness Level II	Included	Accept

### Other

Coordination of Benefits - True	10/1/24– 7/31/25	8/1/25– 9/30/25	Assessment Basis
Comprehensive COB – One-time fee per identified member	\$36.05	\$37.13	Per Validation Fee
Renewal Notification -	Days		
Advanced Renewal Notification	120 days		

### III. PHARMACY

Pharmacy Benefit Manager (PBM) - Caremark	
Pharmacy Rebates	80% of rebates shared with Sponsor



#### IV. INCLUDED SERVICES FOR COVERAGES ADMINISTERED BY PACIFICSOURCE

Services
24 Hour Nurseline
Condition Support and AccordantCare – Rare Disease Management
Prenatal Management
Standard Documents: <ul style="list-style-type: none"> <li>• Plan Documents</li> <li>• Plan Amendments</li> <li>• Summary of Benefits and Coverage (SBC)</li> </ul>
Standard Identification Cards
Utilization Review & Large Case Management
Wellness Programs Level I

#### V. STANDARD ADDITIONAL FEES

Other	Fee
Applicable taxes, surcharges and assessments	Pass through cost to Sponsor
Claim audits, vendor set-up and similar charges	Pass through cost to Sponsor
Custom Ad Hoc Reporting	\$175 per hour
Custom Programming*	\$150 per hour
Independent Medical Review (IMR)	Pass through cost to Sponsor
Federal No Surprises Act Independent Dispute Resolution Fees	Pass through cost to Sponsor
Independent Review Organization (IRO)	Pass through cost to Sponsor
Run-In Claims Processing	Not Available
Run-Out Claims Processing	Two months claims administration fees for 12 months of run-out services
SBC & SPD Printing and Shipping	Pass through cost to Sponsor
State Surprise Billing Program/Arbitration Fees	Pass through cost to Sponsor

*\*Custom Programming available to groups with 500 or more enrolled Employees. This is defined as programming beyond implementation that 1) is specific to Customer's operations or benefits; or 2) results in the need for system enhancements.*



## VI. PACIFICSOURCE CONTACT INFORMATION

- Any correspondence mailed to PacificSource will be mailed to:

PacificSource Health Plans  
Attn: Sales  
PO Box 7068  
Springfield, OR 97475-0068  
Phone: 541-686-1242

- Any Enrollment Information, billing information, and payments mailed to PacificSource will be mailed to:

**All payments mailed to PacificSource will be mailed to:**

PO Box 35123 Seattle, WA 98124-5123

**Enrollment information and Billing inquiries:**

email: [MembershipSelfFunded@PacificSource.com](mailto:MembershipSelfFunded@PacificSource.com)

Fax: 541-225-3621

Mail: PO Box 7068 Springfield OR 97475-0068

Phone: 541-284-7960



## BONNER COUNTY CONTRACT ADDENDUM

This addendum outlines Sponsor requested contractor requirements under the Idaho Code.

**BOYCOTTING ISRAEL**- At such time as IC 67-2346 applies to PacificSource Health Plans ("PacificSource"), PacificSource agrees that it will certify that it is not currently engaged in and will not, for the duration the Agreement, engage in a boycott of the goods or services of the state of Israel or territories under its control as those terms are defined in the Anti-Boycott Against Israel Act.

**GOVERNMENT OF CHINA**- PacificSource hereby certifies that it is not, and will not, for the duration of the Agreement, be owned or operated by the government of China as set forth at Idaho Code § 67-2359.

**CONTRACT WITH ABORTION PROVIDERS**- To the extent the Agreement is subject to the use of public funds, PacificSource hereby certifies that it is not, and will not, for the duration of the Agreement, become a "health care provider" that renders "abortions," as those terms are defined in the No Public Funds for Abortions Act (Idaho Code §§ 18-8701 et seq.). Sponsor understands that PacificSource sells and administers health care plans in other states that require coverage for various reproductive services and that PacificSource is obligated to follow the laws and plans in those states.



## STOP LOSS POLICY

Between  
Bonner County  
and  
PacificSource Health Plans

### WITNESSETH:

In consideration of the Policyholder's payment of monthly premium in the amounts and at the time required, PacificSource will provide stop loss insurance for each Covered Participant in accordance with the provisions and subject to the conditions of this Stop Loss Policy.

This Stop Loss Policy, including all certificates of coverage, endorsements, schedules, or amendments affixed hereto, shall be the entire policy of stop loss insurance fully as if recited over the signature affixed hereto.

**IN WITNESS WHEREOF**, PacificSource has caused this Self-Funded Group Health Plan Policy (the "Plan") to be executed this 1<sup>st</sup> day of October, 2024.

**PacificSource Health Plans**

By:

A handwritten signature in black ink, appearing to read "John Espinola, MD".

John Espinola, MD  
President and Chief Executive Officer

---

### **POLICYHOLDER'S ACCEPTANCE**

***Payment of premium will constitute acceptance of this policy and the changes contained within.***

PacificSource Health Plans  
PO Box 7068, Springfield OR 97475-0068

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## STOP LOSS POLICY

### I. INTRODUCTION

This Stop Loss Policy is entered into by and between Bonner County (the "Plan Sponsor") and PacificSource Health Plans ("PacificSource").

WHEREAS, Plan Sponsor has established Bonner County Group Health Plan, a self-funded group health plan ("SFGHP") for its **Covered Participants** (as defined below);

WHEREAS, Plan Sponsor has retained **Claim Administrator** to provide claim processing and other administrative services for the SFGHP during the **Term** (defined below) as set forth in an agreement entitled "Administrative Services Agreement" ("ASA");

WHEREAS, Plan Sponsor assumes liability for and funds all **benefits** under the SFGHP, except as otherwise provided in this Stop Loss Policy;

THEREFORE, in consideration of the **mutual agreements** and **covenants** contained herein and other good and valuable consideration, **the Parties agree** as set forth herein.

**Policy Period:**

10/01/2024 through 09/30/2025

### II. DEFINITIONS

**Aggregate Attachment Point** means the sum of the Monthly Aggregate Claims Factors that is multiplied by the number of monthly **Covered Participants** each month during the Policy Period.

**Aggregate Reimbursement Maximum** means the limit of PacificSource liability in excess of the **Aggregate Stop Loss Attachment Point** per Policy Period under the Stop Loss Provision of this Policy. The **Aggregate Stop Loss Limit of Liability** is shown in Stop Loss Fee Schedule. Expenses that are the responsibility of the **Covered Participant**, such as deductibles and cost sharing, do not count toward this maximum. Covered services in excess of the **Aggregate Reimbursement Maximums** are the responsibility of the Plan Sponsor.

**Aggregating Specific** means an additional deductible applied to the Individual Specific Deductible. Claims in excess of the Specific Deductible, during the term of the contract, will be added until the cumulative total exceeds the **Aggregating Specific** amount. The **Aggregating Specific** must be satisfied prior to reimbursements on any Individual Specific Deductible.

**Aggregate Stop Loss** means the stop loss provided by PacificSource under the Stop Loss Provision of this Policy. Additionally, it is a form of stop loss coverage that provides protection for the employer against the accumulation of total claims for the group as a whole exceeding a stated level.

**Aggregate Stop Loss Attachment Point** is the total amount of **Paid Claims** for which the Plan Sponsor shall be liable while this Policy and the Third Party Administrative Services Agreement remain in effect. The **Aggregate Stop Loss Attachment Point** must be met in each Policy Period and will be determined at the end of each Policy Period.

**Claim Administrator** means PacificSource Health Plans. The term "Claim Administrator" as used in this Policy does not refer to the Plan Administrator used in the Employee Retirement Income Security Act (ERISA) of 1974.

**Covered Expenses** means the eligible charges payable under the terms of the Plan. **Covered Expenses** do not include the following:

1. Amounts in excess of Plan benefits, or services not covered by the Plan; or
2. Amounts or Services specifically excluded or limited by this Policy, the Stop Loss and Aggregate Monthly Premiums, any endorsements, or any amendments to the Plan.

**Covered Participant** means an eligible individual and that individual's dependents that become covered for benefits under the terms of the Plan.

**Disclosure Statement** means the signed statement outlining any and all potential **Large Claims** from the Plan Sponsor. This is provided to and accepted by PacificSource that proves certain **Underwriting** information regarding **Covered Participants** which include disabled persons.

**Domestic Expenses** means any hospital inpatient, hospital outpatient, clinic or staff physician charges Incurred in a facility that is a parent, subsidiary, or affiliate of the Plan Sponsor. Domestic reimbursement percentages are applied to existing contracted rates.

**Expected Claim** means an estimate of the dollar value of claims to be paid during a policy period.

**Incurred** means the date on which services for **Covered Expenses** were rendered for a **Covered Participant** according to the terms of the Plan Sponsor's Plan.

**Incurred and Paid Period** means the period of time specified in the Schedule benefit plan in which a **Covered Expense** must be Incurred by a **Covered Participant** and paid by the Plan to be eligible for reimbursement under this Policy. This period does not alter the Effective Date, Policy Period, or waive this Policy's eligibility requirements.

**Individual Specific Stop Loss Deductible** means the amount shown on the Stop Loss Fee Schedule for which the Plan Sponsor is responsible to pay. The **Individual Specific Stop Loss Deductible** applies separately to each **Covered Participant** for each Policy Period.

**Large Claim** means paid or pending **Covered Expenses** greater than or equal to 50% of the **Individual Specific Stop Loss Deductible**.

**Lasering** means a situation where a higher **Individual Specific Stop Loss Deductible** is assigned to a **Covered Participant** ("Lasered Deductible"). Lasered Participants will be identified in the Stop Loss Fee Schedule.

**Minimum Aggregate Margin Attachment Point** means the minimum claims level (deductible) at which the **Aggregate Stop Loss** insurance policy applies. This level is determined by multiplying the enrollment in the first month of the policy times 12 months the Aggregate Claim Factors.

**Paid Claims** means that:

1. The Covered Expense is adjudicated according to the terms of the Plan;
2. A check is written and mailed or electronically deposited directly to the payee within the Policy Period; and
3. Funds are available to honor the check. To be sure those funds are available; they must be on deposit no later than the first working day following the end of the Policy Period.

**Reimbursement Percentage** means the rate at which PacificSource will reimburse the Plan Sponsor.

**Specific Stop Loss** shall mean the stop loss provided by PacificSource under the Fees section of this Policy.

**Specific Stop Loss Attachment Point** is the total amount of Paid Claims per covered individual that is not subject to reimbursement or credit by PacificSource under the Specific Stop Loss provision during the period when the Third Party Administrative Services Agreement and this Policy remain in effect, for each covered insured of the Plan Sponsor.

**Stop Loss Benefit** means the excess risk coverage that provides protection for the Plan Sponsor against a high claim on any one Covered Participant.

**Stop Loss Premium** means the fees due to PacificSource each month for the Specific Stop Loss and Aggregate Stop Loss insurance provided under the Stop Loss Provision section of this Policy. The Stop Loss Premium shall be computed and paid in accordance with the Payment section of this Policy.

**Underwriting** means the review of prospective and renewing cases for appropriate pricing, risk assessment and administrative feasibility.

### III. FEES SCHEDULE

The fees and costs payable for the services provided under this Policy shall be as follows:

**Number Covered Participants on Effective Date** 380

**Specific Stop Loss Coverage:** Yes

- Policy Period: 12-15
- Claims must be Incurred and Paid within the following dates:  
Claims Incurred from October 1, 2024 through September 30, 2025  
Claims Paid from October 1, 2024 through December 31, 2025
- Covered Expenses eligible for Specific Stop Loss Coverage include:

Medical	Yes
Prescription Drug Card	Yes
Dental	No
Vision	No

- Specific Stop-loss Deductible per Covered Participant: \$150,000
- Aggregating Specific Stop-loss Deductible: Not applicable
- Plan expenses Incurred prior to the effective date of the Policy Period are limited to:  
Not applicable
- Specific Stop Loss Reimbursement Percentage in excess of Stop Loss deductible:  
100%
- Specific Stop Loss Monthly Premiums: Per employee per month.  
Composite: \$146.80
- Specific Stop Loss Agent Commission: Not applicable

- Are any **Covered Participants** lasered and assigned a higher Specific Stop-loss Deductible? Not applicable
- Specific Terminal Liability: Not applicable

#### **Aggregate Stop Loss Coverage: Yes**

- Policy Period 12-15
- Claims must be **Incurred** and **Paid** within the following dates:  
 Claims **Incurred** from October 1, 2024 through September 30, 2025  
 Claims **Paid** from October 1, 2024 through December 31, 2025
- **Covered Expenses** eligible for Aggregate Coverage include:
 

Medical	Yes
Prescription Drug Card	Yes
Dental	No
Vision	No
- Plan expenses **Incurred** prior to the effective date of the Policy Period are limited to:  
 Not applicable
- Aggregate Reimbursement Percentage: 100%
- Minimum Aggregate Margin Attachment Point Percentage 125%
- Aggregate Reimbursement Maximum \$1,000,000
- Aggregate Monthly Premiums: Per employee per month  
 Composite \$5.80
- Aggregate Expected Claim Factors: Per employee per month  
 Composite \$1,192.80
- Aggregate Agent Commission: Not applicable

#### **IV. STOP LOSS PROVISIONS**

**Individual Specific Stop Loss Deductible.** Upon acceptance of proof of loss, PacificSource will reimburse the Plan Sponsor for payments made by the Plan Sponsor that PacificSource determines are **Covered Expenses**; provided that such payments exceed the Individual **Specific Stop Loss** Deductible as shown in this Policy and are:

1. **Incurred** while the Plan is in force;
2. Paid for **Covered Participants** according to the terms of the Plan; and
3. **Incurred** during the Policy Period or during the **Incurred** Period and paid during the Policy Period or during the Paid Period as shown in this Policy.

Payments for **Covered Expenses** that are eligible for more than one Policy Period will apply toward the Policy Period in which **Covered Expenses** were actually **Incurred**.

The benefit reimbursed by PacificSource will be at the **Reimbursement Percentage** shown in this Policy.



**Individual Specific Stop Loss Deductible Exclusion and Limitations.** The following exclusions and limitations apply to all Individual Specific Stop Loss Deductible provisions.

PacificSource will not reimburse the Plan Sponsor for Paid Claims that:

1. Have been reimbursed by another insurance company or reinsurance company;
2. Are Incurred after the Individual Specific Stop Loss Benefit terminates;

**Disclosure Statement.**

For new business PacificSource Underwriting procedures requires the Plan Sponsor to complete and sign a Disclosure Statement. Upon receipt of the initial individual request for reimbursement, PacificSource will review the Disclosure Statement to determine if the claimant is listed. When listed, PacificSource will continue with our normal pricing process. When the claimant is not listed, PacificSource may review the documentation received with the claim submission or request additional information to determine coverage and pricing. This form may also be required at the time of reinstatement for terminated groups.

**Aggregate Reimbursement Maximum.** This benefit applies only if indicated in this Policy.

**Aggregate Reimbursement Maximum Benefit.** Upon acceptance of proof of loss, PacificSource will reimburse the Plan Sponsor for payments made by the Plan Sponsor that PacificSource determines are Covered Expenses; provided that such payments exceed the Aggregate Stop Loss Attachment Point for Paid Claims and are:

1. Incurred while the Plan is in force;
2. Paid for Covered Participants according to the terms of the Plan; and
3. Incurred during the Policy Period or during the Incurred Period and paid during the Policy Period or during the Paid Period shown in this Policy.

Payments for Covered Expenses that are eligible for more than one Policy Period will apply toward the Policy Period in which Covered Expenses are actually Incurred.

Reimbursement will be subject to the Incurred Limit or Paid Limit shown in this Policy.

The benefit reimbursement by PacificSource will be at the Reimbursement Percentage shown in this Policy and will not exceed the Aggregated Liability Reimbursement Maximum shown in this Policy.

**Aggregate Stop Loss Attachment Point.** The Aggregated Stop Loss Attachment Point is equal to or the greater of:

1. The sum of the Aggregate Stop Loss Attachment Points for the Policy Period shown in this Policy; or
2. The Aggregate Minimum Attachment Point shown in this Policy.

If the Aggregate Stop Loss Benefit terminates before the end of the Policy Period, the Minimum Aggregate Margin Attachment Point is equal to or the greater of:

1. The sum of the Aggregate Stop Loss Attachment Points to the date of termination; or
2. The Minimum Aggregate Margin Attachment Point as shown in this Policy.

**Calculation of the Monthly Aggregate Stop Loss Attachment Point.** Aggregate Stop Loss Attachment Point is calculated by multiplying the number of Covered Participants for that month by the Aggregate Attachment Rates as shown in this Policy.

If any of the **Covered Participants** are absent from work due to strike, lock out, or work stoppage, the number of **Covered Participants** will remain at the same level as the month before such **Covered Participants** interruption began.

**Aggregate Stop Loss Attachment Point Exclusions and Limitations.** The following exclusions and limitations apply to all **Aggregate Stop Loss Attachment Point** provisions.

PacificSource will not reimburse the Plan Sponsor for **Paid Claims** that:

1. Have been reimbursed by another insurance company or reinsurance company;
2. Are **Incurred** after the **Aggregate Stop Loss Benefit** terminates;
3. Have been reimbursed by under the **Individual Stop Loss Deductible benefit**;
4. Exceed the **Aggregate Reimbursement Maximum Per Plan Year** as shown in this Policy.

## **V. GENERAL EXCLUSIONS AND LIMITATIONS.**

PacificSource will not reimburse the Plan Sponsor for **Covered Expenses Incurred by Covered Participants** that qualify as **potential Large Claims**, unless disclosed prior to policy issuance and accepted by PacificSource.

In the event of nondisclosure by the Plan Sponsor, PacificSource reserves the right to:

1. Change or modify any all **Stop Loss or Aggregate Premiums, Aggregate Claim Factors, or Individual Specific Stop Loss Deductible level(s)**;
2. Adjust the **terms of the Aggregate and Individual Specific Stop Loss Benefits**; or
3. Adjust the **Individual Specific Stop Loss Deductible** of non-disclosed **Covered Participant(s)**.

PacificSource will not reimburse any loss or expense caused by, or resulting from, any of the following;

1. Have been reimbursed by another insurance company or reinsurance company;
2. Payment for treatment or services which are considered experimental or investigational as defined by the Plan;
3. Payment for treatment or services which are excluded as defined by the Plan; or
4. Deductibles, co-payment amounts, or any other charges which are not payable under the terms of the Plan or charges which are payable to the Plan Sponsor from any other source.
5. Exceed PacificSource's **Aggregate Reimbursement Maximum Per Plan Year** as shown in this Policy.

**Covered Participant Benefit Plan Changes or Amendments.** PacificSource must be notified of any change to the Plan. Notices of changes must be in writing and provided to PacificSource prior to the effective date of the changes. PacificSource must approve changes in writing before the benefits provided by the changes will be included as **Covered Expenses** and the Plan Sponsor has agreed to pay any additional premium to accept a higher **Aggregate Claim Attachment Rate(s)** as a result of the benefit change.

If notice is not received prior to the effective date of the change, PacificSource will determine the date, if any, that the benefits approved by this change will be considered **Covered Expenses**.

If PacificSource does not approve a submitted change, PacificSource will not consider the benefits provided by the change as **Covered Expenses**.

Only those **Covered Expenses** for benefits provided under the most current PacificSource approved Plan will be considered for reimbursement.

**Changes in Fees and Monthly Aggregate Stop Loss Claims Factor(s).** PacificSource has the right to establish new Stop Loss or Aggregate Monthly Premiums, and **Monthly Aggregate Stop Loss Claims Factor(s)** each Policy Period.

PacificSource reserves the right to change the Stop Loss and Policy Fees and/or Monthly Aggregate Attachment Factors for a Policy Period if the average **Paid Claims** for the last two Policy Months of the immediately preceding Policy Period **exceeds** 100% of the average **Paid Claims** for all prior Policy Months in that preceding Policy Period.

PacificSource has the right to establish new Stop Loss and Aggregate Monthly Premiums, and Monthly Aggregate Claims Factor(s) at any time during a Policy Period if:

1. The number of enrolled in **Covered Participant** changes by more than 10% from the enrollment at beginning of Policy Period as shown in this Policy;
2. PacificSource discovers a **Covered Participant** who was **not disclosed** and whom PacificSource determines to be an unacceptable risk; or
3. Any amendment is made to the Plan.

**Adjudication of Claims.** PacificSource will provide payment for benefits under the Policy, and the direction of the Plan Sponsor, if the Plan Sponsor directs PacificSource to:

1. Pay a Claim, which in the opinion of PacificSource is not for a Covered Service according to the Plan Document; or
2. Pay a Claim on behalf of an individual who, in the opinion of PacificSource, would otherwise not be eligible for participation in the Plan.

PacificSource agrees to pay such Claims provided, however, that such Claim will not be included in the accumulation of the Claims expense toward the Individual Stop Loss or **Aggregate Stop Loss Attachment Point**. These claims will be a separate and additional liability of the Plan Sponsor, and PacificSource will have no liability, either directly or indirectly, for such claims.

Should a dispute arise with respect to Claims paid under the paragraphs above, and should either the Individual Stop Loss or **Aggregate Stop Loss Attachment Point** be reached by the inclusion of the disputed Claims in the accumulation of the Claims expense, the Plan Sponsor and PacificSource will meet and agree upon a procedure for submission of the dispute for decision by a neutral third party, including the criteria upon which the third party's decision shall be based, whereby the third party will determine whether the disputed Claims should not be included in the accumulation of the Claims expense. The cost of the neutral third party used in this procedure will be split equally between the parties.

**Third-Party Recovery.** It is understood that the Plan, or the Plan Sponsor, may become entitled to partial or full recovery from a third party with respect to a Claim paid under the Plan, whether directly through subrogation or indirectly through reimbursement from the **Covered Participant** or otherwise ("Recovery"), and that any Recovery by the Plan, and/or the Plan Sponsor, for Claims paid during the Term of this Policy may occur during or after the Term of this Policy. Unless PacificSource has agreed to perform such services as outlined in this Policy or a separate agreement, the Plan Sponsor shall promptly undertake to prosecute any and all valid claims for such recoveries that the Plan may have against **Covered Participants** and/or third parties. It is agreed that the net amount of such recoveries, whether recovered by the Plan Sponsor, PacificSource, or other third party, remaining after deduction of the reasonable cost of prosecuting the recoveries, shall be treated as a reduction of the Plan's Claim expense as hereinafter provided. Such amounts, recovered during the same Term or renewal Term of this Policy in which the related Claims were paid, shall be applied to reduce the amount of **Paid Claims** applied toward the **Specific Stop Loss** and **Aggregate Stop Loss**. Should this Policy

have been terminated at the time one or more such recoveries occur, or if the recovery or recoveries occur in a renewal Term after a Term in which (1) the related Claims were paid and (2) PacificSource has reimbursed the Plan Sponsor for Claims reported in excess of the **Specific Stop Loss or Aggregate Stop Loss**, the Plan Sponsor agrees to reimburse PacificSource in the aggregate net amount recovered, up to the amount of such Claims paid by PacificSource.

**Liability and Indemnification.** Except as specifically provided in any rider or endorsement, attached to and forming part of this Policy, PacificSource has no obligation to any third party. Our liability under this Policy is limited to reimbursing the Plan Sponsor, pursuant to the terms of this Policy, for payments the Plan Sponsor makes on behalf of **Covered Participants** for expenses covered under this Policy

**Fiduciary Responsibility.** PacificSource is acting only as a provider of insurance to the Plan Sponsor. PacificSource is not and will not be considered to have any discretion in the administration or management of the SFGHP's operation. PacificSource assumes no obligation required by the Employer Retirement Income Security Act (ERISA) of 1974, as amended.

PacificSource has no responsibility or obligation to directly reimburse any **Covered Participant**. This Policy will not create any right or legal relationship between PacificSource and any **Covered Participant**. PacificSource's sole obligation under this Policy is to the Plan Sponsor.

## **VI. TERMINATION**

### **Automatic**

Unless specifically agreed to otherwise in a written amendment to this Stop Loss Policy, this Stop Loss Policy shall automatically terminate as of the earliest of the following:

1. The end of the Policy period;
2. The effective date of any legislation which makes the Plan and/or this Policy illegal;
3. The date either party becomes insolvent, bankrupt, subject to liquidation, receivership, or conservatorship; or
4. The termination date of the Plan, subject to any policy between the Plan Sponsor and PacificSource regarding payment of benefits after the Plan is terminated.

### **Discretionary**

This plan may be terminated as the earliest of the following:

1. By PacificSource upon the failure of the Plan Sponsor to pay any charges within ten (10) business days after they are due and payable;
2. By PacificSource upon the failure of the Plan Sponsor to perform its obligations in accordance with this Policy;
3. By the Plan Sponsor upon the failure of PacificSource to perform its obligations in accordance with this policy; or
4. By the Plan Sponsor in a written request.

The Plan shall not be liable to reimburse the Plan Sponsor under Section III for any claims not specifically defined in Section III.

## **VII. PLAN CONTACT INFORMATION**

1. Any correspondence mailed to the Plan Sponsor will be mailed to:

Bonner County  
Attn: Alissa Clark  
1500 Hwy 2, Suite 337  
Sandpoint, ID 83864  
Phone: 208-255-3650 ext. 1237  
Fax: 208-265-1457  
E-Mail: [Alissa.Clark@BonnerCountyID.gov](mailto:Alissa.Clark@BonnerCountyID.gov)



2. Any copy of correspondence and invoices mailed to the Administrator will be mailed to:

Bonner County  
Attn: Kevin Rothenberger  
1500 Hwy 2, Suite 337  
Sandpoint, ID 83864  
Phone: 208-255-3630 ext. 1237  
Fax: 208-265-1457  
E-Mail: [Kevin.Rothenberger@BonnerCountyID.gov](mailto:Kevin.Rothenberger@BonnerCountyID.gov)

1. Any correspondence mailed to PacificSource will be mailed to:

PacificSource Health Plans  
Attn: Sales  
PO Box 7068  
Springfield, OR 97475-0068  
Phone: 541-686-1242

2. Any Enrollment Information, billing information, and payments mailed to PacificSource will be mailed to:

**All payments mailed to PacificSource will be mailed to:**  
PO Box 35123 Seattle, WA 98124-5123

**Enrollment information and Billing inquiries:**  
email: [MembershipSelfFunded@PacificSource.com](mailto:MembershipSelfFunded@PacificSource.com)  
Fax: 541-225-3621  
Mail: PO Box 7068 Springfield OR 97475-0068  
Phone: 541-284-7960

The Plan Sponsor agrees to notify PacificSource within twenty-four (24) hours of any changes to the Plan Contact Information contained in this Policy.

IN WITNESS WHEREOF, Plan Sponsor and PacificSource have caused this Stop Loss Policy to be executed in their names by their undersigned officers, who are duly authorized to do so.

"Plan Sponsor"

Bonner County

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

Print: \_\_\_\_\_

Title: \_\_\_\_\_

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

"PacificSource"

PacificSource Health Plans

By: 

Print: John Espinola, MD

Title: President and Chief Executive Officer

Date: 7/26/2024



## Bonner County Human Resources

1500 Highway 2, Suite 337 • Sandpoint, ID 83864

October 8, 2024

### Memorandum

To: Bonner County Commissioners

From: Alissa Clark, Human Resources Director

Re: Third Party Administrative Services Agreement Amendment #1

Bonner County Human Resource office is seeking approval and signature for the Pacific Source Third Pary Administrative Services Agreement Amendment #1.

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

A suggested motion would be: **Ms. Chairwoman based on the information before us I make a motion to approve the renewal documents for Pacific Source TPA Amendment #1 for 10/2024.**

Recommendation Acceptance: ☐ yes ☐ no \_\_\_\_\_ Date: \_\_\_\_\_  
Commissioner Asia Williams, Chairwoman

## **THIRD PARTY ADMINISTRATIVE SERVICES AGREEMENT AMENDMENT #1**

Client Name: Bonner County  
Group Number: G0039089

Effective 10/1/2024, the Third Party Administrative Services Agreement is amended as follows, all other language and sections remains the same:

### **2.1 Effective Date and Term**

The Effective Date of this Agreement is the 1<sup>st</sup> day of October, 2024. The initial term of this Agreement shall be a twelve (12) month period commencing on the Effective Date, unless terminated earlier in accordance with the terms of this Agreement. After the initial term, this Agreement may be renewed for successive one-year periods by the mutual, written agreement of the Parties.

### **2.3 Definitions**

The definition for the word "Code" has been removed.

### **4.5 Reporting**

PacificSource shall make available to Sponsor, representatives, and business associates as identified and provided on the Authorized Recipient List (ARL). Sponsor will immediately notify PacificSource of any changes to the ARL. PacificSource will provide reporting as outlined in the Reporting Addendum. Complex or ad-hoc reporting will be available as agreed upon subject to any additional fees and size requirements as outlined in Exhibit II.

### **6.1 Service Charges**

The monthly service charges of PacificSource are described in Exhibit II. Sponsor shall be invoiced once per month. Sponsor will remit payment to PacificSource upon receipt but no later than ten (10) business days.

PacificSource may change the amount of such charges by providing at least sixty (60) days written or electronic notice to Sponsor. PacificSource may also change the monthly service charges as of the date of any Plan change, upon a change of 10% or more in the number of Employees. In no event will PacificSource allow any proration of service charges due as outlined in Exhibit II or the PacificSource Stop Loss Policy (if applicable).

### **8.2 Discretionary**

This Agreement may be terminated as of the earliest of the following: (1) by PacificSource upon failure of the Sponsor to replenish the funds of the account referenced in Section 5.1 within ten (10) business days following notice of the same; (2) by PacificSource upon the failure of Sponsor to pay any charges within ten (10) business days after they are due and payable as provided in Section VI; (3) by PacificSource upon the failure of Sponsor to perform its obligations in accordance with this Agreement; (4) by Sponsor upon the failure of PacificSource to perform its obligations in accordance with this Agreement or upon termination of the Business Associate Addendum; (5) by Sponsor if it is unable to agree to any adjustment of price in accordance with section 6.1, Exhibit II and the PacificSource Stop Loss Policy (if applicable); or (6) by Sponsor upon a thirty (30) business day written notice of termination to PacificSource.

Exhibit II: Coverage Services Addendum

Please see the attached Exhibit.

Reporting Services Addendum

Please see attached Addendum.

Bonner County Contract Addendum

Please see attached Addendum.

"Sponsor"  
Bonner County

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

Print: \_\_\_\_\_

Title: \_\_\_\_\_

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

"PacificSource"  
PacificSource Health Plans

By: 

Print: John Espinola, MD

Title: President and Chief Executive Officer

Date: 9/25/2024





## BONNER COUNTY HUMAN RESOURCES/RISK MANAGEMENT

1500 Highway 2, Suite 337, Sandpoint, Idaho 83864

Telephone: (208) 265-1456

Fax: (208) 265-1457

**HR ITEM #1**

To: Commissioners  
From: Alissa Clark, HR Director, Human Resources  
Re: 600 – Compensation Policy  
Date: October 8, 2024

Bonner County HR is requesting approval to update the Compensation Policy to include the following:

1. 600\_Update language from pay band to grade/step.
2. 600.5.5 Hiring Pay policy\_updates to reflect hiring up to midpoint based on experience for 10, 12 & 15 steps.
3. 600.5.7 Pay upon promotion \_Change of verbiage to say Though a promotion may or may not include an increase in pay, having considered the above factors, it is recommended that the employee be moved into the appropriate and step nearest their current wage, without a decrease in pay. After new Grade/Step placement, any additional step increase may not exceed one step. The salary offered must be aligned within the range of the position.
4. 600.5.9 Chief Deputy Pay\_ Change of verbiage updating to say the pay differential only applies to the employee during the Chief Deputy assignment which occurs in the absence of the Elected Official in the amount of \$400 per pay period.
5. 600.6 Job Descriptions and Job Evaluation\_ adding 3. If an employee receives a warning notice or a process improvement plan anytime during the current budget year, the employee will be ineligible for a potential annual step increase.
6. 600.12 Interim Pay\_ Change of Verbiage updating to say Interim pay typically results in positions assuming additional responsibility, outside their current duties or as a temporary reassignment, such as an interim role. The interim pay will be a \$400 stipend per pay period while conducting additional duties.

I hereby make a motion: Based on the information before us I move to approve commencing with approval of updating Compensation policy 600, 600.5.5, 600.5.7. 600.5.9, 600.6 and 600.12 with above changes effective October 8, 2024.

Recommendation Acceptance: ☐ yes ☐ no \_\_\_\_\_ Date: \_\_\_\_\_  
Commissioner Asia Williams, Chairwoman

# Compensation Policies

Personnel Policy  
Policy No: 600

**Original Date:** January 15, 2013

**BOCC Approved Revised Date:** October 8, 2024

## COMPENSATION PHILOSOPHY

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

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

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

7. Compensation increases will be affordable and in the best interests of the County as an employer and provider of services.
8. The compensation program will create a climate where employees are recognized and rewarded, while providing the County with the opportunity to meet its “return on human resources investment” objectives.
9. Bonner County reserves the right to change general compensation for any reason deemed appropriate by the Board of County Commissioners. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent County budget. Hours worked may be reduced or employees may be laid off by the Board of County Commissioners or by Elected Officials as necessary to meet budgetary constraints or workload changes.
10. The compensation program is reviewed annually to ensure consistent pay practices, comply with federal and state laws, support our commitment to Equal Employment Opportunity, and offer competitive salaries.

#### **600.1 COMPENSATION PLANNING**

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

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

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

Bonner County Human Resources will review all salary increase/adjustment requests to ensure compliance with policy and that they fall within the provided guidelines. Performance pays, market or equity adjustment, as well as promotional pay changes must be submitted through the Pay Sheet prior to the effective date of the requested change.

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

#### **600.2 MARKET PRICING**

Bonner County’s compensation philosophy is to match the labor market, which allows us to be externally competitive in recruiting and retaining talented employees. Labor markets used for salary comparison are based on the normal recruiting market for specific job classifications. All market comparisons will include both public and private sector employers for the recruiting area, unless the position is not available in the private sector. By maintaining a competitive total compensation package to recruit and retain the best employees, the County improves employee productivity and

reduces costly turnover.

### **600.3 PAY GRADE & STEP PHILOSOPHY**

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

For specialized pay plans, similar methodology will be applied.

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

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

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

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

### **600.5 WAGE PROGRAM POLICIES**

**600.5.1 Pay Grade/Step:** Each position in the County is placed in a pay grade/step which establishes the value of the position in relation to other like positions in the organization.

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

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

#### **600.5.4 Merit Pay**

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

#### **600.5.5 Hiring Pay**



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

#### Wage Scales with 1-10 Steps

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

#### Wage Scales with 1-12 Steps

- Meets Minimum qualifications with no experience. Apprentice level; Needs additional certification or considerable training – hire at Step 1.
- Between 1 year and 3 years and 11 months of some relevant experience (or equivalency); Needs additional related training, education and/or possesses some experience or knowledge related to the position – hire at Step 2.
- Between 4 years and 5 years and 11 months of some relevant experience (or equivalency); Needs additional related training, education and/or possesses some experience or knowledge related to the position – hire at Step 3.
- Between 6 years and 6 years and 11 months of some relevant experience (or equivalency); The individual has performed in the same position or similar prior work experience and knowledge. Would require minimal training and orientation – hire at Step 4.

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

#### Wage Scales with 1-15 Steps

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

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

The pay level of current employees in like-positions will be taken into consideration to ensure internal equity.

600.5.6 Pay Upon Transfer

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

#### 600.5.7 Pay Upon Promotion

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

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

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

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

#### 600.5.8 Pay Upon Demotion

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

#### 600.5.9 Voluntary Demotion

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

#### 600.5.10 Involuntary Demotion

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

#### 600.5.9 Chief Deputy Pay

Bonner County will pay an increased pay differential to employees who have been appointed "Chief Deputy" by their Elected Official, for the duration of the appointment only. The pay differential will account for the increase in duties associated with the Chief Deputy assignment which is in addition to the employee's current job duties as outlined in the employee's current position description. The pay differential only applies to the employee during the Chief Deputy assignment which occurs only in the absence of the Elected Official in the amount of \$400 per pay period.

### 600.6 JOB DESCRIPTIONS AND JOB EVALUATION

Each Elected Official is responsible for the job descriptions for their respective area of responsibility. Job descriptions are subject to final approval utilizing the procedures maintained by Bonner County Human Resources. A department/office seeking adjustments to a job description, or needing assistance in creating a new job description, will work in conjunction with Human Resources. No job description can be utilized for job postings, recruitment, or any other employment purpose until the Elected Official has approved them for adoption. (Refer to Appendix A)

#### 600.6.1 Process

Each job description will include the following: a summary of the job's purpose, essential duties and responsibilities, qualifications (including education and/or experience, and any licenses or certifications required), physical demands, and work environment.

The position will then be reviewed within the County's job evaluation process to determine if there is a change in the job evaluation. The Human Resource Director, or designee will evaluate the position based on internal and external factors as well as experience required, supervision of others, education and decision making requirements. Once an appropriate grade is identified, the HR Director, or designee along with the Elected Official/Department Head will present the recommendation to the Board of County Commissioners if the position should require a grade change with potential pay adjustment or if the job description is for a new non approved BOCC position.

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



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

#### 600.6.2 Titling and Job Families

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

#### 600.7 EMPLOYEES OVER THE MAX OF THE GRADE

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

#### 600.8 REHIRS/REINSTATEMENTS

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

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

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

#### 600.9 ANNUAL EMPLOYEE PERFORMANCE REVIEW

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

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

- New Hires - Supervisors are to conduct a review of each newly hired employee after completion of orientation and/or training, and then again on an annual basis.
- Promotional - Supervisors may review each newly promoted or transferred employee after completion of orientation and/or training, and then again on an annual basis.
- Regular employees - Supervisors shall complete a performance goal discussion for each employee at least annually.

#### **600.10 BONUS PAYMENT**

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

1. Exempt Staff who have put in additional hours above and beyond regular norm, for periods of time that are mission critical to the organizations operating needs. Examples may include: Implementation of an organization initiative requiring additional hours and holiday work; Weather/Seasonal events requiring staff to be available 24/7 for extended periods;
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4. Other forms of incentive pay may be approved by HR in consultation with the BOCC, at the request of the Elected Official.

Decisions about the amount of a lump-sum bonus should be dependent on the nature and complexity of the accomplishment and the ability of the County to fund the amount.

Only one bonus payout per year is allowable.

#### **600.11 SWORN LAW ENFORCEMENT SALARY PLAN**

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

#### **600.12 INTERIM PAY**

Interim pay typically results in positions assuming additional responsibility, outside their current position duties or as a temporary reassignment, such as an interim role. The interim pay will be a \$400

stipend per pay period while conducting additional duties.

#### **600.13 ELECTED OFFICIALS**

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

#### **600.14 EXEMPT STATUS**

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

#### **600.15 MANAGEMENT SPAN OF CONTROL**

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

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

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

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

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

#### **600.16 Certification Pay:**

To be eligible for certification pay, the minimum qualification of the job description must describe what specific certification is necessary and noted as required or preferred. For a position to receive certification pay it must be validated by industry set standard(s) for that position. A certificate of

completion will be required by the individual. Once acquired certifications must be maintained. Failure to renew a certification will result in loss of certification pay. Incumbents may have only one certification at any given time.

#### **600.17 Right to Change Compensation and Benefits**

1. Bonner County reserves the right to change general compensation for any reason deemed appropriate by the Board of County Commissioners. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent County budget. Hours worked may be reduced or employees may be laid off by the Board of County Commissioners or by Elected Officials as necessary to meet budgetary constraints or workload changes.
2. The Board of County Commissioners has approved and adopted a Compensation Program that addresses job analysis, pay structures, performance management and training programs. Elected Officials and department heads shall follow the steps outlined in the Compensation Program when establishing the pay structure for a new position or re-evaluating the pay structure for a current position.

#### **Revision History:**

##### **BOCC Approval**

October 2, 2017: 600.5.3 Merit Pay  
600.15 Management Span of Control

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

August 6, 2019 – Updated Policy Language from Salary to Wage/Pay  
600.11 SWORN LAW ENFORCEMENT SALARY PLAN: Approved by the BOCC

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

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

August 2, 2020: Elected Officials Pay

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

October 5, 2021: 600.16 Certification Pay

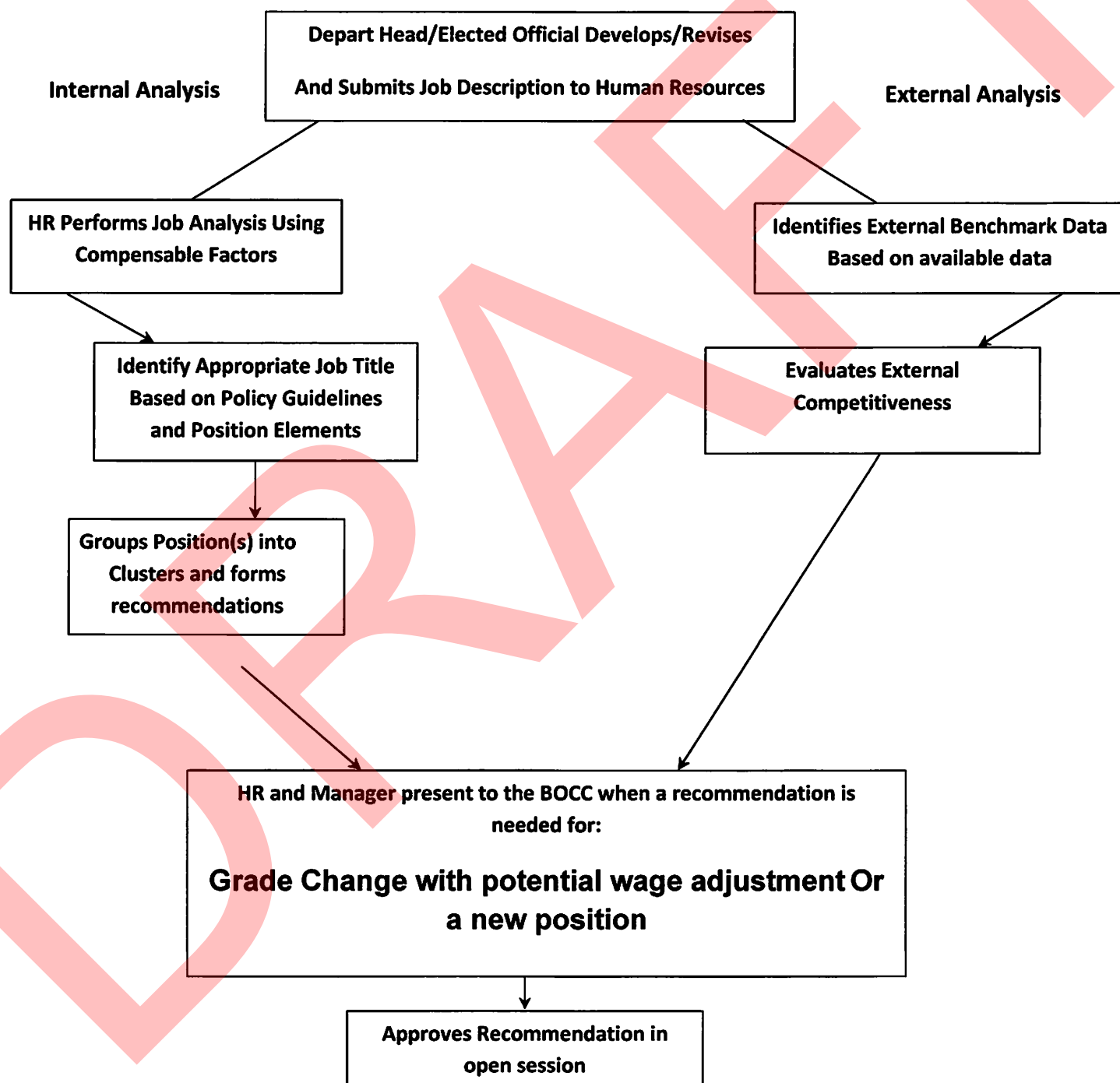
June 28, 2022: 600.6 Revised language on job description process

Owner: Human Resources

Contributor: Payroll



## APPENDIX A



# Compensation Policies

Personnel Policy  
Policy No: 600

**Original Date:** January 15, 2013

**BOCC Approved Revised Date:** October 5, 2021

## COMPENSATION PHILOSOPHY

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

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

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

6. A planned program of ongoing communication and training will be a critical component of compensation administration.
7. Compensation increases will be affordable and in the best interests of the County as an employer and provider of services.
8. The compensation program will create a climate where employees are recognized and rewarded, while providing the County with the opportunity to meet its “return on human resources investment” objectives.
9. Bonner County reserves the right to change general compensation for any reason deemed appropriate by the Board of County Commissioners. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent County budget. Hours worked may be reduced or employees may be laid off by the Board of County Commissioners or by Elected Officials as necessary to meet budgetary constraints or workload changes.
10. The compensation program is reviewed annually to ensure consistent pay practices, comply with federal and state laws, support our commitment to Equal Employment Opportunity, and offer competitive salaries.

#### **600.1 COMPENSATION PLANNING**

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

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

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

Bonner County Human Resources will review all salary increase/adjustment requests to ensure compliance with policy and that they fall within the provided guidelines. Performance pays, market or equity adjustment, as well as promotional pay changes must be submitted through the Pay Sheet prior to the effective date of the requested change.

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

#### **600.2 MARKET PRICING**

Bonner County’s compensation philosophy is to match the labor market, which allows us to be externally competitive in recruiting and retaining talented employees. Labor markets used for salary

comparison are based on the normal recruiting market for specific job classifications. All market comparisons will include both public and private sector employers for the recruiting area, unless the position is not available in the private sector. By maintaining a competitive total compensation package to recruit and retain the best employees, the County improves employee productivity and reduces costly turnover.

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

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

For specialized pay plans, similar methodology will be applied.

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

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

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

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

### **600.5 WAGE PROGRAM POLICIES**

600.5.1 ~~Pay-Band Grade/Step~~: Each position in the County is placed in a ~~pay-band grade/step~~ which establishes the value of the position in relation to other like positions in the organization.

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

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

600.5.4 Merit Pay



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

#### 600.5.5 Hiring Pay

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

##### Wage Scales with 1-10 Steps

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

##### Wage Scales with 1-12 Steps

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

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

#### Wage Scales with 1-15 Steps

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



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

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

~~Notwithstanding these guidelines, it is very important when applying these guidelines to take into consideration the pay level of current employees in like-kind positions to ensure internal equity.~~

The pay level of current employees in like-positions will be taken into consideration to ensure internal equity.

#### 600.5.6 Pay Upon Transfer

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

#### 600.5.7 Pay Upon Promotion

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

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

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

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

#### 600.5.8 Pay Upon Demotion

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

#### 600.5.9 Voluntary Demotion

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

#### 600.5.10 Involuntary Demotion

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

#### 600.5.9 Chief Deputy Pay



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

## **600.6 JOB DESCRIPTIONS AND JOB EVALUATION**

Each Elected Official is responsible for the job descriptions for their respective area of responsibility. Job descriptions are subject to final approval utilizing the procedures maintained by Bonner County Human Resources. A department/office seeking adjustments to a job description, or needing assistance in creating a new job description, will work in conjunction with Human Resources. No job description can be utilized for job postings, recruitment, or any other employment purpose until the Elected Official has approved them for adoption. (Refer to Appendix A)

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

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

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

Only one bonus payout per year is allowable.

#### **600.11 SWORN LAW ENFORCEMENT SALARY PLAN**

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

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Higher duty Interim pay typically results in positions assuming additional responsibility, in addition to outside their current position duties or as a temporary reassignment, such as an interim position role. These positions will receive a minimum of 5% and maximum of 15% for higher duty pay increases. The interim pay will be a \$400 stipend per pay period while conducting additional duties.

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

#### **600.14 EXEMPT STATUS**

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

#### **600.15 MANAGEMENT SPAN OF CONTROL**

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

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

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

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

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



#### **600.16 Certification Pay:**

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

#### **600.17 Right to Change Compensation and Benefits**

1. Bonner County reserves the right to change general compensation for any reason deemed appropriate by the Board of County Commissioners. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent County budget. Hours worked may be reduced or employees may be laid off by the Board of County Commissioners or by Elected Officials as necessary to meet budgetary constraints or workload changes.
2. The Board of County Commissioners has approved and adopted a Compensation Program that addresses job analysis, pay structures, performance management and training programs. Elected Officials and department heads shall follow the steps outlined in the Compensation Program when establishing the pay structure for a new position or re-evaluating the pay structure for a current position.

#### **Revision History:**

##### **BOCC Approval**

October 2, 2017: 600.5.3 Merit Pay

600.15 Management Span of Control

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

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

600.11 SWORN LAW ENFORCEMENT SALARY PLAN: Approved by the BOCC

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

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

August 2, 2020: Elected Officials Pay

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

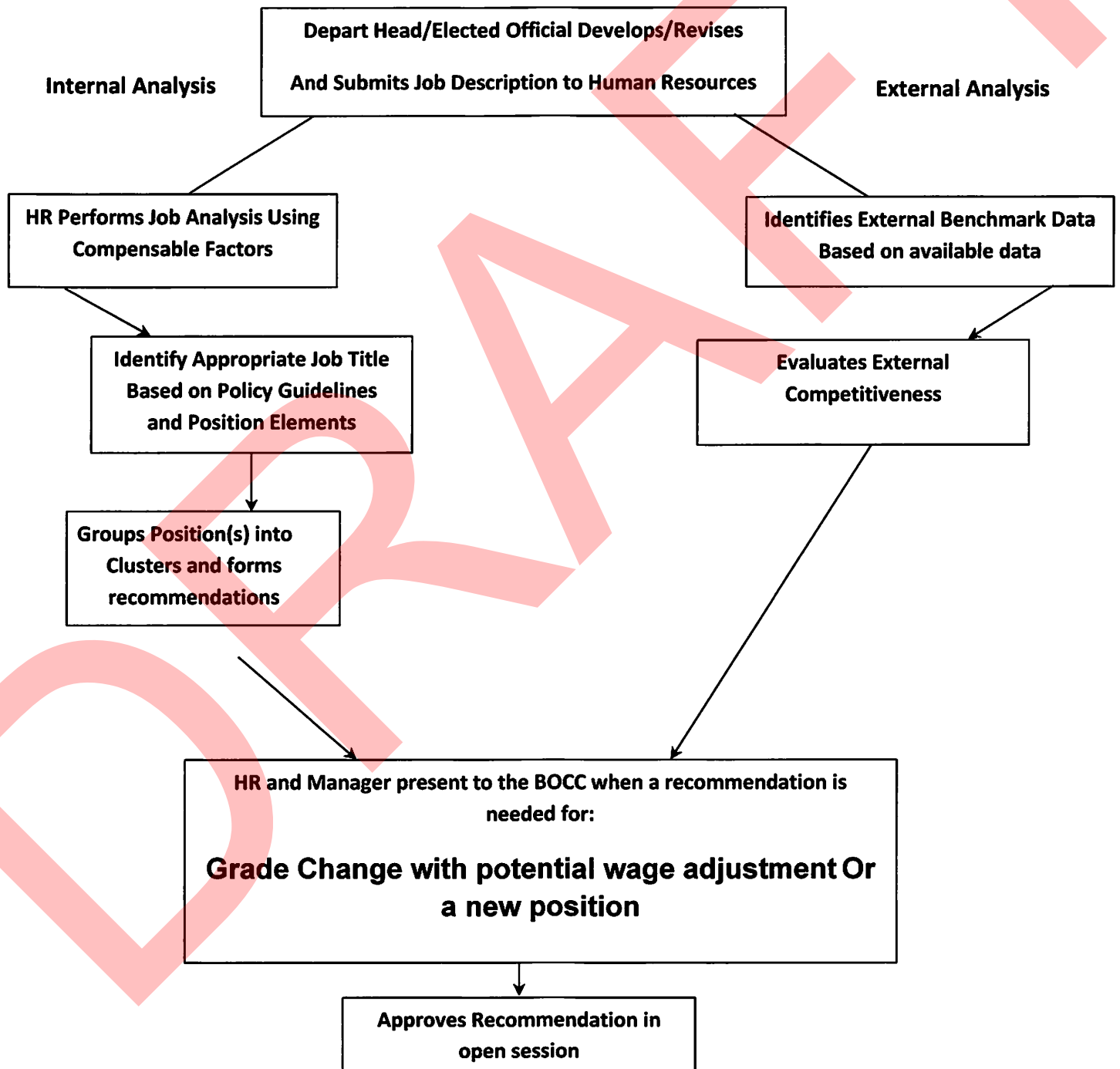
October 5, 2021: 600.16 Certification Pay

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

Owner: Human Resources

Contributor: Payroll

## APPENDIX A





## Bonner County Human Resources

521 South Division Suite 202 • Sandpoint, ID 83864

October 8, 2024

### Memorandum

To: Bonner County Commissioners

From: Human Resources & Risk Management

Re: Human Resources and Risk Management Departments direct report to Prosecutor

Human Resources and Risk Management departments are advisors to all Elected Officials and all Department Heads and work closely with the Prosecutor's office with legal, compliance and litigation matters.

Human Resources & Risk Management can best serve this function by directly reporting to the Prosecuting Attorney.

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

Approved by Legal: \_\_\_\_\_

2024-78

A suggested motion would be: **Mrs. Chairwoman based on the information before us I make a motion to approve having Human Resources and Risk Management report to the Prosecutor.**

Recommendation Acceptance: ☐ yes ☐ no \_\_\_\_\_ Date: \_\_\_\_\_  
Commissioner Asia Williams, Chairwoman

BONNER COUNTY BOARD OF COMMISSIONERS  
RESOLUTION NO. 221-78

HUMAN RESOURCES AND RISK MANAGEMENT DEPARTMENTS TO REPORT TO  
BONNER COUNTY PROSECUTOR

WHEREAS, Human Resources and Risk Management are advisors to all Elected Officials (EO) and all Department Heads on many issues that are sensitive and confidential to that EO and their department; and

WHEREAS, Human Resources and Risk Management work closely with the Prosecutor's office with legal, compliance and litigation matters; and

WHEREAS, Human Resources and Risk Management have a legal and ethical duty to interact with all stakeholders (Elected, Department Heads, Employees and the Public) in a fair and unbiased manner.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Bonner County, Idaho, that the Human Resources Department and the Risk Management Department shall directly report to the Bonner County Prosecutor.

Upon a motion to adopt the text of the foregoing Resolution made by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_, and adopted  
October 8, 2024.

Chairman Asia Williams: \_\_\_\_\_

Commissioner Steven Bradshaw: \_\_\_\_\_

Commissioner Ron Korn: \_\_\_\_\_



**BONNER COUNTY BOARD OF COMMISSIONERS**

\_\_\_\_\_  
**Asia Williams, Chairman**

\_\_\_\_\_  
**Steven Bradshaw, Commissioner**

\_\_\_\_\_  
**Ron Korn, Commissioner**

**ATTEST:**

\_\_\_\_\_  
**Michael W. Rosedale, Clerk**



# AIRPORTS

Manager: Dave Schuck  
[Dave.Schuck@BonnerCountyID.gov](mailto:Dave.Schuck@BonnerCountyID.gov)  
208-255-9179

Meeting Date: October 8, 2024

## AIRPORT ITEM #1

### MEMORANDUM

**To:** Commissioners

**Re:** Notice to Proceed with Construction to J7 Contracting for Construction of Apron and Taxilane at Priest River Airport

**Description:** This Notice to Proceed follows the contract approved by this Board on September 17, 2024 agreeing to the construction of an expanded airplane parking apron and taxilane at Priest River Airport. This construction is funded by an FAA AIP grant accepted by the county earlier this year.

I recommend signing this contract.

**Legal Review:** \_\_\_\_\_ X (standard NTP) \_\_\_\_\_

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

**A suggested motion would be:** Based on the information before us I move that Bonner County issue this Notice to Proceed and that the Chair sign administratively.

Recommendation Acceptance: ☐ yes ☐ no \_\_\_\_\_ Date: \_\_\_\_\_  
Chairwoman Asia Williams

## NOTICE TO PROCEED

Dated: October 21, 2024

TO: J7 Contracting, Inc  
(Contractor)

ADDRESS: 2708 Highway 1 Bonners Ferry, ID 83805

PROJECT: Construct Apron and Taxilane C

CONTRACT NO. FAA/AIP Project No. 3-16-0058-016/017-2024

CONTRACT FOR Bid Schedule A – Construct Apron; Bid Schedule B – Construct Taxilane C and C2

(Insert name of Contract as it appears in the Bidding Documents)

You are notified that the Contract Times under the above contract will commence to run on October 21, 2024. By that date, you are to start performing your obligations under the Contract Documents. In accordance with Article 4 of the Agreement the dates of Substantial Completion and Final Completion are as follows:–

Phase	Start	Calendar Days	Substantial Completion	Final Completion
1	October 21, 2024	50	May, 2025	May, 2025
1A	April 2025	5	May, 2025	May, 2025
2	1 Day – June, 2025			
Project	October 21, 2024	51	June, 2025	Or June 2025

Before you may start any Work at the site, paragraph 2.01 of the General Conditions provides that you and Owner must each deliver to the other (with copies to ENGINEER and other identified additional insureds) certificates of insurance which each is required to purchase and maintain in accordance with the Contract Documents.

Also before you may start any work at the site, you must comply with the following:  
(add other requirements)

Attend Pre-Construction Conference,

Submit all Subcontractor Agreements to Engineer,

Perform Pre-Construction Site Survey confirmation,

And Submit schedule of submittals,

Note: a stop work will be issued this fall for completion in the spring of 2025.

Bonner County, Idaho  
(OWNER)

By: \_\_\_\_\_  
(AUTHORIZED SIGNATURE)

Asia Williams  
(NAME)

BOCC Chairwoman  
(TITLE)

ACCEPTANCE OF NOTICE TO PROCEED

J7 Contracting, Inc  
(CONTRACTOR)

By: \_\_\_\_\_  
(AUTHORIZED SIGNATURE)

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(DATE)



# AIRPORTS

Manager: Dave Schuck  
[Dave.Schuck@BonnerCountyID.gov](mailto:Dave.Schuck@BonnerCountyID.gov)  
208-255-9179

Meeting Date: October 8, 2024

## MEMORANDUM

## AIRPORT ITEM #2

**To:** Commissioners

**Re:** Pavement Maintenance on Runway at Sandpoint Airport

**Description:** The pavement on the runway at Sandpoint Airport needs crack sealing. Earlier this year we conducted an informal bid process due to the anticipated budget available and Selkirk Sealcoat returned the best value estimate not to exceed \$20,000. The cost of these repairs was approved in the FY2025 airport budget account 003-7500.

I recommend conducting these repairs.

**Auditing Review:**   X  

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

**A suggested motion would be:** Madam Chairwoman based on the information before us I move that Bonner County perform this runway maintenance in an amount not to exceed \$20,000.

Recommendation Acceptance: ☐ yes ☐ no \_\_\_\_\_ Date: \_\_\_\_\_  
Chairwoman, Asia Williams





33 BEAVER CREEK RD  
SANDPOINT, ID 83864  
+1 2082904661  
jeff@selkirksealcoat.com  
www.selkirksealcoat.com

Estimate

ADDRESS

Bonner County Airport  
1101 Airport Way  
Sandpoint, Idaho 83864 USA

ESTIMATE #

118404

DATE

03/26/2024

SALES1

208 946 6232

SALES2

Long Term Maintenance

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Crackfill	Clean & Fill cracks Approx. 16480 Ln Ft. THIS IS THE MAJOR CRACKS ONLY NOT PART OF THE LARGE MASTIC CRACKS.	16,480	1.25	20,600.00
Crackfill	Clean and fill; 1 inch + to 3 1/2 inch wide cracks. USING MASTIC CRACK APPLICATION. ESTIMATED 4625 LN FT. ON TAXI WAYS AND SOME ON RUNWAY. JUST THE REALLY LARGE CRACKS.	4,625	9.23	42,688.75
Crackfill	Clean & Fill cracks Approx. 6500 Ln Ft .THIS IS AN ESTIMATED NUMBER TO MAINTAIN CRACKS PER YEAR. THIS NUMBER DEPENDS ON HOW MUCH IS DONE THE FIRST YEAR. CRACKFILL IS A YEARLY MAINTENANCE PROGRAM.	6,500	1.25	8,125.00

TOTAL

\$71,413.75

We agree to furnish all labor and materials,complete, according to the above specifications. Payment will be due on completion of work. (If credit is desired, arrangements must be made in advance). Delinquent accounts shall be charged interest rates of 1.5% per month (annual rate of 18%). All costs of collection, including reasonable attorney fees shall be recovered by Selkirk Sealcoat Inc., should it be necessary to file suit for collection.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory, and are hereby accepted. You are authorized to do the work as specified. Payment will be made as stated above. All credit cards will be charged additional 3.5%.

Accepted By \_\_\_\_\_  
Asia Williams, Chairwoman

Accepted Date \_\_\_\_\_

DRAFT