



Bonner County

Board of Commissioners

Steve Bradshaw

Asia Williams

Ron Korn

**CONSENT
AGENDA**

November 19, 2024

Memorandum

To: Bonner County Commissioners

Re: Adopting the Order of the Agenda as Presented

A suggested Motion would be: **Based on the information before us I move to adopt the order of agenda as presented.**

Consent Agenda

The Consent Agenda includes:

CONSENT AGENDA – Action Item

- 1) Bonner County Commissioners’ Minutes, November 5, 2024
- 2) Liquor License(s): Coleman Oil-Ponderay One Stop, Ponderay; Mobil 62152, Oldtown; Safeway Store #350, Sandpoint; Litehouse Specialty Food Store, Sandpoint; Samuels Store, Sandpoint; Laclede Store, Laclede; Stateline Tavern, Oldtown; Hydra S.O.S. Inc, Sandpoint; Café 95, Ponderay; The View Café, Cocolalla; Laughing Dog Brewing/Summit Cider/Current Seltzer, Ponderay; Chimney Rock Café, Priest Lake; Settlement Kitchen & Craft Tavern, Priest River; Sandpoint Gas N Go, Sandpoint; Spud’s Waterfront Grill, Sandpoint
- 3) Plats for Approval: MLD0041-24, Hockett Acres
- 4) Invoices Over \$5k: Technology (Confidential); Sheriff (Leads Online, Dog Kennel, Salt Lake Wholesale Sports); Solid Waste (Squeeky’s); Facilities (Sunbelt Controls Service)
- 5) Human Resources, Job Description Updates: BOCC – Administrative Assistant II, Office Manager; Facilities – Maintenance Operator; Courthouse – Court Clerks II & III, Judicial Assistant, Criminal Clerk Supervisor, Civil Clerk Supervisor; Planning – Planning Technician

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, Chair



Bonner County

Board of Commissioners

Steve Bradshaw

Asia Williams

Ron Korn

MINUTES FOR THE BONNER COUNTY BOARD OF COMMISSIONERS' MEETING

November 5, 2024 – 9:00 A.M.

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

On Tuesday, November 5, 2024, the Bonner County Commissioners met for their regularly scheduled meeting with Commissioners Williams and Korn present, Commissioner Bradshaw was absent. 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 AMENDED

Commissioner Korn made a motion to amend the order of the agenda by removing Planning's Item #4: Plat Vacation, File VS0003-24 at the request of the Planning Department. Commissioner Williams stepped down from the chair and seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn - Yes. The motion carries.

CONSENT AGENDA – Action Item

- 1) Bonner County Commissioners' Minutes October 29, 2024
- 2) Liquor License(s): Hill's Resort, Priest Lake; Priest Lake Brewing, Priest Lake (2); Priest Lake Marina, Priest Lake; Nordman Resort, Priest River; Mac's Gas & Grocery, Priest River; EZ Stop, Blanchard; The Forge Artisan Pizza, Sandpoint; The Bernklau, Sandpoint; The Fat Pig, Sandpoint
- 3) Plat(s) for Approval: MLD0019-24, Canterbury Estates; MLD0035-24 Blotteaux Acres; MLD0047-23 Replat of Lot 1B, Block 10, Lakeside Place; MLD0038-24 Dudley Estates; MLD0044-24, Murphy's Run; MLD0025-24, Echo Ridge
- 4) Invoice(s) Over \$5k: Sheriff (Fogg Electric); Risk (Alpine Building Company)

Commissioner Korn made a motion to adopt the consent agenda as presented. Commissioner Williams stepped down from the chair and seconded the motion. Roll call vote: Commissioner Korn - Yes, Commissioner Williams – Yes. The motion carries.

CLERK – Michael Rosedale

- 1) Action Item: Discussion/Decision Regarding FY25 Claims Batch #05, **Totaling \$510,364.13**
Commissioner Korn made a motion to approve payment of the FY25 Claims Batch #05 totaling \$510,364.13. Commissioner Williams stepped down from the chair and seconded the motion. Roll call vote: Commissioner Korn – Yes, Commissioner Williams. The motion carries.
- 2) Action Item: Discussion/Decision Regarding FY25 EMS Claims Batch #05, **Totaling \$14,587.99**
Commissioner Korn made a motion to approve payment of the FY25 EMS Claims Batch #05, totaling \$14,587.99. Commissioner Williams stepped down from the chair and seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn – Yes. The motion carries.

PLANNING – Jake Gabell

1) Action Item: Discussion/Decision Regarding Final Plat, S0002-23, Providence Subdivision

Public Comment

- Grace Bauer – Has questions regarding the approval of this plat, is the property owner legally bound to follow the modifications, and the neighborhood was not notified of this final approval, did the Army Corp approve of building on wetlands. This seems premature, requested this item be tabled at this time.

Commissioner Korn made a motion to approve the surety agreement between Bonner County and Lippert Excavation & Pipeline, Inc., for the Providence Subdivision, in the amount shown for the completion of the improvements shown on the engineer's cost estimate, and further approve the final plat of Providence Subdivision, Planning File No. S0002-23 and authorize the chair to sign the final plat. Commissioner Williams stepped down from the chair and seconded the motion. Brief discussion. Roll call vote: Commissioner Korn - Yes, Commissioner Williams – Yes. The motion carries.

2) Action Item: Discussion/Decision Regarding Camp Bay Trail Easement

Public Comment

- Fred Arn – Commented on the liability question and a Fish & Game statute, concerned that some issues are not being addressed.
- Jennifer Arn – Thankful for the discussions, not quite there as there are still concerns, this is still better than what it was, should have had a workshop, in favor of keeping bad behavior out of there, should drop restrictive hours.
- Brian Domke – Commented on the schedule aspect of this and the restrictive hours.
- Wayne Martin (Zoom) – Glad the path was widened, commented on the hour restrictions.
- Bill Brownley – Commented on liability issues, maintenance, parking, asked that this be tabled until the liability issue can be discussed.

Discussion among the board and legal regarding proposed amendments to the easement in sections 1, 3, 5, and 9. Mr. Brownley commented on the liability section and this easement is a grant to the County not an agreement, asked about IC 36-1604 regarding liability.

Commissioner Williams stepped down from the chair and made a motion to instruct Planning and Legal to redraft the Resolution, addressing items 1, 3, 5, and 9 and submit it to the board for approval after M3 has had an opportunity to have their attorney review it. Commissioner Korn seconded the motion. Roll call vote: Commissioner Williams – Yes, Commissioner Korn – Yes. The motion carries.

Commissioner Williams paused for the Employee of the Month Presentation.

EMPLOYEE OF THE MONTH

Presented to Priscilla Tanner by Jason Topp, Director, Road & Bridge

PLANNING *Continued*

3) Action Item: Discussion/Decision Regarding Zoning Commission Appointment; **Resolution**

Public Comment

- Grace Bauer – Asked how many applicants there were and how many interviewed and asked Commissioner Korn to recuse himself.
- Sheryl Messer – Commented that Mr. Burkamp is a realtor, and this is concerning to her, unsure how long he has been here and commented on what she found in his background. Would prefer somebody local.
- Reg Crawford (Zoom) – Commented about the districts on this commission.
- Jennifer Cramer (Zoom) – Concerns based on what was said by Sheryl.
- Glenn Lefebvre (Zoom) – Concern on the rush on this, wait until the new board is in

Commissioner Korn made a motion to adopt **Resolution #24-85** appointing a member to the Zoning Commission per BCRC 12-123 and assigning him to the term as stated. Commissioner Williams stepped down from the chair and seconded the motion. Brief discussion followed. Roll call vote: Commissioner Korn - Yes, Commissioner Williams

– Yes. The motion carries.

- 4) Action Item: Discussion/Decision Regarding Plat Vacation, File VS0003-24; **Resolution** – *This item was removed at the request of Planning.*

ROAD & BRIDGE – Matt Mulder

- 1) Action Item: Discussion/Decision Regarding Negotiation Services for Right-of-Way Acquisition for the Trestle Creek Road FLAP Project; **\$38,500**

Commissioner Korn made a motion to approve this professional services agreement in the amount of \$38,500 with Negotiation Services LLC for the Trestle Creek FLAP project easements. Commissioner Williams stepped down from the chair and seconded the motion. Roll call vote: Commissioner Korn - Yes, Commissioner Williams – Yes. The motion carries.

HUMAN RESOURCES WEEKLY REPORT – Alissa Clark, HR Director

- 1) Discussion Regarding Open County Job Positions: where are they posted, how to apply with tracking on how long they have been listed
- 2) Discussion Regarding Open Board/Commission Positions: which boards have openings, also tracking of positions that will become open within 6 months' time
- 3) Upcoming Training

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
 - Jennifer Cramer – Commented on positions open since 2021, are they necessary.

DISTRICT 3 COMMISSIONER REPORT

- 1) Summarization of Meetings During the Week
- 2) Community Events Attended During the Week

PUBLIC COMMENT * Opened at 10:34 a.m.

- Fred Arn- Discussed Camp Bay and the liability statute discussed, the time restrictions, and definition of motorized vehicles; need to clean up the language, these types of things lead to litigation.
- Dave Bowman (Zoom) – Commented on the Zoning Commission appointment item, he was an applicant he is in D3, need to have more diversity in backgrounds, and he is heavily involved in planning and zoning issues in Bonner County. Feels the interviews should be in an open meeting, not an executive session.
- Kristina Nicholas Anderson (Zoom) – Interested in the status of lawsuit by a deputy prosecutor not mentioned in the litigation portion of the D2 discussion. Commented on the credit card discussion and why the Prosecutor's and Sheriff's offices did not need to be a part of this.
- Jennifer Arn – Commented on the Camp Bay issue. The developer should work with the community to make/maintain positive interactions.

The meeting was adjourned at 10:50 a.m.

The following is a summary of the Board of County Commissioners Special Meetings, (including Tax Cancellations, Assistance Meetings/Admin and other) Executive Sessions, Emergency Meetings and Hearings held during the week of October 29, 2024 – November 4, 2024
Copies of the complete meeting minutes are available upon request.

On Wednesday, October 30, 2024, Tax Cancellations were held pursuant to Idaho Code § 74-204 (2).

On Wednesday, October 30, 2024, an Executive Session was held pursuant to Idaho Codes § 74-206 (1)(A) Hiring and 74-206 (1)(B) Personnel.

On Monday, November 4, 2024, a Department Head Meeting was held pursuant to Idaho code § 74-204 (2).

ATTEST: Michael W. Rosedale

By _____
Chair, Asia Williams

By: _____
Deputy Clerk

Date

2025

BONNER COUNTY
STATE OF IDAHO

No. 2025-039

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT COLEMAN OIL COMPANY LLC
 doing business as COLEMAN OIL-PONDERAY ONE STOP
 at 31076 HIGHWAY 200 EAST, PONDERAY, ID 83852
 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	\$25.00
Bottled/canned beer, Consumed on premise	\$0.00
Draft beer, Includes draft, bottled, and/or canned	\$0.00
Wine by the glass	\$0.00
Wine by the bottle	\$25.00
Liquor	\$0.00
Application Fee	\$5.00
Total	\$55.00

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2025.
Witness my hand and seal this 19th of November, 2024.

Chairman

Commissioner

Commissioner

(SEAL) *By: Bridgette Centorbi*

 Clerk of the Board of County Commissioners



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

FOR OFFICE USE ONLY

Premise No. 7B-50
 State Lic No. 2355
 Issue Date: 12/01/2024
 County No. 2025-039
 Total Fees: \$55.00
 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

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

FOR OFFICE USE ONLY

Prorated Fee

(If applicable)

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

5. Applicant Information

Doing Business As: COLEMAN OIL-PONDERAY ONE STOP
 Business Phone Number: (208) 263-6048
 Business Physical Address: 31076 HIGHWAY 200 EAST
 City: PONDERAY State: ID Zip Code: 83852

6. Business Information

Business Name: COLEMAN OIL COMPANY LLC
 Primary Contact Name: CATHY JO WITTERS
 Primary Contact Phone Number: (208) 476-7536
 Mailing Address: PO BOX 1308
 City: LEWISTON State: ID Zip Code: 83852
 Email Address: licensing@colemanoil.com

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

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

APPROVED: _____ **DATE:** _____
 Board of County Commissioners

2025

BONNER COUNTY
STATE OF IDAHO

No. 2025-046

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT _____ S&S PETROLEUM INC
doing business as _____ MOBIL 62152
at _____ 82 E HWY 2 , OLDTOWN, ID 83822

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

Dated: 12/01/2024

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

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2025.

Witness my hand and seal this 19th of November, 2024.

Chairman

Commissioner

Commissioner

(SEAL)

Bys: Brigitte Centorzi

Clerk of the Board of County Commissioners



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

FOR OFFICE USE ONLY

Premise No. 7B-43
 State Lic No. 1679
 Issue Date: 12/01/2024
 County No. 2025-046
 Total Fees: \$55.00
 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

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

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

5. Applicant Information

Doing Business As: MOBIL 62152
 Business Phone Number: (208) 437-1707
 Business Physical Address: 82 E HWY 2
 City: OLDTOWN State: ID Zip Code: 83822

6. Business Information

Business Name: S&S PETROLEUM INC
 Primary Contact Name: JEANNIE HAN
 Primary Contact Phone Number: 8777451563 EXT 1014
 Mailing Address: 12003 MUKILTEO SPEEDWAY STE 101
 City: MUKILTEO State: WA Zip Code: 98275
 Email Address: jhee@sspetro.com

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

APPLICANT'S SIGNATURE:

[Handwritten Signature]

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

APPROVED: _____ DATE: _____

Board of County Commissioners

2025

BONNER COUNTY
STATE OF IDAHO

No. 2025-057

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT SAFEWAY, INC
doing business as SAFEWAY STORE #350
at 702 NORTH 5TH AVENUE, SANDPOINT, ID 83864

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

Dated: 12/01/2024

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

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2025.
Witness my hand and seal this 19th of November, 2024.

Chairman

Commissioner

Commissioner

(SEAL) *Cynthia Brannon*

Clerk of the Board of County Commissioners



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

FOR OFFICE USE ONLY

Premise No. 7B-56
 State Lic No. 4002
 Issue Date: 12/01/2024
 County No. 2025-057
 Total Fees: \$55.00
 Deputy Initials: cbrannon

Retail Alcohol Beverage License Application

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

<p>1. Application Type</p> <p><input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Seasonal (month open _____.) <input type="checkbox"/> New (complete page 2) <input type="checkbox"/> Transfer (complete page 2) (include transfer fee of \$20.00)</p>	<p>2. Type of Business</p> <p><input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> LLP</p>	<p>3. Location of Facility</p> <p><input type="checkbox"/> Inside city limits <input type="checkbox"/> Outside city limits</p>																		
<p>4. License Type</p> <p><input checked="" type="checkbox"/> Bottled/canned beer (retail only) <input type="checkbox"/> Bottled/canned beer <input type="checkbox"/> Draft beer <input type="checkbox"/> Wine by the glass <input checked="" type="checkbox"/> Wine by the bottle <input type="checkbox"/> Liquor <input checked="" type="checkbox"/> Application Fee Total Fees</p>	<p>Consumed off premise Consumed on or off premise Includes draft, bottled, and/or canned</p>	<table border="0"> <tr> <td style="text-align: right;">County Fee</td> <td></td> </tr> <tr> <td>\$ 25.00</td> <td></td> </tr> <tr> <td>\$ 0.00</td> <td></td> </tr> <tr> <td>\$ 0.00</td> <td></td> </tr> <tr> <td>\$ 0.00</td> <td></td> </tr> <tr> <td>\$ 25.00</td> <td></td> </tr> <tr> <td>\$ 0.00</td> <td></td> </tr> <tr> <td>\$ 5.00</td> <td></td> </tr> <tr> <td>\$ <u>\$55.00</u></td> <td></td> </tr> </table>	County Fee		\$ 25.00		\$ 0.00		\$ 0.00		\$ 0.00		\$ 25.00		\$ 0.00		\$ 5.00		\$ <u>\$55.00</u>	
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\$ <u>\$55.00</u>																				

FOR OFFICE USE ONLY

Prorated Fee
 (If applicable)

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

5. Applicant Information
 Doing Business As: SAFEGWAY STORE #350
 Business Phone Number: (208) 263-9638
 Business Physical Address: 702 NORTH 5TH AVENUE
 City: SANDPOINT State: ID Zip Code: 83864

6. Business Information
 Business Name: SAFEGWAY, INC
 Primary Contact Name: BUSINESS LICENSE FILING TEAM
 Primary Contact Phone Number: (800) 927-9801 EXT 66028
 Mailing Address: 251 LITTLE FALLS DRIVE
 City: WILMINGTON State: DE Zip Code: 19808
 Email Address: BLFilingUpdates@cscglobal.com
 Please indicate address to send future correspondence: Business Physical Address Mailing Address Email

APPLICANT'S SIGNATURE: Miss E. Waller Authorized Representative
 Signer must be authorized to sign for documents pertaining to the Alcohol Beverage Control.

APPROVED: _____ DATE: _____
 Board of County Commissioners

2025

BONNER COUNTY
STATE OF IDAHO

No. 2025-064

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT LITEHOUSE INC
 doing business as LITEHOUSE SPECIALTY FOOD STORE
 at 125 S 2ND AVE, SANDPOINT, ID 83864
 a(n) CORPORATION, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2024

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

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2025.
Witness my hand and seal this 19th of November, 2024.

Chairman

Commissioner

Commissioner

(SEAL) By: Bridgitte 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-30982
 State Lic No. 30982
 Issue Date: 12/01/2024
 County No. 2025-064
 Total Fees: \$55.00
 Deputy Initials: bcentorbi

Retail Alcohol Beverage License Application

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

1. Application Type

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

2. Type of Business

- Individual
- Partnership
- Corporation
- LLC
- LLP

3. Location of Facility

- Inside city limits
- Outside city limits

4. License Type

- Bottled/canned beer (retail only)
 - 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

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

FOR OFFICE USE ONLY

Prorated Fee

(If applicable)
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

5. Applicant Information

Doing Business As: LITEHOUSE SPECIALTY FOOD STORE
 Business Phone Number: (208) 920-2000
 Business Physical Address: 125 S 2ND AVE
 City: SANDPOINT State: ID Zip Code: 83864

6. Business Information

Business Name: LITEHOUSE INC
 Primary Contact Name: MEGAN JOHNSON
 Primary Contact Phone Number: (208) 920-2125
 Mailing Address: 100 LITEHOUSE DR
 City: SANDPOINT State: ID Zip Code: 83864

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

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

APPROVED: _____ DATE: _____
 Board of County Commissioners

Dillon 937-403-1510

2025

BONNER COUNTY
STATE OF IDAHO

No. 2025-065

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT MARK INC
doing business as SAMUELS STORE
at 486260 HWY 95 N, SANDPOINT, ID 83864

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

Dated: 12/01/2024

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

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2025.
Witness my hand and seal this 19th of November, 2024.

Chairman

Commissioner

Commissioner

(SEAL) By: Bridgitte 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-157
 State Lic No. 3233
 Issue Date: 12/01/2024
 County No. 2025-065
 Total Fees: \$230.00
 Deputy Initials: bcentorbi

Retail Alcohol Beverage License Application

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

1. Application Type

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

2. Type of Business

- Individual
- Partnership
- Corporation
- LLC
- LLP

3. Location of Facility

- Inside city limits
- Outside city limits

4. License Type

- Bottled/canned beer (retail only)
 - 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
 \$ 0.00
 \$ 100.00
 \$ 100.00
 \$ 25.00
 \$ 0.00
 \$ 5.00
 \$ \$230.00

FOR OFFICE USE ONLY

Prorated Fee

(If applicable)

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

5. Applicant Information

Doing Business As: SAMUELS STORE
 Business Phone Number: (208) 265-8025
 Business Physical Address: 486260 HWY 95 N
 City: SANDPOINT State: ID Zip Code: 83864

6. Business Information

Business Name: MARK INC
 Primary Contact Name: ARLANA DUNKEL
 Primary Contact Phone Number: (208) 946-1795
 Mailing Address: 486260 HWY 95 N
 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: *Arlanda Dunkel*
 Signer must be authorized to sign for documents pertaining to the Alcohol Beverage Control.

APPROVED: _____ DATE: _____
 Board of County Commissioners

2025

BONNER COUNTY
STATE OF IDAHO

No. 2025-066

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT LACLEDE STORE INC
 doing business as LACLEDE STORE
 at 14663 HWY 2 WEST, LACLEDE, ID 83841
 a(n) CORPORATION, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2024

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

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2025.
Witness my hand and seal this 19th of November, 2024.

Chairman

Commissioner

Commissioner

(SEAL) *By: Bridgette Centobi*

 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-10
 State Lic No. 3007
 Issue Date: 12/01/2024
 County No. 2025-066
 Total Fees: \$55.00
 Deputy Initials: bcentorbi

Retail Alcohol Beverage License Application

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

1. Application Type

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

2. Type of Business

- Individual
- Partnership
- Corporation
- LLC
- LLP

3. Location of Facility

- Inside city limits
- Outside city limits

4. License Type

- Bottled/canned beer (retail only)
 - 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

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

FOR OFFICE USE ONLY

Prorated Fee

(If applicable)

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

5. Applicant Information

Doing Business As: LACLEDE STORE
 Business Phone Number: (208) 263-3892
 Business Physical Address: 14663 HWY 2 WEST
 City: LACLEDE State: ID Zip Code: 83841

6. Business Information

Business Name: LACLEDE STORE INC
 Primary Contact Name: JOSH KIRKPATRICK
 Primary Contact Phone Number: (208) 946-1687
 Mailing Address: PO BOX 305
 City: LACLEDE State: ID Zip Code: 83841
 Email Address: _____

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

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

APPROVED: _____ DATE: _____
 Board of County Commissioners

Call

2025

BONNER COUNTY
STATE OF IDAHO

No. 2025-067

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT STATELINE TAVERN INC
doing business as STATELINE TAVERN
at EAST 101 HIGHWAY 200, OLDTOWN, ID 83822

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

Dated: 12/01/2024

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

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2025.
Witness my hand and seal this 19th of November, 2024.

Chairman

Commissioner

Commissioner

(SEAL) By: *Dorothy Prouty*
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-80
 State Lic No. 2149
 Issue Date: 12/01/2024
 County No. 2025-067
 Total Fees: \$180.00
 Deputy Initials: nprouty

Retail Alcohol Beverage License Application

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

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

4. License Type

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

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

County Fee
\$ 0.00
\$ 0.00
\$ 100.00
\$ 0.00
\$ 0.00
\$ 75.00
\$ 5.00
\$ 180.00

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

5. Applicant Information

Doing Business As: STATELINE TAVERN
 Business Phone Number: (208) 946-9124
 Business Physical Address: EAST 101 HIGHWAY 200
 City: OLDTOWN State: ID Zip Code: 83822

6. Business Information

Business Name: STATELINE TAVERN INC
 Primary Contact Name: TINA CAMPBELL
 Primary Contact Phone Number: (208) 946-9124
 Mailing Address: PO BOX 1514
 City: NEWPORT State: WA Zip Code: 99156
 Email Address: _____

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

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

APPROVED: _____ DATE: Mail
 Board of County Commissioners

2025

BONNER COUNTY
STATE OF IDAHO

No. 2025-068

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT _____ HYDRA S.O.S. INC
doing business as _____ HYDRA S.O.S. INC
at _____ 115 LAKE STREET, SANDPOINT, ID 83864

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

Dated: 12/01/2024

Bottled/canned beer, Consumed off premise	\$0.00
Bottled/canned beer, Consumed on premise	\$0.00
Draft beer, Includes draft, bottled, and/or canned	\$100.00
Wine by the glass	\$0.00
Wine by the bottle	\$0.00
Liquor	\$187.50
Application Fee	\$5.00
Total	\$292.50

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2025.
Witness my hand and seal this 19th of November, 2024.

Chairman

Commissioner

Commissioner

(SEAL) 

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-75
 State Lic No. 3031
 Issue Date: 12/01/2024
 County No. 2025-068
 Total Fees: \$292.50
 Deputy Initials: nprouty

Retail Alcohol Beverage License Application

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

1. Application Type

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

2. Type of Business

- Individual
- Partnership
- Corporation
- LLC
- LLP

3. Location of Facility

- Inside city limits
- Outside city limits

4. License Type

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

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

County Fee

\$ 0.00
 \$ 0.00
 \$ 100.00
 \$ 0.00
 \$ 0.00
 \$ 187.50
 \$ 5.00
 \$ \$292.50

FOR OFFICE USE ONLY

Prorated Fee
(If applicable)

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

5. Applicant Information

Doing Business As: HYDRA S.O.S. INC
 Business Phone Number: (208) 263-7123
 Business Physical Address: 115 LAKE STREET
 City: SANDPOINT State: ID Zip Code: 83864

6. Business Information

Business Name: HYDRA S.O.S. INC
 Primary Contact Name: KATE REEDER
 Primary Contact Phone Number: (208) 920-9482
 Mailing Address: PO BOX 1041
 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:

Kate Reeder

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

APPROVED: _____ DATE: Mail
 Board of County Commissioners

2025

BONNER COUNTY
STATE OF IDAHO

No. 2025-070

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT _____ ID US 95 LLC
doing business as _____ CAFE 95
at _____ 1109 FONTAINE DRIVE, SUITE A, PONDERAY, ID 83852

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	\$0.00
Draft beer, Includes draft, bottled, and/or canned	\$100.00
Wine by the glass	\$100.00
Wine by the bottle	\$25.00
Liquor	\$0.00
Application Fee	\$5.00
Total	\$230.00

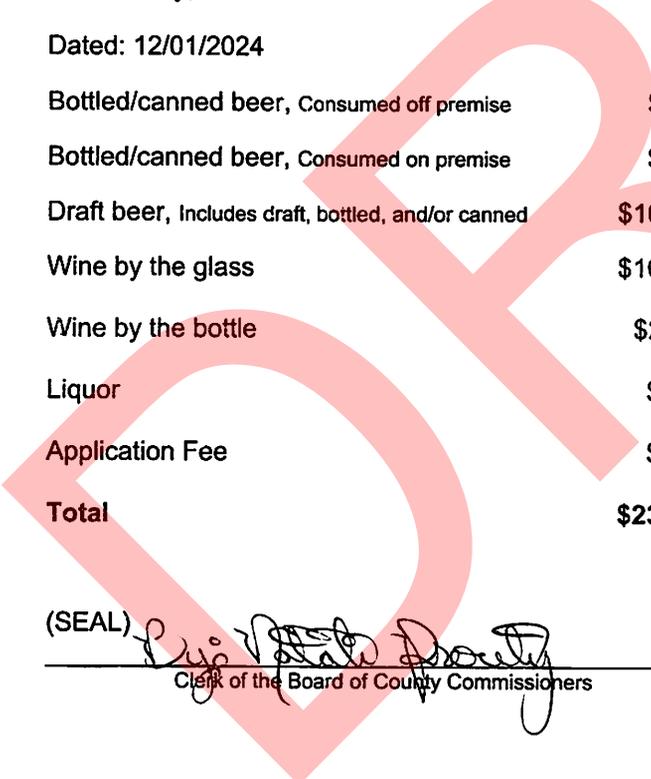
Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2025.
Witness my hand and seal this 19th of November, 2024.

Chairman

Commissioner

Commissioner

(SEAL)  _____
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-8227
 State Lic No. 8227
 Issue Date: 12/01/2024
 County No. 2025-070
 Total Fees: \$230.00
 Deputy Initials: nrouty

Retail Alcohol Beverage License Application

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

1. Application Type

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

2. Type of Business

- Individual
- Partnership
- Corporation
- LLC
- LLP

3. Location of Facility

- Inside city limits
- Outside city limits

4. License Type

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

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

County Fee

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

FOR OFFICE USE ONLY

Prorated Fee

(If applicable)

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

5. Applicant Information

Doing Business As: CAFE 95
 Business Phone Number: (208) 265-5095
 Business Physical Address: 1109 FONTAINE DRIVE, SUITE A
 City: PONDERAY State: ID Zip Code: 83852

6. Business Information

Business Name: ID US 95 LLC
 Primary Contact Name: CLAIRE ALLEN
 Primary Contact Phone Number: (208) 627-3947
 Mailing Address: 3732 GRANDVIEW DR
 City: SANDPOINT State: ID Zip Code: 83864
 Email Address: _____

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

APPLICANT'S SIGNATURE:

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

APPROVED: _____ DATE: _____
 Board of County Commissioners

pick up-call claire

2025

BONNER COUNTY
STATE OF IDAHO

No. 2025-071

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT THE GALLOP CIRCLE INC
doing business as THE VIEW CAFE
at 462109 HIGHWAY 95, COCOLALLA, ID 83813

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

Dated: 12/01/2024

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

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2025.
Witness my hand and seal this 19th of November, 2024.

Chairman

Commissioner

Commissioner

(SEAL) By: *Natalie Drouty*
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-30587
 State Lic No. 30587
 Issue Date: 12/01/2024
 County No. 2025-071
 Total Fees: \$205.00
 Deputy Initials: nprouty

Retail Alcohol Beverage License Application

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

1. Application Type

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

2. Type of Business

- Individual
- Partnership
- Corporation
- LLC
- LLP

3. Location of Facility

- Inside city limits
- Outside city limits

4. License Type

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

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

County Fee

\$ 0.00
 \$ 0.00
 \$ 100.00
 \$ 100.00
 \$ 0.00
 \$ 0.00
 \$ 5.00
 \$ \$205.00

FOR OFFICE USE ONLY

Prorated Fee

(If applicable)

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

5. Applicant Information

Doing Business As: THE VIEW CAFE
 Business Phone Number: (208) 263-5919
 Business Physical Address: 462109 HIGHWAY 95
 City: COCOLALLA State: ID Zip Code: 83813

6. Business Information

Business Name: THE GALLOP CIRCLE INC
 Primary Contact Name: NICOLE WELCH
 Primary Contact Phone Number: (208) 610-7364
 Mailing Address: PO BOX 1104
 City: SAGLE State: ID Zip Code: 83860
 Email Address: _____

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

APPLICANT'S SIGNATURE:

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

APPROVED: _____ DATE: _____
 Board of County Commissioners

Pick up - Call Nicole

2025

BONNER COUNTY
STATE OF IDAHO

No. 2025-073

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT FETCHINGLY GOOD LLC
 doing business as LAUGHING DOG BREWING/SUMMIT CIDER/CURRENT SELTZER
 at 805 SCHWEITZER PLAZA DRIVE, PONDERAY, ID 83852
 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	\$0.00
Draft beer, Includes draft, bottled, and/or canned	\$100.00
Wine by the glass	\$100.00
Wine by the bottle	\$25.00
Liquor	\$0.00
Application Fee	\$5.00
Total	\$230.00

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2025.
Witness my hand and seal this 19th of November, 2024.

Chairman

Commissioner

Commissioner

(SEAL) *By: Bridgette Centorbi*

 Clerk of the Board of County Commissioners



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

FOR OFFICE USE ONLY

Premise No. 7B-21614
 State Lic No. 21614
 Issue Date: 12/01/2024
 County No. 2025-073
 Total Fees: \$230.00
 Deputy Initials: bcentorbi

Retail Alcohol Beverage License Application

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

1. Application Type

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

2. Type of Business

- Individual
- Partnership
- Corporation
- LLC
- LLP

3. Location of Facility

- Inside city limits
- Outside city limits

4. License Type

- Bottled/canned beer (retail only)
- 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
\$ 0.00
\$ 100.00
\$ 100.00
\$ 25.00
\$ 0.00
\$ 5.00
\$ <u>\$230.00</u>

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

5. Applicant Information

Doing Business As: LAUGHING DOG BREWING/SUMMIT CIDER/CURRENT SELTZER
 Business Phone Number: (208) 263-9222
 Business Physical Address: 805 SCHWEITZER PLAZA DRIVE
 City: PONDERAY State: ID Zip Code: 83852

6. Business Information

Business Name: FETCHINGLY GOOD LLC
 Primary Contact Name: ADAM HEGSTED
 Primary Contact Phone Number: (509) 768-2178
 Mailing Address: 805 SCHWEITZER PLAZA DRIVE
 City: PONDERAY State: ID Zip Code: 83852

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

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

APPROVED: _____ DATE: _____
 Board of County Commissioners

call 310-848-3468 Cory

2025

BONNER COUNTY
STATE OF IDAHO

No. 2025-075

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT REVOLVE ENTERTAINMENT LLC
 doing business as CHIMNEY ROCK CAFE
 at 27916 HWY 57, PRIEST LAKE, ID 83856
 a(n) LLC, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2024

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

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2025.
Witness my hand and seal this 19th of November, 2024.

Chairman

Commissioner

Commissioner

(SEAL)

Cynthia Brannon

Clerk of the Board of County Commissioners



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

FOR OFFICE USE ONLY
 Premise No. 7B-30745
 State Lic No. 30745
 Issue Date: 12/01/2024
 County No. 2025-075
 Total Fees: \$230.00
 Deputy Initials: cbrannon

Retail Alcohol Beverage License Application

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

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

4. License Type

- Bottled/canned beer (retail only)
 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
\$ 0.00
\$ 100.00
\$ 100.00
\$ 25.00
\$ 0.00
\$ 5.00
\$ <u>230.00</u>

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

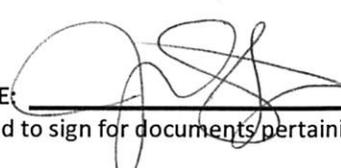
5. Applicant Information

Doing Business As: CHIMNEY ROCK CAFE
 Business Phone Number: (208) 443-0702
 Business Physical Address: 27916 HWY 57
 City: PRIEST LAKE State: ID Zip Code: 83856

6. Business Information

Business Name: REVOLVE ENTERTAINMENT LLC
 Primary Contact Name: JESSICA LONCOSTY
 Primary Contact Phone Number: (509) 990-1631
 Mailing Address: 12 TROUDT CT
 City: PRIEST LAKE State: ID Zip Code: 83856
 Email Address: _____

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

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

APPROVED: _____ DATE: _____
 Board of County Commissioners *mail to 12 Troadt Ct*

2025

BONNER COUNTY
STATE OF IDAHO

No. 2025-076

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT SETTLEMENT WINE BAR & GRILL LLC
 doing business as SETTLEMENT KITCHEN & CRAFT TAVERN
 at 5634 HIGHWAY 2, PRIEST RIVER, ID 83856
 a(n) LLC, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/02/2024

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

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2025.
Witness my hand and seal this 19th of November, 2024.

Chairman

Commissioner

Commissioner

(SEAL) By Cynthia Brannon
Clerk of the Board of County Commissioners



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

FOR OFFICE USE ONLY

Premise No. 7B-23362
 State Lic No. 23362
 Issue Date: 12/02/2024
 County No. 2025-076
 Total Fees: \$230.00
 Deputy Initials: cbrannon

Retail Alcohol Beverage License Application

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

1. Application Type

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

2. Type of Business

- Individual
- Partnership
- Corporation
- LLC
- LLP

3. Location of Facility

- Inside city limits
- Outside city limits

4. License Type

- Bottled/canned beer (retail only)
 - 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
 \$ 0.00
 \$ 100.00
 \$ 100.00
 \$ 25.00
 \$ 0.00
 \$ 5.00
 \$ \$230.00

FOR OFFICE USE ONLY

Prorated Fee
(If applicable)

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

5. Applicant Information

Doing Business As: SETTLEMENT KITCHEN & CRAFT TAVERN
 Business Phone Number: (208) 639-0060
 Business Physical Address: 5634 HIGHWAY 2
 City: PRIEST RIVER State: ID Zip Code: 83856

6. Business Information

Business Name: SETTLEMENT WINE BAR & GRILL LLC
 Primary Contact Name: DAVID RIVERA
 Primary Contact Phone Number: (702) 332-9063
 Mailing Address: 5634 HIGHWAY 2
 City: PRIEST RIVER State: ID Zip Code: 83856
 Email Address: corked1@gmail.com

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

APPLICANT'S SIGNATURE:

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

APPROVED: _____ DATE: _____
 Board of County Commissioners *Mail 5634 Highway 2*

2025

BONNER COUNTY
STATE OF IDAHO

No. 2025-077

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT SANDPOINT GAS N GO & LUBE CTR INC
doing business as SANDPOINT GAS N GO
at 830 N 5TH STREET, SANDPOINT, ID 83864

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

Dated: 12/01/2024

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

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2025.

Witness my hand and seal this 19th of November, 2024.

Chairman

Commissioner

Commissioner

(SEAL)

By: Bridget Centorzi
Clerk of the Board of County Commissioners



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

FOR OFFICE USE ONLY

Premise No. 7B-22
 State Lic No. 3519
 Issue Date: 12/01/2024
 County No. 2025-077
 Total Fees: \$55.00
 Deputy Initials: bcentorbi

Retail Alcohol Beverage License Application

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

1. Application Type

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

2. Type of Business

- Individual
- Partnership
- Corporation
- LLC
- LLP

3. Location of Facility

- Inside city limits
- Outside city limits

4. License Type

- Bottled/canned beer (retail only)
 - 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

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

FOR OFFICE USE ONLY

Prorated Fee

(If applicable)

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

5. Applicant Information

Doing Business As: SANDPOINT GAS N GO
 Business Phone Number: (208) 263-5512
 Business Physical Address: 830 N 5TH STREET
 City: SANDPOINT State: ID Zip Code: 83864

6. Business Information

Business Name: SANDPOINT GAS N GO & LUBE CTR INC
 Primary Contact Name: SUSAN KUSNER / SYDNEY
 Primary Contact Phone Number: (208) 597-0573
 Mailing Address: 830 N 5TH STREET
 City: SANDPOINT State: ID Zip Code: 83864

Email Address: _____

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

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

APPROVED: _____ DATE: _____
 Board of County Commissioners

2025

BONNER COUNTY
STATE OF IDAHO

No. 2025-078

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT SPUD'S WATERFRON GRILL LLC
 doing business as SPUD'S WATERFRONT GRILL
 at 102 NORTH FIRST AVE, SANDPOINT, ID 83864
 a(n) LLC, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2024

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

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2025.
Witness my hand and seal this 19th of November, 2024.

Chairman

Commissioner

Commissioner

(SEAL)

By: *Bridgette Centorbi*

Clerk of the Board of County Commissioners



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

FOR OFFICE USE ONLY

Premise No. 7B-240
 State Lic No. 3765
 Issue Date: 12/01/2024
 County No. 2025-078
 Total Fees: \$230.00
 Deputy Initials: bcentorbi

Retail Alcohol Beverage License Application

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

1. Application Type

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

2. Type of Business

- Individual
- Partnership
- Corporation
- LLC
- LLP

3. Location of Facility

- Inside city limits
- Outside city limits

4. License Type

- Bottled/canned beer (retail only)
 - 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
 \$ 0.00
 \$ 100.00
 \$ 100.00
 \$ 25.00
 \$ 0.00
 \$ 5.00
 \$ \$230.00

FOR OFFICE USE ONLY

Prorated Fee

(If applicable)

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

5. Applicant Information

Doing Business As: SPUD'S WATERFRONT GRILL
 Business Phone Number: (208) 265-4311
 Business Physical Address: 102 NORTH FIRST AVE
 City: SANDPOINT State: ID Zip Code: 83864

6. Business Information

Business Name: SPUD'S WATERFRON GRILL LLC
 Primary Contact Name: MATTHEW KINGSLEY
 Primary Contact Phone Number: (208) 217-0336
 Mailing Address: 102 NORTH FIRST AVE
 City: SANDPOINT State: ID Zip Code: 83864
 Email Address: _____

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

APPLICANT'S SIGNATURE:

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

APPROVED: _____ DATE: _____
 Board of County Commissioners

Call

Bonner County Planning Department

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



Board of County Commissioners Memorandum

November 5, 2024

To: Board of County Commissioners
From: Kyle Snider, Bonner County Planner
Subject: Final plat, MLD0041-24 – Hockett Acres

The above referenced plat is a minor land division dividing one (1) 20.00-acre parcel into one (1) 10-acre lot and one (1) 9.98-acre lot. The property is zoned Rural 5 (R-5) and meets the requirements of that zone. The property is served by individual wells, individual septic systems, and Inland Power. The property is accessed off Clagstone Road, a Bonner County owned and maintained public right-of-way and Coyote Pass, a Bonner County owned and privately maintained road. The parcel is located in a portion of Section 24, Township 54 North, Range 05 West, Boise Meridian, Idaho. The plat was approved by Bonner County on September 9, 2024.

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

Distribution: Jake Gabell
Janna Brown
Kyle Snider

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

Consent Agenda

Recommendation Acceptance: Yes No

Commissioner Asia Williams, Chair

Date: _____



Bonner County Sheriff's Office

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

Sheriff's Office
Item #

October 28, 2024

Memorandum

To: Commissioners
From: Sheriff Daryl Wheeler
Re: Purchase over \$5K & Subscription Services Agreement

The Bonner County Sheriff's Office would like approval to enter a contract with Leads Online for a new investigative service. The cost for the first year is \$6,702.00, the second year, \$6,903.00, and third year the cost is \$7,110.00. The Bonner County Sheriff's Office has adequate funds in its "B" budget account to pay for this service.

Auditing Review: 

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

Legal Review: 

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

Distribution: Original to Sheriff's Office
Copy to Auditors

A suggested motion would be: **I move to accept and approve the Subscriptions Services Agreement. I further move for the Chairwoman to sign the Agreement administratively.**

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



Real Time Crime • CellHawk • Toolbox

6900 Dallas Parkway, Suite 825
Plano, Texas 75024-4200

QUOTE

CUSTOMER:

Bonner County ID Sheriff
4001 N. Boyer
Sandpoint, Idaho 83864

Date: 9/11/2024
Quote#: Q-7085-1
Terms: Quote Only
Agency ID: 7085

Service Dates:
10/15/2024 – 10/14/2025

DESCRIPTION	TOTAL
LeadsOnline PowerPlus Investigation System Service Package	\$6,702
<p>Thank you for your interest in LeadsOnline! Please contact your LeadsOnline representative to move forward with this quote.</p> <p>We accept Checks, Credit Cards, and EFT/ACH Payments</p>	Total: \$6,702

LeadsOnline may include a purchase order number on Customer's invoice solely for Customer's internal payment and record keeping processes. Any terms within any purchase order provided to LeadsOnline in response to a quote, order form, invoice or otherwise will not modify or enlarge the obligations or liabilities of either party. If Customer cannot agree to receive Services without material changes to these terms, please contact your LeadsOnline representative for a revised quote or invoice.

Update Your Billing Contact Information:
www.leadsonline.com/update

Download our W-9:
www.leadsonline.com/w9

Please call (800) 311-2656 or email accounting@leadsonline.com should you have any questions about this quote.

LEADSONLINE POWERPLUS INVESTIGATIONS SYSTEM SUBSCRIPTION

ORDER FORM No. 7085-9136

CUSTOMER:

BONNER COUNTY ID SHERIFF

UNIT:

BONNER COUNTY, IDAHO

1. SERVICE

LeadsOnline PowerPlus for Law Enforcement Agency users (Service).

Customer represents that it is a law enforcement agency or governing body of a law enforcement agency, an entity duly authorized by municipal, state county or federal government to enforce laws or investigate crimes, and the Eligible Users are employed by Customer in the Unit listed at the top of this Order Form.

2. PURPOSE

Law Enforcement Use: Exclusively for the official law enforcement agency duties of Customer's Unit; information retrieved from the Service is for the exclusive use of Eligible Users with the exception of disclosure necessary to investigate and prosecute crimes within the jurisdiction of and investigated by Customer's Unit.

3. DEFINITIONS

Audit Records means records audit records retained for administrative, legal, audit, or other operational purposes. Audit Records are protected from modification, deletion and unauthorized access and are retained for a minimum of one (1) year.

Deconfliction Data means the subset of data provided to be made aware of activity by another Law Enforcement Official or Law Enforcement Customer regarding a matching person, person of interest, phone number, device identifier, item of property, location, vehicle or other data element to facilitate the benefits of coordinated investigative efforts by Law Enforcement Officials.

Law Enforcement Official means a person employed by and authorized by a Law Enforcement Customer to, in their official duties, access or submit data according to the terms of this agreement.

Reporting Business means any entity that records Transaction Data regarding the receipt or other disposition of merchandise or materials and reports such Transaction Data for access by Law Enforcement Officials according to official request, statutory requirement or otherwise.

Repository Data means data and any other information LeadsOnline has received from entities other than the Customer.

Transaction Data means information provided by Reporting Businesses and Law Enforcement Agencies about transactions, including, but not limited to, the transaction number, make, model, property description, serial number, name, address, identification number, telephone number, date of birth and any images recorded during the course of a transaction according to official request, statutory requirement or otherwise.

Analysis Files means records electronically submitted by a Customer to the Service for automated analysis. Analysis Files include but are not limited to unstructured images, video, audio or text submitted, and data related to communications or movements of devices, vehicles and other entities, reference data for identifying locations including cell site lists, landmarks, and locations related to crimes. Analysis Files are Customer Property.

4. SERVICE RECIPIENT AND ELIGIBLE USERS

Service Recipient: An unlimited number of authorized personnel of Customer in its Bonner County, Idaho, each with a unique login (Eligible Users).

- Eligible User logins may not be shared and individuals who are not Eligible Users may not access the Service.
- During initial onboarding, Customer may provide LeadsOnline with the names and email addresses of Eligible Users.

5. TERM, SERVICE PERIODS AND SUBSCRIPTION FEES

Order Term: This Order Form will become effective as of the Effective Date and remain in effect through the Service Periods listed below (Initial Term) and any renewal Service Periods or until termination by LeadsOnline or Customer as described below. The Effective Date shall be defined as the date of the last signature below.

SERVICE PERIODS	DUE DATE	AMOUNT
November 1, 2024 through October 31, 2025	Due upon receipt	\$6,702
November 1, 2025 through October 31, 2026	Due on or before November 1, 2025	\$6,903
November 1, 2026 through October 31, 2027	Due on or before November 1, 2026	\$7,110

Renewals: Neither party is obligated to renew this Order Form. Prior to the expiration of the Initial Term or any renewal term, the parties may renew this Order Form for an additional one-year term by LeadsOnline's submission of a valid invoice to Customer for the renewal Service Period at then-current pricing and Customer's payment of such invoice within thirty (30) days of renewal.

6. FEATURES

CAPABILITY	POWERPLUS DESCRIPTION
PowerPlus Nationwide Search	Nationwide search access through pawn shop, secondhand store and scrap metal recycler transactions. Unlimited accounts/searches for your personnel working your cases. Continuous saved searches alert investigators to persons or property after. Results include images of property, sellers, vehicles, thumbprints, etc. as reported. Robust identity resolution to spot suspect activity when identifiers are incorrect or out of date. Possible associates report to identify other leads in cases. Advanced property identification to overcome incomplete descriptions and missing information. Daily Stats (hits and statistics for each user).
Nationwide Inter-Agency Deconfliction System	Benefit from coordinated investigative efforts through pointers to the records of other Law Enforcement Agencies when users match on persons, property, devices, vehicles, and other entities.
Phone Forensic Extraction Search	Upload files from device extraction tools (i.e., Cellebrite, XRY, Oxygen) to find identify and link activity of suspects.
NCIC Stolen Property Notification	Automated alerts on property including guns, articles and vehicles from your cases found within and outside of your jurisdiction.
Person / Property Notification	Automatic alerts on suspects, wanted persons and stolen property from your agency's lists.
Compliance Management	Free online reporting system for all pawn/secondhand stores. Easy reporting for businesses. Compatible with point-of-sale systems. Property hold management system. Message Inbox for alerts and communication to and from businesses in your jurisdiction. Unlimited technical support for reporting businesses.

OfferUp & eBay Marketplace Access	Identify persons in your cases when evidence is found in online listings.
Unlimited Support	Updates, training and support for Customer personnel and businesses.
CompStat Mapping System	Visualize suspect activity within and outside your jurisdiction.
LeadsOnline Toolbox	Automated search warrant generation, automated phone lookups, repository of training materials, video tutorials, templates, resources, software, process guides, carrier and network specifications, contacts, subject matter assistance and other content relevant to criminal investigations.
Citizen Property Inventory System	Community engagement for improved reporting in property crimes.

7. ONBOARDING, TRAINING AND TECHNICAL SUPPORT

- Eligible Users register for a user account at www.leadsonline.com; Customer may provide lists of Eligible Users for expedited processing.
- LeadsOnline Support will activate Eligible Users and provide training via in-app instructions, videos, and live support.
- Technical support services for non-critical issues, training and general assistance are provided to end-users in the form of unlimited email and/or telephone support, Monday through Friday 7:00 AM – 5:30 PM CST via toll-free at (800) 311-2656 or support@leadsonline.com.

8. Misc.

This Order Form is attached to and incorporated into the Subscription Services Agreement between Customer and LeadsOnline dated (Agreement). This Order Form is governed by the terms of the Agreement between the parties. All terms not defined in this Order Form have the meanings ascribed to such terms in the Agreement. This Order Form and the Agreement constitute the entire agreement between the parties, and supersede all prior or contemporaneous negotiations, agreements, and representations, whether oral or written, related to this subject matter. No modification or waiver of any term of this Order Form is effective unless both parties sign an amendment to this Order Form. LeadsOnline may include a purchase order number on Customer's invoice solely for Customer's internal payment and record keeping processes, but any terms within any purchase order in response to a quote, order form or invoice will not modify or enlarge the obligations or liabilities of either party even if the parties sign it.

9. SIGNATURES

Each representative identified below represents and warrants that it has the full power, right and authority to enter into this Agreement on behalf of its respective party.

LEADSONLINE LLC (LEADSONLINE)
Signature:
Printed Name: Alexander Finley
Title: CEO
Date:
Address: 6900 Dallas Parkway, Suite 825, Plano, TX 75024, United States

BONNER COUNTY ID SHERIFF (CUSTOMER)
Signature:
Printed Name:
Title:
Date:
Address: 4001 N. Boyer, Sandpoint, Idaho 83864, United States

SUBSCRIPTION SERVICES AGREEMENT

This Subscription Services Agreement (**Agreement**) is between LeadsOnline LLC, a Delaware limited liability company (**LeadsOnline**), Bonner County ID Sheriff (**Customer**), and is effective as of the date of the last signature below. This Agreement contemplates one or more Order Forms for Services, which are governed by the terms of this Agreement.

1. SOFTWARE SERVICE

This Agreement and the applicable Order Form provide Customer access to and usage of an Internet-based software service, including, without limitation, its features, functions, and user interface, and underlying software, as specified on an Order Form and limited to the number of Eligible Users defined and listed on the Order Form (**Service**).

2. USE OF SERVICE

- a. **Customer Owned Data.** All data, information, images, and files uploaded or otherwise entered by Customer into the Service remains the property of Customer, as between LeadsOnline and Customer (**Customer Property**).
- b. **Responsibilities for Customer Property.** Customer represents and warrants to LeadsOnline that Customer has provided all required notices and has obtained all required licenses, permissions, and consents regarding Customer Property for use within the Service under this Agreement. Customer grants LeadsOnline the right to use the Customer Property solely for Purposes of performing under this Agreement (which includes, without limitation, the right for LeadsOnline to enhance its technology and offerings). LeadsOnline will purge any or all Customer Property upon Customer's written request. Customer may export its Customer Property as allowed by functionality within the Service.
- c. **General Responsibilities.** Customer must (i) ensure that access to Service and information produced by or derived from it is limited to the Purpose defined in the Order Form, (ii) maintain any data accessed, received or otherwise derived from Service according to all applicable statutes, laws and regulations for use and disclosure of non-public personal information, (iii) connect to Service only using devices and browsers with proper encryption, (iv) promptly notify LeadsOnline (within the Service or by email to support@leadsonline.com) when an Eligible User is no longer employed by Customer or is no longer authorized to access Service, (v) ensure that each Eligible User is acting within the bounds of their authority from Customer and within their legal rights to search, possess, enter, analyze and use, all information and data submitted to and received from the Service, (vi) refrain from any use, misuse or actions related to Service or Data that infringe, misappropriate, or otherwise violate any right of anyone, or that violate any applicable law, and ensure that any instructions or directives Customer gives to or regarding anyone do not conflict with applicable laws, and (vii) verify the accuracy, timeliness, context and relevance of information or communication from Service or personnel prior to taking action. Customer acknowledges that LeadsOnline does not enforce laws, does not provide legal advice, and does not claim to have authority or expertise in legal or law enforcement matters.
- d. **Governmental Agency Public Records Clause.** If Customer is a government agency and is required by law to permit the inspection and copying of public records, Customer acknowledges the Service contains information protected by exemptions to public disclosure laws in many states, and if Customer searches the Service in response to a request for Public Records, Customer is acting on its own accord. LeadsOnline does not grant Customer access to the Service for the Purpose of searching for or creating records to respond to a public records request when Customer did not have the record in its possession at the time of the request.
- e. **Customer Responsibilities.** Customer: (i) must keep its passwords secure and confidential and use industry-standard password management practices; (ii) is responsible for its access control policies and administration of access rights to its account within the Service, the acts and omissions of its users, and the legality and accuracy of any data submitted to the Service, may not share any access credentials; (iii) must use commercially reasonable efforts to prevent unauthorized access to its account, and notify LeadsOnline promptly of any such unauthorized access; and (iv) may use the Service only in accordance with the Service's technical documentation (including without limitation, video tutorials) and applicable law.
- f. **LeadsOnline Support.** LeadsOnline must provide Customer support for the Service under the terms of LeadsOnline's Customer Support Policy (**Support**), which is located at leadsonline.com/support.

3. WARRANTY DISCLAIMER

- a. **THE SERVICE IS PROVIDED 'AS IS' WITHOUT WARRANTY. LEADSONLINE DISCLAIMS ALL WARRANTIES, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, AND FITNESS FOR A PARTICULAR**

PURPOSE. WHILE LEADSONLINE TAKES REASONABLE PHYSICAL, TECHNICAL, AND ADMINISTRATIVE MEASURES TO SECURE THE SERVICE, CUSTOMER UNDERSTANDS THAT THE SERVICE MAY NOT BE ERROR FREE, AND USE MAY BE INTERRUPTED.

- b. While Customer acknowledges that the Service may not be error-free and may not fully meet Customer's expectations, LeadsOnline does warrant that the Service is free from defects that will substantially affect performance, and that it has used commercially available tools designed to discern that no viruses or other security defects are present. LeadsOnline further warrants that the Service will function substantially in accordance with the Order Form. LeadsOnline will not intentionally cause or introduce any defect, virus, Trojan horse, spyware, malware, or other program code designed to erase, disable, or otherwise harm or interfere with Customer's equipment, data, or other programs.
- c. LeadsOnline cannot control the decisions and actions of Customer. LeadsOnline expressly disclaims and does not undertake or assume any duty, obligation or responsibility for any decisions, actions, reactions, responses, inaction by Customer or any other party as a result of or reliance on, in whole or in part, any use of the Service or information derived from it, or for any consequences or outcomes including death, injury, loss or damage to any property arising from or caused by any such actions decisions, reactions, responses, or inaction.

4. PAYMENT

- a. **Fees and Payment.** Customer must pay all fees as specified on the Order Form, but if not specified, then within 30 days of receipt of an invoice. The fees are exclusive of sales, use, withholding, VAT, and other similar taxes, and if required by law Customer is responsible for payment of such taxes.
- b. **Nonpayment.** LeadsOnline will provide electronic notice (within the Service) and notice to the email registered with LeadsOnline (Customer is responsible for maintaining an updated email address with LeadsOnline) of the non-payment of an open invoice. If the payment is not made within 7 days of the first notice, then LeadsOnline may suspend Service and Support until the amount is paid in full or terminate the Service upon 30 days' notice under Section 9(c).

5. MUTUAL CONFIDENTIALITY

- a. **Definition of Confidential Information.** Confidential Information means all non-public information disclosed by a party (Discloser) to the other party (Recipient), whether orally, visually, or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure (Confidential Information). LeadsOnline's Confidential Information includes, without limitation, the Service. Customer's Confidential Information includes, without limitation, the Customer Property.
- b. **Protection of Confidential Information.** Recipient must use the same degree of care that it uses to protect the confidentiality of its own confidential information of like kind (but not less than reasonable care) to: (i) not use any Confidential Information of Discloser for any Purpose outside the scope of this Agreement; and (ii) limit access to Confidential Information of Discloser to those of its and its Affiliates' employees and contractors who need that access for Purposes consistent with this Agreement, and who have a legal obligation under law or policy regarding confidentiality or have signed confidentiality Agreements with Recipient containing protections not materially less protective of the Confidential Information than those in this Agreement.
- c. **Exclusions.** Confidential Information excludes information that: (i) is or becomes generally known to the public without breach of any obligation owed to Discloser; (ii) was known to the Recipient before its disclosure by the Discloser without breach of any obligation owed to the Discloser; (iii) is received from a third party without breach of any obligation owed to Discloser; or (iv) is independently developed by the Recipient without use of or access to the Confidential Information. The Recipient may disclose Confidential Information to the extent required by law or court order but will provide Discloser with advance notice to seek a protective order unless otherwise directed by the court.

6. INFORMATION SECURITY

- a. **Data Security Measures.** To protect Customer Property from unauthorized disclosure, alteration, or misuse, LeadsOnline shall:
 - i. Agree to the terms of the Federal Bureau of Investigation Criminal Justice Information Services (FBI CJIS) Security Addendum.
 - ii. Ensure that LeadsOnline personnel with unescorted access to unencrypted Customer Property and/or physically secure locations have a) completed CJIS Security Awareness Training and have passed the Level Four CJIS Security Test designed

for Information technology personnel (system administrators, security administrators, network administrator and b) submitted to and successfully passed state of residency and national fingerprint-based record checks.

- iii. Apply appropriate controls according to the AICPA Trust Services Criteria for Security so as to maintain a secure environment for all Customer Property.
- iv. Maintain proper encryption of data in transit using 256-Bit Transport Layer Security (TLS) and at rest using FIPS 140-2 standards.
- v. Maintain advanced firewall and intrusion protection, database partitioning, patch management, account management, identification and authentication, configuration management and third-party application and network penetration tests.
- vi. Log events relative to access and use of the Services; maintain and protect logs from disclosure, alteration, or misuse.
- vii. Respond to security incidents; In the event of a data breach (as defined by applicable law), of Customer Property, LeadsOnline will act to eliminate the breach, preserve forensic evidence, and notify Customer without undue delay. LeadsOnline shall have no obligation to notify consumers or regulatory authorities of a breach of Customer data that was not the result of a data security incident experienced by LeadsOnline.
- viii. Purge any Customer Property upon Customer's written request.

7. INSURANCE

- a. LeadsOnline shall maintain Insurance policies for property, general liability, auto, workers compensation, errors and omissions/cyber liability insurance.

8. PROPERTY

- a. **Reservation of Rights.** LeadsOnline and its licensors are the sole owners of the Service, including all associated intellectual property rights, and they remain only with LeadsOnline. Customer may not remove or modify any proprietary marking or restrictive legends in the Service. LeadsOnline reserves all rights that are not expressly granted in this Agreement.
- b. **Restrictions.** Customer *may not*: (i) share, provide, sell, resell, rent, or lease the Service or use it in a service-provider capacity or allow access to the Service or its output by a third party; (ii) use the Service to store or transmit unsolicited marketing emails, libelous, or otherwise objectionable, unlawful, or tortious material, or to store or transmit infringing material in violation of third party rights; (iii) interfere with or disrupt the integrity or performance of the Service; (iv) attempt to gain unauthorized access to the Service or its related systems or networks or use any automated means to monitor, access or copy any data from the Service; (v) reverse engineer the Service; or (vi) access the Service to build a competitive service or product, or copy any feature, function, or graphic. LeadsOnline may suspend Service to Customer if LeadsOnline believes in good faith that Customer's use of the Service poses threat to the security, availability, or legality of the Service; in such event, LeadsOnline will work with Customer to address the issue and restore Service as quickly as possible.
- c. **Audit Information.** LeadsOnline logs events related to user registration, contacts, access, and use of the Services for legal, audit, security, and support Purposes (Audit Information). Audit Information is not Customer Property.

9. TERM & TERMINATION

- a. **Term.** This Agreement continues until the 30th day after all Order Forms have expired or earlier terminated as provided below.
- b. **Term of Order Forms.** The term of each Order Form is specified in the Order Form.
- c. **Mutual Termination for Material Breach.** If either party is in material breach of this Agreement, the other party may terminate this Agreement at the end of a written 30-day notice/cure period if the breach has not been cured.
- d. **Termination by Mutual Consent.** This Agreement and/or any Order Form may be terminated by the mutual consent of both parties.
- e. **Termination of an Order Form Due to Non-Appropriation of Funds.** Government Customers may terminate services in an Order Form by providing sixty (60) days' written notice to LeadsOnline prior to the next contract year if funding to make the next scheduled payment is not duly appropriated and authorized.

f. Return of Customer Property:

- Within 60 days after termination, upon written or electronic request LeadsOnline will make the Service available for Customer to export Customer Property as provided in Section 2(a).
- After such 60-day period, LeadsOnline has no obligation to maintain the Customer Property and may destroy it.

10. LIABILITY LIMIT

- a. Indemnification for Third-Party Claims.** LeadsOnline will defend or settle any third-party claim against Customer to the extent that such claim alleges that the LeadsOnline technology used to provide the Service violates a copyright, patent, or trademark, if Customer: promptly notifies LeadsOnline of the claim in writing; cooperates with LeadsOnline in the defense; and allows LeadsOnline to solely control the defense or settlement of the claim. Costs. LeadsOnline will pay infringement claim defense costs it incurs in defending Customer, and LeadsOnline-negotiated settlement amounts, and court awarded damages. Process. If such a claim appears likely, then LeadsOnline may modify the Service, procure the necessary rights, or replace it with the functional equivalent. If LeadsOnline determines that none of these are reasonably available, then LeadsOnline may terminate the Service and refund any prepaid and unused fees. Exclusions. LeadsOnline has no obligation for any claim arising from: Customer's misuse of the Services, LeadsOnline's compliance with Customer's designs, specification, instructions, or technical information; a combination of the Service with other technology or aspects where the infringement would not occur but for the combination; Customer's directives, access or use of, or laws or policies applicable to Customer regarding the information and sources thereof accessible via the Services including Customer Property; or technology or aspects not provided by LeadsOnline. **THIS SECTION CONTAINS CUSTOMER'S EXCLUSIVE REMEDIES AND LEADSONLINE'S SOLE LIABILITY FOR INTELLECTUAL PROPERTY INFRINGEMENT CLAIMS.**
- b. EXCLUSION OF INDIRECT DAMAGES.** TO THE MAXIMUM EXTENT ALLOWED BY LAW, LEADSONLINE IS NOT LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT (INCLUDING, WITHOUT LIMITATION, COSTS OF DELAY; LOSS OF OR UNAUTHORIZED ACCESS TO DATA OR INFORMATION; AND LOST PROFITS, REVENUE, OR ANTICIPATED COST SAVINGS), EVEN IF IT KNOWS OF THE POSSIBILITY OR FORESEEABILITY OF SUCH DAMAGE OR LOSS.
- c. TOTAL LIMIT ON LIABILITY.** TO THE MAXIMUM EXTENT ALLOWED BY LAW, EXCEPT FOR LEADSONLINE'S INDEMNITY OBLIGATIONS, LEADSONLINE'S TOTAL LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT (WHETHER IN CONTRACT, TORT, OR OTHERWISE) DOES NOT EXCEED THE AMOUNT PAID BY CUSTOMER WITHIN THE 12-MONTH PERIOD PRIOR TO THE EVENT THAT GAVE RISE TO THE LIABILITY, EXCEPT THAT THE ABOVE LIMITATION DOES NOT APPLY TO CUSTOMER'S PAYMENT OBLIGATIONS FOR THE SERVICE.

11. GOVERNING LAW & FORUM

- a. Government Customers.** This Agreement is governed by the laws of the State where Customer is located (without regard to conflicts of law principles) for any dispute between the parties or relating in any way to the subject matter of this Agreement. Any suit or legal proceeding must be exclusively brought in the federal or state courts for the County where Customer is located, and each party submits to this personal jurisdiction and venue. Nothing in this Agreement prevents either party from seeking injunctive relief in a court of competent jurisdiction.
- b. All other Customers.** For all other Customers, this agreement is governed by the laws of the State of Texas (without regard to conflicts of law principles) for any dispute between the parties or relating in any way to the subject matter of this agreement. Any suit or legal proceeding must be exclusively brought in the federal or state courts for Collin County, Texas and Customer submits to this personal jurisdiction and venue. Nothing in this agreement prevents either party from seeking injunctive relief in a court of competent jurisdiction. The prevailing party in any litigation is entitled to recover its attorneys' fees and costs from the other party.

12. OTHER TERMS

- a. Entire Agreement and Changes.** This Agreement and the Order Form constitute the entire Agreement between the parties and supersede any prior or contemporaneous negotiations or Agreements, whether oral or written, related to this subject matter. Customer is not relying on any representation concerning this subject matter, oral or written, not included in this Agreement. No representation, promise, or inducement not included in this Agreement is binding. No modification or waiver of any term of this Agreement is effective unless both parties sign an amendment to this Agreement.

- b. **No Assignment.** Neither party may assign or transfer this Agreement to a third party, except that the Agreement and all Order Forms may be assigned without the consent of the other party as part of a merger or sale of all or substantially all a party's businesses, assets, not involving a competitor of the other party, or at any time to an Affiliate.
- c. **Export Compliance.** The Service and Confidential Information may be subject to export laws and regulations of the United States and other jurisdictions. Each party represents that it is not named on any U.S. government denied-party list. Neither party will permit its personnel or representatives to access any Service in a U.S.-embargoed country or in violation of any applicable export law or regulation.
- d. **Independent Contractors.** The parties are independent contractors with respect to each other, and neither party is an employee, or partner of the other party or the other party's Affiliates.
- e. **Enforceability and Force Majeure.** If any term of this Agreement is invalid or unenforceable, the other terms remain in effect. Neither party is liable for its non-performance due to events beyond its reasonable control, including but not limited to natural weather events and disasters, labor disruptions, and disruptions in the supply of utilities.
- f. **Money Damages Insufficient.** Any breach by a party of this Agreement or violation of the other party's intellectual property rights could cause irreparable injury or harm to the other party. The other party may seek a court order to stop any breach or avoid any future breach of this Agreement.
- g. **No Additional Terms.** LeadsOnline rejects additional or conflicting terms of a Customer's form-purchasing document.
- h. **Order of Precedence.** If there is an inconsistency between this Agreement and an Order Form, the Order Form prevails.
- i. **Survival of Terms.** All provisions of this Agreement regarding payment, confidentiality, indemnification, limitations of liability, proprietary rights, and such other provisions that by fair implication require performance beyond the term of this Agreement shall survive expiration or termination of this Agreement until fully performed or otherwise are inapplicable.
- j. **Feedback.** If Customer provides feedback or suggestions about the Service, then LeadsOnline (and those it allows to use its technology) may use such information without obligation to Customer.

13. SIGNATURES

Each representative identified below represents and warrants that it has the full power, right and authority to enter into this Agreement on behalf of its respective party.

LEADSONLINE LLC (LEADSONLINE)
Signature:
Printed Name: Alexander Finley
Title: CEO
Date:
Address: 6900 Dallas Parkway, Suite 825, Plano, TX 75024, United States

BONNER COUNTY ID SHERIFF (CUSTOMER)
Signature:
Printed Name:
Title:
Date:
Address: 4001 N. Boyer, Sandpoint, Idaho 83864, United States



Bonner County Sheriff's Office

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

Sheriff's Office
Item

October 29, 2024

Memorandum

To: Commissioners
From: Sheriff Daryl Wheeler
Re: Purchase over \$5k - Dog Kennel Materials

The Bonner County Sheriff's Office would like to purchase dog kennel materials including excavating sod, installing subgrade, set up, pouring, and finishing dog kennel pad and sidewalk, in the amount of \$8,590.00. The estimate includes labor and materials.

We have funds to cover this purchase in 03455/9120 Sheriff/Animal Control.

Auditing Review: JS

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

Risk Review: N/A

Legal Review:

Distribution: Original to Sheriff's Office
Copy to Auditors

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

ESTIMATE

Pucci Concrete
58 Lula Ct
Sandpoint, ID 83864

alopucci@hotmail.com
+1 (208) 290-8581

Bill to
Rick Dreier

Estimate details
Estimate no.: 1032
Estimate date: 10/07/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Bonner county jail dog kennel pad.	Excavate sod, install subgrade, setup, pour and finish dog kennel pad and sidewalk. Price includes labor and materials.	1	\$8,590.00	\$8,590.00
Total						\$8,590.00

Note to customer
Thank you for your business.

Accepted date

Accepted by



Bonner County Sheriff's Office

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

Sheriff's Office
Item

October 30, 2024

Memorandum

To: Board of County Commissioners
From: Sheriff Daryl Wheeler
Re: Purchase over \$5K - Bullets

Description:

The Bonner County Sheriff's Office would like the approval to purchase bullets in the amount of \$16,985.76 from Salt Lake Wholesale Sports. The cost will be divided between the Sheriff's office, Jail and Marine Division. \$6,985.76 for the Sheriff's Office, \$5,000.00 for the Jail and \$5,000.00 for the Marine Division. The Bonner County Sheriff's Office has adequate funds in its 03453/7740 (Sheriff Patrol/Firearms Qualifications) account, the Jail has adequate funds in its 03461/7740 account (Jail/Firearms Qualifications), The Marine Division has adequate funds in its 03479/7740 account (Marine/Firearms Qualifications) to purchase these bullets.

Auditing Review: *AS*

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

Risk Review: N/A

Legal Review: N/A

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

Recommendation Acceptance: yes no _____ Date: _____

Commissioner Asia Williams, Chairwomen

Salt Lake Wholesale Sports
 3331 South 300 West
 Salt Lake City, UT 84115
 (801) 485-4867 / (800) 248-4867
 sales@saltlakewholesalesports.com



Estimate

Date	Estimate #
10/30/2024	10604
Estimate is good for 30 days	

Name / Address

BONNER COUNTY SHERIFF'S OFFICE
 ACCOUNTS PAYABLE
 4001 NO BOYER RD
 SANDPOINT, ID 83864

Rep	Terms	Project
JR	Net 30	

Item	Description	Qty	U/M	Rate	Dimensions (L...	Weight ...	Total
53651	9MM LUGER 124 GR TMJ LAWMAN	30	cs	239.00	14.50 X 6.00 ...	29.60	7,170.00
AE223	55 GR FMJ BOAT-TAIL	30	cs	249.90	12.51 X 6.69 ...	14.00	7,497.00
T308T	FEDERAL .308 168 GRAIN SIERRA TACTICAL MATCHKING TIPPED (20 rds box 500 rds case)	2	cs	575.50	7.44 X 6.69 X ...	31.60	1,151.00
LE132 00	9 PLTS - 00 BUCK	2	cs	202.04	13.57 X 10.38...	26.15	404.08
LE127 RS	1 OUNCE HYDRA-SHOK RS	2	cs	208.16	13.57 X 10.38...	26.20	416.32
TGL12 8	12GA 2-3/4" 2-3/4DE 1-1/8OZ 8	4	cs	86.84	12.88 X 8.69 ...	24.50	347.36
FET EXEMPT	11% FET EXEMPTION FOR STATE OR MUNICIPAL AGENCIES						0.00
SHIPPING	Not included- TBD			0.00			0.00

Thank you for inquiring with Salt Lake Wholesale Sports. To accept this Estimate, please respond in writing or send a Purchase Order to sales@saltlakewholesalesports.com	Total	\$16,985.76
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Bonner County

Board of Commissioners

Steve Bradshaw

Asia Williams

Ron Korn

11/19/2024

Memorandum

Solid Waste
Consent Agenda
Item #1

To: Commissioners

From: Bob Howard, Solid Waste Director

Re: Purchase of SaltDogg Spreader

Solid Waste is requesting approval to purchase one SaltDogg spreader with vibrator for sanding collection sites.

Squeekys – PRO1500CH SaltDogg Spreader with vibrator

Auditing Review: 

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

Risk Review: N/A

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

Legal Review: N/A

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

Distribution: ___ Original to BOCC
 ___ Copy to Bob Howard; Melissa Gault

A suggested motion would be: **Based on the information before us I move to approve the purchase of one SaltDogg spreader with vibrator in the amount of \$6,744.00 for sanding the solid waste collection sites.**

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

QUOTE #4-262

PO: SPREADER2— BONNER COUNTY SOLID WASTE— KEVIN REYNOLDS

Squeeky's

32211 Highway 200
Sandpoint, Idaho 83864
(208) 263-5630

Date: April 17th, 2024

Bonner County Solid Waste

CO: Kevin Reynolds
(208) 304-5964
kevin.reynolds@bonnercountyid.gov

PO/REF: SPREADER2

Vehicles TBD:
2022 Ford F350

ITEMS	QUANTITY	PRICE	TOTAL
PRO1500CH - SaltDogg - Spreader 1.5 Cubic Yard Electric Chain Spreader High Flow Swing Away Chute Chain is better for bulk sand Includes vibrator, top screen, fitted tarp, tie downs and remote grease kit.	1	\$5,588.00	\$5,588.00
Labor - Install Hourly - Estimated 3-4 Hours	4	\$89.00	\$356.00
Freight - Shipping Shipping In - Estimated \$400-\$800	1	\$800.00	\$800.00
Subtotal			\$6,744.00
Idaho State Sales Tax			\$0.00
TOTAL DUE			\$6,744.00
BALANCE DUE			\$6,744.00

The customer hereby authorize the above automotive repair, modifications, addition and alterations to be made. Squeeky's and it's employees are authorized by the customer to operate the above vehicle for the purpose of testing, inspection or delivery at customers risk. An express mechanic's lien is acknowledged on the vehicle to secure the amount of this work order/invoice thereto. Squeeky's will not be responsible for loss or damage to vehicle or to articles left in the vehicle in case of fire, theft, accident or any other cause.

Thank you very much for doing business with us. We look forward to working with you again!

Customer's Acceptance: _____

Date: _____



BONNER COUNTY FACILITIES DEPARTMENT

1500 Highway 2, Suite 101 • Sandpoint, Idaho 83864-1303
Phone (208) 255-5681 • Fax 844-965-9700 • www.bonnercountyid.gov

November 19, 2024

Facilities
Consent
Agenda

Memorandum

To: Commissioners

From: Teddi Lupton, Director

Re: HVAC Programming Maintenance Renewal

The Facilities Department has used Sunbelt Controls to service and maintain our HVAC systems controls. This agreement will include analysis, software updates, troubleshooting and operator training and disaster recovery in the event that the site server/controller equipment fails. This agreement is \$4,600.00 annually and will be invoiced quarterly at \$1,150.00 and will come out of budget line item 00110-8750 (contract misc). The service agreement will be effective January 1, 2025 through December 1, 2025. This is the same agreement that we have had in the past.

Legal Review *Bullock*

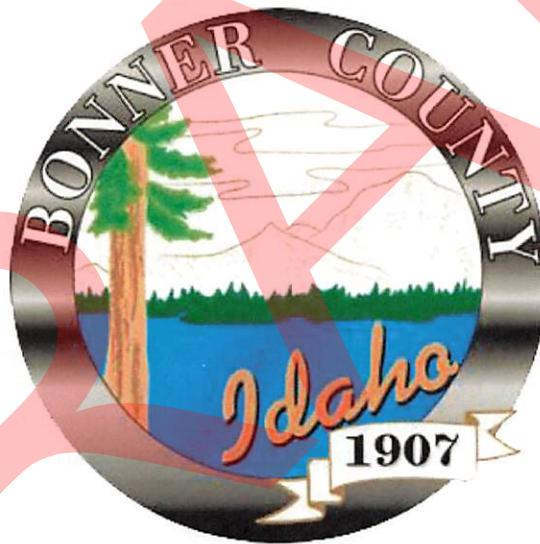
Auditor Review *ML*

Risk Review

APPROVED

Distribution: Original to BOCC
Email copy to Teddi Lupton

Recommendation Acceptance: yes no _____ Date: _____
Commissioner Asia Williams, Chairperson



Bonner County
Buildings and Grounds

1500 Highway 2, Suite 101
Sandpoint, ID 83864

Renewable Service Agreement (continued)



Sunbelt Controls, hereinafter referred to as Sunbelt, proposes to furnish Bonner County, Idaho, this Renewable Service program on the system at:

Location Name & Address:

Bonner County Administration
1500 Highway 2
Sandpoint, ID 83864
Phone: 208-304-5621
Contact: Rick Dreier

Customer Address:

Bonner County
1500 Highway 2, Suite 101
Sandpoint, ID 83864
Phone: 208-946-8442
Contact: Teddi Lupton

The Renewable Service program provides for inspections and service of the building automation system. The plan covers the cost of selected or requested services which are necessary to maintain the equipment in operating condition.

Scheduled Task Descriptions

101-SPF Disaster Recovery (added benefit of partnering with Sunbelt)

Sunbelt Controls will maintain a copy of critical system files required to restore operation in the event that the site server/controller equipment fails. The recovery files are kept current with each maintenance visit.

102-SPF Network Analysis

Network analysis consists of checking the system for Ethernet operation between the server and routers, and between each router. In addition, our technicians check for errors that may reduce module-to-module and module-to-server communications as well as external sources of conflict. Optimization of the network improves response times and the users' experience while navigating the system.

103-SPF Main Server

The server is an important component in your building automation investment and is treated as the heart of the system. Our technician will perform maintenance on both the server machine and automation system application, including Windows and system updates, server hardware checks, and evaluating operating system alarms.

104-SPF System Controllers Analysis

Our technician will systematically check the operation of the building's equipment for proper operation, optimal control, and the best sequences the industry has to offer. Control panels are inspected, and wire terminations checked for proper connections. A finely tuned system directly converts to energy and cost savings.

117-SPF Onsite Operator Training and Technical System Support

4 Hours of on-site training or directed operator technician support by your Sunbelt technician on a semi-annual basis (2x per year – 8 Hours total). This training is one-on-one and is tailored to your needs and customized for your site. This can also be used for remote support when needed for technical questions that can be resolved on the phone in between onsite visits.

121-SPF Software Upgrade

Keep your system at the latest version of software when new software revisions are released for a maximum of (1) upgrade per year. Releases often include new features to improve your experience as a

Renewable Service Agreement (continued)



user. In some cases, new features include tools to help improve system diagnosis, operating efficiency, or reduced technician labor (cost savings). The cost of the software is included along with technician labor to install and restore system operations.

Added Benefits:

Added benefits of partnering with Sunbelt Controls include:

- Reduced labor rate for the above stated service location – Preferred labor rate is \$120.00/Hr. Our normal labor rate is \$150.00/Hr.
- Priority response within 2 hours for service calls
- Preferred customer discounts in our eParts program, which includes access to over 140 million HVAC and Building Automation products from over 120 well-known industry brands.

Terms & Conditions

Sunbelt Controls Agrees:

1. To perform services as required.
2. To furnish the customer with a report of any irregularities revealed as a result of the inspection and adjustments. Corrective measures or repairs that are required will be recommended to customer.
3. To include all travel costs for service visit to the building site (2) times per year.
4. Customer approval is required for repair work.
5. To report to the person or office designated in writing by customer. Customer to inform of changes of personnel.

Excluded From This Plan:

1. The cost of repair parts, replacement parts (controllers, sensors, etc.), service calls outside of scope of scheduled tasks.
2. Labor costs other than that required under the service agreement.

Terms

1. The service plan shall commence on the effective date noted in the maintenance pricing below. Either party may terminate this agreement by giving the other party thirty (30) days prior written notice.
2. Failure to make payment when due, or impairment of owner's credit, shall relieve Sunbelt Controls of the obligation of further performance of this agreement.
3. Current trip charges for all service calls and repairs will continue to apply.

Maintenance Pricing

The initial term of this Agreement shall be one year, effective 01/01/2025. The agreement price is \$4,600.00 per Year, customer shall be invoiced in the amount of \$1,150.00 quarterly on starting on 01/01/2025. This agreement's price shall remain constant for ONE YEAR and is subject to adjustment at time of renewal.

General Conditions

Renewable Service Agreement (continued)



For the convenience of both the Customer and Sunbelt Controls, the Customer will permit Sunbelt Controls personnel the use of his common building equipment, such as ladders, elevators, etc., together with free and timely access to necessary areas.

1. Sunbelt Controls will not be required to remove, replace, or alter any part of the building structure in the performance of this agreement.
2. Both Customer and Sunbelt Controls agree that all work referred to in this agreement shall be performed during the regular working hours of 8:00 AM to 4:30 PM, Monday through Friday, except Holidays.
3. Customer agrees to make prompt payments. Should a payment become thirty (30) days delinquent, this contract may become null and void at any time thereafter at the option of Sunbelt Controls, and all money owed to Sunbelt Controls will become due upon demand.
4. To assure best performance the Customer should operate the system and all equipment properly and as per manufacturer's instructions. Expenses to Sunbelt Controls caused by improper system operation, negligence, misuse of the equipment, or by any cause beyond the control of Sunbelt Controls, shall be paid by the Customer at current material and labor prices.
5. Operational efficiency will be assured if all necessary work is performed, or equipment added by qualified Sunbelt Controls personnel. In the event of any alterations, additions, adjustments, or repairs by others (unless authorized by Sunbelt Controls) Sunbelt Controls assumes no responsibility and has option to terminate this agreement.
6. Any parts that are not available from normal sources in the judgment of Sunbelt Controls, and which may impair proper operation, may be replaced by Sunbelt Controls, and paid for by the Customer.
7. Loss of business or any delays occasioned by events that Sunbelt Controls cannot control, such a strike, riots, lockouts, transportation delays, accidents, Acts of God, force majeure, or any other cause beyond Sunbelt Controls' control shall not be the responsibility of Sunbelt Controls.
8. Any item of equipment or labor required by insurance companies, federal, state, municipal or other authorities will not be required to be furnished by Sunbelt Controls.
9. Sunbelt Controls shall not be responsible for original system design, installation, or its performance in maintaining design conditions, except through failure of equipment covered herein.
10. This agreement covers the complete understanding between Sunbelt Controls and the Customer and shall become a valid contract only when accepted and approved by authorized persons for both parties. No verbal representations shall be binding on either party.

To indicate your acknowledgment and acceptance of this proposal, please sign in the space provided below and return one copy of this to my attention. This proposal is being provided in duplicate so that you might retain one copy for your records.

Accepted & Approved By:

Submitted & Approved By:

Authorized Signature

Authorized Signature

Name (Please Print)

_____ Brett Scarrow _____ 11/1/2024 _____

Name (Please Print)

CONTRACT ADDENDUM No. 1

BOYCOTTING ISRAEL- If payments under the Agreement exceed one hundred thousand dollars (\$100,000) and Contractor employs ten (10) or more persons, then Contractor hereby certifies 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 (Idaho Code § 67-2346).

GOVERNMENT OF CHINA- Contractor 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, Contractor hereby certifies that it is not, and will not, for the duration of the Agreement, become an abortion provider or an affiliate of an abortion provider as those terms are defined in the No Public Funds for Abortions Act (Idaho Code §§ 18-8701 et seq.).

Brett Scarrow

Agent for Contractor

11/17/2024

Date



Bonner County Human Resources

1500 Highway 2, Suite 337 • Sandpoint, ID 83864

November 19, 2024

Memorandum

To: Bonner County Commissioners

From: Alissa Clark, HR Director

Re: Updated Job Descriptions

Bonner County Human Resource office is seeking approval to approve changes to the following job descriptions:

BOCC – Administrative Assistant II, Office Manager

Facilities – Maintenance Operator

Courthouse – Court Clerk II, Court Clerk III, Judicial Assistant, Criminal Clerk Supervisor, Civil Clerk Supervisor

Planning – Planning Technician

Distribution: Original to BOCC Office
 Copy to Human Resources

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

JOB TITLE: ADMINISTRATIVE ASSISTANT II/DEPUTY CLERK



Department: BOCC
Supervisor: BOCC Office Manager
Supervision Exercised: None
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
BOCC Approval:

SUMMARY

Provides general clerical and receptionist duties and responsibilities for the BOCC. Serves as front-office receptionist in greeting and appropriately directing or providing information to members of the public and users of the division both in person and over the phone.

The Administrative Assistant is a clerical support position providing general clerical and receptionist functions to the BOCC. Work involves a variety of regular and recurring situations where some judgment may be required to apply standard practices and decision-making within clearly defined parameters. Works under direct supervision of the Office Manager. Communicates heavily with others inside the department, and regularly with constituents. Work has a moderate but distinct impact on the operations of the BOCC. Work is typically performed indoors in an office setting. Typically involves low intermittent stress during periods of heavy activity.

Serves as Clerk to the BOCC under the authority of the County Clerk/Auditor as defined by Idaho Code and performs secretarial, clerical and administrative work for the BOCC. Responsibilities include recording meetings, preparing minutes, attesting to official documents, and distributing as instructed. There is significant responsibility to assure all requirements are met as per Idaho Code. The office is fast-paced and requires the ability to multitask, prioritize and manage time.

ESSENTIAL FUNCTIONS

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

- Greets people in person at the front desk or over the phone. Answers inquiries, and directs callers or visitors to the appropriate resource or individual for inquiries for other departments. Takes and routes messages appropriately for employees absent or unavailable.
- Performs a variety of clerical duties for the BOCC including responding to correspondence, standard memos and letters, reports, notifications, etc. as directed.

- Maintains professional and effective working relationships with other employees, the public, clients and other agency professionals.
- Screens incoming calls, mail and public contacts to evaluate and direct inquiries.
- Coordinates and schedules activities of the BOCC.
- Prepares and posts notices and agendas and prepares packets for regular meetings, special meetings, executive sessions and hearings. Assures all meeting requirements are met as per Idaho Code.
- Serves as Clerk to the Board of Commissioners – responsibilities include recording meetings, preparing minutes, attesting to official documents, and distributing as instructed. Assures all requirements are met as per Idaho Code.
- Works with Elected Officials, Department Heads and all other public requests on day-to-day issues, special projects and urgent matters. Assists in solution development and uses independent judgment in the resolution of problems.
- Maintains County Resolution records and County Ordinances as per Idaho Code requirements.
- Assists the BOCC when acting in their capacity of the Board of Equalization for tax assessment appeal hearings. Requires working with the Assessor's Office, the State Tax Commission and the public in preparation for tax assessment appeal hearings. Assures all requirements are met per Idaho Code.
- Responsible for the proper handling of the applications for Tax Exempt Status. Requires working closely with Civil Counsel, the Treasurer's Office and the Assessor's Office. Assures all requirements are met per Idaho Code.
- Responsible for developing and maintaining web pages for the Commissioners and County Advisory Boards and Committees.

SECONDARY FUNCTIONS

- Notary Public – notarizes documents for the BOCC, county offices and the public as needed.
- Performs all other duties as assigned.

JOB SPECIFICATIONS

- Sufficient combination of knowledge, skills and abilities to competently perform the essential functions of the job. High school diploma or equivalent required.
- One-year clerical experience or other related experience as needed to perform clerical duties and other essential functions of the job.
- Knowledge of county government organization, functions and policies.
- Must have a clear understanding and knowledge regarding confidential requirements related to information contained therein during working and non-working conditions.
- Ability to accurately and proficiently type at or about 50 wpm using standard keyboards and personal computers.
- Must possess the ability to multi-task and prioritize while working with several other people at one time in a fast-paced environment.
- Must possess good organizational, telephone and communications skills.

- Must possess a current driver's license valid with history of good driving record.
- Must possess good work habits and the ability to perform set instructions as directed, work in an effective and professional manner and develop effective working relationships with co-workers, supervisor, and general public.
- Ability to use a variety of general office equipment including, but not limited to, personal computers, related software, telephones, fax machines, printers, and copiers, etc. Also includes Microsoft Office, GSuite Office.
- Ability to perform general math and reading skills as needed to perform the essential functions.

PHYSICAL ABILITIES & WORKING CONDITIONS

This position requires the ability to perform the physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); standing, walking, frequent fingering, grasping, and repetitive motions. Requires good general vision and hearing.

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

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

Signature: _____ Date: _____

Please Print Name: _____

JOB TITLE: BOCC OFFICE MANAGER



Department: Commissioner's Office
Supervisor: Bonner County Commissioners
Supervision Exercised: 2 Employees
Exempt Status: Exempt
Benefits Eligibility Status: Eligible
BOCC Approval:

SUMMARY

The position's primary responsibility is for the coordination and supervision of the County Commission Office. Responsible for providing direct administrative support to the Commissioners, ensuring responsive and seamless activities. This position directly supervises the Commissions office staff. The work is performed under the supervision of the County Commissioners, but considerable latitude is granted for independent judgement and initiative. Incumbent performs work that involves a wide variety of work situations that involve a moderate to high degree of complexity. The principle duties of the position are performed in a general office environment.

Work involves a high degree of complexity in widely diverse situations. The BOCC Office Manager works under the supervision of the BOCC except when performing legal tasks at the request of the Prosecutor's Office. In those cases, the BOCC Office Manager is subject to the Prosecutor's supervision consistent with Idaho Rule of Professional Conduct 5.3 Responsibilities Regarding Nonlawyer Assistance. Such supervision is for legal work only and does not extend to any other managerial behavior. Work is of a confidential and sensitive manner. Work is typically performed in an office environment with intermittent stress due to deadlines and nature of the work. May require occasional travel.

ESSENTIAL FUNCTIONS

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time, nor are they intended to represent the entire functional capacity of the position.

- Plans, organizes, and delegates BOCC operational and administrative tasks daily.
- Prepares, executes, and monitors the BOCC budget.
- Receives direction from and makes reports and recommendations to the BOCC.
- Coordinates BOCC agendas.
- Develops and maintains strong, cooperative, working relationships with Department Heads and Staff in support of BOCC approved county objectives.
- Reviews BOCC agendas to ascertain support data needed, provide BOCC with background information relative to particular issues or agenda items, verify accuracy of information provided and make recommendations.
- Train newly elected Board members on their roles and responsibilities.
- Manages all administrative employees in the department and is responsible for their performance management and productivity.
- Maintains a high level of confidentiality as deemed necessary.
- Deputized to serve as Clerk to the BOCC.
- Develops and revises BOCC documents and forms; composes original correspondence, documents and reports.

- Works with Legal staff and other Department Heads on various matters, determines if BOCC action is necessary, takes steps to implement the decision process and decrease liability.
- Public Records Administrator – Assists with reviewing and responding to complex records requests.
- Coordinates and implements Board of Equalization Property Assessment Appeal Hearings, meeting all requirements mandated by Idaho State Statute.
- Compiles and reviews all applications, in conjunction with legal, for tax exempt status in Bonner County on behalf of the BOCC, meeting all requirements as mandated by Idaho State Statute.
- Ensures the proper retention of BOCC records and is the custodian of said records.

JOB SPECIFICATIONS

In order to perform the essential and secondary duties and carry out the responsibilities associated with this position the following skills, knowledge and abilities are necessary:

- Must have a bachelor's degree, preferred in Business or Public Administration, or a minimum 7 years' experience in a local government office setting with a minimum five years related supervisory experience
- Must approach problems in a consistent and systematic way, applying critical analysis and sound judgement.
- Must possess or have the ability to obtain a valid driver's license and be insurable. Demonstrates history of good driving record.
- Have proficient ability to use a personal computer and associated peripherals, and use Microsoft Windows, Microsoft Office, Microsoft Excel, databases and peripherals specific to Bonner County, internet and e-mail.
- Ability to use telephone, facsimile machine, copy machines, printers, scanning devices, calculators, and other general office equipment.
- Ability to read, interpret, analyze, and apply legal and technical codes, documents, manuals, publications and information; Ability to write original reports, business correspondence and procedure manuals; Effectively present information and respond to questions in one-on-one situations and with groups of managers, clients, customers and general public; Ability to speak to, train, and interact with groups of over 100 people.
- The job requires thorough knowledge of Bonner County geography. Must possess the ability to read and understand maps and use the internet to obtain geographical information.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form or from vague sources and references; Ability to deal with problems involving several concrete variables in standardized situations and develop and implement solutions; Ability to prioritize work time, sequence and research information to complete work assignments; Ability to interpret different kinds of work situations and make decisions as to the next step or draw conclusions; Ability to multi-task duties and continue work processes while dealing with multiple interruptions.
- Must be able to remain circumspect and respectful in situations that are charged with passionate political opinions and disagreements.
- Ability to conduct research, analysis and writing.
- Ability to retrieve legal documents in iCourt and Westlaw
- Assists Civil Deputy Prosecutors and outside counsel with internal research and gathering information subject to litigation holds.
- Creates and maintains files and e-files for active tort claims;
- Assist Civil Prosecutor with Board of Community Guardian, maintaining necessary records.

- Responsible for contract management.

PHYSICAL ABILITIES & WORKING CONDITIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items noted below are representative of the physical skills and abilities deemed necessary to perform these duties:

- Occasionally required to stand, walk, reach with hands and arms, climb, balance, stoop, kneel, crouch or crawl; Occasional periods of extended standing and sitting may also occur.
- Employees must frequently lift and/or move up to 25 pounds; and occasionally lift and move up to 50 pounds.
- Specific vision abilities required by this job include close vision and distance vision.
- The employee is occasionally exposed to moving mechanical parts.
- The noise level in the work environment is usually moderate; occasionally the noise levels will be high when using technology and other office equipment.
- Travel associated with this position may require driving or riding in a motor vehicle, airplane or other method of transportation.
- Position requires overnight travel both inside the county and outside for attendance at conferences or training seminars.

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

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

Signature: _____ Date: _____

Please Print Name: _____

JOB TITLE: BOCC ~~BUSINESS OPERATIONS~~ OFFICE MANAGER



Department: Commissioner's Office
Supervisor: Bonner County Commissioners
Supervision Exercised: 2 Employees
Exempt Status: Exempt
Benefits Eligibility Status: Eligible
BOCC Approval:

SUMMARY

The position's primary responsibility is for the coordination and supervision ~~of business support operations~~ of the County Commission Office. Responsible for providing direct ~~advisory and~~ administrative support to the Commissioners, ensuring responsive and seamless activities. ~~Assigned work involves responsibility for exercising independent judgment based upon comprehensive knowledge of county and departmental functions.~~ This position directly supervises the Commissions office staff. The work is performed under the supervision of the County Commissioners, but considerable latitude is granted for independent judgement and initiative. Incumbent performs work that involves a wide variety of work situations that involve a moderate to high degree of complexity. The principle duties of the position are performed in a general office environment.

Work involves a high degree of complexity in widely diverse situations. The BOCC Office Manager works under the supervision of the BOCC except when performing legal tasks at the request of the Prosecutor's Office. In those cases, the BOCC Office Manager is subject to the Prosecutor's supervision consistent with Idaho Rule of Professional Conduct 5.3 Responsibilities Regarding Nonlawyer Assistance. Such supervision is for legal work only and does not extend to any other managerial behavior. Work is of a confidential and sensitive manner. Work is typically performed in an office environment with intermittent stress due to deadlines and nature of the work. May require occasional travel.

ESSENTIAL FUNCTIONS

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time, nor are they intended to represent the entire functional capacity of the position.

- Plans, organizes, and delegates BOCC operational and administrative tasks daily.
- Prepares, executes, and monitors the BOCC budget.
- Receives direction from and makes reports and recommendations to the BOCC.
- ~~Assists the BOCC in developing and implementing County goals and policy objectives.~~
- Coordinates BOCC agendas.
- ~~Develops and maintains standardized documents for County use.~~
- Develops and maintains strong, cooperative, working relationships with Department Heads and Staff in support of BOCC approved county objectives.
- Reviews BOCC agendas to ascertain support data needed, provide BOCC with background information relative to particular issues or agenda items, verify accuracy of information provided and make recommendations.
- Train newly elected Board members on their roles and responsibilities.
- Manages all administrative employees in the department and is responsible for their performance management and productivity.

- ~~Research County, State, and Federal legal requirements to develop, implement, maintain documentation relating to BOCC & County operations.~~
- Maintains a high level of confidentiality as deemed necessary.
- Deputized to serve as Clerk to the BOCC.
- Develops and revises BOCC documents and forms; composes original correspondence, documents and reports.
- Works with Legal staff and other Department Heads on various matters, determines if BOCC action is necessary, takes steps to implement the decision process and decrease liability.
- ~~Public Records Administrator – Assists with reviewing and responding to complex records requests. Answers public records requests in a timely manner, approves outgoing BOCC public records requests prior to release.~~
- Public Records Administrator – Assists with reviewing and responding to complex records requests.
- Coordinates and implements Board of Equalization Property Assessment Appeal Hearings, meeting all requirements mandated by Idaho State Statute.
- Compiles and reviews all applications, in conjunction with legal, for tax exempt status in Bonner County on behalf of the BOCC, meeting all requirements as mandated by Idaho State Statute.
- Ensures the proper retention of BOCC records and is the custodian of said records.
- ~~Research historical and current files to reconstruct details and circumstances of past decisions, actions, policies, and meetings.~~
- ~~Serves as the BOCC Public Information Officer~~

JOB SPECIFICATIONS

In order to perform the essential and secondary duties and carry out the responsibilities associated with this position the following skills, knowledge and abilities are necessary:

- Must have a bachelor's degree, preferred in Business or Public Administration, ~~Accounting or closely related field or equivalent, and a minimum at least 5–7 years' experience in a local government office setting with management or closely related field; and~~ a minimum five years related supervisory experience ~~in local government office setting.~~
- ~~Must exercise a high level of confidentiality.~~
- Must approach problems in a consistent and systematic way, applying critical analysis and sound judgement.
- Must possess or have the ability to obtain a valid driver's license and be insurable. Demonstrates history of good driving record.
- Have proficient ability to use a personal computer and associated peripherals, and use Microsoft Windows, Microsoft Office, Microsoft Excel, databases and peripherals specific to Bonner County, internet and e-mail.
- Ability to use telephone, facsimile machine, copy machines, printers, scanning devices, calculators, and other general office equipment.
- Ability to read, interpret, analyze, and apply legal and technical codes, documents, manuals, publications and information; Ability to write original reports, business correspondence and procedure manuals; Effectively present information and respond to questions in one-on-one situations and with groups of managers, clients, customers and general public; Ability to speak to, train, and interact with groups of over 100 people.
- The job requires thorough knowledge of Bonner County geography. Must possess the ability to read and understand maps and use the internet to obtain geographical information.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral,

or diagram form or from vague sources and references; Ability to deal with problems involving several concrete variables in standardized situations and develop and implement solutions; Ability to prioritize work time, sequence and research information to complete work assignments; Ability to interpret different kinds of work situations and make decisions as to the next step or draw conclusions; Ability to multi-task duties and continue work processes while dealing with multiple interruptions.

- Must be able to remain circumspect and respectful in situations that are charged with passionate political opinions and disagreements.
- ~~Must obtain a Notary Public Certificate within 6 months of being hired.~~
- Ability to conduct research, analysis and writing.
- Ability to retrieve legal documents in iCourt and Westlaw
- Assists Civil Deputy Prosecutors and outside counsel with internal research and gathering information subject to litigation holds.
- Creates and maintains files and e-files for active tort claims;
- Assist Civil Prosecutor with Board of Community Guardian, maintaining necessary records.
- Responsible for contract management.

PHYSICAL ABILITIES & WORKING CONDITIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items noted below are representative of the physical skills and abilities deemed necessary to perform these duties:

- Occasionally required to stand, walk, reach with hands and arms, climb, balance, stoop, kneel, crouch or crawl; Occasional periods of extended standing and sitting may also occur.
- Employees must frequently lift and/or move up to 25 pounds; and occasionally lift and move up to 50 pounds.
- Specific vision abilities required by this job include close vision and distance vision.
- The employee is occasionally exposed to moving mechanical parts.
- The noise level in the work environment is usually moderate; occasionally the noise levels will be high when using technology and other office equipment.
- Travel associated with this position may require driving or riding in a motor vehicle, airplane or other method of transportation.
- Position requires overnight travel both inside the county and outside for attendance at conferences or training seminars.

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

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

Signature: _____ Date: _____

Please Print Name: _____



JOB TITLE: MAINTENANCE OPERATOR

Department: Facilities
Supervisor: Director of Public Works
Supervision Exercised: None
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
BOCC Approval: 11/19/2024

SUMMARY

Works directly under the Director of Public Works to perform a variety of building repairs, maintenance and grounds keeping duties for assigned County facilities for the safe, effective and efficient building operation and tenant satisfaction.

Incumbent performs routine work but occasionally involves a high level of complexity. Incumbent works under well-known practices and procedures and often determines specific practices and procedures for the department. Work requires the exercise of above normal self-direction as incumbent carries out instructions in oral, written or drawing format. Incumbent works independently under periodic supervision. Primary communication takes place with coworkers and supervisor. Position has direct impact on the efficiency of building operations, maintenance and upkeep. Work is typically performed in-door and outdoors and may involve intermittent exposure to unfavorable conditions. Typically includes heavy local travel.

ESSENTIAL FUNCTIONS

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

- Receives direction from the Director of Public Works, establishes and schedules work allowing for unscheduled projects which may occur.
- Performs Maintenance Duties and Responsibilities
 - Inspects and tests machinery and equipment using diagnostic tools on various machinery.
 - Analyzes test results for irregularities and appropriately documents irregularities.
 - Responsible for figuring out the cause of problems and repairing the problems.
 - Construction experience to include but not limited to framing and remodels.
- Performs general maintenance as necessary to service and repair county facilities.
 - Demonstrates advanced knowledge and skill with maintenance, trouble shooting, and minor repairs on HVAC for all County Buildings in all types of weather.
 - Performs plumbing operations necessary to install, remove, or repair toilets, sinks, sump pumps and other related equipment.

- Repairs and replaces windows, doors, locks and other door closures.
- Repairs furniture, cabinets, shelves, and performs other carpentry projects.
- Inspects and oversees mechanical systems and equipment.
- Oversees (and performs as necessary) maintenance, replacements and repairs within area of skill, and assesses need for outside contracts to perform maintenance, repair or replacement activities.
- Inspects building structures and systems to anticipate future problems and reports such results as needed. Performs preventative maintenance activities.
- Receives work orders, plans and coordinates routine or recurring maintenance and repair projects. Requisitions supplies, materials, tools and equipment needed to fulfill duties and complete assignments
- Provides grounds keeping services to include mowing, watering, planting, fertilizing, pest control and trimming all grass covered and shrub areas.
- Provides winter grounds maintenance to include clearing and cleaning parking lots, sidewalks and roof tops as needed. Apply ice melt, removing ice and snow by shovel and snow blower. Removes trash from parking lots and landscaped areas; places trash and refuse in appropriate dumpster.
- Responds to public inquiries in a courteous manner; provides information within scope of knowledge or refers to other employees as appropriate.
- Occasional response to maintenance issues after scheduled work hours and/or on weekends.
- Responsible for proper use of personal protection equipment (PPE).
- Receives work orders, coordinates routine or recurring maintenance and repair projects. Requisitions supplies, materials, tools and equipment needed to fulfill duties and complete assignments. Establishes priorities and schedules work allowing for unscheduled projects that may occur.
- Performs maintenance and repairs within area of skill, and assesses need for outside contracts to perform maintenance, repair or replacement activities.
- Performs preventative maintenance activities as scheduled.
- Provides specialized maintenance services to the Jail and Juvenile Detention facilities.
- Performs various maintenance functions to ensure proper and effective work environments. Ensures proper painting, lighting, emergency repairs and replacements of broken windows, doors, locks, pipes, water heaters, etc.
- Maintains computer list for rotation of furnace/air conditioner filters, cleaning of carpets, fire system checks, etc. throughout all county facilities.
- Responds 24/7 to maintenance emergencies.

SECONDARY FUNCTIONS

- Provides assistance to employees as work assignments dictate.
- Interfaces with all departments to coordinate collecting and transporting of surplus items to site of county auction.
- May be requested to assist Emergency Operations Center (EOC) staff during an emergency.
- Performs all other duties as assigned.

JOB SPECIFICATIONS

- Sufficient combination of knowledge, skills and abilities so as to competently perform essential functions of the job. High school education or equivalent with three years of experience in building maintenance required.
- Construction and snow plowing experience preferred.
- Critical thinking skills combined with the ability to analyze data and take corrective action.
- Preferred minimum of five years' experience with remodel/framing, building repair and maintenance particularly in areas of HVAC, plumbing, electrical and construction. Manipulative skills and ability to operate all tools and equipment required to perform duties.
- Basic knowledge of small gasoline engines including proper use, safety and maintenance.
- Ability to read and comprehend advanced instructions; write simple correspondence; present information in one-on-one situations (e.g., to supervisor, co-workers, etc.). Ability to apply detailed but uninvolved written and oral instructions.
- Ability to read and interpret general documents including safety rules, safety instructions, and information related to the position.
- Ability to perform general math functions, including addition and subtraction, and multiplication and division as needed to perform the general accounting tasks for the department.
- Ability to communicate effectively, both orally and in writing.
- Requires physical ability for continuous physical effort including frequent bending, climbing, squatting, and manipulating and lifting equipment and supplies. Also requires the ability to work outdoors in all types of weather conditions.
- Requires ability to set priorities and accomplish work activities with a minimum of supervision and be able to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Must possess a valid driver's license with no major traffic infractions in the past three years.
- Demonstrates basic computer skills.

PHYSICAL ABILITIES & WORKING CONDITIONS

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual walking, standing, stooping, and repetitive motions; frequent crouching, grasping, reaching, and pushing or pulling 15 to 20 pounds. Requires ability to lift and/or move up to 50 pounds. Requires good general vision. Worker is occasionally subject to hazards, such as close proximity to electrical current and exposure to chemicals. Worker is also subject to fumes, odors, dust, mists, gases, noise, or poor ventilation. Requires moderate travel within the local area.

Disclaimer: This job description is not an employment agreement or contract, and management

reserves the right to modify it when necessary.

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

Signature: _____ Date: _____

Please Print Name: _____

DRAFT



JOB TITLE: MAINTENANCE OPERATOR

Department: Facilities
Supervisor: Director of Public Works
Supervision Exercised: None
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
BOCC Approval: 11/19/2024

SUMMARY

Works directly under the ~~Director of Public Works Facilities Lead Operator~~ to perform a variety of building repairs, maintenance and grounds keeping duties for assigned County facilities for the safe, effective and efficient building operation and tenant satisfaction.

~~The successful candidate will be required to pass a Sheriff's Department background check as this position also supports the Sheriff's facilities.~~ Incumbent performs routine work but occasionally involves a high level of complexity. Incumbent works under well-known practices and procedures and often determines specific practices and procedures for the department. Work requires the exercise of above normal self-direction as incumbent carries out instructions in oral, written or drawing format. Incumbent works independently under periodic supervision. Primary communication takes place with coworkers and supervisor. Position has direct impact on the efficiency of building operations, maintenance and upkeep. Work is typically performed in-door and outdoors and may involve intermittent exposure to unfavorable conditions. Typically includes heavy local travel.

ESSENTIAL FUNCTIONS

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

- Receives direction from the ~~Director of Public Works Facilities Lead Operator~~, establishes and schedules work allowing for unscheduled projects which may occur.
- Performs Maintenance Duties and Responsibilities
 - Inspects and tests machinery and equipment using diagnostic tools on various machinery.
 - Analyzes test results for irregularities and appropriately documents irregularities.
 - Responsible for figuring out ~~the~~ cause of problems and repairing the problems.
 - Construction experience to include but not limited to framing and remodels.
- Performs general maintenance as necessary to service and repair county facilities.
 - Demonstrates advanced knowledge and skill with maintenance, trouble shooting, and minor repairs on HVAC for all County Buildings in all types of

weather. ~~this will include RTU's at the County jail and sheriff's department when necessary.~~

- Performs plumbing operations necessary to install, remove, or repair toilets, sinks, sump pumps and other related equipment.
- Repairs and replaces windows, doors, locks and other door closures.
- Repairs furniture, cabinets, shelves, and performs other carpentry projects.
- Inspects and oversees mechanical systems and equipment.
- Oversees (and performs as necessary) maintenance, replacements and repairs within area of skill, and assesses need for outside contracts to perform maintenance, repair or replacement activities.
- Inspects building structures and systems to anticipate future problems and reports such results as needed. Performs preventative maintenance activities.
- Receives work orders, plans and coordinates routine or recurring maintenance and repair projects. Requisitions supplies, materials, tools and equipment needed to fulfill duties and complete assignments
- Provides grounds keeping services to include mowing, watering, planting, fertilizing, pest control and trimming all grass covered and shrub areas.
- Provides winter grounds maintenance to include clearing and cleaning parking lots, sidewalks and roof tops as needed. Apply ice melt, removing ice and snow by shovel and snow blower. Removes trash from parking lots and landscaped areas; places trash and refuse in appropriate dumpster.
- Responds to public inquiries in a courteous manner; provides information within scope of knowledge or refers to other employees as appropriate.
- Occasional response to maintenance issues after scheduled work hours and/or on weekends.
- Responsible for proper use of personal protection equipment (PPE).
- Receives work orders, coordinates routine or recurring maintenance and repair projects. Requisitions supplies, materials, tools and equipment needed to fulfill duties and complete assignments. Establishes priorities and schedules work allowing for unscheduled projects that may occur.
- Performs maintenance and repairs within area of skill, and assesses need for outside contracts to perform maintenance, repair or replacement activities.
- Performs preventative maintenance activities as scheduled.
- Provides specialized maintenance services to the Jail and Juvenile Detention facilities.
- Performs various maintenance functions to ensure proper and effective work environments. Ensures proper painting, lighting, emergency repairs and replacements of broken windows, doors, locks, pipes, water heaters, etc.
- Maintains computer list for rotation of furnace/air conditioner filters, cleaning of carpets, fire system checks, etc. throughout all county facilities.
- Responds 24/7 to maintenance emergencies.
- ~~On call according to posted scheduling.~~

SECONDARY FUNCTIONS

- ~~Responsible for set up and removal of voting booths in various assigned precincts county wide for all elections.~~

- Provides assistance to employees as work assignments dictate.
- Interfaces with all departments to coordinate collecting and transporting of surplus items to site of county auction.
- May be requested to assist Emergency Operations Center (EOC) staff during an emergency.
- Performs all other duties as assigned.

JOB SPECIFICATIONS

- Sufficient combination of knowledge, skills and abilities so as to competently perform essential functions of the job. High school education or equivalent with three years of experience in building maintenance required.
- Construction and snow plowing experience preferred.
- Critical thinking skills combined with the ability to analyze data and take corrective action.
- Preferred minimum of five years' experience with remodel/framing, building repair and maintenance particularly in areas of HVAC, plumbing, electrical and construction. Manipulative skills and ability to operate all tools and equipment required to perform duties.
- Basic knowledge of small gasoline engines including proper use, safety and maintenance.
- Ability to read and comprehend advanced instructions; write simple correspondence; present information in one-on-one situations (e.g., to supervisor, co-workers, etc.). Ability to apply detailed but uninvolved written and oral instructions.
- Ability to read and interpret general documents including safety rules, safety instructions, and information related to the position.
- Ability to perform general math functions, including addition and subtraction, and multiplication and division as needed to perform the general accounting tasks for the department.
- Ability to communicate effectively, both orally and in writing.
- Requires physical ability for continuous physical effort including frequent bending, climbing, squatting, and manipulating and lifting equipment and supplies. Also requires the ability to work outdoors in all types of weather conditions.
- Requires ability to set priorities and accomplish work activities with a minimum of supervision and be able to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Must possess a valid driver's license with no major traffic infractions in the past three years ~~and pass a Sheriff's Department background check.~~
- Demonstrates basic computer skills.

PHYSICAL ABILITIES & WORKING CONDITIONS

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual walking, standing, stooping, and repetitive motions; frequent crouching, grasping, reaching, and pushing or pulling

15 to 20 pounds. Requires ability to lift and/or move up to 50 pounds. Requires good general vision. Worker is occasionally subject to hazards, such as close proximity to electrical current and exposure to chemicals. Worker is also subject to fumes, odors, dust, mists, gases, noise, or poor ventilation. Requires moderate travel within the local area.

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

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

Signature: _____ Date: _____

Please Print Name: _____



JOB TITLE: COURT CLERK II

Department: Courthouse
Supervisor: Civil & Criminal Supervisors / Director
Supervision Exercised: None
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
BOCC Approval: 11/19/2024

SUMMARY

The Court Clerk II is an administrative support position that assists in the successful operation of the District Court. Work involves recurring situations with occasional variances. Regular independent judgment is required to apply standard practices and procedures and decision-making within clearly defined parameters. Works independently with limited supervision, under the general direction of the Supervisors and Director. Communicates frequently with others throughout the department, other county and state departments and others outside the organization. Work has a definite impact on the operations of the District Court. Work is typically performed in an office environment with significant intermittent stress due to deadlines. Does not typically involve travel outside the local area.

ESSENTIAL FUNCTIONS

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

- A master multi-tasker with excellent communication skills and upbeat attitude. Assists management, judges and visitors to the courthouse by handling a variety of tasks, including but not limited to, providing quality customer service to the public who are conducting business within the courthouse, processing court-related paperwork, collecting fees, and accurately entering data into the court management system. Will provide polite and professional assistance via phone, mail, email, and over-the-counter and is generally a helpful and positive presence.
- Works independently, following written and verbal instructions to accurately process all court-related documentation.
- Prepares complex criminal documents, which include but are not limited to Orders, Notices, Warrants, Summons, correspondence, and other documents at the direction of the court and/or as required based on processes and procedures.
- Performs a variety of complex technical duties involving interwoven data entry tasks, entering critical data into the statewide case management system, and attaching paperwork to files in preparation and response to court hearings, interim and final court orders, and all manner of paperwork generated to process the caseload for the assigned resident judge, out of county judges and senior judges.
- Reviews for accuracy and processes all documentation filed through the state-wide e-filing system in accordance with established state practices and procedures.

- Assists in maintaining the official court record. File stamps documents to show an official date that determines whether matters meet statutory time limits therefore permitting them to be heard, when they are to be heard, if an appeal will be considered, etc. Schedules court hearings. Does required data entry for the official record, including entering Event details as part of the case's permanent record. Distributes paperwork to counsel and parties.
- Performs a wide variety of complex and diverse duties requiring independent judgment and a full understanding and knowledge of legal terminology and court procedures. Processes time sensitive legal matters. Properly routes files to judges or staff as needed according to the type of file and the type of process needed at that particular time of case progression for that particular file.
- Assists customers in person, by phone, email, fax, and mail. Liaison with the public, attorneys, law enforcement, and other departments both within and out of Bonner County in all court operational matters. This position directly represents the court so must perform all duties in an honest and ethical manner.
- Provides a respectful environment for the timely administration of justice. Maintains confidentiality when handling sensitive matters. Acts with appropriate discretion. Performs other court related tasks as required.
- Routes legal documents, electronically filed throughout the day, to the appropriate judge, staff attorney, or clerk, paying particular attention to rushed or sensitive filings with deadlines.
- Creates new civil and criminal cases filed over-the-counter or by email from the public or Prosecutor's office. Prepares Orders, Summons, or Warrants at the direction of the judges and/or based on case-type. Communicates with the Sheriff's office to ensure accurate party information before issuing Summons, Warrants, and Protection Orders. Communicates with LillyBrooke and the Sheriff's office for the timely service of Protection Orders.
- Performs monthly review of civil cases to assure cases are progressing pursuant established time-standards.
- Collaborates with Supervisors and the Director to establish efficient processes and procedures to meet Idaho Supreme Court best business practices.
- Ability to multi-task and maintain composure with a number of incoming telephone lines, high volume walk-in customer traffic and ability to handle occasional challenging situations with the general public in a professional and tactful manner.

SECONDARY FUNCTIONS

- Assists with election operations, as directed by the Elected Clerk.
- Performs additional tasks as outlined by Criminal Supervisor, Director, or Elected Clerk.

JOB SPECIFICATIONS

- High school diploma or general education degree (GED).
- Possess a minimum of 2 years experience in an office setting or related field.
- Advanced secretarial executive assistant practices and procedures such as the ability to comprehend, interpret and follow complex oral and written instructions, ability to prepare

documents, business correspondence, business memos, publications and information pursuant to the law and Idaho Court Rules, safety rules, court and county policies and procedures.

- Maintain confidentiality in all matters relating to the business of the District Court. Keep confidential communications, documents, and data collected as a result of case filings.
- Maintain integrity and a professional demeanor at all times.
- Ability to establish and maintain effective working relationships with the general public.
- Ability to follow directions, work in a professional manner, and develop effective working relationships with co-workers.
- Working knowledge of legal terminology, formats, and processes is preferred.
- Working knowledge of good grammar, spelling, proofreading, composition, and pleading/document formats, to obtain a professionally finished product.
- Must be able to communicate orally and in writing in a logical and concise manner.

PHYSICAL ABILITIES & WORKING CONDITIONS

While performing the duties of this job, the employee is frequently required to stand, walk, sit for extended periods of time, use hands to keyboard, handle or manipulate tools used in performing the job and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Ability to hear delayed playback on recording systems to assure court hearings are being recorded for transcription. Must have the ability to work quickly and accurately, maintaining efficiency while working under time pressure and deadlines. The noise level in the work environment is moderate. There are daily exchanges with co-workers, many of whom regularly need the judicial assistant's services between court sessions. Must also respond on these limited breaks from court to the public, attorneys, law enforcement, other agencies and departments who are also accessing services by phone, mail, email, fax, in person, or via interoffice mail. Must be prepared to remain in court for extended periods of time. While performing the duties of this job, the employee is regularly exposed to germs, bacteria, and virus through contact with the public. They are also working with high-risk individuals (i.e. current or former felons and mentally unstable persons) and hazardous materials in the form of exhibits such as caustic chemicals, weapons, items with blood, etc. Many exhibits arrive packaged to limit exposure. Commonly in court for extended periods of time with incarcerated individuals with hygiene and behavior issues.

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

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

Signature: _____ Date: _____

Please Print Name: _____

**JOB TITLE: ~~COURT CLERK II DEPUTY COURT CLERK II~~
(Civil and Criminal)**



Department: Courthouse
Supervisor: ~~Civil & Criminal Supervisors / Director Elected County Clerk and~~
~~Director, Court Operations~~
Supervision Exercised: None
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
BOCC Approval:

SUMMARY

~~The Court Clerk II is an administrative support position that assists in the successful operation of the District Court. Work involves recurring situations with occasional variances. Regular independent judgment is required to apply standard practices and procedures and decision-making within clearly defined parameters. Works independently with limited supervision, under the general direction of the Supervisors and Director. Communicates frequently with others throughout the department, other county and state departments and others outside the organization. Work has a definite impact on the operations of the District Court. Work is typically performed in an office environment with significant intermittent stress due to deadlines. Does not typically involve travel outside the local area. The Deputy Clerk is a master multi-tasker with excellent communication skills and upbeat attitude. The Deputy Clerk assists management, judges and visitors to the courthouse by handling a variety of tasks, including but not limited to providing quality customer service to the public who are conducting business within the courthouse, processing court related paperwork, collecting fees and accurately entering data into the court management system. The Deputy Clerk will provide polite and professional assistance via phone, mail, email and over the counter and is generally a helpful and positive presence in the courthouse.~~

~~The Deputy Clerk is a clerical position that assists in the successful operation of the Clerk's office. Work involves the ability to follow detailed written and oral instruction in processing court-related documents and to be professional, polite and attentive while also being accurate. The Deputy Clerk shall always be prepared and responsive, willing to meet each challenge directly. The Deputy Clerk must be comfortable with computers, general office tasks, customer service and excel at both verbal and written communication. Most importantly, the Deputy Clerk should have a genuine desire to meet the needs of others.~~

~~The Deputy Clerk position is typically performed in an office environment that has intermittent high stress due to deadlines and heavy public foot traffic and phone calls. The Deputy Clerk is able to tactfully and professionally handle customers in an emotional or agitated state.~~

~~Court Clerk I: Individuals hired or promoted into a Court Clerk position, start as a Court Clerk I until performing the work independently on a regular basis, then is eligible to promote to a Court Clerk II.~~

ESSENTIAL FUNCTIONS

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

- A master multi-tasker with excellent communication skills and upbeat attitude. Assists management, judges and visitors to the courthouse by handling a variety of tasks, including but not limited to, providing quality customer service to the public who are conducting business within the courthouse, processing court-related paperwork, collecting fees, and accurately entering data into the court management system. Will provide polite and professional assistance via phone, mail, email, and over-the-counter and is generally a helpful and positive presence.
- Works independently, following written and verbal instructions to accurately process all court-related documentation.
- Prepares complex criminal documents, which include but are not limited to Orders, Notices, Warrants, Summons, correspondence, and other documents at the direction of the court and/or as required based on processes and procedures.
- Performs a variety of complex technical duties involving interwoven data entry tasks, entering critical data into the statewide case management system, and attaching paperwork to files in preparation and response to court hearings, interim and final court orders, and all manner of paperwork generated to process the caseload for the assigned resident judge, out of county judges and senior judges.
- Reviews for accuracy and processes all documentation filed through the state-wide e-filing system in accordance with established state practices and procedures.
- Assists in maintaining the official court record. File stamps documents to show an official date that determines whether matters meet statutory time limits therefore permitting them to be heard, when they are to be heard, if an appeal will be considered, etc. Schedules court hearings. Does required data entry for the official record, including entering Event details as part of the case's permanent record. Distributes paperwork to counsel and parties.
- Performs a wide variety of complex and diverse duties requiring independent judgment and a full understanding and knowledge of legal terminology and court procedures. Processes time sensitive legal matters. Properly routes files to judges or staff as needed according to the type of file and the type of process needed at that particular time of case progression for that particular file.
- Assists customers in person, by phone, email, fax, and mail. Liaison with the public, attorneys, law enforcement, and other departments both within and out of Bonner County in all court operational matters. This position directly represents the court so must perform all duties in an honest and ethical manner.
- Provides a respectful environment for the timely administration of justice. Maintains confidentiality when handling sensitive matters. Acts with appropriate discretion. Performs other court related tasks as required.

- Routes legal documents, electronically filed throughout the day, to the appropriate judge, staff attorney, or clerk, paying particular attention to rushed or sensitive filings with deadlines.
- Creates new civil and criminal cases filed over-the-counter or by email from the public or Prosecutor's office. Prepares Orders, Summons, or Warrants at the direction of the judges and/or based on case-type. Communicates with the Sheriff's office to ensure accurate party information before issuing Summons, Warrants, and Protection Orders. Communicates with LillyBrooke and the Sheriff's office for the timely service of Protection Orders.
- Performs monthly review of civil cases to assure cases are progressing pursuant established time-standards.
- Collaborates with Supervisors and the Director to establish efficient processes and procedures to meet Idaho Supreme Court best business practices.
- Ability to multi-task and maintain composure with a number of incoming telephone lines, high volume walk-in customer traffic and ability to handle occasional challenging situations with the general public in a professional and tactful manner.
- ~~Provide excellent customer service to the public over the counter, via phone, mail or email. Maintain neutrality and confidentiality in communications with customers. Discussions shall be kept within the scope of the business being conducted. The Deputy Clerk shall not give legal advice or provide personal opinion or hope of outcome for the customer, in order to maintain the Court's commitment to procedural fairness.~~
- ~~Work independently, following written and verbal instructions to accurately process all court related documentation. Accurately enter data into the Court's case management system. Work collaboratively with co-workers to enhance the efficiency of the Clerk's office and to process documents within established time frames.~~
- ~~Learn all aspects of the Court's processes that relate to District Court and Magistrate Court, including infractions, misdemeanors and felonies; family law, mental and probate cases, guardian and conservatorships, name changes and evictions. Processes to include processing all documentation, collecting court fees, filling public records requests and assisting the public who have business within the Clerk's office.~~
- ~~Work closely with management, in court clerks, administrative assistants, bailiffs and judges in order to accurately and efficiently process case file documentation. Communicate with other agencies such as the sheriff's office, attorneys' offices or any other internal or external agency, as may be necessary, in a professional manner to facilitate the accurate and efficient processing of court related business.~~
- ~~Perform all other duties as assigned by Supervisors, Director or Clerk of the Court.~~

SECONDARY FUNCTIONS

- Assists with election operations, as directed by the Elected Clerk.
- Performs additional tasks as outlined by Criminal Supervisor, Director, or Elected Clerk.
- ~~Occasionally assists during elections as directed by the Clerk of the Court.~~
- ~~Sorts and processes department mail.~~
- ~~Trains co-workers or new staff as needed.~~
- ~~Travels from time to time within the local area as may be necessary.~~

- ~~• Performs minor maintenance functions for the office copier, time clock, and other general office equipment by ensuring that proper materials are in place and performing basic troubleshooting functions as needed.~~

JOB SPECIFICATIONS

- High school diploma or general education degree (GED).
- Possess a minimum of 2 years experience in an office setting or related field.
- Advanced secretarial executive assistant practices and procedures such as the ability to comprehend, interpret and follow complex oral and written instructions, ability to prepare documents, business correspondence, business memos, publications and information pursuant to the law and Idaho Court Rules, safety rules, court and county policies and procedures.
- Maintain confidentiality in all matters relating to the business of the District Court. Keep confidential communications, documents, and data collected as a result of case filings.
- Maintain integrity and a professional demeanor at all times.
- Ability to establish and maintain effective working relationships with the general public.
- Ability to follow directions, work in a professional manner, and develop effective working relationships with co-workers.
- Working knowledge of legal terminology, formats, and processes is preferred.
- Working knowledge of good grammar, spelling, proofreading, composition, and pleading/document formats, to obtain a professionally finished product.
- Must be able to communicate orally and in writing in a logical and concise manner.
- ~~• Ability to establish and maintain effective working relationships with other employees and the general public.~~

PHYSICAL ABILITIES & WORKING CONDITIONS

While performing the duties of this job, the employee is frequently required to stand, walk, sit for extended periods of time, use hands to keyboard, handle or manipulate tools used in performing the job and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Ability to hear delayed playback on recording systems to assure court hearings are being recorded for transcription. Must have the ability to work quickly and accurately, maintaining efficiency while working under time pressure and deadlines. The noise level in the work environment is moderate. There are daily exchanges with co-workers, many of whom regularly need the judicial assistant's services between court sessions. Must also respond on these limited breaks from court to the public, attorneys, law enforcement, other agencies and departments who are also accessing services by phone, mail, email, fax, in person, or via interoffice mail. Must be prepared to remain in court for extended periods of time. While performing the duties of this job, the employee is regularly exposed to germs, bacteria, and virus through contact with the public. They are also working with high risk individuals (i.e. current or former felons and mentally unstable persons) and hazardous materials in the form of exhibits such as caustic chemicals, weapons, items with blood, etc. Many exhibits arrive packaged to limit exposure.

Commonly in court for extended periods of time with incarcerated individuals with hygiene and behavior issues.

~~Have the ability to perform physical activities necessary to complete the essential functions of a Deputy Clerk, either with or without reasonable accommodation. Requires excellent communication skills; frequent handling of documents, including carrying multiple case files up and down stairs, grasping, walking, and repetitive motions. Ability to bend, squat, climb stairs and ladders and stand for extended periods of time.~~

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

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

Signature: _____ Date: _____

Please Print Name: _____



JOB TITLE: Court Clerk III

Department: Courthouse
Supervisor: Criminal Supervisor/Director
Supervision Exercised: None
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
BOCC Approval: 11/19/2024

SUMMARY

Performs a variety of complex and unique legal clerical services that requires proficient and responsible application of specialized or technical knowledge and experience. Provides varied, complex, and often confidential liaison communication and clerical assistance to the Judges; employs independent judgment in the resolution of problems. Requires considerable judgment to work independently towards generally defined results, modifying or adapting to procedures to meet conditions, and makes decisions based on precedent and organizational policies. This position requires considerable responsibility and confidentiality.

The Court Clerk III is a position that assists in the successful operation of the courthouse. Work involves a wide diversity of situations where regular independent judgment is required to determine practices and procedures and contribute to new concepts. Works independently with limited supervision, under the general direction of the Judges and Criminal Supervisor. Communicates frequently with others throughout the department, other county and state departments, and others outside the organizations. Work has a definite impact on the operations of the courthouse. Work is typically performed in an office environment with significant intermittent stress due to deadlines. Does not typically involve travel outside the local area.

ESSENTIAL FUNCTIONS

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

- Prepares complex criminal documents, which include but are not limited to Orders, Judgments, Notices, Warrants, Summons, correspondence, and other documents at the direction of the court and/or as required based on processes and procedures.
- Prepares for the successful operation of all court sessions, including but not limited to preparation of anticipated Orders, Notices, No Contact Orders, and Warrants, and assuring that all necessary filings have been received in order for the court session to proceed. Reviews charging documents to assure charging codes match state-approved code sections. Reviews all submitted court exhibits to determine that they are properly identified and marked. Communicates with law firms/attorneys if discrepancies are identified, in order that they may be rectified.

- Performs clerical assistance during court sessions, including, but not limited to operation of the digital recording system and creating court minutes for the official record. Administers the oath to witnesses, marks and maintains evidence and exhibits, prepares documents as directed by the judge, provides judge with future court dates, assists in maintaining courtroom decorum, and actively participates in the flow of in-court case matters, in coordination with the judge.
- Reviews the court session, upon completion to assure accuracy of the official record. Assures all orders and other documentation are timely distributed to all parties and outside agencies. Prepares any follow-up criminal or civil documents as may be required due to the outcome of the proceedings.
- Responsible for tracking and scheduling hearings required for the timely progress of all felony, misdemeanor, and juvenile cases, as required pursuant to State statutes and rules. Must multi-task and must retain numerous details of processes that regularly change due to modifications in the law and/or rules.
- Performs a variety of complex technical duties involving interwoven data entry tasks, entering critical data into the statewide case management system, and attaching paperwork to files in preparation and response to court hearings, interim and final court orders, and all manner of paperwork generated to process the caseload for the assigned resident judge, out-of-county judges, and senior judges.
- Assists in maintaining the official court record. File stamps documents to show an official date that determines whether matters meet statutory time limits therefore permitting them to be heard, when they are to be heard, if an appeal will be considered, etc. Schedules court hearings. Does required data entry for the official record, including entering Event details as part of the case's permanent record. Distributes paperwork to counsel and parties.
- Performs a wide variety of complex and diverse duties in and out of court requiring independent judgment and a full knowledge and understanding of legal terminology and court procedures. Processes time sensitive legal matters. Properly routes files to judges or staff as needed according to the type of file and the type of process needed at that particular time of case progression for that particular file.
- Assists customers in person, by phone, email, fax, and mail. Liaison with the public, attorneys, law enforcement, and other departments both within and out of Bonner County in all court operational matters. Coordinates with other courts on some limited tasks due to the judges' out-of-county caseload. This position directly represents the court so must perform all duties in an honest and ethical manner.
- Answers questions and clarifies procedures for other support staff.
- Communicates with bailiffs, Sheriff's office, dispatch, jail staff, and the Idaho Department of Corrections (IDOC), over prisoner transport, security concerns, etc. Coordinates workload with staff attorneys, court reporters, and extern, if any.
- Provides a respectful environment for the timely administration of justice. Maintains confidentiality when handling sensitive matters. Acts with appropriate discretion. Performs other court related tasks as required.
- Routes criminal documents, electronically filed throughout the day, to the appropriate judge/clerk, paying particular attention to rushed or sensitive filings with deadlines.
- Processes documents received daily from the Sheriff's office including, bonds, returned warrants, and other documents of defendants who have posted bond, been arrested, or

released. Prepares and routes probable cause orders to judges on defendants who have posted bond and prepares and issues Summons or Warrants for those defendants to appear.

- Backs up Court Clerk IIs to provide customer service at the counter or on the phone, answering questions, accepting filings, and taking payments. Assist Court Clerk IIs in processing cash bond payments received over-the-counter.
- Creates new felony, misdemeanor, and juvenile cases as filed by the
- Prosecutor's office. Prepares Summons or Warrants at the direction of the judges. Coordinate with Sheriff's office and Dispatch for accuracy of defendant information prior to issuance of any Summons/Warrant.
- Assures cases are progressing pursuant to state statutes, court rules and/or state-established time-standards.
- Collaborates with the Director and Criminal Supervisor to establish efficient work processes in accordance with Idaho Supreme Court best business practices as well as local practices and procedures.

SECONDARY FUNCTIONS

- Assists with election operations as directed by the Elected Clerk.
- Performs additional tasks as outlined by Criminal Supervisor, Director, or Elected Clerk.

JOB SPECIFICATIONS

- High school diploma or general education degree (GED).
- Four (4) years court-related experience, two of those as a court clerk and/or float clerk required or equivalent combination of education and experience.
- Advanced secretarial executive assistant practices and procedures such as the ability to comprehend, interpret, and follow complex oral and written instructions, ability to prepare documents, business correspondence, business memos, publications, and information pursuant to the law and Idaho Court Rules, safety rules, court and county policies and procedures.
- Working knowledge of legal terminology, formats, and processes is preferred.
- Proficient at drafting original orders, judgments, correspondence and memos, and a working knowledge of good grammar, spelling, proofreading, composition and pleading/document formats, to obtain a professionally finished product.
- Must be able to communicate orally and in writing in a logical and concise manner.
- Ability to professionally handle confidential materials and information.
- Ability to effectively present and receive information in one-on-one and large group situations (jury pools, courtroom audiences and participants consisting of 1-100 persons).
- Professional oral and written communication skills. Ability to hear, speak, type, and write legibly in English.
- Ability to solve practical problems requiring reasoning to deal with a variety of concrete variables in situations where only limited standardization exists; to interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral,

diagram, or schedule form and plan approaches that respond to problems or challenges; to adapt or modify existing systems, procedures, or methods to new situations; to find alternative solutions by weighing alternatives and developing action plans; to prioritize work and research information to complete work independently; to multi-task duties.

- Interruptions are frequent, expected, and routine. Must adapt to evolving work tasks and environments.
- Expected to exercise logical and creative thought processes to develop solutions to varying work situations lacking immediate supervision.

PHYSICAL ABILITIES & WORKING CONDITIONS

While performing the duties of this job, the employee is frequently required to stand, walk, sit for extended periods of time in court, use hands to keyboard, handle or manipulate tools used in performing the job and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Ability to hear delayed playback on recording systems to assure court hearings are being recorded for transcription. Must have the ability to work quickly and accurately, maintaining efficiency while working under time pressure and deadlines. The noise level in the work environment is moderate. There are daily exchanges with co-workers, many of whom regularly need the judicial assistant's services between court sessions. Must also respond on these limited breaks from court to the public, attorneys, law enforcement, other agencies and departments who are also accessing services by phone, mail, email, fax, in person, or via interoffice mail. Must be prepared to remain in court for extended periods of time. While performing the duties of this job, the employee is regularly exposed to germs, bacteria, and virus through contact with the public. They are also working with high-risk individuals (i.e. current or former felons and mentally unstable persons) and hazardous materials in the form of exhibits such as caustic chemicals, weapons, items with blood, etc. Many exhibits arrive packaged to limit exposure. Commonly in court for extended periods of time with incarcerated individuals with hygiene and behavior issues.

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

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

Signature: _____ Date: _____

Please Print Name: _____



JOB TITLE: ~~Court Clerk III~~ ~~IN-COURT CLERK III~~

Department: ~~Magistrate or District Court Courthouse~~
Supervisor: ~~Criminal Supervisor/Director Clerk of the District Court~~
Supervision Exercised: None
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
BOCC Approval:

SUMMARY

Performs a variety of complex and unique legal clerical services that requires proficient and responsible application of specialized or technical knowledge and experience. Provides varied, complex, and often confidential liaison communication and clerical assistance to the Judges; employs independent judgment in the resolution of problems. Requires considerable judgment to work independently towards generally defined results, modifying or adapting to procedures to meet conditions, and makes decisions based on precedent and organizational policies. This position requires considerable responsibility and confidentiality.

The Court Clerk III is a position that assists in the successful operation of the courthouse. Work involves a wide diversity of situations where regular independent judgment is required to determine practices and procedures and contribute to new concepts. Works independently with limited supervision, under the general direction of the Judges and Criminal Supervisor. Communicates frequently with others throughout the department, other county and state departments, and others outside the organizations. Work has a definite impact on the operations of the courthouse. Work is typically performed in an office environment with significant intermittent stress due to deadlines. Does not typically involve travel outside the local area.

~~Summary: Primary responsibilities of this position involve assisting in all areas of the court house. The In-Court Clerk in court, prep and class files order driving records. Float Clerk serves as an In-Court Clerk as well.~~

~~Other Information: The In-Court Clerk is a support position that has a distinct and direct impact on the successful operation of the magistrate and district courts. Responsibilities involve other departments and directly affect the performance of the court system. Work involves regular and recurring situations involving a moderate degree of complexity and judgment required to apply standard practices and decision making within defined parameters. Requires the ability to implement and adapt procedures and policies as directed by the Idaho Supreme Court or for the benefit of the courts. Attention to detail and accuracy is critical. During training incumbent's work is regularly supervised. With experience incumbent works independently with moderate to light supervision to ensure that the performance of the various department functions are not compromised. Communicates regularly with others throughout the department, as well as inside and outside the organization. Job includes interacting with the magistrate and district court offices. Work is performed for both magistrate and district courts~~

~~and in an office environment. Position often has high stress due to deadlines and the potential impact on the public, victims, and defendants should those timelines not be met. At the same time, incumbent must prepare files for the next week's court sessions while attending court and processing files prepared the week before. Requires strong computer skills. Responsible and accountable to immediate supervisor, judges, Clerk of the Court, and other departments, such as law enforcement, and well as to the general public.~~

ESSENTIAL FUNCTIONS

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

- Prepares complex criminal documents, which include but are not limited to Orders, Judgments, Notices, Warrants, Summons, correspondence, and other documents at the direction of the court and/or as required based on processes and procedures.
- Prepares for the successful operation of all court sessions, including but not limited to preparation of anticipated Orders, Notices, No Contact Orders, and Warrants, and assuring that all necessary filings have been received in order for the court session to proceed. Reviews charging documents to assure charging codes match state-approved code sections. Reviews all submitted court exhibits to determine that they are properly identified and marked. Communicates with law firms/attorneys if discrepancies are identified, in order that they may be rectified.
- Performs clerical assistance during court sessions, including, but not limited to operation of the digital recording system and creating court minutes for the official record. Administers the oath to witnesses, marks and maintains evidence and exhibits, prepares documents as directed by the judge, provides judge with future court dates, assists in maintaining courtroom decorum, and actively participates in the flow of in-court case matters, in coordination with the judge.
- Reviews the court session, upon completion to assure accuracy of the official record. Assures all orders and other documentation are timely distributed to all parties and outside agencies. Prepares any follow-up criminal or civil documents as may be required due to the outcome of the proceedings.
- Responsible for tracking and scheduling hearings required for the timely progress of all felony, misdemeanor, and juvenile cases, as required pursuant to State statutes and rules. Must multi-task and must retain numerous details of processes that regularly change due to modifications in the law and/or rules.
- Performs a variety of complex technical duties involving interwoven data entry tasks, entering critical data into the statewide case management system, and attaching paperwork to files in preparation and response to court hearings, interim and final court orders, and all manner of paperwork generated to process the caseload for the assigned resident judge, out-of-county judges, and senior judges.
- Assists in maintaining the official court record. File stamps documents to show an official date that determines whether matters meet statutory time limits therefore permitting them to be heard, when they are to be heard, if an appeal will be considered, etc. Schedules court hearings. Does required data entry for the official record,

including entering Event details as part of the case's permanent record. Distributes paperwork to counsel and parties.

- Performs a wide variety of complex and diverse duties in and out of court requiring independent judgment and a full knowledge and understanding of legal terminology and court procedures. Processes time sensitive legal matters. Properly routes files to judges or staff as needed according to the type of file and the type of process needed at that particular time of case progression for that particular file.
- Assists customers in person, by phone, email, fax, and mail. Liaison with the public, attorneys, law enforcement, and other departments both within and out of Bonner County in all court operational matters. Coordinates with other courts on some limited tasks due to the judges' out-of-county caseload. This position directly represents the court so must perform all duties in an honest and ethical manner.
- Answers questions and clarifies procedures for other support staff.
- Communicates with bailiffs, Sheriff's office, dispatch, jail staff, and the Idaho Department of Corrections (IDOC), over prisoner transport, security concerns, etc. Coordinates workload with staff attorneys, court reporters, and extern, if any.
- Provides a respectful environment for the timely administration of justice. Maintains confidentiality when handling sensitive matters. Acts with appropriate discretion. Performs other court related tasks as required.
- Routes criminal documents, electronically filed throughout the day, to the appropriate judge/clerk, paying particular attention to rushed or sensitive filings with deadlines.
- Processes documents received daily from the Sheriff's office including, bonds, returned warrants, and other documents of defendants who have posted bond, been arrested, or released. Prepares and routes probable cause orders to judges on defendants who have posted bond and prepares and issues Summons or Warrants for those defendants to appear.
- Backs up Court Clerk IIs to provide customer service at the counter or on the phone, answering questions, accepting filings, and taking payments. Assist Court Clerk IIs in processing cash bond payments received over-the-counter.
- Creates new felony, misdemeanor, and juvenile cases as filed by the
- Prosecutor's office. Prepares Summons or Warrants at the direction of the judges. Coordinate with Sheriff's office and Dispatch for accuracy of defendant information prior to issuance of any Summons/Warrant.
- Assures cases are progressing pursuant to state statutes, court rules and/or state-established time-standards.
- Collaborates with the Director and Criminal Supervisor to establish efficient work processes in accordance with Idaho Supreme Court best business practices as well as local practices and procedures.

~~1. Prepares cases on the court calendar ensuring the necessary documents, forms, and other information are in the case for court proceedings. Requires close communication with the clerk's office and the file clerk. Accesses state data bases for information required by the judge and maintains the confidentiality of that information. Regularly works with confidential information in the performance of duties. Responsible to maintain confidentiality of information from closed court proceedings. Authorization by Bonner County Sheriff's Office is required to obtain confidential information required by the court.~~

~~Expedient processing of documents for law enforcement as well as other departments both within and without the organization.~~

SECONDARY FUNCTIONS

- Assists with election operations as directed by the Elected Clerk.
- Performs additional tasks as outlined by Criminal Supervisor, Director, or Elected Clerk.
- ~~• Be available for on call and other during and after hours responsibilities as requested by judges, supervisors, or other personnel. Performs or assists with performance of duties outside the scope of regular duties.~~
- ~~• Performs all other duties as assigned.~~

JOB SPECIFICATIONS

- High school diploma or general education degree (GED).
- Four (4) years court-related experience, two of those as a court clerk and/or float clerk required or equivalent combination of education and experience.
- Advanced secretarial executive assistant practices and procedures such as the ability to comprehend, interpret, and follow complex oral and written instructions, ability to prepare documents, business correspondence, business memos, publications, and information pursuant to the law and Idaho Court Rules, safety rules, court and county policies and procedures.
- Working knowledge of legal terminology, formats, and processes is preferred.
- Proficient at drafting original orders, judgments, correspondence and memos, and a working knowledge of good grammar, spelling, proofreading, composition and pleading/document formats, to obtain a professionally finished product.
- Must be able to communicate orally and in writing in a logical and concise manner.
- Ability to professionally handle confidential materials and information.
- Ability to effectively present and receive information in one-on-one and large group situations (jury pools, courtroom audiences and participants consisting of 1-100 persons).
- Professional oral and written communication skills. Ability to hear, speak, type, and write legibly in English.
- Ability to solve practical problems requiring reasoning to deal with a variety of concrete variables in situations where only limited standardization exists; to interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to problems or challenges; to adapt or modify existing systems, procedures, or methods to new situations; to find alternative solutions by weighing alternatives and developing action plans; to prioritize work and research information to complete work independently; to multi-task duties.
- Interruptions are frequent, expected, and routine. Must adapt to evolving work tasks and environments.
- Expected to exercise logical and creative thought processes to develop solutions to varying work situations lacking immediate supervision.

~~Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma or equivalent required.~~

~~Minimum of two years progressively responsible clerical experience in an office environment recommended.~~

~~Knowledge of court functions, including proceedings, hearings, and other court processes helpful.~~

~~Knowledge of legal terminology associated with a variety of court processes. Familiarity with such terminology should be present at hire, and additional orientation can be obtained during the initial months of employment.~~

~~Skillful operation of standard office equipment and electronic recording devices. Ability to proficiently type at or about (50) WPM. Must possess neat and legible handwriting and good filing skills.~~

~~Ability to maintain efficiency while working under time, pressure, and deadlines. Ability to focus on detail, work accurately and quickly, prioritizing work to ensure critical documents are processed expeditiously.~~

~~Must possess good organizational, telephone, and communication skills, especially as they relate to communications related to the courts. Must be comfortable with public speaking. Maintain a professional decorum and dress as a representative of the courts and Bonner County.~~

~~Proficient grammar, spelling, and punctuation skills primarily as used in proofreading of court logs, legal documents, memos, and, occasionally, in composing correspondence.~~

~~Ability to follow directions, work in an effective and professional manner. Positive working relationships with co-workers, supervisor, other departments, and general public are critical for the effective functioning of the organization.~~

PHYSICAL ABILITIES & WORKING CONDITIONS

While performing the duties of this job, the employee is frequently required to stand, walk, sit for extended periods of time in court, use hands to keyboard, handle or manipulate tools used in performing the job and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Ability to hear delayed playback on recording systems to assure court hearings are being recorded for transcription. Must have the ability to work quickly and accurately, maintaining efficiency while working under time pressure and deadlines. The noise level in the work environment is moderate. There are daily exchanges with co-workers, many of whom regularly need the judicial assistant's services between court sessions. Must also respond on these limited breaks from court to the public, attorneys, law enforcement, other agencies and

departments who are also accessing services by phone, mail, email, fax, in person, or via interoffice mail. Must be prepared to remain in court for extended periods of time. While performing the duties of this job, the employee is regularly exposed to germs, bacteria, and virus through contact with the public. They are also working with high-risk individuals (i.e. current or former felons and mentally unstable persons) and hazardous materials in the form of exhibits such as caustic chemicals, weapons, items with blood, etc. Many exhibits arrive packaged to limit exposure. Commonly in court for extended periods of time with incarcerated individuals with hygiene and behavior issues.

~~Incumbent must have the ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication, listening and speaking, both in person and over the telephone); continual sitting and typing for extended periods of time without the ability to take a break during court proceedings; and frequent keyboarding, grasping, walking, and repetitive motions. Does require good general vision and attention skills. Must have ability to carry heavy loads of court files for brief periods while walking to and from the courtroom and/or judges' offices. Due to tight deadlines and schedules, last minute changes, problems, and pressure, ability to be very flexible and adaptable to all situations and to meet constant changing calendars necessary. Due to the nature of this job there is a moderate level of personal risk.~~

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

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

Signature: _____ Date: _____

Please Print Name: _____



JOB TITLE: JUDICIAL ASSISTANT

Department: Courthouse
Supervisor: Civil/Criminal Supervisors and Director
Supervision Exercised: None
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
BOCC Approval: 11/19/2024

SUMMARY

Performs a variety of complex and unique legal and executive level assistance and services that requires proficient and responsible application of specialized or technical knowledge and experience. Provides varied, complex and often confidential liaison communication, secretarial and office administrative assistance to the Judges; employs independent judgment in the resolution of problems. Requires considerable judgment to work independently towards generally defined results, modifying or adapting procedures to meet conditions, and making decisions based on precedent and organizational policies. This position requires considerable responsibility and confidentiality.

The Judicial Assistant is a position that assists in the successful operation of the courthouse. Work involves a wide diversity of situations where regular independent judgment is required to determine practices and procedures and contribute to new concepts. Works independently with limited supervision, under the general direction of the Judges, Director, Supervisors and Elected Clerk. Communicates frequently with others throughout the department, other county and state departments, and others outside the organization. Work has a definite impact on the operations of the courthouse. Work is typically performed in an office environment with significant intermittent stress due to deadlines and case type. Does not typically involve travel outside the local area.

ESSENTIAL FUNCTIONS

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

- Prepares complex criminal and civil documents, which include, but are not limited to Orders, Judgments, Notices, Warrants, Summons, correspondence and other documents at the direction of the court and/or as required based on processes and procedures.
- Prepares for the successful operation of all court sessions, including but not limited to preparation of draft orders, notices, and warrants, and assuring that all necessary filings have been received in order for the court session to proceed. Reviews all submitted court exhibits to determine that they are properly identified and marked. Communicates with law firms/attorneys if discrepancies are identified, in order that they may be rectified.

- Performs clerical assistance during court sessions, including, but not limited to operation of the digital recording system, and creates court minutes for the official record. Administers the oath to witnesses, marks and maintains evidence and exhibits, prepares documents as directed by the judge, provides judge with future court dates, assists in maintaining courtroom decorum and actively participates in the flow of in-court case matters in coordination with the judge.
- Reviews the court sessions upon completion to assure accuracy of the official record. Assures all orders and other documentation is timely distributed to all parties and other agencies that may require notice. Prepares any follow-up criminal or civil documents as may be required due to the outcome of the proceedings.
- Plans, coordinates, prioritizes and schedules daily, weekly and monthly court calendars for the judges. Fields all phone and walk-in traffic to the judge's chambers, including but not limited to scheduling hearings, answering questions for the public, attorneys, law enforcement, community businesses, other government entities, and other departments in and out of Bonner County.
- Responsible for tracking and scheduling hearings required for the timely progress of all felony, misdemeanor, child protective cases, child custody cases, civil commitments, civil protection cases and expedited evictions, as required pursuant to State statutes and rules. These case types require a higher degree of responsibility and a higher degree of possible liability. Must multi-task and retain numerous details of processes that regularly change due to modifications in the law and/or rules.
- Coordinates with out-of-state courts in scheduling UCCJEA sessions, as needed.
- Performs a variety of complex administrative and/or technical duties involving interwoven data entry tasks, entering critical data into the statewide database system, and attaching paperwork to files in preparation and response to court hearings, interim and final court orders, and all manner of paperwork generated to process the caseload for the assigned resident judge and out-of-county judges.
- Assists in maintaining the official court record. File stamps documents to show an official date that determines whether matters meet statutory time limits therefore permitting them to be heard, when they are to be heard, if an appeal will be considered, etc. Schedules court hearings. Does required data entry for the official record, including entering Event details as part of the case's permanent record. Distributes paperwork to counsel and parties.
- Performs a wide variety of complex and diverse duties in and out of court requiring independent judgment and full knowledge and understanding of legal terminology and court procedures. Processes time sensitive legal matters. Properly routes files to judges or staff as needed according to the type of file and the type of process needed at that particular time of case progression for that particular file.
- Assists customers in person, by phone, email, fax and mail. Liaison with public, attorneys, law enforcement, and other departments both within and outside Bonner County in all court operational matters. Coordinates with other courts due to the judges' out-of-county caseload. This position directly represents the court so must perform all duties in an honest and ethical manner.
- Provides new and on-going training and oversight to Court Clerk IIIs, as needed. Answers questions and clarifies procedure for other support staff.

- Reviews and monitors judge's pending caseload to assure cases are progressing pursuant to state statutes, court rules and/or state-established time-standards.
- Communicates with bailiffs, sheriff's office, including dispatch, and jail staff, and the Idaho Department of Corrections (IDOC), over prisoner transport, security concerns, etc. Coordinates workload with the judge's law clerk, court reporter, and extern, if any.
- Provides a respectful environment for the timely administration of justice. Maintains confidentiality when handling sensitive matters. Acts with appropriate discretion. Performs other court related tasks as required.
- Collaborates with the Director and Supervisors to establish efficient work processes in accordance with Idaho Supreme Court best business practices as well as local practices and procedures.

SECONDARY FUNCTIONS

- Accountable for submitting monthly pay and travel information to the Supreme Court for the judge.
- Supervisors, Director, or Elected Clerk.
- Performs additional tasks as outlined by Supervisors, Director, or Elected Clerk.

JOB SPECIFICATIONS

- High school diploma or general education degree (GED).
- Four (4) years court-related experience, two of those as a court clerk II and/or court clerk III required or equivalent combination of education and experience.
- Advanced secretarial executive assistant practices and procedures such as the ability to read, comprehend, interpret and follow complex oral and written instructions, ability to prepare documents, business correspondence, business memos, publications and information pursuant to the law and Idaho Court Rules, safety rules, court and county policies and procedures.
- Working knowledge of legal terminology, formats and processes is preferred.
- Proficient at drafting original orders, judgments, correspondence and memos and a working knowledge of good grammar, spelling, proofreading, composition and pleading/document formats, to obtain a professionally finished product.
- Must be able to communicate orally and in writing in a logical and concise manner.
- Ability to professionally handle confidential materials and information.
- Ability to effectively present and receive information in one-on-one and large group situations (jury pools, courtroom audiences and participants consisting of 1-100 persons).
- Professional oral and written communication skills. Ability to hear, speak, type and write legibly in English.
- Ability to solve practical problems requiring reasoning to deal with a variety of concrete variables in situations where only limited standardization exists; to interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to problems or challenges; to adapt or modify existing systems, procedures, or methods to new situations; to find

alternative solutions by weighing alternatives and developing action plans; to prioritize work and research information to complete work independently; to multi-task duties.

- Interruptions are frequent, expected and routine. Must adapt to evolving work tasks and environment.
- Expected to exercise logical and creative thought processes to develop solutions to varying work situations lacking immediate supervision.

PHYSICAL ABILITIES & WORKING CONDITIONS

While performing the duties of this job, the employee is frequently required to stand; walk; sit for extended periods of time in court; use hands to keyboard, handle or manipulate tools used in performing the job and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Ability to hear delayed playback on recording systems to assure court hearings are being recorded for transcription. Must have the ability to work quickly and accurately, maintaining efficiency while working under time pressure and deadlines. The noise level in the work environment is moderate. There are daily exchanges with co-workers, many of whom regularly need the secretary's services between court sessions while she must also respond on these limited breaks from court to the public, attorneys, law enforcement, other agencies and departments who are also accessing services by phone, mail, email, fax, in person, or via interoffice mail. Must be prepared to remain in court for extended periods of time. While performing the duties of this job, the employee is regularly exposed to germs, bacteria, and virus through contact with the public. They are also working with high-risk individuals (i.e. current or former felons and mentally unstable persons) and hazardous materials in the form of exhibits such as caustic chemicals, weapons, items with blood, etc. Many exhibits arrive packaged to limit exposure. Commonly in court for extended periods of time with incarcerated individuals with hygiene and behavior issues.

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

Signature: _____ Date: _____

Please Print Name: _____

JOB TITLE: JUDICIAL ASSISTANT



Department: Courthouse
Supervisor: Civil/Criminal Supervisors and Director
Supervision Exercised: None
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
BOCC Approval:

SUMMARY

Performs a variety of complex and unique legal and executive level assistance and services that requires proficient and responsible application of specialized or technical knowledge and experience. Provides varied, complex and often confidential liaison communication, secretarial and office administrative assistance to the Judges; employs independent judgment in the resolution of problems. Requires considerable judgment to work independently towards generally defined results, modifying or adapting procedures to meet conditions, and making decisions based on precedent and organizational policies. This position requires considerable responsibility and confidentiality.

The Judicial Assistant is a position that assists in the successful operation of the courthouse. Work involves a wide diversity of situations where regular independent judgment is required to determine practices and procedures and contribute to new concepts. Works independently with limited supervision, under the general direction of the Judges, Director, Supervisors and Elected Clerk. Communicates frequently with others throughout the department, other county and state departments, and others outside the organization. Work has a definite impact on the operations of the courthouse. Work is typically performed in an office environment with significant intermittent stress due to deadlines and case type. Does not typically involve travel outside the local area.

~~Sworn Deputy Clerk of Court under the direct supervision of the Court Director provides full support to the assigned judge in all aspects of processing criminal and civil cases. Carries out duties in an independent environment and is therefore required to continuously perform responsibly within all guidelines of law and approved policy. Performs a variety of routine and complex clerical tasks related to clerking in court, managing the judge's office, calendar, files, documents, and customer service conducted in person, by phone, email, fax or mail.~~

ESSENTIAL FUNCTIONS

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

- Prepares complex criminal and civil documents, which include, but are not limited to Orders, Judgments, Notices, Warrants, Summons, correspondence and other documents at the direction of the court and/or as required based on processes and procedures.
- Prepares for the successful operation of all court sessions, including but not limited to preparation of draft orders, notices, and warrants, and assuring that all necessary filings have been received in order for the court session to proceed. Reviews all submitted court exhibits to determine that they are properly identified and marked. Communicates with law firms/attorneys if discrepancies are identified, in order that they may be rectified.
- Performs clerical assistance during court sessions, including, but not limited to operation of the digital recording system, and creates court minutes for the official record. Administers the oath to witnesses, marks and maintains evidence and exhibits, prepares documents as directed by the judge, provides judge with future court dates, assists in maintaining courtroom decorum and actively participates in the flow of in-court case matters in coordination with the judge.
- Reviews the court sessions upon completion to assure accuracy of the official record. Assures all orders and other documentation is timely distributed to all parties and other agencies that may require notice. Prepares any follow-up criminal or civil documents as may be required due to the outcome of the proceedings.
- Plans, coordinates, prioritizes and schedules daily, weekly and monthly court calendars for the judges. Fields all phone and walk-in traffic to the judge's chambers, including but not limited to scheduling hearings, answering questions for the public, attorneys, law enforcement, community businesses, other government entities, and other departments in and out of Bonner County.
- Responsible for tracking and scheduling hearings required for the timely progress of all felony, misdemeanor, child protective cases, child custody cases, civil commitments, civil protection cases and expedited evictions, as required pursuant to State statutes and rules. These case types require a higher degree of responsibility and a higher degree of possible liability. Must multi-task and retain numerous details of processes that regularly change due to modifications in the law and/or rules.
- Coordinates with out-of-state courts in scheduling UCCJEA sessions, as needed.
- Performs a variety of complex administrative and/or technical duties involving interwoven data entry tasks, entering critical data into the statewide database system, and attaching paperwork to files in preparation and response to court hearings, interim and final court orders, and all manner of paperwork generated to process the caseload for the assigned resident judge and out-of-county judges.
- Assists in maintaining the official court record. File stamps documents to show an official date that determines whether matters meet statutory time limits therefore permitting them to be heard, when they are to be heard, if an appeal will be considered, etc. Schedules court hearings. Does required data entry for the official record, including entering Event details as part of the case's permanent record. Distributes paperwork to counsel and parties.
- Performs a wide variety of complex and diverse duties in and out of court requiring independent judgment and full knowledge and understanding of legal terminology and court procedures. Processes time sensitive legal matters. Properly routes files to judges

or staff as needed according to the type of file and the type of process needed at that particular time of case progression for that particular file.

- Assists customers in person, by phone, email, fax and mail. Liaison with public, attorneys, law enforcement, and other departments both within and outside Bonner County in all court operational matters. Coordinates with other courts due to the judges' out-of-county caseload. This position directly represents the court so must perform all duties in an honest and ethical manner.
- Provides new and on-going training and oversight to Court Clerk IIIs, as needed. Answers questions and clarifies procedure for other support staff.
- Reviews and monitors judge's pending caseload to assure cases are progressing pursuant to state statutes, court rules and/or state-established time-standards.
- Communicates with bailiffs, sheriff's office, including dispatch, and jail staff, and the Idaho Department of Corrections (IDOC), over prisoner transport, security concerns, etc. Coordinates workload with the judge's law clerk, court reporter, and extern, if any.
- Provides a respectful environment for the timely administration of justice. Maintains confidentiality when handling sensitive matters. Acts with appropriate discretion. Performs other court related tasks as required.
- Collaborates with the Director and Supervisors to establish efficient work processes in accordance with Idaho Supreme Court best business practices as well as local practices and procedures.
- ~~• Creates, composes and edits technical (law) and/or administrative orders, correspondence and documentation. Plans, coordinates, prioritizes and schedules daily, weekly and monthly calendar for the judge. Fields all phone and walk in traffic to the judge's office, including but not limited to scheduling hearings, answering questions for the public, attorneys, law enforcement, community businesses, other government entities, and other departments in and out of Bonner County.~~
- ~~• Routinely clerks in court, preparing all files for the daily session, operating the digital recording system during the court session and making an outline of the court proceedings for the official record. Produces documents, administers oaths, marks and maintains evidence, assists in maintaining court decorum, and actively participates in the flow of in-court case matters, does all follow up, updates file accordingly, and distributes paperwork to all parties as required. Involved in all aspects of the documentation needed for support of these matters. Clerks the highly confidential Grand Jury court proceedings.~~
- ~~• Deals with Misdemeanor, Felony, Child Protective cases and Child Custody cases requiring a higher degree of responsibility and a higher degree of possible liability associated with the processes required for those types of cases, as well as all other types of cases heard by the court. Must multi task, and must retain numerous details of task processes that regularly change due to modifications in the law and/or policy. Continually guards against giving legal advice while assisting with providing information on court cases and processes.~~
- ~~• Performs a variety of complex administrative and/or technical duties involving interwoven data entry tasks, entering critical data into the statewide database system, and attaching paperwork to files in preparation and response to court hearings, interim and final court orders, and all manner of paperwork generated to process the caseload for the assigned resident judge and out of county judges.~~

- ~~File stamps documents to show an official date that determines whether matters meet statutory time limits therefore permitting them to be heard, when they are to be heard, if an appeal will be considered, etc. Schedules court hearings. Does required data entry for official record, including entering Event details as part of the case's permanent record. Distributes paperwork to counsel and parties. Performs a variety of clerical court related duties.~~
- ~~Performs a wide variety of complex and diverse duties in and out of court requiring independent judgment and a full scope of legal terminology and court procedures. Processes time sensitive legal matters. Properly routes files to other judges or staff as needed according to the type of file and the type of process needed at that particular time of case progression for that particular file.~~
- ~~Assists customers in person, by phone, email, fax and mail. Liaison with public, attorneys, law enforcement, and other departments both within and outside Bonner County in all court operational matters. Judges have some out of county caseload so the judicial assistant coordinates with other courts on some limited tasks. This position directly represents the court so must perform all duties in an honest and ethical manner.~~
- ~~Provides new and on-going training to in court clerks who may replace the judicial assistant when out of court to process workload, on vacation, or sick. Answers questions and clarifies procedure for other support staff.~~
- ~~Communicates with bailiffs, prison staff and jail staff over prisoner transport, security concerns, etc. Coordinates workload with judge's law clerk, court reporter, and extern, if any.~~
- ~~Provide a respectful environment for the timely administration of justice. Maintain confidentiality when handling sensitive matters. Acts with appropriate discretion. Performs other court related tasks as required.~~

SECONDARY FUNCTIONS

- Accountable for submitting monthly pay and travel information to the Supreme Court for the judge.
- ~~Supervisors, Director, or Elected Clerk. Assures cases are moving forward in a timely fashion by monitoring weekly and monthly reports.~~
- ~~Collaborates with the Director to establish efficient work processes between judges' offices and the clerk's office.~~
- Performs additional tasks as outlined by Supervisors, Director, or Elected Clerk. ~~The director~~

JOB SPECIFICATIONS

- High school diploma or general education degree (GED).
- Four (4) years court-related experience, two of those as a **deputy court clerk II** and/or **float clerk court clerk III** required or equivalent combination of education and experience.
- **Advanced secretarial executive assistant practices and procedures such as the ability High skills required. Ability** to read, comprehend, interpret and follow complex oral and

written instructions, **ability to prepare** documents, business correspondence, business memos, publications and information pursuant to the law and Idaho Court Rules, safety rules, court and county policies and procedures.

- **Working knowledge of legal terminology, formats and processes is preferred.**
- Proficient at drafting original orders, judgments, correspondence and memos **and a working knowledge of good grammar, spelling, proofreading, composition and pleading/document formats, to obtain** ~~obtaining~~ a professionally finished product.
- Must be able to communicate orally and in writing in a logical and concise manner.
- **Ability to professionally handle confidential materials and information.**
- Ability to effectively present and receive information in one-on-one and large group situations (jury pools, courtroom audiences and participants consisting of 1-100 persons).
- Professional oral and written communication skills. Ability to hear, speak, type and write legibly in English.
- Ability to solve practical problems requiring reasoning to deal with a variety of concrete variables in situations where only limited standardization exists; to interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to problems or challenges; to adapt or modify existing systems, procedures, or methods to new situations; to find alternative solutions by weighing alternatives and developing action plans; to prioritize work and research information to complete work independently; to multi-task duties.
- Interruptions are frequent, expected and routine. Must adapt to evolving work tasks and environment.
- Expected to exercise logical and creative thought processes to develop solutions to varying work situations lacking immediate supervision.

PHYSICAL ABILITIES & WORKING CONDITIONS

While performing the duties of this job, the employee is frequently required to stand; walk; sit for extended periods of time in court; use hands to keyboard, handle or manipulate tools used in performing the job and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Ability to hear delayed playback on recording systems to assure court hearings are being recorded for transcription. Must have the ability to work quickly and accurately, maintaining efficiency while working under time pressure and deadlines. The noise level in the work environment is moderate. There are daily exchanges with co-workers, many of whom regularly need the secretary's services between court sessions while she must also respond on these limited breaks from court to the public, attorneys, law enforcement, other agencies and departments who are also accessing services by phone, mail, email, fax, in person, or via interoffice mail. Must be prepared to remain in court for extended periods of time. While performing the duties of this job, the employee is regularly exposed to germs, bacteria, and virus through contact with the public. They are also working with high-risk individuals (i.e. current or former felons and mentally unstable persons) and hazardous materials in the form of exhibits such as caustic chemicals, weapons, items with blood, etc. Many exhibits arrive

packaged to limit exposure. Commonly in court for extended periods of time with incarcerated individuals with hygiene and behavior issues.

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

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

Signature: _____ Date: _____

Please Print Name: _____



JOB TITLE: SUPERVISOR, CLERK CRIMINAL

Department: Courthouse
Supervisor: Director, Court Operations
Supervision Exercised: Yes
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
BOCC Approval: 11/19/2024

SUMMARY

Provides a variety of professional office management assistance to the Bonner County courts as well as assisting the Director. Responsible for performing a variety of advanced professional level duties and functions. Work involves clerical, financial, payroll and system administration for the courts. Assists the Director with various duties to ensure the efficient and effective operation of the courts. Works independently in achieving duties with minimal supervision. Oversees and assists with the processing of confidential documentation.

Work involves a variety of recurring situations with occasional variances from the norm where regular judgment is required to apply standard practices and decision-making within clearly defined parameters. Work requires an excellent knowledge of the field. Work requires moderate complexity. Plans and performs a wide variety of duties requiring knowledge of state criminal statutes and rules as well as local policies and procedures within areas of responsibility. Supervises all staff with regard to criminal processes and procedures and regularly communicates with others throughout the county, and members of the public. Work has a distinct impact on the operations of the courts. Work is typically performed in an office environment with regular stress due to deadlines and workload.

ESSENTIAL FUNCTIONS

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

- Supervises court clerk IIs, court clerk IIIs, and judicial assistants in the daily processing of criminal matters.
- Coordinates with the Sheriff's and Prosecutor's offices in the timely processing of all criminal matters involving in custody defendants, warrants and bonds.
- Oversees the preparation of all Idaho Supreme Court, District Court, and Magistrate Criminal Appeals. Performs all Idaho Supreme Court supervisory functions related to appeals.
- Provides training in all matters criminal for all new staff and provides on-going training as needed.
- Coordinates and oversees the timely processing of all criminal efilings and assures they are accepted into the court system within established parameters as directed by the Idaho Supreme Court.

- Coordinates and monitors the timely routing of all criminal filings to judges, staff attorneys, judicial assistants, and clerks.
- Coordinates and monitors the daily processing of court-signed documentation to adhere to established practices and procedures.
- Prepares complex criminal documents, which include, but are not limited to Arrest Warrants, Bench Warrants, Summons, No Contact Orders, and Affidavits of Failure to Appear. Processes and tracks confidential documents such as Search Warrants.
- Oversees the processing of all sealed documentation.
- Monitors the daily processing of all criminal and criminal-related cases, including felonies, misdemeanors, juvenile petitions, infractions, and BAC cases.
- Oversees the scheduling of felony-first appearances, arraignments, pretrial conferences, jury trials, misdemeanor court trials, and infraction court trials.
- Oversees the timely processing of bonds, bond forfeitures, and certificates of surrender.
- Processes changes of venue out-of-county within or outside the First District.
- Performs monthly review of pending cases to assure cases are progressing within the parameters outlined by state statutes and rules. Communicates with the Prosecutor's office, as needed.
- Monitors staff work queues to ensure the timely processing of all criminal-related documentation within accepted local practices and procedures and the Idaho Supreme Court. Provides guidance to staff, as needed. Ensures the timely, daily processing of all high priority processes such as search warrants, bond postings, and issuing arrest warrants in high-profile cases.
- Monitors and ensures the collection of all necessary documentation necessary for the preparation of cases for court, within the scope of the courts responsibility.
- Reviews a variety of case reports to monitor cases for proper process completion and accuracy. Works with criminal staff to correct errors and provide on the spot training, if necessary.
- Oversees the Records Team Leader to ensure the timely processing of all criminal public records requests, and the destruction of criminal court documents as outlined by state statutes and rules.
- Establish training programs for new and existing criminal staff. Train staff in good customer service practices, including how to resolve grievances. Intervenes with customers as necessary.
- Coordinates with the Director to perform administrative functions, such as reviewing, approving, and tracking time off requests. Approves and tracks overtime, as needed.
- Conducts weekly staff meetings with criminal clerks, court clerk III's and District Court judicial assistants for on-going training, discuss process or customer service issues that have arisen during the week, address questions or concerns regarding processes between departments, and to update staff on any changes in practices and procedures requested by judges, the Idaho Supreme Court and/or local changes.
- Issues annual and interim staff evaluations. Participates in face-to-face evaluations of criminal staff with the Director. Performs final review of those evaluations with the Director and makes recommendations to improve individual performance, and/or to determine any disciplinary actions.

- Coordinates and participates in the recruitment and selection of new employees. Conducts interviews and evaluates job applicants with the Director and makes appropriate recommendations.
- Develops and coordinates with the Director, Judges and the Idaho Supreme Court, practices and procedures to ensure criminal cases are processed efficiently and in accordance with state criminal rules and statutes, including re-evaluation of existing practices and procedures, as necessary. Performs an annual review of changes made to the rules and/or statutes by the Idaho State Legislature, to determine the direct impact on current court processes. Train staff and oversee the implementation of those changes.

SECONDARY FUNCTIONS

- Performs various other court operation duties, as needed, in the Director's absence.
- Assists with election operations, as directed by the Elected Clerk.
- Provide backup to all criminal staff, as needed.
- Perform any other duties as directed by the Director.
- May assist the court by performing in-court clerk duties, as needed.

JOB SPECIFICATIONS

- High School diploma or general education degree (GED); four (4) years court-related work experience, one (1) year of that as a Court Clerk II, III or Judicial Assistant; or equivalent combination of education and experience. Office related experience preferred.
- When available, must attend Idaho Institute of Court Management (IICM) and participate in webinars provided by the Idaho Supreme Court.
- Ability to work independently.
- Ability to learn quickly and adapt to change; able to project that change positively to staff and judges. Ability to listen to the desires/wants of judges and when necessary, move them toward a solution that works best for the overall court process without sacrificing the desire of the judge. Willingness to let go of processes/ideas when they conflict with judges and work to make the judge's desires to work as efficiently as possible.
- Requires high language skills, such as, ability to read, analyze and interpret complex oral and written instructions, manuals, publications and information, as well as the Idaho Code, County and City Codes and Idaho Court Rules, Clerk Quick Guides, safety rules and court and County/City policies and procedures, short correspondence and memos. Ability to write business correspondence and memos in a professional manner. Ability to effectively present information and respond articulately to questions in one-on-one and in small group situations in a professional manner. Ability to hear, speak, read and write neatly and legibly in English.
- Knowledge of criminal court procedures, the court and judicial system, and related knowledge required as this position has a distinct and noticeable impact on others within the department, outside the department as well as members of the public, outside agencies and the overall operations of our court system.
- Working knowledge of legal terminology, formats, and processes is preferred.
- Ability to solve practical problems requiring reasoning to deal with a variety of concrete variables in situations where only limited standardization exists; to interpret, identify, assess,

or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to problems or challenges; to adapt or modify existing systems, procedures, or methods to new situations; to find alternative solutions by weighing alternatives and developing action plans; to prioritize work and research information to complete work independently; to multi-task duties.

- Because of the skills and knowledge necessary to perform the duties, this position must provide training, education, guidance, as well as assistance to the subordinate positions engaged in criminal processes. Reviews the work of subordinates to determine areas requiring further training and the development of their skill set.
- Ability to use appropriate discretion in handling confidential matters and materials and in maintaining their confidentiality.
- Skillful operation of standard office equipment and electronic recording devices. Ability to type proficient at or about (50) WPM. Ability to use neat and legible handwriting. Must possess good file maintenance skills.
- Must have the ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- Must possess good organizational skills as needed to efficiently prioritize daily activities. Ability to multi-task and maintain composure with a number of incoming telephone lines, high volume walk-in customer traffic, and the occasional angry customer.
- Must possess good telephone conversational skills so as to portray confidence and professionalism to callers.
- Ability to maintain effective working relationships with judges, elected officials, other employees, attorneys, law agencies and the general public. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Position requires the use of proprietary software as well as using the 365 to draft professional correspondence and to develop spreadsheets as needed.

PHYSICAL ABILITIES & WORKING CONDITIONS

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); frequent fingering, grasping, walking, and repetitive motions. Requires good general vision.

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

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

Signature: _____ Date: _____

Please Print Name: _____

JOB TITLE: ~~COORDINATOR~~ SUPERVISOR, CLERK CRIMINAL



Department: Courthouse
Supervisor: Director, Court Operations
Supervision Exercised: Yes
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
BOCC Approval:

SUMMARY

Provides a variety of professional office management assistance to the Bonner County courts as well as assisting the Director. Responsible for performing a variety of advanced professional level duties and functions. Work involves clerical, financial, payroll and system administration for the courts. Assists the Director with various duties to ensure the efficient and effective operation of the courts. Works independently in achieving duties with minimal supervision. Oversees and assists with the processing of confidential documentation.

Work involves a variety of recurring situations with occasional variances from the norm where regular judgment is required to apply standard practices and decision-making within clearly defined parameters. Work requires an excellent knowledge of the field. Work requires moderate complexity. Plans and performs a wide variety of duties requiring knowledge of state criminal statutes and rules as well as local policies and procedures within areas of responsibility. Supervises all staff with regard to criminal processes and procedures and regularly communicates with others throughout the county, and members of the public. Work has a distinct impact on the operations of the courts. Work is typically performed in an office environment with regular stress due to deadlines and workload.

~~Supervises staff in the Criminal Department. Trains staff in criminal case processing and provides on-going training as criminal rules and statutes change. Conducts weekly departmental meetings. Assigns and monitors workload of department staff and ensures that all processes are functioning properly, including the flow of work between departments. Ensures work is completed accurately and in a timely fashion. Provides guidance and problem-solving for customers and staff.~~

ESSENTIAL FUNCTIONS

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

- Supervises court clerk IIs, court clerk IIIs, and judicial assistants in the daily processing of criminal matters.
- Coordinates with the Sheriff's and Prosecutor's offices in the timely processing of all criminal matters involving in custody defendants, warrants and bonds.

- Oversees the preparation of all Idaho Supreme Court, District Court, and Magistrate Criminal Appeals. Performs all Idaho Supreme Court supervisory functions related to appeals.
- Provides training in all matters criminal for all new staff and provides on-going training as needed.
- Coordinates and oversees the timely processing of all criminal efilings and assures they are accepted into the court system within established parameters as directed by the Idaho Supreme Court.
- Coordinates and monitors the timely routing of all criminal filings to judges, staff attorneys, judicial assistants, and clerks.
- Coordinates and monitors the daily processing of court-signed documentation to adhere to established practices and procedures.
- Prepares complex criminal documents, which include, but are not limited to Arrest Warrants, Bench Warrants, Summons, No Contact Orders, and Affidavits of Failure to Appear. Processes and tracks confidential documents such as Search Warrants.
- Oversees the processing of all sealed documentation.
- Monitors the daily processing of all criminal and criminal-related cases, including felonies, misdemeanors, juvenile petitions, infractions, and BAC cases.
- Oversees the scheduling of felony-first appearances, arraignments, pretrial conferences, jury trials, misdemeanor court trials, and infraction court trials.
- Oversees the timely processing of bonds, bond forfeitures, and certificates of surrender.
- Processes changes of venue out-of-county within or outside the First District.
- Performs monthly review of pending cases to assure cases are progressing within the parameters outlined by state statutes and rules. Communicates with the Prosecutor's office, as needed.
- Monitors staff work queues to ensure the timely processing of all criminal-related documentation within accepted local practices and procedures and the Idaho Supreme Court. Provides guidance to staff, as needed. Ensures the timely, daily processing of all high priority processes such as search warrants, bond postings, and issuing arrest warrants in high-profile cases.
- Monitors and ensures the collection of all necessary documentation necessary for the preparation of cases for court, within the scope of the courts responsibility.
- Reviews a variety of case reports to monitor cases for proper process completion and accuracy. Works with criminal staff to correct errors and provide on the spot training, if necessary.
- Oversees the Records Team Leader to ensure the timely processing of all criminal public records requests, and the destruction of criminal court documents as outlined by state statutes and rules.
- Establish training programs for new and existing criminal staff. Train staff in good customer service practices, including how to resolve grievances. Intervenes with customers as necessary.
- Coordinates with the Director to perform administrative functions, such as reviewing, approving, and tracking time off requests. Approves and tracks overtime, as needed.
- Conducts weekly staff meetings with criminal clerks, court clerk III's and District Court judicial assistants for on-going training, discuss process or customer service issues that

have arisen during the week, address questions or concerns regarding processes between departments, and to update staff on any changes in practices and procedures requested by judges, the Idaho Supreme Court and/or local changes.

- Issues annual and interim staff evaluations. Participates in face-to-face evaluations of criminal staff with the Director. Performs final review of those evaluations with the Director and makes recommendations to improve individual performance, and/or to determine any disciplinary actions.
- Coordinates and participates in the recruitment and selection of new employees. Conducts interviews and evaluates job applicants with the Director and makes appropriate recommendations.
- Develops and coordinates with the Director, Judges and the Idaho Supreme Court, practices and procedures to ensure criminal cases are processed efficiently and in accordance with state criminal rules and statutes, including re-evaluation of existing practices and procedures, as necessary. Performs an annual review of changes made to the rules and/or statutes by the Idaho State Legislature, to determine the direct impact on current court processes. Train staff and oversee the implementation of those changes.
- ~~Backs up the Accounting Specialist in processing the daily bank deposit and payroll, as necessary.~~
- ~~Monitor the daily processing of all criminal cases, including infractions, misdemeanors, felonies and juveniles. Determine the priority of incoming work from all law enforcement agencies within Bonner County, the prosecutor, public defender, private attorneys and self-represented litigants, and distribute it to criminal staff for processing. Monitor work queues to ensure the timely processing of all criminal-related work. Provide guidance to staff, as needed, and work with law enforcement to rectify issues that arise as a result of discrepancies in citations. Ensure the timely, daily processing of all high priority criminal processes such as warrants and bonds, and all paperwork associated with an individual's release from custody. Monitor and ensure the collection of all necessary documentation necessary for the preparation of cases for court, within the scope of the courts responsibility. Review a variety of case reports to monitor cases for proper process completion and accuracy. Work with criminal staff to correct errors and provide on the spot training, if necessary. Monitor and ensure the timely processing of all criminal records requests.~~
- ~~Establish training programs for new and existing criminal staff. Train staff in good customer service practices, including how to resolve grievances; intervene with customers as necessary. Resolve day to day staff related grievances. Review, approve and track time off and overtime requests. Issue annual and interim evaluations, review those evaluations with the Director, make recommendations to improve individual performance, and/or to determine any disciplinary actions. Participate in face-to-face evaluations with the Director. Participate in the interviewing process with the Director and make recommendations for the final selection.~~
- ~~Develop and coordinate with the Director, Judges and the Idaho Supreme Court, practices and procedures to ensure criminal cases are processed efficiently and in accordance with state criminal rules and statutes, including re-evaluation of existing practices and procedures, as necessary. Perform an annual review of changes made to the rules and/or statutes by the Idaho State Legislature, to determine the direct impact~~

~~on current court processes. Train staff and oversee the implementation of those changes.~~

- ~~• Perform all ID Supreme Court Supervisory functions as follows: Process all failures to appear. Monitor cases for adherence to speedy trial dates. Oversee the processing of criminal appeals to the Idaho Supreme Court and work with the Civil Supervisor in tracking those appeals. Process and track all search warrants. Process Odyssey Navigator administrative functions, such as party updates and merges, juvenile expungements, bond forfeitures, and any other administrative function as directed by the Director.~~

SECONDARY FUNCTIONS

- Performs various other court operation duties, as needed, in the Director's absence.
- Assists with election operations, as directed by the Elected Clerk.
- Provide backup to all criminal staff, as needed.
- Perform any other duties as directed by the Director.
- May assist the court by performing in-court clerk duties, as needed.
- ~~• In the Director's absence: Communicate and work with the ID Supreme Court, as necessary to rectify issues related to equipment failures and/or software issues.~~
- ~~• Provide backup to Accounting Specialist in processing tax intercepts, cash bonds and processing daily till reconciliation, deposit and payroll~~
- ~~• Provide backup to the Civil Supervisor in her absence.~~
- ~~• Perform duties to assist with election operations, as directed by the Elected Clerk.~~
- ~~• Provide backup to all criminal staff, as necessary.~~
- ~~• Perform any duties as directed by the Director.~~

JOB SPECIFICATIONS

- High School diploma or general education degree (GED); four (4) years court-related work experience, one (1) year of that as a Court Clerk II, III or Judicial Assistant; or equivalent combination of education and experience. Office related experience preferred.
- When available, must attend Idaho Institute of Court Management (IICM) and participate in webinars provided by the Idaho Supreme Court.
- Ability to work independently.
- Ability to learn quickly and adapt to change; able to project that change positively to staff and judges. Ability to listen to the desires/wants of judges and when necessary, move them toward a solution that works best for the overall court process without sacrificing the desire of the judge. Willingness to let go of processes/ideas when they conflict with judges and work to make the judge's desires to work as efficiently as possible.
- Requires high language skills, such as, ability to read, analyze and interpret complex oral and written instructions, manuals, publications and information, as well as the Idaho Code, County and City Codes and Idaho Court Rules, Clerk Quick Guides, safety rules and court and County/City policies and procedures, short correspondence and memos.

Ability to write business correspondence and memos in a professional manner. Ability to effectively present information and respond articulately to questions in one-on-one and in small group situations in a professional manner. Ability to hear, speak, read and write neatly and legibly in English.

- Knowledge of criminal court procedures, the court and judicial system, and related knowledge required as this position has a distinct and noticeable impact on others within the department, outside the department as well as members of the public, outside agencies and the overall operations of our court system.
- Working knowledge of legal terminology, formats, and processes is preferred.
- Ability to solve practical problems requiring reasoning to deal with a variety of concrete variables in situations where only limited standardization exists; to interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to problems or challenges; to adapt or modify existing systems, procedures, or methods to new situations; to find alternative solutions by weighing alternatives and developing action plans; to prioritize work and research information to complete work independently; to multi-task duties.
- Because of the skills and knowledge necessary to perform the duties, this position must provide training, education, guidance, as well as assistance to the subordinate positions engaged in criminal processes. Reviews the work of subordinates to determine areas requiring further training and the development of their skill set.
- Ability to use appropriate discretion in handling confidential matters and materials and in maintaining their confidentiality.
- Skillful operation of standard office equipment and electronic recording devices. Ability to type proficient at or about (50) WPM. Ability to use neat and legible handwriting. Must possess good file maintenance skills.
- Must have the ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- Must possess good organizational skills as needed to efficiently prioritize daily activities. Ability to multi-task and maintain composure with a number of incoming telephone lines, high volume walk-in customer traffic, and the occasional angry customer.
- Must possess good telephone conversational skills so as to portray confidence and professionalism to callers.
- Ability to maintain effective working relationships with judges, elected officials, other employees, attorneys, law agencies and the general public. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Position requires the use of proprietary software as well as using the ~~Microsoft Office Suite of software products-365~~ to draft professional correspondence and to develop spreadsheets as needed.

PHYSICAL ABILITIES & WORKING CONDITIONS

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); frequent fingering, grasping, walking, and repetitive motions. Requires good general vision.

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

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

Signature: _____ Date: _____

Please Print Name: _____

JOB TITLE: SUPERVISOR, CLERK-CIVIL



Department: Courthouse
Supervisor: Director, Court Operations
Supervision Exercised: Yes
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
BOCC Approval: 11/19/2024

SUMMARY

Provides a variety of professional office management assistance to the Bonner County courts as well as assisting the Director. Responsible for performing a variety of advanced professional level duties and functions. Work involves clerical, financial, payroll and system administration for the courts. Assists the Director with various duties to ensure the efficient and effective operation of the courts. Works independently in achieving duties with minimal supervision. Oversees and assists with the processing of confidential documentation.

Work involves a variety of recurring situations with occasional variances from the norm where regular judgment is required to apply standard practices and decision-making within clearly defined parameters. Work requires an excellent knowledge of the field. Work requires moderate complexity. Plans and performs a wide variety of duties requiring knowledge of state civil statutes and rules as well as local policies and procedures within areas of responsibility. Supervises all staff with regard to civil processes and procedures and regularly communicates with others throughout the county, and members of the public. Work has a distinct impact on the operations of the courts. Work is typically performed in an office environment with regular stress due to deadlines and workload.

ESSENTIAL FUNCTIONS

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

- Supervises Court Clerk IIs, Court Clerk IIIs, and Judicial Assistants in the daily processing of civil matters.
- Oversees the preparation of all Idaho Supreme Court, District Court, and Magistrate Appeals. Performs all Idaho Supreme Court supervisory functions related to appeals.
- Provides civil training for all new staff and provides on-going training as needed.
- Coordinates with staff attorneys in addressing legal issues that may arise as filings are received and/or rejected.
- Monitors the daily processing of all civil cases, including, but not limited to District and Magistrate Court Civil, Foreign Judgments, Family Law, Probate, Guardian/Conservatorship, Civil Commitments, Civil Protection, Child Protection, Evictions, Name Changes, Small Claims and Appeals.
- Issues Foreign Subpoenas.

- Monitors staff work queues to ensure the timely processing of all civil-related work. Provide guidance to staff, as needed. Ensure the timely processing of all high priority cases such as child protection, civil protection, unlawful detainers, and civil commitments. Monitors and ensures the collection of all necessary documentation necessary for the preparation of cases for court, within the scope of the courts responsibility.
- Reviews a variety of case reports to monitor cases for proper process completion and accuracy. Work with civil staff to correct errors and provide on the spot training, if necessary.
- Coordinates and monitors the timely processing of all civil efilings and assures they are accepted into the court system within established parameters as directed by the Idaho Supreme Court.
- Coordinates and monitors the timely routing of all civil filings to judges, staff attorneys, judicial assistants, and clerks.
- Coordinates and monitors the daily processing of court-signed documentation to adhere to established practices and procedures.
- Coordinates and monitors the scheduling of expedited eviction hearings, name change hearings, and small claims trials.
- Performs monthly review of pending cases in order to monitor and maintain acceptable case time standards as outlined by the Idaho Supreme Court. Preparation of Notices and Orders to dismiss cases for inactivity.
- Coordinates and monitors a monthly review of Guardian/Conservatorship cases to ensure timely filing of ordered status and accounting reports. Prepares Delinquency Notices and schedules hearings, as needed. Tracks the review of filed reports by the First District Guardianship Coordinator and the Idaho State Auditor.
- Prepares complex civil documents, which include, but are not limited to Civil Protection Orders, initial Child Protection Orders and Notices, Civil Commitment Orders and Notices.
- Oversees the processing of all sealed documentation.
- Oversees the Records Team Leader to ensure the timely processing of all civil public records requests, and the destruction of civil court documents as outlined by state statutes and rules.
- Establishes training programs for new and existing civil staff. Trains staff in good customer service practices, including how to resolve grievances. Intervenes with customers as necessary.
- Coordinates with local judges and the Idaho State Bar in the processing of all Pro Hac Vice requests.
- Coordinates with the Director to perform administrative functions, such as reviewing, approving, and tracking time off requests. Approves and tracks overtime, as needed.
- Conducts weekly staff meetings with civil clerks, court clerk IIIs, and Magistrate Court judicial assistants for on-going training, discuss process or customer service issues that have arisen during the week, address questions or concerns regarding processes between departments, and to update staff on any changes in practices and procedures requested by judges, the Idaho Supreme Court and/or local changes.
- Issues annual and interim staff evaluations. Participates in face-to-face evaluations of civil staff with the Director. Performs final review of those evaluations with the Director

and makes recommendations to improve individual performance, and/or to determine any disciplinary actions.

- Coordinates and participates in the recruitment and selection of new employees. Conducts interviews and evaluates job applicants with the Director and makes appropriate recommendations.
- Develops and coordinates with the Director, Judges and the Idaho Supreme Court, practices and procedures to ensure civil cases are processed efficiently and in accordance with state civil rules and statutes, including re-evaluation of existing practices and procedures, as necessary. Performs an annual review of changes made to the rules and/or statutes by the Idaho State Legislature, to determine the direct impact on current court processes. Train staff and oversee the implementation of those changes.
- Backs up the Accounting Specialist in processing the daily bank deposit and payroll, as necessary.

SECONDARY FUNCTIONS

- Performs duties to assist with election operations, as directed by the Elected Clerk.
- Provide backup to all civil staff, as necessary.
- Performs various other duties, as needed, in the Director's absence related to court operations.
- Perform any other duties as directed by the Director or the Elected Clerk.

JOB SPECIFICATIONS

- High School diploma or general education degree (GED); four (4) years court-related work experience, one (1) year experience as a Court Clerk II, III or Judicial Assistant; or equivalent combination of education and experience. Office-related experience preferred.
- When available, must attend Idaho Institute of Court Management (IICM) and participate in webinars provided by the Idaho Supreme Court.
- Ability to work independently.
- Ability to learn quickly and adapt to change; able to project that change positively to staff and judges. Ability to listen to the desires/wants of judges and when necessary, move them toward a solution that works best for the overall court process without sacrificing the desire of the judge. Willingness to let go of processes/ideas when they conflict with judges and work to make the judge's desires to work as efficiently as possible.
- Requires high language skills, such as, ability to read, analyze and interpret complex oral and written instructions, manuals, publications and information, as well as the Idaho Code, County and City Codes and Idaho Court Rules, Clerk Quick Guides, safety rules and court and County/City policies and procedures, short correspondence and memos. Ability to write business correspondence and memos in a professional manner. Ability to effectively present information and respond articulately to questions in one-on-one and in small group situations in a professional manner. Ability to hear, speak, read and write neatly and legibly in English.

- Knowledge of civil court procedures, the court and judicial system, and related knowledge required as this position has a distinct and noticeable impact on others within the department, outside the department as well as members of the public, outside agencies and the overall operations of our court system.
- Working knowledge of legal terminology, formats, and processes is preferred.
- Because of the skills and knowledge necessary to perform the duties, this position must provide training, education, guidance, as well as assistance to the subordinate positions engaged in civil processes. Reviews the work of subordinates to determine areas requiring further training and the development of their skill set.
- Ability to use appropriate discretion in handling confidential matters and materials and in maintaining their confidentiality.
- Skillful operation of standard office equipment and electronic recording devices. Ability to type proficiently at or about (50) WPM. Ability to use neat and legible handwriting. Must possess good file maintenance skills.
- Must have the ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- Must possess good organizational skills as needed to efficiently prioritize daily activities. Ability to multi-task and maintain composure with a number of incoming telephone lines, high volume walk-in customer traffic, and the occasional angry customer.
- Must possess good telephone conversational skills so as to portray confidence and professionalism to callers.
- Ability to maintain effective working relationships with judges, elected officials, other employees, attorneys, and the general public. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Position requires the use of proprietary software as well as Microsoft 365 to draft professional correspondence and to develop spreadsheets as needed.

PHYSICAL ABILITIES & WORKING CONDITIONS

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); frequent fingering, grasping, walking, and repetitive motions. Requires good general vision.

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

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

Signature: _____ Date: _____

Please Print Name: _____

JOB TITLE: ~~SUPERVISOR COORDINATOR~~, CLERK-CIVIL



Department: Courthouse
Supervisor: Director, Court Operations
Supervision Exercised: Yes
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
BOCC Approval:

SUMMARY

Provides a variety of professional office management assistance to the Bonner County courts as well as assisting the Director. Responsible for performing a variety of advanced professional level duties and functions. Work involves clerical, financial, payroll and system administration for the courts. Assists the Director with various duties to ensure the efficient and effective operation of the courts. Works independently in achieving duties with minimal supervision. Oversees and assists with the processing of confidential documentation.

Work involves a variety of recurring situations with occasional variances from the norm where regular judgment is required to apply standard practices and decision-making within clearly defined parameters. Work requires an excellent knowledge of the field. Work requires moderate complexity. Plans and performs a wide variety of duties requiring knowledge of state civil statutes and rules as well as local policies and procedures within areas of responsibility. Supervises all staff with regard to civil processes and procedures and regularly communicates with others throughout the county, and members of the public. Work has a distinct impact on the operations of the courts. Work is typically performed in an office environment with regular stress due to deadlines and workload.

~~Supervises staff in the Civil Department. Trains staff in civil case processing and provides on-going training as civil rules and statutes change. Conducts weekly departmental meetings. Assigns and monitors workload of department staff and ensures that all processes are functioning properly, including the flow of work between departments. Ensures work is completed accurately and in a timely fashion. Provides guidance and problem solving for customers and staff.~~

ESSENTIAL FUNCTIONS

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

- Supervises Court Clerk IIs, Court Clerk IIIs, and Judicial Assistants in the daily processing of civil matters.
- Oversees the preparation of all Idaho Supreme Court, District Court, and Magistrate Appeals. Performs all Idaho Supreme Court supervisory functions related to appeals.

- Provides civil training for all new staff and provides on-going training as needed.
- Coordinates with staff attorneys in addressing legal issues that may arise as filings are received and/or rejected.
- Monitors the daily processing of all civil cases, including, but not limited to District and Magistrate Court Civil, Foreign Judgments, Family Law, Probate, Guardian/Conservatorship, Civil Commitments, Civil Protection, Child Protection, Evictions, Name Changes, Small Claims and Appeals.
- Issues Foreign Subpoenas.
- Monitors staff work queues to ensure the timely processing of all civil-related work. Provide guidance to staff, as needed. Ensure the timely processing of all high priority cases such as child protection, civil protection, unlawful detainers, and civil commitments. Monitors and ensures the collection of all necessary documentation necessary for the preparation of cases for court, within the scope of the courts responsibility.
- Reviews a variety of case reports to monitor cases for proper process completion and accuracy. Work with civil staff to correct errors and provide on the spot training, if necessary.
- Coordinates and monitors the timely processing of all civil efilings and assures they are accepted into the court system within established parameters as directed by the Idaho Supreme Court.
- Coordinates and monitors the timely routing of all civil filings to judges, staff attorneys, judicial assistants, and clerks.
- Coordinates and monitors the daily processing of court-signed documentation to adhere to established practices and procedures.
- Coordinates and monitors the scheduling of expedited eviction hearings, name change hearings, and small claims trials.
- Performs monthly review of pending cases in order to monitor and maintain acceptable case time standards as outlined by the Idaho Supreme Court. Preparation of Notices and Orders to dismiss cases for inactivity.
- Coordinates and monitors a monthly review of Guardian/Conservatorship cases to ensure timely filing of ordered status and accounting reports. Prepares Delinquency Notices and schedules hearings, as needed. Tracks the review of filed reports by the First District Guardianship Coordinator and the Idaho State Auditor.
- Prepares complex civil documents, which include, but are not limited to Civil Protection Orders, initial Child Protection Orders and Notices, Civil Commitment Orders and Notices.
- Oversees the processing of all sealed documentation.
- Oversees the Records Team Leader to ensure the timely processing of all civil public records requests, and the destruction of civil court documents as outlined by state statutes and rules.
- Establishes training programs for new and existing civil staff. Trains staff in good customer service practices, including how to resolve grievances. Intervenes with customers as necessary.
- Coordinates with local judges and the Idaho State Bar in the processing of all Pro Hac Vice requests.

- Coordinates with the Director to perform administrative functions, such as reviewing, approving, and tracking time off requests. Approves and tracks overtime, as needed.
 - Conducts weekly staff meetings with civil clerks, court clerk III's, and Magistrate Court judicial assistants for on-going training, discuss process or customer service issues that have arisen during the week, address questions or concerns regarding processes between departments, and to update staff on any changes in practices and procedures requested by judges, the Idaho Supreme Court and/or local changes.
 - Issues annual and interim staff evaluations. Participates in face-to-face evaluations of civil staff with the Director. Performs final review of those evaluations with the Director and makes recommendations to improve individual performance, and/or to determine any disciplinary actions.
 - Coordinates and participates in the recruitment and selection of new employees. Conducts interviews and evaluates job applicants with the Director and makes appropriate recommendations.
 - Develops and coordinates with the Director, Judges and the Idaho Supreme Court, practices and procedures to ensure civil cases are processed efficiently and in accordance with state civil rules and statutes, including re-evaluation of existing practices and procedures, as necessary. Performs an annual review of changes made to the rules and/or statutes by the Idaho State Legislature, to determine the direct impact on current court processes. Train staff and oversee the implementation of those changes.
 - Backs up the Accounting Specialist in processing the daily bank deposit and payroll, as necessary.
- ~~• Monitor the daily processing of all civil cases, including Civil, Family Law, Probate and Appeals. Monitor work queues to ensure the timely processing of all civil-related work. Provide guidance to staff, as needed. Ensure the timely, daily processing of all high priority processes such as child protection, civil protection, unlawful detainers and civil commitments. Monitor and ensure the collection of all necessary documentation necessary for the preparation of cases for court, within the scope of the courts responsibility. Review a variety of case reports to monitor cases for proper process completion and accuracy. Work with civil staff to correct errors and provide on the spot training, if necessary. Monitor and ensure the timely processing of all civil records requests.~~
 - ~~• Establish training programs for new and existing civil staff. Train staff in good customer service practices, including how to resolve grievances; intervene with customers as necessary. Resolve day to day staff related grievances. Review, approve and track time off and overtime requests. Issue annual and interim evaluations, review those evaluations with the Director, make recommendations to improve individual performance, and/or to determine any disciplinary actions. Participate in face to face evaluations with the Director. Participate in the interviewing process with the Director and make recommendations for the final selection.~~
 - ~~• Develop and coordinate with the Director, Judges and the Idaho Supreme Court, practices and procedures to ensure civil cases are processed efficiently and in accordance with state civil rules and statutes, including re-evaluation of existing practices and procedures, as necessary. Perform an annual review of changes made to the rules and/or statutes by the Idaho State Legislature, to determine the direct impact on current court processes. Train staff and oversee the implementation of those changes.~~

- ~~• Perform all ID Supreme Court Supervisory functions as follows: Oversee the processing of civil appeals to the Idaho Supreme Court and work with the Criminal Supervisor in tracking those appeals. Process Odyssey Navigator administrative functions, such as party updates and merges, and any other administrative function as directed by the Director.~~

SECONDARY FUNCTIONS

- Performs duties to assist with election operations, as directed by the Elected Clerk.
- Provide backup to all civil staff, as necessary.
- Performs various other duties, as needed, in the Director's absence related to court operations.
- Perform any other duties as directed by the Director or the Elected Clerk.
- ~~• In the Director's absence: Communicate and work with the ID Supreme Court, as necessary to rectify issues related to equipment failures and/or software issues.~~
- ~~• Provide backup to Accounting Specialist in processing daily till reconciliation, deposit and payroll~~
- ~~• Provide backup to the Criminal Supervisor in her absence.~~
- ~~• Perform duties to assist with election operations, as directed by the Elected Clerk.~~
- ~~• Provide backup to all civil staff, as necessary.~~
- ~~• Perform any duties as directed by the Director.~~

JOB SPECIFICATIONS

- High School diploma or general education degree (GED); four (4) years court-related work experience, one (1) year experience as a Court Clerk II, III or Judicial Assistant; or equivalent combination of education and experience. Office-related experience preferred.
- When available, must attend Idaho Institute of Court Management (IICM) and participate in webinars provided by the Idaho Supreme Court.
- Ability to work independently.
- Ability to learn quickly and adapt to change; able to project that change positively to staff and judges. Ability to listen to the desires/wants of judges and when necessary, move them toward a solution that works best for the overall court process without sacrificing the desire of the judge. Willingness to let go of processes/ideas when they conflict with judges and work to make the judge's desires to work as efficiently as possible.
- Requires high language skills, such as, ability to read, analyze and interpret complex oral and written instructions, manuals, publications and information, as well as the Idaho Code, County and City Codes and Idaho Court Rules, Clerk Quick Guides, safety rules and court and County/City policies and procedures, short correspondence and memos. Ability to write business correspondence and memos in a professional manner. Ability to effectively present information and respond articulately to questions in one-on-one and in small group situations in a professional manner. Ability to hear, speak, read and write neatly and legibly in English.

- Knowledge of civil court procedures, the court and judicial system, and related knowledge required as this position has a distinct and noticeable impact on others within the department, outside the department as well as members of the public, outside agencies and the overall operations of our court system.
- **Working knowledge of legal terminology, formats, and processes is preferred.**
- Because of the skills and knowledge necessary to perform the duties, this position must provide training, education, guidance, as well as assistance to the subordinate positions engaged in **criminal civil** processes. Reviews the work of subordinates to determine areas requiring further training and the development of their skill set.
- Ability to use appropriate discretion in handling confidential matters and materials and in maintaining their confidentiality.
- Skillful operation of standard office equipment and electronic recording devices. Ability to type proficiently at or about (50) WPM. Ability to use neat and legible handwriting. Must possess good file maintenance skills.
- Must have the ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- Must possess good organizational skills as needed to efficiently prioritize daily activities. Ability to multi-task and maintain composure with a number of incoming telephone lines, high volume walk-in customer traffic, and the occasional angry customer.
- Must possess good telephone conversational skills so as to portray confidence and professionalism to callers.
- Ability to maintain effective working relationships with judges, elected officials, other employees, attorneys, and the general public. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Position requires the use of proprietary software as well as **Microsoft 365 using the Microsoft Office Suite of software products** to draft professional correspondence and to develop spreadsheets as needed.

PHYSICAL ABILITIES & WORKING CONDITIONS

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); frequent fingering, grasping, walking, and repetitive motions. Requires good general vision.

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

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

Signature: _____ Date: _____

Please Print Name: _____

DRAFT



JOB TITLE: PLANNING TECHNICIAN

Department: Planning
Supervisor: Assistant Planning Director
Supervision Exercised: None
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
BOCC Approval: 11/19/2024

SUMMARY

Performs a variety of technical duties related to land use planning and building location permit functions of the Bonner County Planning Department.

The planning technician works under the general direction of the Assistant Planning Director. The responsibilities and tasks involved are repetitive in nature as well as moderately complex. In addition require significant attention to detail in relation to county ordinances and processes. Requirements include exercising independent judgment when making decisions considering planning and permitting. The ideal candidate will work independently from senior staff members and be receptive to input and oversight from supervisors and coworkers while performing duties as assigned. Involves regular communication with associates in the department and occasional communication with other departments inside the organization and other local, state and federal agencies. Involves regular contact with customers and applicants. Impact of errors is moderate, and is typically limited to department functions where most errors can be identified and corrected with little impact to end users. Potential for impact to the department and organization's reputation is inherent in the contact with the public. Work generally occurs in a protected indoor environment, but may include exposure to weather and inclement conditions as incumbent conducts field visits. Does not typically require travel outside the local area, with the exception of occasional travel for training or public meetings.

ESSENTIAL FUNCTIONS

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

- Assists the staff planners with routine duties related to land use files, including scheduling pre-application conferences, receiving applications, routing blue-line and final plats for review, researching topics as directed for a variety of land use topics, using the internet, department maps, agency contacts and other sources and providing other general assistance to the planning director and staff.
- Reviews and interprets a variety of land use maps, such as floodplain, wetlands, hydrology, zoning and comprehensive plan maps, under the supervision of staff planners. Provides parcel data, parcel maps and other details pertinent to land use to the public and staff.

- Calculates fees, accepts land use applications and conducts cursory reviews of applications for completeness. Assigns file numbers and forwards incoming applications to planning staff for file set-up and assignment to planners. Assists clerical staff in the maintenance of the land use file database and file system.
- Provides accurate information to the public on zoning, development, subdivision, landscape, sign, drainage, grading and applicable standards, ordinances, and building codes.
- Prepares and processes, reviews and approves building location permits as per the approval process.
- Researches deeds and parcel information for planning and compliance staff using current Assessor's Office, Recorder's Office and Planning Department documents and databases.
- Manages the building location permit database, including data input, query reports, and amendments to the database to address changes in the department permit processes. Responsible for ensuring that the 20,000+ record system is accurate and up to date, so that the system is not compromised by errors or omissions.
- Responds to public inquiries regarding the land use application process. Aids planners in responding to customer inquiries regarding land use laws by researching parcel information and ordinances.
- Refers individuals to proper department or agency for permits or additional information concerning development (e.g., Panhandle Health District, Assessor's Office, Department of Environmental Quality, Department of Lands, Army Corps of Engineers, etc.) as necessary.
- Performs various office and other duties as assigned, including answering telephones, assisting the public, taking minutes, etc. as needed.
- Assists the public in completing building location permit or land use applications by directing them to general and technical information regarding site plans, floodplain, stormwater plans, application details, manufactured home rehabilitation, wetlands information, etc.
- Regular attendance and ability to deal with the public and associated regular interruptions/stresses is an essential function of the position.
- Review and process administratively approved land use files, such as: vacation rental permits, administrative variances, administrative exceptions, minor land divisions, etc.

SECONDARY FUNCTIONS

- Assists with the research and preparation of handouts, application documents, checklists, and other public and department information necessary or helpful for the operation of the Planning Department, as directed.
- Performs clerical duties as assigned
- Performs all other duties as assigned.

JOB SPECIFICATIONS

- High school diploma or GED equivalent; Additional post-high school courses or training in planning or a related area helpful.
- One year experience as permit or planning technician or comparable combination of experience and education in the building or planning industry.
- Must pass a criminal history background check prior to hire.
- Methods, procedures, objectives, and standard practices of County planning and zoning and application of development codes;
- Methods and procedures for building location permit application and site plan processing, review, and analysis;
- County and other applicable building, subdivision, zoning, maintenance, and other applicable ordinances and codes;
- State code governing public meeting, hearing, and actions scheduling, posting, and advertising;
- Operation of standard office equipment and a personal computer and job-related software applications for G Suites, word processing, spreadsheets, and other required applications;
- Operation of specialized computer applications for mapping and land use research and planning;
- Applicable deadlines;
- Customer service procedures, techniques, and objectives;
- English grammar and punctuation;
- Current office practices and procedures;
- Record keeping and filing practices and procedures;
- Current office environment best practices and procedures.
- Follow written and oral instructions;
- Analyze issues, independently make decisions, and exercise good judgment in administrative management tasks;
- Maintain complex records efficiently;
- Perform office management functions;
- Conduct research and analysis of special projects;
- Establish and maintain effective working relationships with the public, applicants, supervisory personnel, local elected officials, representatives of other agencies, and other County employees;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Evaluate and analyze customer needs to provide exceptional customer service;
- Communicate effectively orally, in writing, and using graphic presentations;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner.
- Current state driver's license, with history of good driving record.

PHYSICAL ABILITIES & WORKING CONDITIONS

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking); frequent fingering, grasping, walking, and repetitive motions. Requires good general vision. Occasional stress related to public demands and deadlines. Requires occasional travel outside the area for training or public meetings.

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

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

Signature: _____ Date: _____

Please Print Name: _____

JOB TITLE: PLANNING TECHNICIAN



Department: Planning
Supervisor: Assistant Planning Director
Supervision Exercised: None
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
BOCC Approval: 11/19/2024

SUMMARY

Performs a variety of technical duties related to land use planning and building location permit functions of the Bonner County Planning Department. ~~Functions as a lead for training and performance of permit technicians.~~

The planning technician works under the general direction of the Assistant Planning Director. The responsibilities and tasks involved are repetitive in nature as well as moderately complex. In addition require significant attention to detail in relation to county ordinances and processes. Requirements include exercising independent judgment when making decisions considering planning and permitting. The ideal candidate will work independently from senior staff members and be receptive to input and oversight from supervisors and coworkers while performing duties as assigned. Involves regular communication with associates in the department and occasional communication with other departments inside the organization and other local, state and federal agencies. Involves regular contact with customers and applicants. Impact of errors is moderate, and is typically limited to department functions where most errors can be identified and corrected with little impact to end users. Potential for impact to the department and organization's reputation is inherent in the contact with the public. Work generally occurs in a protected indoor environment, but may include exposure to weather and inclement conditions as incumbent conducts field visits. Does not typically require travel outside the local area, with the exception of occasional travel for training or public meetings.

ESSENTIAL FUNCTIONS

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

- ~~• Serves as a lead, in a fast paced office setting, coordinating schedules and otherwise directing and overseeing the work of permit technicians.~~
- Assists the staff planners with routine duties related to land use files, including scheduling pre-application conferences, receiving applications, routing blue-line and final plats for review, researching topics as directed for a variety of land use topics, using the internet, department maps, agency contacts and other sources and providing other general assistance to the planning director and staff.

- Reviews and interprets a variety of land use maps, such as floodplain, wetlands, hydrology, zoning and comprehensive plan maps, under the supervision of staff planners. Provides parcel data, parcel maps and other details pertinent to land use to the public and staff.
- Calculates fees, accepts land use applications and conducts cursory reviews of applications for completeness. Assigns file numbers and forwards incoming applications to planning staff for file set-up and assignment to planners. Assists clerical staff in the maintenance of the land use file database and file system.
- Provides accurate information to the public on zoning, development, subdivision, landscape, sign, drainage, grading and applicable standards, ordinances, and building codes.
- Prepares and processes, reviews and approves building location permits as per the approval process.
- Researches deeds and parcel information for planning and compliance staff using current Assessor's Office, Recorder's Office and Planning Department documents and databases.
- Manages the building location permit database, including data input, query reports, and amendments to the database to address changes in the department permit processes. Responsible for ensuring that the 20,000+ record system is accurate and up to date, so that the system is not compromised by errors or omissions.
- Responds to public inquiries regarding the land use application process. Aids planners in responding to customer inquiries regarding land use laws by researching parcel information and ordinances.
- Refers individuals to proper department or agency for permits or additional information concerning development (e.g., Panhandle Health District, Assessor's Office, Department of Environmental Quality, Department of Lands, Army Corps of Engineers, etc.) as necessary.
- Performs various office and other duties as assigned, including answering telephones, assisting the public, taking minutes, etc. as needed.
- ~~Cross-trains to assist~~ Assists the public in completing building location permit or land use applications by directing them to general and technical information regarding site plans, floodplain, stormwater plans, application details, manufactured home rehabilitation, wetlands information, etc.
- Regular attendance and ability to deal with the public and associated regular interruptions/stresses is an essential function of the position.
- Review and process administratively approved land use files, such as: vacation rental permits, administrative variances, administrative exceptions, minor land divisions, etc.

SECONDARY FUNCTIONS

- Assists with the research and preparation of handouts, application documents, checklists, and other public and department information necessary or helpful for the operation of the Planning Department, as directed.
- Performs clerical duties as assigned
- Performs all other duties as assigned.

JOB SPECIFICATIONS

- High school diploma or GED equivalent; Additional post-high school courses or training in planning or a related area helpful.
- One year experience as permit or planning technician or comparable combination of experience and education in the building or planning industry.
- Must pass a criminal history background check prior to hire.
- Methods, procedures, objectives, and standard practices of County planning and zoning and application of development codes;
- Methods and procedures for building location permit application and site plan processing, review, and analysis;
- County and other applicable building, subdivision, zoning, maintenance, and other applicable ordinances and codes;
- State code governing public meeting, hearing, and actions scheduling, posting, and advertising;
- Operation of standard office equipment and a personal computer and job-related software applications for G Suites, word processing, spreadsheets, and other required applications;
- Operation of specialized computer applications for mapping and land use research and planning;
- Applicable deadlines;
- Customer service procedures, techniques, and objectives;
- English grammar and punctuation;
- Current office practices and procedures;
- Record keeping and filing practices and procedures;
- Current office environment best practices and procedures.
- Follow written and oral instructions;
- Analyze issues, independently make decisions, and exercise good judgment in administrative management tasks;
- Maintain complex records efficiently;
- Perform office management functions;
- Conduct research and analysis of special projects;
- Establish and maintain effective working relationships with the public, applicants, supervisory personnel, local elected officials, representatives of other agencies, and other County employees;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Evaluate and analyze customer needs to provide exceptional customer service;
- Communicate effectively orally, in writing, and using graphic presentations;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner.
- Current state driver's license, with history of good driving record.

PHYSICAL ABILITIES & WORKING CONDITIONS

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking); frequent fingering, grasping, walking, and repetitive motions. Requires good general vision. Occasional stress related to public demands and deadlines. Requires occasional travel outside the area for training or public meetings.

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

Signature: _____ Date: _____

Please Print Name: _____



Bonner County
Board of Commissioners

Steve Bradshaw

Asia Williams

Ron Korn

November 19, 2024

CLERK
Item #1

MEMORANDUM

To: Bonner County Commissioners

Re: FY25 Claims in Batch #07

The Auditor's Office presented the FY25 Claims Batch, #07, **Totaling \$1,155,012.96**

A suggested Motion would be: Based on the information before us, I move to approve payment of the FY25 Claims in Batch #07, totaling \$1,155,012.96

Recommendation Acceptance: Yes No

Asia Williams, Chair

Date

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 11/14/2024 WARRANT: boc0725 AMOUNT: \$ 1,155,012.96

COMMISSIONER'S APPROVAL REPORT

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
49	A-L COMPRESSED GASES 1 002 7422	00001		INV	11/13/2024	0002202482 13.98 13.98 Invoice Net	165285	
						CHECK TOTAL		13.98
49	A-L COMPRESSED GASES 1 002 7750 2 002 6540	00001		INV	11/13/2024	0002202785 8.12 184.43 192.55 RD&BR GEN SHIPANDFRT RD&BR GEN SHOP Invoice Net	165286	
49	A-L COMPRESSED GASES 1 002 7418	00001		INV	11/13/2024	0002202778 66.20 66.20 RD&BR GEN REPHTRUCKS Invoice Net	165287	
49	A-L COMPRESSED GASES 1 002 7750 2 002 6540	00001		INV	11/13/2024	0002203001 1.88 284.62 286.50 RD&BR GEN SHIPANDFRT RD&BR GEN SHOP Invoice Net	165288	
						CHECK TOTAL		545.25
16	ABSOLUTE DRUG TESTING 1 010 7110	00001		INV	11/13/2024	10480 740.00 740.00 CT INTERL OTHER Invoice Net	165384	
						CHECK TOTAL		740.00
4960	ACCESS 1 006 7110	00001		INV	11/13/2024	11212767 1,059.26 1,059.26 DISTCT OTHER Invoice Net	165385	
4960	ACCESS 1 00118 7860 2 006 7860	00001		INV	11/14/2024	11212783 120.00 150.00 270.00 GENEXP MISCEXPENS DISTCT MISCEXPENS Invoice Net	165426	
4960	ACCESS 1 03451 7110	00001		INV	11/14/2024	11212546 18.27 18.27 SHERCLCREC OTHER Invoice Net	165465	
						CHECK TOTAL		1,347.53
18	ACE SEPTIC TANK SERVIC 1 002 6980	00001		INV	11/06/2024	165346 68.00 68.00 RD&BR GEN OTHER UTIL Invoice Net	165050	
18	ACE SEPTIC TANK SERVIC 1 002 6980	00001		INV	11/06/2024	165347 68.00 68.00 RD&BR GEN OTHER UTIL Invoice Net	165056	
18	ACE SEPTIC TANK SERVIC 1 002 6980	00001		INV	11/06/2024	165348 100.00 100.00 RD&BR GEN OTHER UTIL Invoice Net	165057	
18	ACE SEPTIC TANK SERVIC 1 02381 6980	00001		INV	11/06/2024	165350 55.00 55.00 LOCAL OTHER UTIL Invoice Net	165075	

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
18	ACE SEPTIC TANK SERVIC 1 02381 6980	00001		INV	11/06/2024	165351	165077	
		LOCAL		OTHER UTIL		55.00		
		Invoice Net				55.00		
18	ACE SEPTIC TANK SERVIC 1 02381 6980	00001		INV	11/06/2024	165352	165078	
		LOCAL		OTHER UTIL		55.00		
		Invoice Net				55.00		
18	ACE SEPTIC TANK SERVIC 1 02381 6980	00001		INV	11/06/2024	165353	165079	
		LOCAL		OTHER UTIL		55.00		
		Invoice Net				55.00		
18	ACE SEPTIC TANK SERVIC 1 02381 6980	00001		INV	11/06/2024	165354	165081	
		LOCAL		OTHER UTIL		55.00		
		Invoice Net				55.00		
18	ACE SEPTIC TANK SERVIC 1 02381 6980	00001		INV	11/06/2024	165355	165087	
		LOCAL		OTHER UTIL		55.00		
		Invoice Net				55.00		
18	ACE SEPTIC TANK SERVIC 1 02381 6980	00001		INV	11/06/2024	165356	165089	
		LOCAL		OTHER UTIL		55.00		
		Invoice Net				55.00		
18	ACE SEPTIC TANK SERVIC 1 02381 6980	00001		INV	11/06/2024	165357	165091	
		LOCAL		OTHER UTIL		55.00		
		Invoice Net				55.00		
18	ACE SEPTIC TANK SERVIC 1 038 6955	00001		INV	11/12/2024	165342	165202	
		WATER		SEWAGE		80.00		
		Invoice Net				80.00		
18	ACE SEPTIC TANK SERVIC 1 038 6955	00001		INV	11/12/2024	165343	165203	
		WATER		SEWAGE		80.00		
		Invoice Net				80.00		
18	ACE SEPTIC TANK SERVIC 1 038 6955	00001		INV	11/12/2024	165345	165204	
		WATER		SEWAGE		75.00		
		Invoice Net				75.00		
18	ACE SEPTIC TANK SERVIC 1 038 6955	00001		INV	11/12/2024	165344		
		WATER		SEWAGE		75.00		
		Invoice Net				75.00		
				CHECK TOTAL		986.00		-----
3934	ACI NORTHWEST INC 1 03475 7430	00001		INV	11/14/2024	74244	165507	
		JUSTJUDET		REPBLDGS		1,214.50		
		Invoice Net				1,214.50		
				CHECK TOTAL		1,214.50		-----
30	ADS DIESEL PRODUCTS LL 1 002 7418	00001		INV	11/13/2024	28071	165284	
		RD&BR GEN		REPHTRUCKS		1,834.44		
		Invoice Net				1,834.44		
				CHECK TOTAL		1,834.44		-----
3812	AGC ENTERPRISES LLC 1 00824 7660	00000		INV	11/07/2024	90124	165140	
		911REPEATR		RTOTHER		4,200.00		
		Invoice Net				4,200.00		

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	4,200.00	-----
6335	ALPINE BUILDING COMPAN 1 024 6870	00001		INV	11/12/2024	460	165230	
				TORT	INS - DEDU	5,121.00		
				Invoice Net		5,121.00		
						CHECK TOTAL	5,121.00	-----
1817	ALSCO 1 006 7430	00001		INV	11/13/2024	LSPO2786780	165386	
				DISTCT	REPBLDGS	203.35		
				Invoice Net		203.35		
						CHECK TOTAL	203.35	-----
4700	AMAZON CAPITAL SERVICE 1 01130 6530	00001		INV	12/01/2024	1C7X-VNNX-N7N9	165133	
				EXTOFFICE	OFFICE	32.26		
				Invoice Net		32.26		
4700	AMAZON CAPITAL SERVICE 1 03479 6530	00001		INV	11/07/2024	1FRF-TM1M-647F	165139	
				MARINE PTR	OFFICE	58.99		
				Invoice Net		58.99		
4700	AMAZON CAPITAL SERVICE 1 03461 6530	00001		INV	11/07/2024	1FD4-XVN1-7M6V	165141	
				JAILDETENT	OFFICE	118.99		
				Invoice Net		118.99		
4700	AMAZON CAPITAL SERVICE 1 00824 6720	00001		INV	11/12/2024	1RQC-M6WJ-Q467	165217	
				911REPEATR	SM ASSETS	170.99		
				Invoice Net		170.99		
4700	AMAZON CAPITAL SERVICE 1 00824 6720	00001		INV	11/12/2024	1967-YGW7-H4JC	165219	
				911REPEATR	SM ASSETS	41.95		
				Invoice Net		41.95		
4700	AMAZON CAPITAL SERVICE 1 03457 8650	00001		INV	11/12/2024	1GDF-XGH9-44GH	165227	
				SHERAUTO	TOOLSSML	164.00		
				Invoice Net		164.00		
4700	AMAZON CAPITAL SERVICE 1 00127 6530	00001		INV	11/13/2024	1XVV-P7N7-JCP1	165382	
				RISK MGMT	OFFICE	419.76		
				Invoice Net		419.76		
4700	AMAZON CAPITAL SERVICE 1 006 6530	00001		CRM	11/13/2024	1H9P-6D6C-Q4QJ	165387	
				DISTCT	OFFICE	-19.75		
				Invoice Net		-19.75		
4700	AMAZON CAPITAL SERVICE 1 006 6530	00001		INV	11/13/2024	1YP1-3MHJ-MVYQ	165389	
				DISTCT	OFFICE	94.15		
				Invoice Net		94.15		
4700	AMAZON CAPITAL SERVICE 1 03453 8590 2 03461 8590	00001		INV	11/14/2024	1K6M-KRGF-1LM3	165406	
				SHERPATROL	EQUIPMENT	763.33		
				JAILDETENT	EQUIPMENT	190.98		
				Invoice Net		954.31		
4700	AMAZON CAPITAL SERVICE 1 03461 6530	00001		INV	11/14/2024	1DKT-RXLC-QVG1	165407	
				JAILDETENT	OFFICE	23.39		
				Invoice Net		23.39		
4700	AMAZON CAPITAL SERVICE	00001		INV	11/14/2024	1RQC-M6WJ-XJ7D	165408	

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	1 03479 7040		MARINE PTR	REPAIR		113.59		
			Invoice Net			113.59		
4700	AMAZON CAPITAL SERVICE	00001		INV	11/14/2024	1RDV-6VCR-79RH	165410	
	1 00823 6720		911TECH	SM ASSETS		15.99		
			Invoice Net			15.99		
4700	AMAZON CAPITAL SERVICE	00001		INV	11/14/2024	1RFJ-YK71-QLXJ	165417	
	1 004 6730		ELECTIONS	ELECT SUPP		282.25		
			Invoice Net			282.25		
				CHECK TOTAL		2,470.87		-----
1900	AVISTA UTILITIES	00001		INV	11/12/2024	5066940000oct24	165209	
	1 038 6930		WATER	ELECTRIC		21.77		
			Invoice Net			21.77		
1900	AVISTA UTILITIES	00001		INV	11/13/2024	7479400000Nov24	165283	
	1 002 6930		RD&BR GEN	ELECTRIC		420.61		
	2 002 6880		RD&BR GEN	FUELFORHEA		509.27		
			Invoice Net			929.88		
1900	AVISTA UTILITIES	00001		INV	11/14/2024	3404270000NOV24	165429	
	1 00118 6930		GENEXP	ELECTRIC		200.30		
	2 00118 6980		GENEXP	OTHER UTIL		77.09		
			Invoice Net			277.39		
1900	AVISTA UTILITIES	00001		INV	11/14/2024	8099830000NOV24	165430	
	1 030 6980		PARKS	OTHER UTIL		32.10		
			Invoice Net			32.10		
1900	AVISTA UTILITIES	00001		INV	11/14/2024	8555200000NOV24	165432	
	1 00118 6930		GENEXP	ELECTRIC		1,600.72		
	2 00118 6980		GENEXP	OTHER UTIL		408.38		
			Invoice Net			2,009.10		
				CHECK TOTAL		3,270.24		-----
6339	DEBRA BAKER	00000		INV	11/14/2024	NOV24	165513	
	1 03461 7710		JAILDETENT	UNIFORMS		125.18		
			Invoice Net			125.18		
				CHECK TOTAL		125.18		-----
97	BIG COUNTRY COMMUNICAT	00001		INV	11/14/2024	22452	165503	
	1 03475 7420		JUSTJUVDET	REPEQUIP		109.95		
			Invoice Net			109.95		
				CHECK TOTAL		109.95		-----
4734	BO CO TREAS FTO PACIFI	00000		INV	11/06/2024	INV0040537	165049	
	1 024 6220		TORT	COBRA ADM		285.00		
			Invoice Net			285.00		
				CHECK TOTAL		285.00		-----
131	BOB BARKER COMPANY INC	00001		INV	11/14/2024	INV2079719	165413	
	1 03461 8000		JAILDETENT	HYGIENE		1,140.00		
			Invoice Net			1,140.00		

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CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	1,140.00	-----
4879	BOB BROOKS COMPUTER SA 1 004 6730	00000		INV ELECTIONS Invoice Net	11/14/2024	61657 492.00 492.00	165423	
						CHECK TOTAL	492.00	-----
3830	BONNER COUNTY DAILY BE 1 00406 6760	00000		INV ELECT-NOV Invoice Net	11/14/2024	29084-10222024 134.32 134.32	165418	
						CHECK TOTAL	134.32	-----
3830	BONNER COUNTY DAILY BE 1 00123 6760	00001		INV PLANNING Invoice Net	11/08/2024	0000028018-10012024 38.86 38.86	165166	
3830	BONNER COUNTY DAILY BE 1 00123 6760	00001		INV PLANNING Invoice Net	11/08/2024	0000028133-10012024 55.61 55.61	165167	
3830	BONNER COUNTY DAILY BE 1 00123 6760	00001		INV PLANNING Invoice Net	11/08/2024	0000194932-10042024 255.00 255.00	165168	
3830	BONNER COUNTY DAILY BE 1 00123 6760	00001		INV PLANNING Invoice Net	11/08/2024	0000028690-10082024 66.98 66.98	165169	
3830	BONNER COUNTY DAILY BE 1 00123 6760	00001		INV PLANNING Invoice Net	11/08/2024	0000194950-10112024 255.00 255.00	165170	
3830	BONNER COUNTY DAILY BE 1 00119 7690	00001		INV PERSONNEL Invoice Net	11/13/2024	0000028890-10162024 230.00 230.00	165328	
3830	BONNER COUNTY DAILY BE 1 00119 7690	00001		INV PERSONNEL Invoice Net	11/13/2024	0000029168-10232024 230.00 230.00	165330	
3830	BONNER COUNTY DAILY BE 1 00406 6760	00001		INV ELECT-NOV Invoice Net	11/14/2024	29081-10292024 1,386.73 1,386.73	165419	
						CHECK TOTAL	2,518.18	-----
1948	BONNER COUNTY EMS 1 03479 8590	00001		INV MARINE PTR Invoice Net	11/07/2024	310 33.80 33.80	165130	
						CHECK TOTAL	33.80	-----
5469	BONNER COUNTY ENGINEER 1 00123 7260	00000		INV PLANNING Invoice Net	11/08/2024	BLP2024-0764 80.00 80.00	165174	
5469	BONNER COUNTY ENGINEER	00000		INV	11/08/2024	BLP2024-1010	165175	

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CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	1 00123 7260			PLANNING ENGINEER		80.00		
				Invoice Net		80.00		
5469 BONNER COUNTY ENGINEER	1 00123 7260	00000		INV 11/08/2024		BLP2024-1129	165176	
				PLANNING ENGINEER		150.00		
				Invoice Net		150.00		
5469 BONNER COUNTY ENGINEER	1 00123 7260	00000		INV 11/08/2024		ST0008-24	165177	
				PLANNING ENGINEER		80.00		
				Invoice Net		80.00		
				CHECK TOTAL		390.00		-----
5286 BONNER COUNTY GIS	1 002 7275	00000		INV 11/06/2024		INV0098	165028	
				RD&BR GEN PROFSVCPI		525.00		
				Invoice Net		525.00		
				CHECK TOTAL		525.00		-----
2103 BROWN'S NORTHSIDE	1 002 7040	00001		INV 11/06/2024		S163866	165058	
				RD&BR GEN REPAIR		82.90		
				Invoice Net		82.90		
2103 BROWN'S NORTHSIDE	1 002 7418	00001		INV 11/13/2024		S163839	165289	
				RD&BR GEN REPHTRUCKS		17.20		
				Invoice Net		17.20		
2103 BROWN'S NORTHSIDE	1 002 7418	00001		INV 11/13/2024		S164019	165290	
				RD&BR GEN REPHTRUCKS		16.42		
				Invoice Net		16.42		
				CHECK TOTAL		116.52		-----
5470 PHOEBE BURNS	1 006 7130	00001		INV 10/01/2024		2296	165390	
				DISTCT CT REPORT		204.00		
				Invoice Net		204.00		
				CHECK TOTAL		204.00		-----
963 CANNON HILL	1 02381 8670	00000		INV 11/06/2024		41269	165064	
				LOCAL LABOR		83,628.05		
				Invoice Net		83,628.05		
				CHECK TOTAL		83,628.05		-----
965 CANON FINANCIAL SERVIC	1 023 9350	00001		INV 11/13/2024		36341354	165317	
	2 023 6530			SOL WASTE CAP - LEAS		95.50		
				SOL WASTE OFFICE		92.55		
				Invoice Net		188.05		
965 CANON FINANCIAL SERVIC	1 00119 9350	00001		INV 11/13/2024		36341338	165334	
	2 00127 6530			PERSONNEL CAP - LEAS		262.00		
				RISK MGMT OFFICE		162.47		
				Invoice Net		424.47		
965 CANON FINANCIAL SERVIC	1 004 7420	00001		INV 11/14/2024		36346643	165428	
				ELECTIONS REPEQUIP		581.00		
				Invoice Net		581.00		

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CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	1,193.52	-----
966	CANON SOLUTIONS AMERIC 1 00123 6790	00001		INV	11/08/2024	6009776861 22.03 Invoice Net	165171	
966	CANON SOLUTIONS AMERIC 1 00103 6790	00001		INV	11/13/2024	6009845270 122.52 Invoice Net	165362	
966	CANON SOLUTIONS AMERIC 1 006 7410	00001		INV	10/28/2024	6009684151 26.05 Invoice Net	165391	
966	CANON SOLUTIONS AMERIC 1 03401 7410	00001		INV	11/14/2024	6009838409 94.65 Invoice Net	165433	
966	CANON SOLUTIONS AMERIC 1 00101 7410	00001		INV	11/14/2024	6009841865 74.85 Invoice Net	165434	
						CHECK TOTAL	340.10	-----
5794	CENTURY WEST ENGINEERI 1 047 8993 2 002 9000	00001		INV	11/06/2024	248442 4,364.15 RD&BR GEN GRNTCOUNTY 345.70 Invoice Net	164997	
						CHECK TOTAL	4,709.85	-----
158	CHARM-TEX 1 03461 8000	00001		INV	11/07/2024	0381680-IN 339.60 Invoice Net	165143	
158	CHARM-TEX 1 03462 6620	00001		INV	11/12/2024	0383196-IN 34.90 Invoice Net	165212	
						CHECK TOTAL	374.50	-----
186	CINTAS CORPORATION #60 1 002 6560	00001		INV	11/13/2024	4211170282 56.13 Invoice Net	165292	
186	CINTAS CORPORATION #60 1 002 6560	00001		INV	11/13/2024	4210418758 47.91 Invoice Net	165293	
186	CINTAS CORPORATION #60 1 002 6560	00001		INV	11/13/2024	4210756334 87.25 Invoice Net	165294	
186	CINTAS CORPORATION #60 1 002 6560	00001		INV	11/13/2024	4210045232 65.99 Invoice Net	165295	
186	CINTAS CORPORATION #60 1 002 6560	00001		INV	11/13/2024	4210751295 87.65 Invoice Net	165296	

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CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	344.93	-----
4037	CLEAN HARBORS ENVIRONM 1 02381 7370	00001		INV	11/06/2024	1005233663	165067	
				LOCAL	HOUSE HAZ	7,455.53		
				Invoice Net		7,455.53		
4037	CLEAN HARBORS ENVIRONM 1 02381 7370	00001		INV	11/07/2024	1005236890	165160	
				LOCAL	HOUSE HAZ	4,570.90		
				Invoice Net		4,570.90		
				CHECK TOTAL		12,026.43	-----	
209	CLEARWATER SPRINGS 1 01262 7110	00000		INV	11/13/2024	832380Oct24	165335	
				MOTVEHPR	OTHER	6.00		
				Invoice Net		6.00		
209	CLEARWATER SPRINGS 1 01261 7860	00000		INV	11/13/2024	832870Oct24	165336	
				MOTVEHSDP	MISCEXPENS	6.00		
				Invoice Net		6.00		
				CHECK TOTAL		12.00	-----	
209	CLEARWATER SPRINGS 1 00110 6630	00001		INV	11/06/2024	874959	165093	
				BLDGGRD	ADMIN	6.00		
				Invoice Net		6.00		
209	CLEARWATER SPRINGS 1 002 7750 2 002 6540	00001		INV	11/13/2024	873959	165291	
				RD&BR GEN	SHIPANDFRT	4.00		
				RD&BR GEN	SHOP	12.38		
				Invoice Net		16.38		
				CHECK TOTAL		22.38	-----	
2592	CO-OP GAS AND SUPPLY C 1 00110 7010 2 00110 7000	00001		INV	11/07/2024	841440OCT24	165159	
				BLDGGRD	DIESEL	212.57		
				BLDGGRD	GASOLINE	121.16		
				Invoice Net		333.73		
2592	CO-OP GAS AND SUPPLY C 1 00355 6540	00001		INV	11/08/2024	30402.	165187	
				AIRSANDPT	SHOP	17.97		
				Invoice Net		17.97		
2592	CO-OP GAS AND SUPPLY C 1 002 6540	00001		INV	11/13/2024	30496	165338	
				RD&BR GEN	SHOP	49.98		
				Invoice Net		49.98		
2592	CO-OP GAS AND SUPPLY C 1 002 7040	00001		INV	11/13/2024	39442	165339	
				RD&BR GEN	REPAIR	31.99		
				Invoice Net		31.99		
				CHECK TOTAL		433.67	-----	
2539	COLBURN WATER ASSOCIAT 1 02381 6980	00000		INV	11/07/2024	COLBURN10/24	165165	
				LOCAL	OTHER UTIL	5,210.00		
				Invoice Net		5,210.00		
				CHECK TOTAL		5,210.00	-----	

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CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
2544	COLEMAN OIL COMPANY 1 02380 7380	00001		INV	11/06/2024	INV-238904 774.95 Invoice Net 774.95	165072	
2544	COLEMAN OIL COMPANY 1 00355 7420	00001		INV	11/08/2024	INV-239978 235.80 Invoice Net 235.80	165185	
2544	COLEMAN OIL COMPANY 1 00355 6540	00001		INV	11/11/2024	INV-218117 242.52 Invoice Net 242.52	165190	
2544	COLEMAN OIL COMPANY 1 00355 6540	00001		INV	11/11/2024	INV-229882 29.63 Invoice Net 29.63	165191	
2544	COLEMAN OIL COMPANY 1 002 7000 2 002 7010	00001		INV	11/13/2024	CP-0194712 357.62 RD&BR GEN GASOLINE 2,118.54 RD&BR GEN DIESEL 2,476.16 Invoice Net	165297	
2544	COLEMAN OIL COMPANY 1 002 7030	00001		INV	11/13/2024	INV-239521 4,479.10 RD&BR GEN LUBRICANT 4,479.10 Invoice Net	165337	
						CHECK TOTAL	8,238.16	-----
2577	CONSOLIDATED SUPPLY CO 1 00824 9420	00001		INV	11/14/2024	S012159563.001 474.32 911REPEATR CAP - EQUI Invoice Net 474.32	165442	
2577	CONSOLIDATED SUPPLY CO 1 00824 9420	00001		INV	11/14/2024	S012159563.002 31.95 911REPEATR CAP - EQUI Invoice Net 31.95	165443	
2577	CONSOLIDATED SUPPLY CO 1 00824 9420	00001		CRM	11/14/2024	S012159563.003 -1.76 911REPEATR CAP - EQUI Invoice Net -1.76	165446	
2577	CONSOLIDATED SUPPLY CO 1 00824 9420	00001		INV	11/14/2024	S012159563.004 6.99 911REPEATR CAP - EQUI Invoice Net 6.99	165448	
2577	CONSOLIDATED SUPPLY CO 1 00824 9410	00001		INV	11/14/2024	S012165784.001 65.24 911REPEATR CAP - COMM Invoice Net 65.24	165460	
2577	CONSOLIDATED SUPPLY CO 1 00824 9410	00001		INV	11/14/2024	S012169972.001 10.63 911REPEATR CAP - COMM Invoice Net 10.63	165462	
						CHECK TOTAL	587.37	-----
1962	CORPORATE PAYMENT SYST 1 03471 6900	00001		INV	11/07/2024	5389OCT24 120.00 JUST-CIVIL CELL PHONE Invoice Net 120.00	165147	
						CHECK TOTAL	120.00	-----
1962	CORPORATE PAYMENT SYST	00001		INV	11/07/2024	9668OCT24	165148	

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CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	1 03416 9020		PROSVAST	VICTIM AST		559.50		
	2 03473 9040		JUST-PA	CRTHSE DOG		219.96		
			Invoice Net			779.46		
						CHECK TOTAL		779.46
1962	CORPORATE PAYMENT SYST		00001	INV	11/07/2024	7219OCT24	165149	
	1 03473 6530		JUST-PA	OFFICE		275.42		
			Invoice Net			275.42		
						CHECK TOTAL		275.42
1962	CORPORATE PAYMENT SYST		00001	INV	11/07/2024	4130OCT24	165150	
	1 03473 6530		JUST-PA	OFFICE		45.89		
	2 03473 6720		JUST-PA	SM ASSETS		346.64		
	3 03473 6530		JUST-PA	OFFICE		612.73		
	4 03473 6530		JUST-PA	OFFICE		117.19		
	5 03473 6530		JUST-PA	OFFICE		49.99		
	6 03473 6530		JUST-PA	OFFICE		28.99		
	7 03473 7860		JUST-PA	MISCEXPENS		186.76		
			Invoice Net			1,388.19		
						CHECK TOTAL		1,388.19
2003	CULLIGAN WATER CO.		00001	INV	11/08/2024	256904OCT24	165172	
	1 00123 6530		PLANNING	OFFICE		130.20		
			Invoice Net			130.20		
						CHECK TOTAL		130.20
5866	BEAU DE GRAAF		00000	INV	11/28/2024	DEGRAAFNOV24	165439	
	1 00115 6490		TECHNOLOG	EDUCATION		153.00		
			Invoice Net			153.00		
						CHECK TOTAL		153.00
1089	DIRECT AUTOMOTIVE DIST		00001	INV	11/07/2024	06IC6646	165128	
	1 03457 7040		SHERAUTO	REPAIR		243.52		
			Invoice Net			243.52		
1089	DIRECT AUTOMOTIVE DIST		00001	INV	11/07/2024	01IC6665	165129	
	1 03457 7040		SHERAUTO	REPAIR		60.28		
			Invoice Net			60.28		
1089	DIRECT AUTOMOTIVE DIST		00001	INV	11/07/2024	06IC6822	165137	
	1 03457 6520		SHERAUTO	DUES		22.81		
			Invoice Net			22.81		
1089	DIRECT AUTOMOTIVE DIST		00001	INV	11/12/2024	01IC7728	165218	
	1 03457 7040		SHERAUTO	REPAIR		114.17		
			Invoice Net			114.17		
1089	DIRECT AUTOMOTIVE DIST		00001	INV	11/14/2024	01ID2099	165512	
	1 03457 7040		SHERAUTO	REPAIR		43.53		
			Invoice Net			43.53		
						CHECK TOTAL		484.31

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CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
4679	DOBBS HEAVY DUTY HOLDI 1 002 7010		00001	INV	11/13/2024	027P53820 840.00 840.00	165340	
				RD&BR GEN	DIESEL	Invoice Net		
4679	DOBBS HEAVY DUTY HOLDI 1 002 7418		00001	INV	11/13/2024	027P56661 388.99 388.99	165341	
				RD&BR GEN	REPHTRUCKS	Invoice Net		
4679	DOBBS HEAVY DUTY HOLDI 1 002 7418		00001	INV	11/13/2024	027P56022 158.40 158.40	165342	
				RD&BR GEN	REPHTRUCKS	Invoice Net		
						CHECK TOTAL		1,387.39
3950	ELITE TIRE & SUSPENSIO 1 002 7020		00001	INV	11/13/2024	144922 548.92 548.92	165343	
				RD&BR GEN	TIRES	Invoice Net		
3950	ELITE TIRE & SUSPENSIO 1 002 7020		00001	INV	11/13/2024	144843 100.00 100.00	165344	
				RD&BR GEN	TIRES	Invoice Net		
3950	ELITE TIRE & SUSPENSIO 1 002 7020		00001	INV	11/13/2024	144400 1,005.00 1,005.00	165345	
				RD&BR GEN	TIRES	Invoice Net		
3950	ELITE TIRE & SUSPENSIO 1 002 7020		00001	INV	11/13/2024	144938 250.00 250.00	165346	
				RD&BR GEN	TIRES	Invoice Net		
3950	ELITE TIRE & SUSPENSIO 1 002 7020		00001	INV	11/13/2024	144937 365.00 365.00	165348	
				RD&BR GEN	TIRES	Invoice Net		
						CHECK TOTAL		2,268.92
2997	ELSAESSER ANDERSON CHT 1 006 7100		00001	INV	10/24/2024	17154 450.00 450.00	165394	
				DISTCT	LEGAL	Invoice Net		
2997	ELSAESSER ANDERSON CHT 1 006 7100		00001	INV	10/24/2024	17560 480.00 480.00	165395	
				DISTCT	LEGAL	Invoice Net		
2997	ELSAESSER ANDERSON CHT 1 006 7100		00001	INV	10/01/2024	17576 1,370.00 1,370.00	165397	
				DISTCT	LEGAL	Invoice Net		
						CHECK TOTAL		2,300.00
5518	ENTERPRISE FM TRUST 1 00118 9350 2 047 8994		00002	INV	11/07/2024	606398-110624 2,504.20 1,169.46 3,673.66	165136	
				GENEXP	CAP - LEAS	Invoice Net		
				GRANT	DEMGRANTS			
						CHECK TOTAL		3,673.66
3188	EVERGREEN SUPPLY 1 002 6640		00001	INV	11/13/2024	395357 10.49	165350	
				RD&BR GEN	SAFETY			

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CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	2 002 6540			RD&BR GEN SHOP		6.99		
				Invoice Net		17.48		
3188	EVERGREEN SUPPLY		00001	INV	11/13/2024	395217	165351	
	1 002 7030			RD&BR GEN LUBRICANT		10.49		
	2 002 6540			RD&BR GEN SHOP		35.67		
				Invoice Net		46.16		
				CHECK TOTAL		63.64		-----
5790	EXCESS DISPOSAL INC		00001	INV	11/06/2024	1408	165121	
	1 02380 7390			LONGHAUL COMM COLL		1,352.19		
				Invoice Net		1,352.19		
				CHECK TOTAL		1,352.19		-----
3857	FAIRBRIDGE INN & SUITE		00001	INV	11/07/2024	88786	165151	
	1 03416 9020			PROSVAST VICTIM AST		148.00		
				Invoice Net		148.00		
				CHECK TOTAL		148.00		-----
3214	FASTENAL CO.		00001	INV	11/14/2024	IDCOE209036	165501	
	1 00661 6670			PROBSVCS OTHER		197.80		
	2 03475 7430			JUSTJUDET REPBLDGS		197.80		
				Invoice Net		395.60		
				CHECK TOTAL		395.60		-----
3242	FIRE PROTECTION SPECIA		00001	INV	11/06/2024	21995	165025	
	1 002 6640			RD&BR GEN SAFETY		725.00		
				Invoice Net		725.00		
				CHECK TOTAL		725.00		-----
4027	FLOREA, JOSHUA		00000	INV	11/14/2024	NOV24	165514	
	1 03461 6480			JAILDETENT PRIS TREXP		150.00		
				Invoice Net		150.00		
				CHECK TOTAL		150.00		-----
3822	FREIGHTLINER NORTHWEST		00001	INV	11/06/2024	PC001631174:01	164995	
	1 002 7418			RD&BR GEN REPHTRUCKS		1,176.67		
				Invoice Net		1,176.67		
3822	FREIGHTLINER NORTHWEST		00001	INV	11/13/2024	PC001631111:01	165352	
	1 002 7418			RD&BR GEN REPHTRUCKS		1,914.11		
				Invoice Net		1,914.11		
3822	FREIGHTLINER NORTHWEST		00001	INV	11/13/2024	PC001631174:02	165353	
	1 002 7418			RD&BR GEN REPHTRUCKS		228.67		
				Invoice Net		228.67		
3822	FREIGHTLINER NORTHWEST		00001	INV	11/13/2024	PC001631266:01	165354	
	1 002 7418			RD&BR GEN REPHTRUCKS		112.11		
				Invoice Net		112.11		
3822	FREIGHTLINER NORTHWEST		00001	INV	11/13/2024	PC001631266:02	165355	

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CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	1 002 7418			RD&BR GEN	REPHTRUCKS	112.11		
				Invoice Net		112.11		
3822	FREIGHTLINER NORTHWEST	00001		INV	11/13/2024	PC001631453:01	165356	
	1 002 7418			RD&BR GEN	REPHTRUCKS	147.67		
				Invoice Net		147.67		
3822	FREIGHTLINER NORTHWEST	00001		CRM	11/13/2024	PC001631543:01	165357	
	1 002 7418			RD&BR GEN	REPHTRUCKS	-131.25		
				Invoice Net		-131.25		
				CHECK TOTAL		3,560.09		-----
310	GALLS PARENT HOLDINGS	00002		INV	11/06/2024	029473392	165119	
	1 024 6870			TORT	INS - DEDU	454.11		
				Invoice Net		454.11		
				CHECK TOTAL		454.11		-----
6337	HEATHER MACNEILL HAGEN	00001		INV	10/30/2024	286607-A	165398	
	1 006 7110			DISTCT	OTHER	100.00		
				Invoice Net		100.00		
				CHECK TOTAL		100.00		-----
4615	HALL, GARRETT	00000		INV	11/14/2024	NOV24	165515	
	1 03461 6480			JAILDETENT	PRIS TREXP	150.00		
				Invoice Net		150.00		
				CHECK TOTAL		150.00		-----
2631	HANGER PHILIP A. PH.D.	00001		INV	11/05/2024	BON110424AG	165399	
	1 006 7110			DISTCT	OTHER	2,350.00		
				Invoice Net		2,350.00		
				CHECK TOTAL		2,350.00		-----
6269	ERIC BARNHART	00001		INV	11/14/2024	1057	165409	
	1 00823 7110			911TECH	OTHER	545.00		
				Invoice Net		545.00		
				CHECK TOTAL		545.00		-----
3427	IAC - DISTRICT 1	00001		INV	11/12/2024	IAC DIST 1 FY25 DUES	165198	
	1 00105 6520			COMMISS	DUES	300.00		
				Invoice Net		300.00		
				CHECK TOTAL		300.00		-----
3428	IACAA	00002		INV	12/07/2024	IACAA2025	165132	
	1 01130 6520			EXTOFFICE	DUES	125.00		
				Invoice Net		125.00		
				CHECK TOTAL		125.00		-----
3436	IDAHO ASPHALT SUPPLY	00001		INV	11/06/2024	4-593280	165030	
	1 002 8510			RD&BR GEN	BST SURFAC	1,365.00		
				Invoice Net		1,365.00		

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CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	1,365.00	-----
3439	IDAHO ASSOC OF COUNTIE 1 004 6490	00001		INV 11/14/2024 ELECTIONS EDUCATION		IAC-25254 530.00 Invoice Net 530.00	165422	
						CHECK TOTAL	530.00	-----
3439	IDAHO ASSOC OF COUNTY 1 004 6490	00002		INV 11/14/2024 ELECTIONS EDUCATION		IACRC-25054 150.00 Invoice Net 150.00	165416	
3439	IDAHO ASSOC OF COUNTY 1 004 6490	00002		INV 11/14/2024 ELECTIONS EDUCATION		IACRC-25064 150.00 Invoice Net 150.00	165424	
						CHECK TOTAL	300.00	-----
3462	IDAHO DEPT OF LANDS 1 002 8430	00001		INV 11/06/2024 RD&BR GEN CRUSHROCK		E100007Oct24 140.00 Invoice Net 140.00	165033	
3462	IDAHO DEPT OF LANDS 1 002 8430	00001		INV 11/06/2024 RD&BR GEN CRUSHROCK		E100007Oct24.2 290.00 Invoice Net 290.00	165037	
						CHECK TOTAL	430.00	-----
3637	IDAHO STATE TAX COMMIS 1 020 6510	00001		INV 11/07/2024 REVAL FEES/REG		OCT2024-2 810.00 Invoice Net 810.00	165131	
						CHECK TOTAL	810.00	-----
3656	INDOFF INCORPORATED 1 00123 6530	00001		INV 11/08/2024 PLANNING OFFICE		3761610 51.95 Invoice Net 51.95	165173	
						CHECK TOTAL	51.95	-----
3667	INSIGHT DISTRIBUTING I 1 03461 8000	00001		INV 11/14/2024 JAILDETENT HYGIENE		0515160-IN 603.00 Invoice Net 603.00	165511	
						CHECK TOTAL	603.00	-----
469	J-U-B ENGINEERS INC 1 047 8993 2 002 9000	00001		INV 11/06/2024 GRANT RBGRANTS RD&BR GEN GRNTCOUNTY		0176505 26,447.44 2,095.02 Invoice Net 28,542.46	165005	
469	J-U-B ENGINEERS INC 1 047 8993 2 002 9000	00001		INV 11/13/2024 GRANT RBGRANTS RD&BR GEN GRNTCOUNTY		0177153 12,843.37 1,017.38 Invoice Net 13,860.75	165359	
						CHECK TOTAL	42,403.21	-----

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CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
4703	JAMES WHITE CREDIT SHE 1 00824 7660	00001	911REPEATR	INV RTOTHER	11/05/2024	NOV24 273.00 273.00 Invoice Net	164904	
						CHECK TOTAL		273.00
4704	JAMES WHITE EXEMPT QTI 1 00824 7660	00000	911REPEATR	INV RTOTHER	11/05/2024	OCT24a 1,281.00 1,281.00 Invoice Net	164905	
						CHECK TOTAL		1,281.00
4705	JAMES WHITE NONEXEMPT 1 00824 7660	00001	911REPEATR	INV RTOTHER	11/05/2024	OCT24b 2,646.00 2,646.00 Invoice Net	164906	
						CHECK TOTAL		2,646.00
482	KAMINSKY, SULLENBERGER 1 03475 6520	00001	JUSTJUVDET	INV DUES	11/14/2024	2025-08-03 375.00 375.00 Invoice Net	165488	
						CHECK TOTAL		375.00
6056	KELLER ASSOCIATES INC 1 047 8993	00001	GRANT	INV RBGRANTS	11/06/2024	15-0242595 11,802.44 11,802.44 Invoice Net	165012	
6056	KELLER ASSOCIATES INC 1 047 8993	00001	GRANT	INV RBGRANTS	11/06/2024	14-0242209 29,926.44 29,926.44 Invoice Net	165021	
						CHECK TOTAL		41,728.88
507	KENWORTH SALES 1 002 7418	00001	RD&BR GEN	INV REPHTRUCKS	11/06/2024	016P114785 979.36 979.36 Invoice Net	165038	
						CHECK TOTAL		979.36
6235	VALERIYA KVITKO-SIMON 1 006 7110	00001	DISTCT	INV OTHER	10/30/2024	287279 140.00 140.00 Invoice Net	165400	
						CHECK TOTAL		140.00
5943	STEEL LLC 1 03410 7530	00001	JUSTBLDGS	INV REPFACILIT	11/07/2024	23141377 1,035.85 1,035.85 Invoice Net	165155	
						CHECK TOTAL		1,035.85
4988	LOTZE, DAVID ALAN 1 03472 8920	00000	JUSTSHER	INV SHERCHAP	11/14/2024	NOV24 81.00 81.00 Invoice Net	165454	
						CHECK TOTAL		81.00

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CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
6102	LOW COST INTERLOCK INC 1 010 7110	00001		INV	10/24/2024	109984	165393	
				CT INTERL	OTHER	60.50		
				Invoice Net		60.50		
				CHECK TOTAL		60.50		-----
4976	MCKESSON MEDICAL SURGI 1 03461 8060	00001		INV	11/14/2024	22860536	165451	
				JAILDETENT	MEDICAL	852.81		
				Invoice Net		852.81		
				CHECK TOTAL		852.81		-----
5695	DRUG TESTING EXPERTS 1 00119 6820	00001		INV	11/13/2024	335760	165322	
				PERSONNEL	DRUGTESTIN	74.00		
				Invoice Net		74.00		
5695	DRUG TESTING EXPERTS 1 002 6820	00001		INV	11/13/2024	335744	165361	
				RD&BR GEN	DRUGTESTIN	628.00		
				Invoice Net		628.00		
5695	DRUG TESTING EXPERTS 1 010 7110	00001		INV	11/06/2024	336353	165403	
				CT INTERL	OTHER	74.00		
				Invoice Net		74.00		
5695	DRUG TESTING EXPERTS 1 00661 7110	00001		INV	11/14/2024	335753	165496	
				PROBSVCS	OTHER	74.00		
				Invoice Net		74.00		
				CHECK TOTAL		850.00		-----
6018	GENUINE PARTS COMPANY 1 002 6540	00001		INV	11/06/2024	206628	165060	
				RD&BR GEN	SHOP	16.88		
				Invoice Net		16.88		
6018	GENUINE PARTS COMPANY 1 002 7418	00001		INV	11/06/2024	206535	165061	
				RD&BR GEN	REPHTRUCKS	379.65		
				Invoice Net		379.65		
6018	GENUINE PARTS COMPANY 1 002 7418	00001		INV	11/06/2024	206360	165062	
				RD&BR GEN	REPHTRUCKS	399.94		
				Invoice Net		399.94		
6018	GENUINE PARTS COMPANY 1 002 7422	00001		INV	11/06/2024	789307	165063	
				RD&BR GEN	REPHEQUIP	40.69		
				Invoice Net		40.69		
6018	GENUINE PARTS COMPANY 1 002 7418	00001		CRM	11/06/2024	205507	165066	
				RD&BR GEN	REPHTRUCKS	-116.84		
				Invoice Net		-116.84		
6018	GENUINE PARTS COMPANY 1 002 7418	00001		INV	11/06/2024	205305	165068	
				RD&BR GEN	REPHTRUCKS	555.74		
				Invoice Net		555.74		
6018	GENUINE PARTS COMPANY 1 002 7040	00001		INV	11/06/2024	205334	165070	
				RD&BR GEN	REPAIR	29.98		
				Invoice Net		29.98		
6018	GENUINE PARTS COMPANY 1 002 7418	00001		INV	11/06/2024	205357	165071	
				RD&BR GEN	REPHTRUCKS	4.34		
				Invoice Net		4.34		

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CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	1,310.38	-----
601 NATIONAL SHERIFF'S' AS	1 03450 6520	00001		INV	11/14/2024	250889	165412	
				SHERADMIN	DUES	250.00		
				Invoice Net		250.00		
						CHECK TOTAL	250.00	-----
2320 NORTH 40 OUTFITTERS	1 024 6870	00001		INV	11/06/2024	46622/B	165125	
				TORT	INS - DEDU	489.99		
				Invoice Net		489.99		
2320 NORTH 40 OUTFITTERS	1 03454 8590	00001		INV	11/12/2024	46690/B	165229	
				SHERSEARCH	EQUIPMENT	501.67		
				Invoice Net		501.67		
						CHECK TOTAL	991.66	-----
2326 NORTH IDAHO LOCK & KEY	1 02381 7330	00001		INV	11/13/2024	61816	165319	
				LOCAL	OPERATIONS	104.00		
				Invoice Net		104.00		
2326 NORTH IDAHO LOCK & KEY	1 00406 6700	00001		INV	11/14/2024	61818	165420	
				ELECT-NOV	SECURITY	165.00		
				Invoice Net		165.00		
						CHECK TOTAL	269.00	-----
2334 NORTHERN LIGHTS INC.	1 030 6980	00001		INV	11/12/2024	6834310ct24	165206	
				PARKS	OTHER UTIL	68.68		
				Invoice Net		68.68		
2334 NORTHERN LIGHTS INC.	1 038 6930	00001		INV	11/12/2024	6834110ct24	165207	
				WATER	ELECTRIC	30.00		
				Invoice Net		30.00		
2334 NORTHERN LIGHTS INC.	1 038 6930	00001		INV	11/12/2024	50467633.20ct24	165208	
				WATER	ELECTRIC	65.61		
				Invoice Net		65.61		
						CHECK TOTAL	164.29	-----
2336 NORTHERN STATES PEST C	1 00661 7430	00001		INV	11/14/2024	109717	165500	
				PROBSVCS	REPBLDGS	195.00		
				Invoice Net		195.00		
						CHECK TOTAL	195.00	-----
2342 NORTHSIDE FIRE DISTRICT	1 600 2130	00000		INV	11/08/2024	NSFOCT24	165181	
				N SIDE FIR	OTHER TAX	5,663.48		
				Invoice Net		5,663.48		
						CHECK TOTAL	5,663.48	-----
2771 OREILLY AUTO PARTS	1 002 7040	00002		INV	11/06/2024	3456-176122	165073	
				RD&BR GEN	REPAIR	225.49		
				Invoice Net		225.49		

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CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
2771 OREILLY AUTO PARTS	1 002 7040	00002		CRM	11/06/2024	3456-176168	165074	
		RD&BR GEN		REPAIR		-225.49		
		Invoice Net				-225.49		
2771 OREILLY AUTO PARTS	1 002 7040	00002		INV	11/13/2024	3456-177498	165366	
		RD&BR GEN		REPAIR		65.93		
		Invoice Net				65.93		
2771 OREILLY AUTO PARTS	1 002 7040	00002		INV	11/13/2024	3456-177619	165368	
		RD&BR GEN		REPAIR		112.28		
		Invoice Net				112.28		
		CHECK TOTAL				178.21		-----
9999 Aaron Feldner	1 00123 7810	00000		INV	11/08/2024	A2024-0019	165178	
		PLANNING		REF, REIMB		255.00		
		Invoice Net				255.00		
		CHECK TOTAL				255.00		-----
9999 Nils Konikson	1 00123 7810	00000		INV	11/08/2024	A2024-0003	165180	
		PLANNING		REF, REIMB		255.00		
		Invoice Net				255.00		
		CHECK TOTAL				255.00		-----
9999 Nils Konikson	1 00123 7810	00000		INV	11/08/2024	A2024-0002	165179	
		PLANNING		REF, REIMB		255.00		
		Invoice Net				255.00		
		CHECK TOTAL				255.00		-----
2788 OXARC	1 02381 7330	00001		INV	11/13/2024	0061861366	165318	
		LOCAL		OPERATIONS		33.42		
		Invoice Net				33.42		
2788 OXARC	1 002 6540	00001		INV	11/13/2024	0061878719	165364	
		RD&BR GEN		SHOP		122.54		
		Invoice Net				122.54		
2788 OXARC	1 002 6540	00001		INV	11/13/2024	0061863077	165365	
		RD&BR GEN		SHOP		55.70		
		Invoice Net				55.70		
		CHECK TOTAL				211.66		-----
2792 PAC WEST PARTS	1 002 7040	00001		INV	11/13/2024	57523	165371	
		RD&BR GEN		REPAIR		26.94		
		Invoice Net				26.94		
		CHECK TOTAL				26.94		-----
5203 PAPE MACHINERY INC	1 023 7040	00001		INV	11/13/2024	15712797	165320	
		SOL WASTE		REPAIR		230.77		
		Invoice Net				230.77		
5203 PAPE MACHINERY INC	1 023 7040	00001		INV	11/13/2024	15736879	165321	
		SOL WASTE		REPAIR		4.68		
		Invoice Net				4.68		

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CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
5203 PAPE MACHINERY INC	1 002 7750	00001		INV	11/13/2024	15744296	165372	
	2 002 7422	RD&BR GEN		SHIPANDFRT		32.00		
		RD&BR GEN		REPHEQUIP		184.72		
		Invoice Net				216.72		
				CHECK TOTAL		452.17		-----
1481 PATTI'S ACTION AUTO SU	1 002 7040	00001		INV	11/06/2024	104236-1	165076	
		RD&BR GEN		REPAIR		107.31		
		Invoice Net				107.31		
1481 PATTI'S ACTION AUTO SU	1 002 6640	00001		INV	11/13/2024	104670-1	165369	
	2 002 7030	RD&BR GEN		SAFETY		36.40		
		RD&BR GEN		LUBRICANT		9.77		
		Invoice Net				46.17		
				CHECK TOTAL		153.48		-----
1493 PEAK SAND & GRAVEL	1 00355 7500	00001		INV	11/08/2024	103480	165186	
		AIRSANDPT		REPAIRF		395.44		
		Invoice Net				395.44		
				CHECK TOTAL		395.44		-----
4389 PEND OREILLE MECHANICA	1 002 7430	00001		INV	11/06/2024	23535223	165080	
		RD&BR GEN		REPBLDGS		1,312.00		
		Invoice Net				1,312.00		
				CHECK TOTAL		1,312.00		-----
3833 PERSONNEL EVALUATION I	1 03453 6830	00000		INV	11/14/2024	52958	165441	
		SHERPATROL		BACKGR CHK		25.00		
		Invoice Net				25.00		
				CHECK TOTAL		25.00		-----
3329 PRIEST RIVER HARDWARE	1 03450 7430	00001		INV	11/12/2024	398455	165220	
		SHERADMIN		REPBLDGS		47.94		
		Invoice Net				47.94		
				CHECK TOTAL		47.94		-----
3695 REDWOOD TOXICOLOGY LAB	1 00661 8830	00001		INV	11/14/2024	836802	165497	
		PROBSVCS		ADMISDNPRB		275.82		
		Invoice Net				275.82		
				CHECK TOTAL		275.82		-----
3696 REDWOOD TOXICOLOGY LAB	1 010 7110	00001		INV	11/04/2024	01506320249	165401	
		CT INTERL		OTHER		184.10		
		Invoice Net				184.10		
				CHECK TOTAL		184.10		-----
3848 MATTHEW E REESE	1 03457 7040	00001		INV	11/12/2024	03	165225	
		SHERAUTO		REPAIR		4,490.00		
		Invoice Net				4,490.00		

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CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	4,490.00	-----
3714	RELIANT BEHAVIORAL HEA 1 00118 6260	00001		INV GENEXP EAP Invoice Net	11/06/2024	2024-13411 1,054.10 1,054.10	165048	
						CHECK TOTAL	1,054.10	-----
3715	RELX INC. DBA LEXISNEX 1 03471 7760	00001		INV JUST-CIVIL LAW LIBRAR Invoice Net	11/07/2024	3095390087 373.00 373.00	165152	
						CHECK TOTAL	373.00	-----
3904	MICHAEL ROSEDALE 1 004 6440	00000		INV ELECTIONS TRAVEL Invoice Net	11/14/2024	NOV24 204.35 204.35	165435	
						CHECK TOTAL	204.35	-----
755	SAFETY-KLEEN CORPORATI 1 002 7750 2 002 6540	00001		INV RD&BR GEN SHIPANDFRT RD&BR GEN SHOP Invoice Net	11/06/2024	95513274 14.80 389.82 404.62	165084	
						CHECK TOTAL	404.62	-----
775	SANDPOINT BUILDING SUP 1 038 7530	00001		INV WATER REFACILIT Invoice Net	11/12/2024	2485931 136.98 136.98	165201	
						CHECK TOTAL	136.98	-----
5304	SANDPOINT FAMILY MEDIC 1 00119 6820	00001		INV PERSONNEL DRUGTESTIN Invoice Net	11/13/2024	567560OCT24 250.00 250.00	165331	
						CHECK TOTAL	250.00	-----
779	SANDPOINT GARAGE DOORS 1 03450 7430	00001		INV SHERADMIN REPBLDGS Invoice Net	11/12/2024	160613 527.05 527.05	165221	
						CHECK TOTAL	527.05	-----
790	SANDPOINT SUPER DRUG 1 00110 7530	00001		INV BLDGGRD REFACILIT Invoice Net	11/07/2024	27018/1 25.99 25.99	165156	
						CHECK TOTAL	25.99	-----
2404	SCALES NORTHWEST 1 02380 7380	00001		INV LONGHAUL TIPOPS Invoice Net	11/13/2024	27386 3,564.39 3,564.39	165326	
						CHECK TOTAL	3,564.39	-----

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CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
6334	SECURE COURT SOLUTIONS 1 00661 8830	00001		INV	11/14/2024	P-100099 256.00 256.00 Invoice Net	165495	
						CHECK TOTAL		256.00
4110	SELKIRK POWER GENERATI 1 00823 7110	00001		INV	11/12/2024	138047 911TECH OTHER 14,000.00 14,000.00 Invoice Net	165211	
4110	SELKIRK POWER GENERATI 1 00824 9410	00001		INV	11/12/2024	138049 911REPEATR CAP - COMM 795.00 795.00 Invoice Net	165213	
4110	SELKIRK POWER GENERATI 1 00824 9410	00001		INV	11/12/2024	138048 911REPEATR CAP - COMM 770.43 770.43 Invoice Net	165214	
						CHECK TOTAL		15,565.43
2459	SELKIRK PRESS INC. 1 00406 6690	00001		INV	11/14/2024	21420 ELECT-NOV BALL PRINT 9,088.00 9,088.00 Invoice Net	165425	
2459	SELKIRK PRESS INC. 1 00406 6690	00001		INV	11/14/2024	21437 ELECT-NOV BALL PRINT 174.80 174.80 Invoice Net	165427	
						CHECK TOTAL		9,262.80
3824	SHADOW TRACKERS 1 00119 6830	00001		INV	11/13/2024	RDK222917 PERSONNEL BACKGR CHK 220.00 220.00 Invoice Net	165323	
3824	SHADOW TRACKERS 1 00127 6830	00001		INV	11/13/2024	RDK222824 RISK MGMT BACKGR CHK 1,330.00 1,330.00 Invoice Net	165381	
						CHECK TOTAL		1,550.00
5782	DEVIN SIMMONS 1 03475 7630	00000		INV	11/14/2024	NOV24 JUSTJUVDET FOOD 116.94 116.94 Invoice Net	165505	
						CHECK TOTAL		116.94
1611	SNAP ON TOOLS 1 03457 8650	00001		INV	11/12/2024	111224153885 SHERAUTO TOOLSSML 62.50 62.50 Invoice Net	165223	
						CHECK TOTAL		62.50
1631	SOUTH FORK HARDWARE - 1 03410 7530	00001		INV	11/13/2024	391871 JUSTBLDGS REPFACILIT 26.98 26.98 Invoice Net	165329	
						CHECK TOTAL		26.98

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
1658	SPIRIT LAKE FIRE DISTR 1 650 2130	00000		INV	11/08/2024	SLFOCT24 10,350.00 OTHER TAX 10,350.00 Invoice Net	165182	
						CHECK TOTAL 10,350.00		-----
1659	SPIRIT LAKE INDUSTRIAL 1 02381 6980	00001		INV	11/07/2024	OCT24 45.00 OTHER UTIL 45.00 Invoice Net	165163	
1659	SPIRIT LAKE INDUSTRIAL 1 02381 6980	00001		INV	11/07/2024	NOV24 45.00 OTHER UTIL 45.00 Invoice Net	165164	
						CHECK TOTAL 90.00		-----
1663	SPOKANE HOUSE OF HOSE 1 002 7418	00001		INV	11/06/2024	1090561 97.88 RD&BR GEN REPHTRUCKS 97.88 Invoice Net	165082	
1663	SPOKANE HOUSE OF HOSE 1 002 7418	00001		INV	11/06/2024	1089846 85.12 RD&BR GEN REPHTRUCKS 85.12 Invoice Net	165083	
						CHECK TOTAL 183.00		-----
5544	STORMS, JACOB 1 00115 6490	00000		INV	11/28/2024	STORMSNOV24 153.00 TECHNOLOG EDUCATION 153.00 Invoice Net	165436	
						CHECK TOTAL 153.00		-----
4134	STRYKER SALES CORPORAT 1 024 6870	00002		INV	11/06/2024	9207546279 2,082.87 TORT INS - DEDU 2,082.87 Invoice Net	165126	
4134	STRYKER SALES CORPORAT 1 024 6870	00002		INV	11/06/2024	9207571407 120.64 TORT INS - DEDU 120.64 Invoice Net	165127	
						CHECK TOTAL 2,203.51		-----
3122	STURGELL JAY Q 1 006 7290	00001		INV	10/28/2024	Aug-Oct mileage 2024 181.70 DISTCT COURTASSIS 181.70 Invoice Net	165392	
						CHECK TOTAL 181.70		-----
3148	T MOBILE 1 03450 6900	00002		INV	11/14/2024	996016206OCT24 31.50 SHERADMIN CELL PHONE 31.50 Invoice Net	165449	
						CHECK TOTAL 31.50		-----
5020	TECHRIC SOLUTIONS LLC 1 34180 7660	00001		INV	11/12/2024	NOV24 2,400.00 JUST-GENEX RTOTHER 2,400.00 Invoice Net	165216	

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CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
5020	TECHRIC SOLUTIONS LLC 1 34180 8950	00001		INV	11/12/2024	1089 4,800.00 4,800.00 Invoice Net	165222	
						CHECK TOTAL		7,200.00
5471	THE GOODYEAR TIRE & RU 1 03457 7040	00001		INV	11/12/2024	197-1157026 918.14 918.14 Invoice Net	165224	
						CHECK TOTAL		918.14
3349	THOMSON REUTERS WEST P 1 03452 9080	00001		INV	11/14/2024	850981881 502.20 502.20 Invoice Net	165414	
						CHECK TOTAL		502.20
3349	THOMSON REUTERS WEST P 1 03471 7760	00001		INV	11/07/2024	850980903 3,972.15 3,972.15 Invoice Net	165154	
						CHECK TOTAL		3,972.15
3357	TIFCO INDUSTRIES 1 002 6640 2 002 6540	00001		INV	11/13/2024	72033640 106.39 559.59 RD&BR GEN SAFETY RD&BR GEN SHOP Invoice Net	165374	
						CHECK TOTAL		665.98
3357	TIFCO INDUSTRIES 1 002 6540	00001		INV	11/13/2024	72034682 485.85 485.85 RD&BR GEN SHOP Invoice Net	165375	
						CHECK TOTAL		971.73
3357	TIFCO INDUSTRIES 1 002 6640 2 002 6540	00001		INV	11/13/2024	72034583 36.83 129.95 RD&BR GEN SAFETY RD&BR GEN SHOP Invoice Net	165376	
						CHECK TOTAL		1,318.61
6070	TIMBER VALLEY TREE CO 1 047 8994	00001		INV	11/14/2024	1267 21,056.00 21,056.00 GRANT DEMGRANTS Invoice Net	165404	
						CHECK TOTAL		21,056.00
4923	TRANSUNION RISK & ALTE 1 03473 7230	00001		INV	11/07/2024	oct2024 100.00 100.00 JUST-PA INVESTIGAT Invoice Net	165153	
						CHECK TOTAL		100.00
5364	TRINITY SERVICES GROUP 1 03462 7630	00001		INV	11/07/2024	3028800229 6,458.10 6,458.10 JAILKITCH FOOD Invoice Net	165135	
						CHECK TOTAL		12,916.20
5364	TRINITY SERVICES GROUP	00001		INV	11/14/2024	3028800230	165405	

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CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	1 03462 7630		JAILKITCH	FOOD		6,704.44		
			Invoice Net			6,704.44		
						CHECK TOTAL	13,162.54	-----
1698 TYLER TECHNOLOGIES INC	00001		INV 11/15/2024			045-485039	164742	
1 00115 8570	TECHNOLOG		SOFTWARE			130,956.00		
	Invoice Net					130,956.00		
						CHECK TOTAL	130,956.00	-----
1714 UNITED PARCEL SERVICE	00001		INV 11/12/2024			00001Y2V32454	165215	
1 03451 6750	SHERCLREC		POSTAGE			30.31		
	Invoice Net					30.31		
						CHECK TOTAL	30.31	-----
1718 UI PROGRAMS	00005		INV 12/01/2024			2024-1Forestry	165134	
1 01130 8780	EXTOFFICE		EXT CONTRA			750.00		
	Invoice Net					750.00		
						CHECK TOTAL	750.00	-----
2474 VERIZON WIRELESS	00001		INV 11/14/2024			964370635NOV24	165493	
1 00661 6900	PROBSVCS		CELL PHONE			427.40		
2 03475 6900	JUSTJUDET		CELL PHONE			125.22		
	Invoice Net					552.62		
						CHECK TOTAL	552.62	-----
2919 WASTE MANAGEMENT OF ID	00001		INV 11/06/2024			0235640-1827-5	164989	
1 002 6950	RD&BR GEN		GARBAGE			115.79		
	Invoice Net					115.79		
2919 WASTE MANAGEMENT OF ID	00001		INV 11/06/2024			0410973-1827-7	164992	
1 002 6950	RD&BR GEN		GARBAGE			125.13		
	Invoice Net					125.13		
2919 WASTE MANAGEMENT OF ID	00001		INV 11/06/2024			0000050-2588-7	165023	
1 02380 7350	LONGHAUL		DISP - WAS			445,988.08		
	Invoice Net					445,988.08		
2919 WASTE MANAGEMENT OF ID	00001		INV 11/06/2024			0002806-2590-6	165027	
1 02380 7330	LONGHAUL		OPERATIONS			51,266.74		
2 02380 7390	LONGHAUL		COMM COLL			10,162.33		
3 02380 7360	LONGHAUL		RURAL SYS			100,349.00		
	Invoice Net					161,778.07		
						CHECK TOTAL	608,007.07	-----
2924 WATERFRONT PROPERTY MA	00001		INV 11/14/2024			55138	165411	
1 03479 7000	MARINE PTR		GASOLINE			353.52		
	Invoice Net					353.52		
						CHECK TOTAL	353.52	-----
5377 VESTIS GROUP INC	00002		INV 11/13/2024			GE61-004218	165377	

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CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	1 002 6640	RD&BR GEN		SAFETY		237.17		
		Invoice Net				237.17		
						CHECK TOTAL		237.17
3548	WESTERN STATES EQUIPME	00001		INV	11/06/2024	IN002975117	165085	
	1 002 7750	RD&BR GEN		SHIPANDFRT		29.74		
	2 002 7422	RD&BR GEN		REPHEQUIP		369.83		
		Invoice Net				399.57		
3548	WESTERN STATES EQUIPME	00001		INV	11/06/2024	IN002979458	165086	
	1 002 7422	RD&BR GEN		REPHEQUIP		48.48		
		Invoice Net				48.48		
3548	WESTERN STATES EQUIPME	00001		INV	11/06/2024	IN002985230	165088	
	1 002 7750	RD&BR GEN		SHIPANDFRT		29.58		
	2 002 7422	RD&BR GEN		REPHEQUIP		3,178.23		
		Invoice Net				3,207.81		
3548	WESTERN STATES EQUIPME	00001		INV	11/13/2024	IN002979461	165378	
	1 002 7422	RD&BR GEN		REPHEQUIP		250.77		
		Invoice Net				250.77		
						CHECK TOTAL		3,906.63
3553	WEX BANK	00002		INV	11/07/2024	100835432	165138	
	1 03457 7000	SHERAUTO		GASOLINE		15,389.80		
	2 03461 7000	JAILDETENT		GASOLINE		384.97		
	3 03479 7000	MARINE PTR		GASOLINE		290.47		
	4 00822 7000	911OPS		GASOLINE		49.09		
	5 00823 7000	911TECH		GASOLINE		25.84		
		Invoice Net				16,140.17		
						CHECK TOTAL		16,140.17
3556	DARYL D WHEELER	00000		INV	11/14/2024	NOV24	165452	
	1 03450 6440	SHERADMIN		TRAVEL		248.00		
		Invoice Net				248.00		
						CHECK TOTAL		248.00
3568	WHITE CROSS PHARMACY	00001		INV	11/07/2024	BCJ 1031 2024	165146	
	1 03461 8060	JAILDETENT		MEDICAL		276.54		
	2 03461 8060	JAILDETENT		MEDICAL		41.61		
	3 03461 8060	JAILDETENT		MEDICAL		83.27		
	4 03461 8060	JAILDETENT		MEDICAL		38.29		
	5 03461 8060	JAILDETENT		MEDICAL		79.95		
	6 03461 8060	JAILDETENT		MEDICAL		15.47		
	7 03461 8060	JAILDETENT		MEDICAL		547.25		
	8 03461 8060	JAILDETENT		MEDICAL		56.30		
	9 03461 8060	JAILDETENT		MEDICAL		34.72		
	10 03461 8060	JAILDETENT		MEDICAL		120.17		
	11 03461 8060	JAILDETENT		MEDICAL		65.08		
	12 03461 8060	JAILDETENT		MEDICAL		29.74		



DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
13	03461	8060	JAILDETENT	MEDICAL		41.69		
14	03461	8060	JAILDETENT	MEDICAL		15.29		
15	03461	8060	JAILDETENT	MEDICAL		60.39		
16	03461	8060	JAILDETENT	MEDICAL		59.88		
17	03461	8060	JAILDETENT	MEDICAL		27.17		
18	03461	8060	JAILDETENT	MEDICAL		15.47		
19	03461	8060	JAILDETENT	MEDICAL		69.53		
20	03461	8060	JAILDETENT	MEDICAL		115.93		
21	03461	8060	JAILDETENT	MEDICAL		107.69		
22	03461	8060	JAILDETENT	MEDICAL		14.97		
23	03461	8060	JAILDETENT	MEDICAL		17.53		
24	03461	8060	JAILDETENT	MEDICAL		14.55		
25	03461	8060	JAILDETENT	MEDICAL		27.82		
26	03461	8060	JAILDETENT	MEDICAL		33.16		
27	03461	8060	JAILDETENT	MEDICAL		64.23		
28	03461	8060	JAILDETENT	MEDICAL		44.94		
29	03461	8060	JAILDETENT	MEDICAL		15.07		
30	03461	8060	JAILDETENT	MEDICAL		53.90		
			Invoice Net			2,187.60		
			CHECK TOTAL			2,187.60		-----
1742	WILLIAMS MARGARET R. P	00001	INV	11/04/2024		05.03-09.11.24-1705	165402	
1	006 7100	DISTCT	LEGAL			660.00		
		Invoice Net				660.00		
			CHECK TOTAL			660.00		-----
5930	ASIA WILLIAMS	00000	INV	11/05/2024		NOV24	164962	
1	00105 6450	COMMISS	MILEAGE			154.00		
		Invoice Net				154.00		
			CHECK TOTAL			154.00		-----
1779	WOOD'S CRUSHING & HAUL	00001	INV	11/06/2024		53222	165090	
1	002 8490	RD&BR GEN	PLANT ASHP			6,137.90		
		Invoice Net				6,137.90		
1779	WOOD'S CRUSHING & HAUL	00001	INV	11/13/2024		53389	165380	
1	002 8490	RD&BR GEN	PLANT ASHP			3,260.16		
		Invoice Net				3,260.16		
			CHECK TOTAL			9,398.06		-----
5284	NORTHWEST FIBER LLC	00001	INV	11/14/2024		208-189-0226NOV24	165437	
1	00115 6920	TECHNOLOG	TELEPHONE			330.00		
		Invoice Net				330.00		
5284	NORTHWEST FIBER LLC	00001	INV	11/14/2024		208-263-0644NOV24	165438	
1	00115 6920	TECHNOLOG	TELEPHONE			59.52		
		Invoice Net				59.52		
5284	NORTHWEST FIBER LLC	00001	INV	11/14/2024		208-265-5640NOV24	165440	
1	00115 6920	TECHNOLOG	TELEPHONE			62.43		
		Invoice Net				62.43		

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CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc0725 11/14/2024 DUE DATE: 12/15/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	451.95	-----
5560 Zoho Corporation	1 00115 8950	00001		INV	11/15/2024	2417321	165183	
				TECHNOLOG	SOFTWARE	3,497.00		
				Invoice Net		3,497.00		
						CHECK TOTAL	3,497.00	-----
290 INVOICES				WARRANT TOTAL		1,155,012.96	1,155,012.96	

DRAFT

WARRANT SUMMARY

WARRANT: boc0725 11/14/2024

DUE DATE: 12/15/2024

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET	
001	00101	CLERK	001-01-00-000-7410-	REPAIRS/MAINT - OFFICE	74.85	7,472.22
001	00103	TREASURER/TAX COLL	001-03-00-000-6790-	COPY MACHINE USE/MAINT	122.52	7,172.76
001	00105	COMMISSIONERS	001-05-00-000-6450-	TRAVEL - MILEAGE	154.00	6,628.49
001	00105	COMMISSIONERS	001-05-00-000-6520-	DUES/MEMBERSHIP/LICENS	300.00	6,628.49
001	00110	FACILITIES	001-10-00-000-6630-	SUPPLIES - ADMIN BUILD	6.00	13,832.67
001	00110	FACILITIES	001-10-00-000-7000-	VEHICLES - FUEL, GASOL	121.16	13,832.67
001	00110	FACILITIES	001-10-00-000-7010-	VEHICLES - FUEL, DIESE	212.57	13,832.67
001	00110	FACILITIES	001-10-00-000-7530-	REPAIRS/MAINT - FACILI	25.99	13,832.67
001	00115	TECHNOLOGY	001-15-00-000-6490-	EDUCATION	306.00	-26,584.46
001	00115	TECHNOLOGY	001-15-00-000-6920-	UTILITIES - TELEPHONE	451.95	-26,584.46
001	00115	TECHNOLOGY	001-15-00-000-8570-	TYLER SOFTWARE PURCHAS	130,956.00	-26,584.46
001	00115	TECHNOLOGY	001-15-00-000-8950-	SOFTWARE AND SOFTWARE	3,497.00	-26,584.46
001	00118	GENERAL FUND EXPEN	001-18-00-000-6260-	EMPLOYEE ASSISTANCE PR	1,054.10	-540.63
001	00118	GENERAL FUND EXPEN	001-18-00-000-6930-	UTILITIES - ELECTRICIT	1,801.02	171,210.85
001	00118	GENERAL FUND EXPEN	001-18-00-000-6980-	UTILITIES - OTHER	485.47	171,210.85
001	00118	GENERAL FUND EXPEN	001-18-00-000-7860-	MISCELLANEOUS EXPENSES	120.00	171,210.85
001	00118	GENERAL FUND EXPEN	001-18-00-000-9350-	CAPITAL - LEASE EXPEND	2,504.20	-3,172.40
001	00119	PERSONNEL	001-19-00-000-6820-	DRUG TESTING	324.00	8,204.65
001	00119	PERSONNEL	001-19-00-000-6830-	BACKGROUND CHECKS	220.00	8,204.65
001	00119	PERSONNEL	001-19-00-000-7690-	ADVERTISING	460.00	8,204.65
001	00119	PERSONNEL	001-19-00-000-9350-	CAPITAL - LEASE EXPEND	262.00	8,204.65
001	00123	PLANNING	001-23-00-000-6530-	SUPPLIES - OFFICE	182.15	20,234.47
001	00123	PLANNING	001-23-00-000-6760-	LEGAL PUBLICATIONS	671.45	20,234.47
001	00123	PLANNING	001-23-00-000-6790-	COPY MACHINE USE/MAINT	22.03	20,234.47
001	00123	PLANNING	001-23-00-000-7260-	PROF. SVCS - ENGINEERI	390.00	20,234.47
001	00123	PLANNING	001-23-00-000-7810-	REFUNDS, REIMBURSEMENT	765.00	20,234.47
001	00127	RISK MANAGEMENT	001-27-00-000-6530-	SUPPLIES - OFFICE	582.23	4.39
001	00127	RISK MANAGEMENT	001-27-00-000-6830-	BACKGROUND CHECKS	1,330.00	2,328.00
001	01130	EXTENSION OFFICE	001-13-00-000-6520-	DUES/MEMBERSHIP/LICENS	125.00	2,626.45
001	01130	EXTENSION OFFICE	001-13-00-000-6530-	SUPPLIES - OFFICE	32.26	2,626.45
001	01130	EXTENSION OFFICE	001-13-00-000-8780-	CONTRACTS - EXTENSION	750.00	2,626.45
001	01261	MOTOR VEHICLE - SA	001-26-01-000-7860-	MISCELLANEOUS EXPENSES	6.00	5,176.04
001	01262	MOTOR VEHICLE - PR	001-26-02-000-7110-	PROF. SVCS - OTHER	6.00	5,176.04
				FUND TOTAL	148,320.95	
002	002	ROAD & BRIDGE	002-00-00-000-6540-	SUPPLIES - SHOP	2,334.40	1,219,080.70
002	002	ROAD & BRIDGE	002-00-00-000-6560-	SUPPLIES - LAUNDRY	344.93	1,219,080.70
002	002	ROAD & BRIDGE	002-00-00-000-6640-	SUPPLIES - SAFETY	1,152.28	1,219,080.70
002	002	ROAD & BRIDGE	002-00-00-000-6820-	DRUG TESTING	628.00	1,219,080.70
002	002	ROAD & BRIDGE	002-00-00-000-6880-	UTILITIES - FUEL FOR H	509.27	1,219,080.70
002	002	ROAD & BRIDGE	002-00-00-000-6930-	UTILITIES - ELECTRICIT	420.61	1,219,080.70
002	002	ROAD & BRIDGE	002-00-00-000-6950-	UTILITIES - GARBAGE	240.92	1,219,080.70
002	002	ROAD & BRIDGE	002-00-00-000-6980-	UTILITIES - OTHER	236.00	1,219,080.70
002	002	ROAD & BRIDGE	002-00-00-000-7000-	VEHICLES - FUEL, GASOL	357.62	1,219,080.70
002	002	ROAD & BRIDGE	002-00-00-000-7010-	VEHICLES - FUEL, DIESE	2,958.54	1,219,080.70
002	002	ROAD & BRIDGE	002-00-00-000-7020-	VEHICLES - TIRES	2,268.92	1,219,080.70
002	002	ROAD & BRIDGE	002-00-00-000-7030-	VEHICLES - LUBRICANTS	4,499.36	1,219,080.70
002	002	ROAD & BRIDGE	002-00-00-000-7040-	VEHICLES - REPAIR/MAIN	457.33	1,219,080.70

WARRANT SUMMARY

WARRANT: boc0725 11/14/2024

DUE DATE: 12/15/2024

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET	
002	002	ROAD & BRIDGE	002-00-00-000-7275-	PROF SVCS - PERMITS &	525.00	1,219,080.70
002	002	ROAD & BRIDGE	002-00-00-000-7418-	REPAIRS/MAINT - HEAVY	8,426.93	1,219,080.70
002	002	ROAD & BRIDGE	002-00-00-000-7422-	REPAIRS/MAINT - HEAVY	4,086.70	1,219,080.70
002	002	ROAD & BRIDGE	002-00-00-000-7430-	REPAIRS/MAINT - BLDGS/	1,312.00	1,219,080.70
002	002	ROAD & BRIDGE	002-00-00-000-7750-	SHIPPING AND FREIGHT	120.12	1,219,080.70
002	002	ROAD & BRIDGE	002-00-00-000-8430-	CRUSHED ROCK/GRAVEL	430.00	1,219,080.70
002	002	ROAD & BRIDGE	002-00-00-000-8490-	PLANT ASPHALT MIX	9,398.06	1,219,080.70
002	002	ROAD & BRIDGE	002-00-00-000-8510-	BST SURFACING OIL	1,365.00	1,219,080.70
002	002	ROAD & BRIDGE	002-00-00-000-9000-	GRANT - COUNTY MATCH	3,458.10	1,914,265.03
			FUND TOTAL		45,530.09	
003	00355	AIRPORT - SANDPOIN	003-55-00-000-6540-	SUPPLIES - SHOP	290.12	4,783.76
003	00355	AIRPORT - SANDPOIN	003-55-00-000-7420-	REPAIRS/MAINT - EQUIPM	235.80	4,783.76
003	00355	AIRPORT - SANDPOIN	003-55-00-000-7500-	REPAIRS/MAINT - AIRFIE	395.44	4,783.76
			FUND TOTAL		921.36	
004	004	ELECTIONS	004-00-00-000-6440-	TRAVEL	204.35	99,973.69
004	004	ELECTIONS	004-00-00-000-6490-	EDUCATION	830.00	99,973.69
004	004	ELECTIONS	004-00-00-000-6730-	ELECTION SUPPLIES	774.25	99,973.69
004	004	ELECTIONS	004-00-00-000-7420-	REPAIRS/MAINT - EQUIPM	581.00	99,973.69
004	00406	ELECTION - NOVEMBE	004-00-06-000-6690-	BALLOT PRINTING	9,262.80	99,973.69
004	00406	ELECTION - NOVEMBE	004-00-06-000-6700-	SECURITY PROGRAMMING	165.00	99,973.69
004	00406	ELECTION - NOVEMBE	004-00-06-000-6760-	LEGAL PUBLICATIONS	1,521.05	99,973.69
			FUND TOTAL		13,338.45	
006	006	DISTRICT COURT	006-00-00-000-6530-	SUPPLIES - OFFICE	74.40	12,985.50
006	006	DISTRICT COURT	006-00-00-000-7100-	PROF. SVCS - LEGAL	2,960.00	12,985.50
006	006	DISTRICT COURT	006-00-00-000-7110-	PROF. SVCS - OTHER	3,649.26	12,985.50
006	006	DISTRICT COURT	006-00-00-000-7130-	PROF. SVCS - COURT REP	204.00	12,985.50
006	006	DISTRICT COURT	006-00-00-000-7290-	PROF. SVCS - COURT ASS	181.70	12,985.50
006	006	DISTRICT COURT	006-00-00-000-7410-	REPAIRS/MAINT - OFFICE	26.05	12,985.50
006	006	DISTRICT COURT	006-00-00-000-7430-	REPAIRS/MAINT - BLDGS/	203.35	12,985.50
006	006	DISTRICT COURT	006-00-00-000-7860-	MISCELLANEOUS EXPENSES	150.00	12,985.50
006	00661	PROBATION SERVICES	006-61-00-000-6670-	SUPPLIES - OTHER	197.80	60,003.75
006	00661	PROBATION SERVICES	006-61-00-000-6900-	UTILITIES - CELLULAR T	427.40	60,003.75
006	00661	PROBATION SERVICES	006-61-00-000-7110-	PROF. SVCS - OTHER	74.00	60,003.75
006	00661	PROBATION SERVICES	006-61-00-000-7430-	REPAIRS/MAINT - BLDGS/	195.00	60,003.75
006	00661	PROBATION SERVICES	006-61-00-000-8830-	ADULT AL/DRUG MISD PRO	531.82	60,003.75
			FUND TOTAL		8,874.78	
008	00822	911 OPERATIONS	008-00-22-000-7000-	VEHICLES - FUEL, GASOL	49.09	31,857.92
008	00823	911 TECHNOLOGY	008-00-23-000-6720-	SMALL ASSETS AND EQUIP	15.99	10,412.46
008	00823	911 TECHNOLOGY	008-00-23-000-7000-	VEHICLES - FUEL, GASOL	25.84	10,412.46
008	00823	911 TECHNOLOGY	008-00-23-000-7110-	PROF. SVCS - OTHER	14,545.00	10,412.46
008	00824	911 REPEATER SITE	008-00-24-000-6720-	SMALL ASSETS AND EQUIP	212.94	10,412.46

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FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET	
008	00824	911 REPEATER SITE	008-00-24-000-7660-	RENT/LEASE - OTHER	8,400.00	10,412.46
008	00824	911 REPEATER SITE	008-00-24-000-9410-	CAPITAL - COMMUNICATIO	1,641.30	309,619.16
008	00824	911 REPEATER SITE	008-00-24-000-9420-	CAPITAL - EQUIPMENT	511.50	309,619.16
				FUND TOTAL	25,401.66	
010	010	COURT INTERLOCK DE	010-00-00-000-7110-	PROF. SVCS - OTHER	1,058.60	12.72
				FUND TOTAL	1,058.60	
020	020	REVALUATION	020-00-00-000-6510-	EDUCATION - FEES/REGIS	810.00	11,268.28
				FUND TOTAL	810.00	
023	023	SOLID WASTE	023-00-00-000-6530-	SUPPLIES - OFFICE	92.55	49,496.99
023	023	SOLID WASTE	023-00-00-000-7040-	VEHICLES - REPAIR/MAIN	235.45	49,496.99
023	023	SOLID WASTE	023-00-00-000-9350-	CAPITAL - LEASE EXPEND	95.50	2,073,423.57
023	02380	SW - LONGHAUL	023-00-80-000-7330-	OPERATIONS	51,266.74	49,496.99
023	02380	SW - LONGHAUL	023-00-80-000-7350-	DISPOSAL - WASTE	445,988.08	49,496.99
023	02380	SW - LONGHAUL	023-00-80-000-7360-	RURAL SYSTEM COLLECTIO	100,349.00	49,496.99
023	02380	SW - LONGHAUL	023-00-80-000-7380-	TIPPING FLOOR OPERATIO	4,339.34	49,496.99
023	02380	SW - LONGHAUL	023-00-80-000-7390-	COMMERCIAL COLLECTION	11,514.52	49,496.99
023	02381	SW - LOCAL	023-00-81-000-6980-	UTILITIES - OTHER	5,740.00	49,496.99
023	02381	SW - LOCAL	023-00-81-000-7330-	OPERATIONS	137.42	49,496.99
023	02381	SW - LOCAL	023-00-81-000-7370-	HOUSEHOLD HAZARDOUS WA	12,026.43	49,496.99
023	02381	SW - LOCAL	023-00-81-000-8670-	CONTRACTED LABOR	83,628.05	49,496.99
				FUND TOTAL	715,413.08	
024	024	TORT	024-00-00-000-6220-	COBRA ADMINISTRATION	285.00	179,090.42
024	024	TORT	024-00-00-000-6870-	INSURANCE - DEDUCTIBLE	8,268.61	233,810.17
				FUND TOTAL	8,553.61	
030	030	PARKS & RECREATION	030-00-00-000-6980-	UTILITIES - OTHER	100.78	5,390.93
				FUND TOTAL	100.78	
034	03401	JUSTICE - CLERKS	034-01-00-000-7410-	REPAIRS/MAINT - OFFICE	94.65	7,155.63
034	03410	JUSTICE - BLDGS &	034-10-00-000-7530-	REPAIRS/MAINT - FACILI	1,062.83	32,788.91
034	03416	PROSECUTOR - VAST	034-73-16-000-9020-	VICTIM ASSISTANCE	707.50	46,380.41
034	03450	SHERIFF - ADMINIST	034-72-50-000-6440-	TRAVEL	248.00	96,628.56
034	03450	SHERIFF - ADMINIST	034-72-50-000-6520-	DUES/MEMBERSHIP/LICENS	250.00	96,628.56
034	03450	SHERIFF - ADMINIST	034-72-50-000-6900-	UTILITIES - CELLULAR T	31.50	96,628.56
034	03450	SHERIFF - ADMINIST	034-72-50-000-7430-	REPAIRS/MAINT - BLDGS/	574.99	96,628.56
034	03451	SHERIFF - CLERICAL	034-72-51-000-6750-	POSTAGE	30.31	96,628.56
034	03451	SHERIFF - CLERICAL	034-72-51-000-7110-	PROF. SVCS - OTHER	18.27	96,628.56
034	03452	SHERIFF - DETECTIV	034-72-52-000-9080-	INVESTIGATIVE COSTS	502.20	96,628.56
034	03453	SHERIFF - PATROL	034-72-53-000-6830-	BACKGROUND CHECKS	25.00	96,628.56

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FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
034	03453	SHERIFF - PATROL 034-72-53-000-8590-	EQUIPMENT 763.33	96,628.56
034	03454	SHERIFF - SEARCH & 034-72-54-000-8590-	EQUIPMENT 501.67	96,628.56
034	03457	SHERIFF - AUTO SHO 034-72-57-000-6520-	DUES/MEMBERSHIP/LICENS 22.81	96,628.56
034	03457	SHERIFF - AUTO SHO 034-72-57-000-7000-	VEHICLES - FUEL, GASOL 15,389.80	96,628.56
034	03457	SHERIFF - AUTO SHO 034-72-57-000-7040-	VEHICLES - REPAIR/MAIN 5,869.64	96,628.56
034	03457	SHERIFF - AUTO SHO 034-72-57-000-8650-	TOOLS & SMALL EQUIPMEN 226.50	96,628.56
034	03461	JAIL - DETENTION 034-78-61-000-6480-	TRAVEL - PRISONER TRAN 300.00	130,426.82
034	03461	JAIL - DETENTION 034-78-61-000-6530-	SUPPLIES - OFFICE 142.38	130,426.82
034	03461	JAIL - DETENTION 034-78-61-000-7000-	VEHICLES - FUEL, GASOL 384.97	130,426.82
034	03461	JAIL - DETENTION 034-78-61-000-7710-	UNIFORMS 125.18	130,426.82
034	03461	JAIL - DETENTION 034-78-61-000-8000-	HYGIENE 2,082.60	130,426.82
034	03461	JAIL - DETENTION 034-78-61-000-8060-	MEDICAL 3,040.41	130,426.82
034	03461	JAIL - DETENTION 034-78-61-000-8590-	EQUIPMENT 190.98	130,426.82
034	03462	JAIL - KITCHEN 034-78-62-000-6620-	SUPPLIES - CLEANING 34.90	130,426.82
034	03462	JAIL - KITCHEN 034-78-62-000-7630-	FOOD 13,162.54	130,426.82
034	03471	JUSTICE - CIVIL LI 034-71-00-000-6900-	UTILITIES - CELLULAR T 120.00	44,095.81
034	03471	JUSTICE - CIVIL LI 034-71-00-000-7760-	LAW LIBRARY 4,345.15	44,095.81
034	03472	JUSTICE - SHERIFF 034-72-00-000-8920-	SHERIFF CHAPLAIN SERVI 81.00	96,628.56
034	03473	JUSTICE - PROSECUT 034-73-00-000-6530-	SUPPLIES - OFFICE 1,130.21	46,380.41
034	03473	JUSTICE - PROSECUT 034-73-00-000-6720-	SMALL ASSETS AND EQUIP 346.64	46,380.41
034	03473	JUSTICE - PROSECUT 034-73-00-000-7230-	PROF. SVCS - INVESTIGA 100.00	46,380.41
034	03473	JUSTICE - PROSECUT 034-73-00-000-7860-	MISCELLANEOUS EXPENSES 186.76	46,380.41
034	03473	JUSTICE - PROSECUT 034-73-00-000-9040-	COURTHOUSE DOG 219.96	46,380.41
034	03475	JUSTICE - JUVENILE 034-75-00-000-6520-	DUES/MEMBERSHIP/LICENS 375.00	335.35
034	03475	JUSTICE - JUVENILE 034-75-00-000-6900-	UTILITIES - CELLULAR T 125.22	335.35
034	03475	JUSTICE - JUVENILE 034-75-00-000-7420-	REPAIRS/MAINT - EQUIPM 109.95	335.35
034	03475	JUSTICE - JUVENILE 034-75-00-000-7430-	REPAIRS/MAINT - BLDGS/ 1,412.30	335.35
034	03475	JUSTICE - JUVENILE 034-75-00-000-7630-	FOOD 116.94	335.35
034	03479	JUSTICE - MARINE P 034-79-00-000-6530-	SUPPLIES - OFFICE 58.99	-463.96
034	03479	JUSTICE - MARINE P 034-79-00-000-7000-	VEHICLES - FUEL, GASOL 643.99	-463.96
034	03479	JUSTICE - MARINE P 034-79-00-000-7040-	VEHICLES - REPAIR/MAIN 113.59	-463.96
034	03479	JUSTICE - MARINE P 034-79-00-000-8590-	EQUIPMENT 33.80	-463.96
034	34180	JUSTICE - GENERAL 034-18-00-000-7660-	RENT/LEASE - OTHER 2,400.00	930,851.28
034	34180	JUSTICE - GENERAL 034-18-00-000-8950-	SOFTWARE AND SOFTWARE S 4,800.00	35,542.04
			FUND TOTAL	62,502.46
038	038	WATERWAYS 038-00-00-000-6930-	UTILITIES - ELECTRICIT 117.38	9,732.24
038	038	WATERWAYS 038-00-00-000-6955-	UTILITIES - SEWAGE 310.00	9,732.24
038	038	WATERWAYS 038-00-00-000-7530-	REPAIRS/MAINT - FACILI 136.98	9,732.24
			FUND TOTAL	564.36
047	047	GRANTS 047-00-00-000-8993-	ROAD & BRIDGE GRANTS 85,383.84	695,601.83
047	047	GRANTS 047-00-00-000-8994-	EMERGENCY MNGT GRANTS 22,225.46	695,601.83
			FUND TOTAL	107,609.30
600	600	NORTHSIDE FIRE 600-00-00-000-2130-	OTHER TAX LIABILITY 5,663.48	

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FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
		FUND TOTAL	5,663.48		
650	650	SPIRIT LAKE FIRE 650-00-00-000-2130-	OTHER TAX LIABILITY		
			FUND TOTAL	10,350.00	
WARRANT SUMMARY TOTAL			1,155,012.96		
GRAND TOTAL			1,155,012.96		

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WARRANT LIST BY VOUCHER

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VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
	18	ACE SEPTIC TANK SERVICE	165344		INV	11/12/2024	75.00	Laclede Boat Launch
164742	1698	TYLER TECHNOLOGIES INC.	045-485039		INV	11/15/2024	130,956.00	JSTORMS-TylerEERP-EPL-
164904	4703	JAMES WHITE CREDIT SHELTER	NOV24		INV	11/05/2024	273.00	Rental pymt for comm t
164905	4704	JAMES WHITE EXEMPT QTIP TRU	OCT24a		INV	11/05/2024	1,281.00	Rental pymt for comm t
164906	4705	JAMES WHITE NONEXEMPT QTIP	OCT24b		INV	11/05/2024	2,646.00	Rental pymt for comm t
164962	5930	ASIA WILLIAMS	NOV24		INV	11/05/2024	154.00	PER DIEM_2024 IAC FALL
164989	2919	WASTE MANAGEMENT OF IDAHO I	0235640-1827-5		INV	11/06/2024	115.79	D3 trash bin pickup Oc
164992	2919	WASTE MANAGEMENT OF IDAHO I	0410973-1827-7		INV	11/06/2024	125.13	D1 trash bin pickup Oc
164995	3822	FREIGHTLINER NORTHWEST	PC001631174:01		INV	11/06/2024	1,176.67	2TK33, Drum and Bearin
164997	5794	CENTURY WEST ENGINEERING CO	248442		INV	11/06/2024	4,709.85	Stop Control Safety A0
165005	469	J-U-B ENGINEERS INC	0176505		INV	11/06/2024	28,542.46	KN23880 Spirit Lake Cu
165012	6056	KELLER ASSOCIATES INC	15-0242595		INV	11/06/2024	11,802.44	N Fork E River Br A022
165021	6056	KELLER ASSOCIATES INC	14-0242209		INV	11/06/2024	29,926.44	N Fork E River Br A022
165023	2919	WASTE MANAGEMENT OF IDAHO I	0000050-2588-7		INV	11/06/2024	445,988.08	SW TRANSPORTATION AND
165025	3242	FIRE PROTECTION SPECIALISTS	21995		INV	11/06/2024	725.00	D1, Repairs to Fire Al
165027	2919	WASTE MANAGEMENT OF IDAHO I	0002806-2590-6		INV	11/06/2024	161,778.07	SW RURAL COLLECTION, B
165028	5286	BONNER COUNTY GIS	INV0098		INV	11/06/2024	525.00	Oct 24 GIS Fees
165030	3436	IDAHO ASPHALT SUPPLY	4-593280		INV	11/06/2024	1,365.00	DP-1
165033	3462	IDAHO DEPT OF LANDS	E100007Oct24		INV	11/06/2024	140.00	Jack Pine Pit E100007
165037	3462	IDAHO DEPT OF LANDS	E100007Oct24.2		INV	11/06/2024	290.00	Jack Pine Pit E100007
165038	507	KENWORTH SALES	016P114785		INV	11/06/2024	979.36	1TK38, Damper, Bearing
165048	3714	RELIANT BEHAVIORAL HEALTH L	2024-13411		INV	11/06/2024	1,054.10	EAP for November 2024
165049	4734	BO CO TREAS FTO PACIFIC SOU	INV0040537		INV	11/06/2024	285.00	7075 PS Cobra Admin Fe
165050	18	ACE SEPTIC TANK SERVICE	165346		INV	11/06/2024	68.00	Grouse Creek Portable
165056	18	ACE SEPTIC TANK SERVICE	165347		INV	11/06/2024	68.00	Blanchard Pit Portable

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VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
165057	18	ACE SEPTIC TANK SERVICE	165348		INV	11/06/2024	100.00	Dickensheet Portable T
165058	2103	BROWN'S NORTHSIDE	5163866		INV	11/06/2024	82.90	3PU31, Wire
165060	6018	GENUINE PARTS COMPANY	206628		INV	11/06/2024	16.88	D3 Shop, Blister Pack
165061	6018	GENUINE PARTS COMPANY	206535		INV	11/06/2024	379.65	D1 Trucks, Filter Stoc
165062	6018	GENUINE PARTS COMPANY	206360		INV	11/06/2024	399.94	D3 Trucks, Filter Stoc
165063	6018	GENUINE PARTS COMPANY	789307		INV	11/06/2024	40.69	2ST01, Premium Capsule
165064	963	CANNON HILL	41269		INV	11/06/2024	83,628.05	SW COLBURN & ID HILL W
165066	6018	GENUINE PARTS COMPANY	205507		CRM	11/06/2024	-116.84	D1 Trucks, Filter warr
165067	4037	CLEAN HARBORS ENVIRONMENTAL	1005233663		INV	11/06/2024	7,455.53	SW HHW COLBURN OCT24
165068	6018	GENUINE PARTS COMPANY	205305		INV	11/06/2024	555.74	1TK43, Air & Fuel Filt
165070	6018	GENUINE PARTS COMPANY	205334		INV	11/06/2024	29.98	3PU23, Filter wrench a
165071	6018	GENUINE PARTS COMPANY	205357		INV	11/06/2024	4.34	1TK40, Gasket Material
165072	2544	COLEMAN OIL COMPANY	INV-238904		INV	11/06/2024	774.95	SW GRIZZLY HYDRAULIC O
165073	2771	OREILLY AUTO PARTS	3456-176122		INV	11/06/2024	225.49	GPU10, Battery
165074	2771	OREILLY AUTO PARTS	3456-176168		CRM	11/06/2024	-225.49	GPU10, Return, Battery
165075	18	ACE SEPTIC TANK SERVICE	165350		INV	11/06/2024	55.00	SW COLBURN PORT A TOIL
165076	1481	PATTI'S ACTION AUTO SUPPLY	104236-1		INV	11/06/2024	107.31	2PU21, Clean Junction
165077	18	ACE SEPTIC TANK SERVICE	165351		INV	11/06/2024	55.00	SW PORT A TOILET DICKE
165078	18	ACE SEPTIC TANK SERVICE	165352		INV	11/06/2024	55.00	SW PORT A TOILET IDAHO
165079	18	ACE SEPTIC TANK SERVICE	165353		INV	11/06/2024	55.00	SW PORT A TOILET UPLAN
165080	4389	PEND OREILLE MECHANICAL	23535223		INV	11/06/2024	1,312.00	D1 Shop Heater, Troubl
165081	18	ACE SEPTIC TANK SERVICE	165354		INV	11/06/2024	55.00	SW PORT A TOILET GARFI
165082	1663	SPOKANE HOUSE OF HOSE	1090561		INV	11/06/2024	97.88	2TK19, Hoses
165083	1663	SPOKANE HOUSE OF HOSE	1089846		INV	11/06/2024	85.12	1TK43, Hydraulic Fitti

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VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
165084	755	SAFETY-KLEEN CORPORATION	95513274		INV	11/06/2024	404.62	D1 Shop, Solvent
165085	3548	WESTERN STATES EQUIPMENT CO	IN002975117		INV	11/06/2024	399.57	2L007, Filters & Elem
165086	3548	WESTERN STATES EQUIPMENT CO	IN002979458		INV	11/06/2024	48.48	1EX02, Clamp
165087	18	ACE SEPTIC TANK SERVICE	165355		INV	11/06/2024	55.00	SW PORT A TOILET PRATE
165088	3548	WESTERN STATES EQUIPMENT CO	IN002985230		INV	11/06/2024	3,207.81	2TH01, Monitor
165089	18	ACE SEPTIC TANK SERVICE	165356		INV	11/06/2024	55.00	SW PORT A TOILET CAREY
165090	1779	WOOD'S CRUSHING & HAULING	53222		INV	11/06/2024	6,137.90	Woodland Dr Patch Repa
165091	18	ACE SEPTIC TANK SERVICE	165357		INV	11/06/2024	55.00	SW PORT A TOILET MIDWA
165093	209	CLEARWATER SPRINGS	874959		INV	11/06/2024	6.00	FAC WATER COOLER RENTA
165119	310	GALLS PARENT HOLDINGS LLC	029473392		INV	11/06/2024	454.11	CLAIM # 20241016 (BCSO
165121	5790	EXCESS DISPOSAL INC	1408		INV	11/06/2024	1,352.19	SW BILLING FEE OCT 202
165125	2320	NORTH 40 OUTFITTERS	46622/B		INV	11/06/2024	489.99	CLAIM # 20240725J192 (
165126	4134	STRYKER SALES CORPORATION	9207546279		INV	11/06/2024	2,082.87	CLAIM # 20240916 (BCSO
165127	4134	STRYKER SALES CORPORATION	9207571407		INV	11/06/2024	120.64	CLAIM # 20240916 (BCSO
165128	1089	DIRECT AUTOMOTIVE DISTRIBUT	06IC6646		INV	11/07/2024	243.52	Module Kit
165129	1089	DIRECT AUTOMOTIVE DISTRIBUT	01IC6665		INV	11/07/2024	60.28	Module Kit, Connector
165130	1948	BONNER COUNTY EMS	310		INV	11/07/2024	33.80	Peep Valve
165131	3637	IDAHO STATE TAX COMMISSION	OCT2024-2		INV	11/07/2024	810.00	INTERPRETING LEGAL DOC
165132	3428	IACAA	IACAA2025		INV	12/07/2024	125.00	Jensen membership to I
165133	4700	AMAZON CAPITAL SERVICES INC	1C7X-VNNX-N7N9		INV	12/01/2024	32.26	Calendars for office
165134	1718	UI PROGRAMS	2024-1Forestry		INV	12/01/2024	750.00	Travel Support for Are
165135	5364	TRINITY SERVICES GROUP INC	3028800229		INV	11/07/2024	6,458.10	Inmate/Juvenile Meals
165136	5518	ENTERPRISE FM TRUST	606398-110624		INV	11/07/2024	3,673.66	PLANNING AND FIRE MITI
165137	1089	DIRECT AUTOMOTIVE DISTRIBUT	06IC6822		INV	11/07/2024	22.81	Freight
165138	3553	WEX BANK	100835432		INV	11/07/2024	16,140.17	Fuel Charges Oct 24

WARRANT LIST BY VOUCHER

WARRANT: boc0725 11/14/2024

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VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
165139	4700	AMAZON CAPITAL SERVICES INC	1FRF-TM1M-647F		INV	11/07/2024	58.99	Ink
165140	3812	AGC ENTERPRISES LLC	90124		INV	11/07/2024	4,200.00	Sand Creek Storage 9/1
165141	4700	AMAZON CAPITAL SERVICES INC	1FD4-XVN1-7M6V		INV	11/07/2024	118.99	Ink
165143	158	CHARM-TEX	0381680-IN		INV	11/07/2024	339.60	Lice B Gone Shampoo
165146	3568	WHITE CROSS PHARMACY	BCJ 1031 2024		INV	11/07/2024	2,187.60	Inmate Medications Oct
165147	1962	CORPORATE PAYMENT SYSTEMS	5389OCT24		INV	11/07/2024	120.00	october 2024 Visa char
165148	1962	CORPORATE PAYMENT SYSTEMS	9668OCT24		INV	11/07/2024	779.46	october 2024 Visa Char
165149	1962	CORPORATE PAYMENT SYSTEMS	7219OCT24		INV	11/07/2024	275.42	october 2024 Visa char
165150	1962	CORPORATE PAYMENT SYSTEMS	4130OCT24		INV	11/07/2024	1,388.19	october 2024 Visa Char
165151	3857	FAIRBRIDGE INN & SUITES	88786		INV	11/07/2024	148.00	Confirmation Number 88
165152	3715	RELX INC. DBA LEXISNEXIS	3095390087		INV	11/07/2024	373.00	Inv.# 3095390087 Acc#
165153	4923	TRANSUNION RISK & ALTERNATI	Oct2024		INV	11/07/2024	100.00	Acc# 429563 10/1-31/
165154	3349	THOMSON REUTERS WEST PAYMEN	850980903		INV	11/07/2024	3,972.15	Online Software Inv#85
165155	5943	STEEL LLC	23141377		INV	11/07/2024	1,035.85	FAC PROS ATTY RTU
165156	790	SANDPOINT SUPER DRUG	27018/1		INV	11/07/2024	25.99	FAC STAIN/HR
165159	2592	CO-OP GAS AND SUPPLY CO	84144OCT24		INV	11/07/2024	333.73	FAC FUEL OCT2024
165160	4037	CLEAN HARBORS ENVIRONMENTAL	1005236890		INV	11/07/2024	4,570.90	SW HHW COLBURN OCT24
165163	1659	SPIRIT LAKE INDUSTRIAL PARK	OCT24		INV	11/07/2024	45.00	SW BLANCHARD WATER
165164	1659	SPIRIT LAKE INDUSTRIAL PARK	NOV24		INV	11/07/2024	45.00	SW BLANCHARD WATER
165165	2539	COLBURN WATER ASSOCIATION	COLBURN10/24		INV	11/07/2024	5,210.00	SW COLBURN 12 MO WATER
165166	3830	BONNER COUNTY DAILY BEE	0000028018-10012024		INV	11/08/2024	38.86	Legal publication #646
165167	3830	BONNER COUNTY DAILY BEE	0000028133-10012024		INV	11/08/2024	55.61	Legal publication #647
165168	3830	BONNER COUNTY DAILY BEE	0000194932-10042024		INV	11/08/2024	255.00	Publication of P&Z vac
165169	3830	BONNER COUNTY DAILY BEE	0000028690-10082024		INV	11/08/2024	66.98	Legal publication #650

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VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
165170	3830	BONNER COUNTY DAILY BEE	0000194950-10112024		INV	11/08/2024	255.00	Publication of P&Z vac
165171	966	CANON SOLUTIONS AMERICA	6009776861		INV	11/08/2024	22.03	Canon copier 3330i use
165172	2003	CULLIGAN WATER CO.	2569040CT24		INV	11/08/2024	130.20	Bottle water
165173	3656	INDOFF INCORPORATED	3761610		INV	11/08/2024	51.95	Notary stamp for Jessi
165174	5469	BONNER COUNTY ENGINEERING	BLP2024-0764		INV	11/08/2024	80.00	Professional engineeri
165175	5469	BONNER COUNTY ENGINEERING	BLP2024-1010		INV	11/08/2024	80.00	Professional engineeri
165176	5469	BONNER COUNTY ENGINEERING	BLP2024-1129		INV	11/08/2024	150.00	Professional engineeri
165177	5469	BONNER COUNTY ENGINEERING	ST0008-24		INV	11/08/2024	80.00	Professional engineeri
165178	9999	Aaron Feldner	A2024-0019		INV	11/08/2024	255.00	Reimbursement of VRP n
165179	9999	Nils Konikson	A2024-0002		INV	11/08/2024	255.00	Reimbursement of VRP n
165180	9999	Nils Konikson	A2024-0003		INV	11/08/2024	255.00	Reimbursement of VRP n
165181	2342	NORTHSIDE FIRE DISTRICT	NSFOCT24		INV	11/08/2024	5,663.48	Development impact fee
165182	1658	SPIRIT LAKE FIRE DISTRICT	SLFOCT24		INV	11/08/2024	10,350.00	Development impact fee
165183	5560	ZOHO CORPORATION	2417321		INV	11/15/2024	3,497.00	JSTORMS-ZohoManageEngi
165185	2544	COLEMAN OIL COMPANY	INV-239978		INV	11/08/2024	235.80	OIL
165186	1493	PEAK SAND & GRAVEL	103480		INV	11/08/2024	395.44	3/4- ROCK
165187	2592	CO-OP GAS AND SUPPLY CO	30402.		INV	11/08/2024	17.97	BOLTS
165190	2544	COLEMAN OIL COMPANY	INV-218117		INV	11/11/2024	242.52	OILS
165191	2544	COLEMAN OIL COMPANY	INV-229882		INV	11/11/2024	29.63	OILS
165198	3427	IAC - DISTRICT 1	IAC DIST 1 FY25 DUES		INV	11/12/2024	300.00	BOCC_FY25 IAC DUES
165201	775	SANDPOINT BUILDING SUPPLY	2485931		INV	11/12/2024	136.98	WOOD
165202	18	ACE SEPTIC TANK SERVICE	165342		INV	11/12/2024	80.00	Bishop's Marina
165203	18	ACE SEPTIC TANK SERVICE	165343		INV	11/12/2024	80.00	Coolin Boat Launch
165204	18	ACE SEPTIC TANK SERVICE	165345		INV	11/12/2024	75.00	BPW
165206	2334	NORTHERN LIGHTS INC.	683431Oct24		INV	11/12/2024	68.68	GFB Campground

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VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
165207	2334	NORTHERN LIGHTS INC.	6834110ct24		INV	11/12/2024	30.00	Garfield Boat Launch P
165208	2334	NORTHERN LIGHTS INC.	50467633.20ct24		INV	11/12/2024	65.61	Dickinsheet
165209	1900	AVISTA UTILITIES	50669400000ct24		INV	11/12/2024	21.77	OPR Nav Lights
165211	4110	SELKIRK POWER GENERATION IN	138047		INV	11/12/2024	14,000.00	Generator installation
165212	158	CHARM-TEX	0383196-IN		INV	11/12/2024	34.90	Nitrile Gloves
165213	4110	SELKIRK POWER GENERATION IN	138049		INV	11/12/2024	795.00	Control Panel Assembly
165214	4110	SELKIRK POWER GENERATION IN	138048		INV	11/12/2024	770.43	Gas Regulator
165215	1714	UNITED PARCEL SERVICE	00001Y2V32454		INV	11/12/2024	30.31	Shipping Charges
165216	5020	TECHRIC SOLUTIONS LLC	NOV24		INV	11/12/2024	2,400.00	Rent for PL Sub Statio
165217	4700	AMAZON CAPITAL SERVICES INC	1RQC-M6WJ-Q467		INV	11/12/2024	170.99	Technical Crossbow Ant
165218	1089	DIRECT AUTOMOTIVE DISTRIBUT	011c7728		INV	11/12/2024	114.17	Fuel Sensor Kit
165219	4700	AMAZON CAPITAL SERVICES INC	1967-YGw7-H4JC		INV	11/12/2024	41.95	wrench kit with P Key
165220	3329	PRIEST RIVER HARDWARE	398455		INV	11/12/2024	47.94	Quikrete
165221	779	SANDPOINT GARAGE DOORS	160613		INV	11/12/2024	527.05	Fix broken spring on g
165222	5020	TECHRIC SOLUTIONS LLC	1089		INV	11/12/2024	4,800.00	Digital Evidence syste
165223	1611	SNAP ON TOOLS	111224153885		INV	11/12/2024	62.50	Socket, Lock Mech Repa
165224	5471	THE GOODYEAR TIRE & RUBBER	197-1157026		INV	11/12/2024	918.14	Alloy Chain, Steel whe
165225	3848	MATTHEW E REESE	03		INV	11/12/2024	4,490.00	Mobile kit Lockers
165227	4700	AMAZON CAPITAL SERVICES INC	1GDF-XGH9-44GH		INV	11/12/2024	164.00	Utility Jug Hose & Bil
165229	2320	NORTH 40 OUTFITTERS	46690/B		INV	11/12/2024	501.67	Hand warmers, Snow bro
165230	6335	ALPINE BUILDING COMPANY LLC	460		INV	11/12/2024	5,121.00	CLAIM # 20240926
165283	1900	AVISTA UTILITIES	7479400000Nov24		INV	11/13/2024	929.88	D3 shop electric, gas
165284	30	ADS DIESEL PRODUCTS LLC	28071		INV	11/13/2024	1,834.44	D1 Trucks, Engine Oil
165285	49	A-L COMPRESSED GASES	0002202482		INV	11/13/2024	13.98	D1 Graders, Wire Brush

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VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
165286	49	A-L COMPRESSED GASES	0002202785		INV	11/13/2024	192.55	D1, Oxygen, Blushield
165287	49	A-L COMPRESSED GASES	0002202778		INV	11/13/2024	66.20	1TK32, Torch Tips
165288	49	A-L COMPRESSED GASES	0002203001		INV	11/13/2024	286.50	D2 Shop, Oxygen and Ni
165289	2103	BROWN'S NORTHSIDE	S163839		INV	11/13/2024	17.20	3TK37, Brackets
165290	2103	BROWN'S NORTHSIDE	S164019		INV	11/13/2024	16.42	3TK35, Studs
165291	209	CLEARWATER SPRINGS	873959		INV	11/13/2024	16.38	D1 Water Delivery, 10/
165292	186	CINTAS CORPORATION #606	4211170282		INV	11/13/2024	56.13	D3 Laundry
165293	186	CINTAS CORPORATION #606	4210418758		INV	11/13/2024	47.91	D3 Laundry
165294	186	CINTAS CORPORATION #606	4210756334		INV	11/13/2024	87.25	D2 Laundry
165295	186	CINTAS CORPORATION #606	4210045232		INV	11/13/2024	65.99	D1 Laundry
165296	186	CINTAS CORPORATION #606	4210751295		INV	11/13/2024	87.65	D1 Laundry
165297	2544	COLEMAN OIL COMPANY	CP-0194712		INV	11/13/2024	2,476.16	R&B Vehicle Fuel
165317	965	CANON FINANCIAL SERVICES IN	36341354		INV	11/13/2024	188.05	SW COPIER LEASE 11.01.
165318	2788	OXARC	0061861366		INV	11/13/2024	33.42	SW CYLINDER RENTAL OCT
165319	2326	NORTH IDAHO LOCK & KEY	61816		INV	11/13/2024	104.00	SW MIDWAY CHAINS
165320	5203	PAPE MACHINERY INC	15712797		INV	11/13/2024	230.77	SW WIPERS & FLOODLAMP
165321	5203	PAPE MACHINERY INC	15736879		INV	11/13/2024	4.68	SW BOLTS CUTTING EDGE
165322	5695	DRUG TESTING EXPERTS	335760		INV	11/13/2024	74.00	Drug Testing
165323	3824	SHADOW TRACKERS	RDK222917		INV	11/13/2024	220.00	Background Checks
165326	2404	SCALES NORTHWEST	27386		INV	11/13/2024	3,564.39	SW TIPPING LOAD CELL
165328	3830	BONNER COUNTY DAILY BEE	0000028890-10162024		INV	11/13/2024	230.00	Advertising
165329	1631	SOUTH FORK HARDWARE - SANDP	391871		INV	11/13/2024	26.98	FAC COURTHOUSE TOILET
165330	3830	BONNER COUNTY DAILY BEE	0000029168-10232024		INV	11/13/2024	230.00	Advertising
165331	5304	SANDPOINT FAMILY MEDICINE	567560OCT24		INV	11/13/2024	250.00	Drug Testing
165334	965	CANON FINANCIAL SERVICES IN	36341338		INV	11/13/2024	424.47	Contract Charge/Meter

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VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
165335	209	CLEARWATER SPRINGS	832380ct24		INV	11/13/2024	6.00	Priest River water
165336	209	CLEARWATER SPRINGS	832870ct24		INV	11/13/2024	6.00	Ponderay water
165337	2544	COLEMAN OIL COMPANY	INV-239521		INV	11/13/2024	4,479.10	D2, Bulk Oil
165338	2592	CO-OP GAS AND SUPPLY CO	30496		INV	11/13/2024	49.98	D3 Shop, Battery, Fuel
165339	2592	CO-OP GAS AND SUPPLY CO	39442		INV	11/13/2024	31.99	3PU23, wrench Strap
165340	4679	DOBBS HEAVY DUTY HOLDINGS L	027P53820		INV	11/13/2024	840.00	D3, Bulk DEF Fluid
165341	4679	DOBBS HEAVY DUTY HOLDINGS L	027P56661		INV	11/13/2024	388.99	3TK35, Hub Assembly
165342	4679	DOBBS HEAVY DUTY HOLDINGS L	027P56022		INV	11/13/2024	158.40	D1 Trucks, washer Flui
165343	3950	ELITE TIRE & SUSPENSION	144922		INV	11/13/2024	548.92	TK37, Tires
165344	3950	ELITE TIRE & SUSPENSION	144843		INV	11/13/2024	100.00	3PU28, Change Over
165345	3950	ELITE TIRE & SUSPENSION	144400		INV	11/13/2024	1,005.00	3PU27, Tires and Balan
165346	3950	ELITE TIRE & SUSPENSION	144938		INV	11/13/2024	250.00	TK38, TK31, Dismount a
165348	3950	ELITE TIRE & SUSPENSION	144937		INV	11/13/2024	365.00	TK33, TK35, wheel swit
165350	3188	EVERGREEN SUPPLY	395357		INV	11/13/2024	17.48	D3 - CF, Hitch Pull Pi
165351	3188	EVERGREEN SUPPLY	395217		INV	11/13/2024	46.16	D3 - CF, Tire Gauge, S
165352	3822	FREIGHTLINER NORTHWEST	PC001631111:01		INV	11/13/2024	1,914.11	2TK24, Tie Rod Assembl
165353	3822	FREIGHTLINER NORTHWEST	PC001631174:02		INV	11/13/2024	228.67	2TK33, Bearings
165354	3822	FREIGHTLINER NORTHWEST	PC001631266:01		INV	11/13/2024	112.11	2TK32, Camshaft
165355	3822	FREIGHTLINER NORTHWEST	PC001631266:02		INV	11/13/2024	112.11	2TK32, Camshaft
165356	3822	FREIGHTLINER NORTHWEST	PC001631453:01		INV	11/13/2024	147.67	3TK35, Pressure Sensor
165357	3822	FREIGHTLINER NORTHWEST	PC001631543:01		CRM	11/13/2024	-131.25	2TK25, Return, Clutch
165359	469	J-U-B ENGINEERS INC	0177153		INV	11/13/2024	13,860.75	KN23880 Spirit Lake Cu
165361	5695	DRUG TESTING EXPERTS	335744		INV	11/13/2024	628.00	R&B October 2024 Scree
165362	966	CANON SOLUTIONS AMERICA	6009845270		INV	11/13/2024	122.52	COPIER MAINTENANCE

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VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
165364	2788	OXARC	0061878719		INV	11/13/2024	122.54	D1, Oxygen
165365	2788	OXARC	0061863077		INV	11/13/2024	55.70	D3, Oxygen
165366	2771	OREILLY AUTO PARTS	3456-177498		INV	11/13/2024	65.93	1PU28, Brake Pads
165368	2771	OREILLY AUTO PARTS	3456-177619		INV	11/13/2024	112.28	1PU28, Brake Calipers
165369	1481	PATTI'S ACTION AUTO SUPPLY	104670-1		INV	11/13/2024	46.17	2TK24, Gloves, WD-40
165371	2792	PAC WEST PARTS	57523		INV	11/13/2024	26.94	3PU26, Sander Parts
165372	5203	PAPE MACHINERY INC	15744296		INV	11/13/2024	216.72	1GR22, Fuel Filters
165374	3357	TIFCO INDUSTRIES	72033640		INV	11/13/2024	665.98	D1, Fittings, Clips, G
165375	3357	TIFCO INDUSTRIES	72034682		INV	11/13/2024	485.85	D3, Fittings, Clamps,
165376	3357	TIFCO INDUSTRIES	72034583		INV	11/13/2024	166.78	D1. Face Shields, Mark
165377	5377	VESTIS GROUP INC	GEG1-004218		INV	11/13/2024	237.17	D1, First Aid Supplies
165378	3548	WESTERN STATES EQUIPMENT CO	IN002979461		INV	11/13/2024	250.77	1TH01, Filters, Elemen
165380	1779	WOOD'S CRUSHING & HAULING	53389		INV	11/13/2024	3,260.16	45.28 Tons Hot Mix Asp
165381	3824	SHADOW TRACKERS	RDK222824		INV	11/13/2024	1,330.00	Annual MVR's FY2024
165382	4700	AMAZON CAPITAL SERVICES INC	1XVV-P7N7-JCP1		INV	11/13/2024	419.76	office supplies
165384	16	ABSOLUTE DRUG TESTING LLC	10480		INV	11/13/2024	740.00	Drug Testing
165385	4960	ACCESS	11212767		INV	11/13/2024	1,059.26	File Storage
165386	1817	ALSCO	LSPO2786780		INV	11/13/2024	203.35	Entry Mat Maintenance
165387	4700	AMAZON CAPITAL SERVICES INC	1H9P-6D6C-Q4QJ		CRM	11/13/2024	-19.75	Credit Memo - Inv# 1MF
165389	4700	AMAZON CAPITAL SERVICES INC	1YP1-3MHJ-MVYQ		INV	11/13/2024	94.15	Calendar, monitor stan
165390	5470	PHOEBE BURNS	2296		INV	10/01/2024	204.00	Transcript CR09-24-235
165391	966	CANON SOLUTIONS AMERICA	6009684151		INV	10/28/2024	26.05	Copier Maintenance - M
165392	3122	STURGELL JAY Q	Aug-Oct mileage 2024		INV	10/28/2024	181.70	Court Assistance milea
165393	6102	LOW COST INTERLOCK INC	109984		INV	10/24/2024	60.50	Interlock CR09-21-4863
165394	2997	ELSAESSER ANDERSON CHTD	17154		INV	10/24/2024	450.00	Attorney Fees CV09-21-

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VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
165395	2997	ELSAESSER ANDERSON CHTD	17560		INV	10/24/2024	480.00	Attorney Fees CV09-22-
165397	2997	ELSAESSER ANDERSON CHTD	17576		INV	10/01/2024	1,370.00	Attorney Fees CV09-24-
165398	6337	HEATHER MACNEILL HAGEN	286607-A		INV	10/30/2024	100.00	Interpreter services C
165399	2631	HANGER PHILIP A. PH.D.	BON110424AG		INV	11/05/2024	2,350.00	Evaluation CR09-24-084
165400	6235	VALERIYA KVITKO-SIMON	287279		INV	10/30/2024	140.00	Interpreter services C
165401	3696	REDWOOD TOXICOLOGY LABORATO	01506320249		INV	11/04/2024	184.10	Drug Testing
165402	1742	WILLIAMS MARGARET R. PLLC	05.03-09.11.24-1705		INV	11/04/2024	660.00	Attorney Fees CV-2011-
165403	5695	DRUG TESTING EXPERTS	336353		INV	11/06/2024	74.00	Employee Drug Testing
165404	6070	TIMBER VALLEY TREE CO LLC	1267		INV	11/14/2024	21,056.00	EM Bonfire Porcupine-0
165405	5364	TRINITY SERVICES GROUP INC	3028800230		INV	11/14/2024	6,704.44	Inmate/Juvenile Meals
165406	4700	AMAZON CAPITAL SERVICES INC	1K6M-KRGF-1LM3		INV	11/14/2024	954.31	Space Heater, Streamli
165407	4700	AMAZON CAPITAL SERVICES INC	1DKT-RXLC-QVG1		INV	11/14/2024	23.39	Whiteboard, Dry Erase
165408	4700	AMAZON CAPITAL SERVICES INC	1RQC-M6WJ-XJ7D		INV	11/14/2024	113.59	Bilge Pump with Ultima
165409	6269	ERIC BARNHART	1057		INV	11/14/2024	545.00	Install & Wire Term fo
165410	4700	AMAZON CAPITAL SERVICES INC	1RDV-6VCR-79RH		INV	11/14/2024	15.99	Pixel 9 Pro XL Case
165411	2924	WATERFRONT PROPERTY MANAGEM	55138		INV	11/14/2024	353.52	Marine Fuel
165412	601	NATIONAL SHERIFF'S' ASSOCIA	250889		INV	11/14/2024	250.00	NSA Membership dues th
165413	131	BOB BARKER COMPANY INC.	INV2079719		INV	11/14/2024	1,140.00	Custom Hygiene Kits
165414	3349	THOMSON REUTERS WEST PAYMEN	850981881		INV	11/14/2024	502.20	Investigative Charges
165416	3439	IDAHO ASSOC OF COUNTY RECOR	IACRC-25054		INV	11/14/2024	150.00	2025 Elections Confere
165417	4700	AMAZON CAPITAL SERVICES INC	1RFJ-YK71-QLXJ		INV	11/14/2024	282.25	Election Supplies
165418	3830	BONNER COUNTY DAILY BEE	29084-10222024		INV	11/14/2024	134.32	1st Notice of Election
165419	3830	BONNER COUNTY DAILY BEE	29081-10292024		INV	11/14/2024	1,386.73	2nd Notice of Election
165420	2326	NORTH IDAHO LOCK & KEY	61818		INV	11/14/2024	165.00	EOCC lock change for 1

WARRANT LIST BY VOUCHER

WARRANT: boc0725 11/14/2024

DUE DATE: 12/15/2024

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
165422	3439	IDAHO ASSOC OF COUNTIES	IAC-25254		INV	11/14/2024	530.00	2025 MIDWINTER CONF RE
165423	4879	BOB BROOKS COMPUTER SALES I	61657		INV	11/14/2024	492.00	Toner Cartridges for o
165424	3439	IDAHO ASSOC OF COUNTY RECOR	IACRC-25064		INV	11/14/2024	150.00	2025 ELECTIONS CONF RE
165425	2459	SELKIRK PRESS INC.	21420		INV	11/14/2024	9,088.00	November 2024 Ballots
165426	4960	ACCESS	11212783		INV	11/14/2024	270.00	OCTOBER SHRED SERVICE
165427	2459	SELKIRK PRESS INC.	21437		INV	11/14/2024	174.80	Ballot Stock
165428	965	CANON FINANCIAL SERVICES IN	36346643		INV	11/14/2024	581.00	Usage Charges
165429	1900	AVISTA UTILITIES	3404270000NOV24		INV	11/14/2024	277.39	PUBLIC DEFENDER 123 S
165430	1900	AVISTA UTILITIES	8099830000NOV24		INV	11/14/2024	32.10	BONNER PARK WEST BOAT
165432	1900	AVISTA UTILITIES	8555200000NOV24		INV	11/14/2024	2,009.10	COURTHOUSE 215 S FIRST
165433	966	CANON SOLUTIONS AMERICA	6009838409		INV	11/14/2024	94.65	GQM64536/AV0PM COPIER
165434	966	CANON SOLUTIONS AMERICA	6009841865		INV	11/14/2024	74.85	GPQ63286/AV0PH COPIER
165435	3904	MICHAEL ROSEDALE	NOV24		INV	11/14/2024	204.35	MILEAGE (ELECTION DAY
165436	5544	STORMS, JACOB	STORMSNOV24		INV	11/28/2024	153.00	JSTORMS-Storms-IOEMPer
165437	5284	NORTHWEST FIBER LLC	208-189-0226NOV24		INV	11/14/2024	330.00	SHERIFF DATA LINES
165438	5284	NORTHWEST FIBER LLC	208-263-0644NOV24		INV	11/14/2024	59.52	COURT CLERKS CC MACHIN
165439	5866	BEAU DE GRAAF	DEGRAAFNOV24		INV	11/28/2024	153.00	JSTORMS-de Graaf-IOEMP
165440	5284	NORTHWEST FIBER LLC	208-265-5640NOV24		INV	11/14/2024	62.43	COURTHOUSE PHONES
165441	3833	PERSONNEL EVALUATION INC	52958		INV	11/14/2024	25.00	Pre Employment Web Bas
165442	2577	CONSOLIDATED SUPPLY CO -- S	S012159563.001		INV	11/14/2024	474.32	Adjustable Loop Hanger
165443	2577	CONSOLIDATED SUPPLY CO -- S	S012159563.002		INV	11/14/2024	31.95	Blk Mi Tee
165446	2577	CONSOLIDATED SUPPLY CO -- S	S012159563.003		CRM	11/14/2024	-1.76	Adjustable Loop hangar
165448	2577	CONSOLIDATED SUPPLY CO -- S	S012159563.004		INV	11/14/2024	6.99	2" IPS EG Channel Clam
165449	3148	T MOBILE	996016206OCT24		INV	11/14/2024	31.50	wireless Charges
165451	4976	MCKESSON MEDICAL SURGICAL G	22860536		INV	11/14/2024	852.81	Maxi Pads, Tampons, Hy

WARRANT LIST BY VOUCHER

WARRANT: boc0725 11/14/2024

DUE DATE: 12/15/2024

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
165452	3556	DARYL D WHEELER	NOV24		INV	11/14/2024	248.00	Per Diem for ISA Confe
165454	4988	LOTZE, DAVID ALAN	NOV24		INV	11/14/2024	81.00	Per Diem for ISA Confe
165460	2577	CONSOLIDATED SUPPLY CO -- S	S012165784.001		INV	11/14/2024	65.24	2" Black MI 90
165462	2577	CONSOLIDATED SUPPLY CO -- S	S012169972.001		INV	11/14/2024	10.63	2" Black MI Cap
165465	4960	ACCESS	11212546		INV	11/14/2024	18.27	Shredding Services PRD
165488	482	KAMINSKY, SULLENBERGER & AS	2025-08-03		INV	11/14/2024	375.00	Brewster- FTO Training
165493	2474	VERIZON WIRELESS	964370635NOV24		INV	11/14/2024	552.62	County Cell Phones
165495	6334	SECURE COURT SOLUTIONS LLC	P-100099		INV	11/14/2024	256.00	SCRAM Monitoring
165496	5695	DRUG TESTING EXPERTS	335753		INV	11/14/2024	74.00	Jeffers- Random UA
165497	3695	REDWOOD TOXICOLOGY LABORATO	836802		INV	11/14/2024	275.82	UA Cups
165500	2336	NORTHERN STATES PEST CONTRO	109717		INV	11/14/2024	195.00	Quarterly- Pest Contro
165501	3214	FASTENAL CO.	IDCOE209036		INV	11/14/2024	395.60	Ice Melt
165503	97	BIG COUNTRY COMMUNICATIONS	22452		INV	11/14/2024	109.95	Speaker for Detention
165505	5782	DEVIN SIMMONS	NOV24		INV	11/14/2024	116.94	Simmons- Costco Reimbu
165507	3934	ACI NORTHWEST INC	74244		INV	11/14/2024	1,214.50	New Control Board for
165511	3667	INSIGHT DISTRIBUTING INC	0515160-IN		INV	11/14/2024	603.00	TP 2 Ply
165512	1089	DIRECT AUTOMOTIVE DISTRIBUT	011D2099		INV	11/14/2024	43.53	Connector Kit
165513	6339	DEBRA BAKER	NOV24		INV	11/14/2024	125.18	Reimburse employee for
165514	4027	FLOREA, JOSHUA	NOV24		INV	11/14/2024	150.00	Per Diem for inmate ex
165515	4615	HALL, GARRETT	NOV24		INV	11/14/2024	150.00	Per Diem for inmate ex
WARRANT TOTAL							1,155,012.96	

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



Bonner County
Clerk of the District Court

Michael W. Rosedale

Date: NOVEMBER 8, 2024
TO: COMMISSIONERS
RE: ELECTIONS COPIER LEASE

Description: Elections copier lease renewal

Before you is a new 5-year lease for a printer/copier for Elections, which will replace the current 5-year lease. The monthly lease amount is \$164, and the b/w per copy charge is \$0.0069 (a seventh of a penny) and the color per page cost is \$0.0410 (4 cents). We will be receiving a new machine. This new lease shows an inflation factor over 5 years increasing it by \$15/month.

The monthly lease will be \$164 plus the per copy usage as described above. Elections has the budget for this new lease.

In addition, the Master Sales and Service Agreement Addendum has been updated to include 67-2346.

Reviewed by Auditing: Approved
Reviewed by Legal: Bill Wilson approved this

Distribution: ___ Original to BOCC Office
___ Copy to the Clerk/Auditor

A suggested motion would be: Mr. Chairman based on the information before us I move to approve the lease of the Canon copier for Elections as set forth above.

Recommendation Acceptance: yes no _____ Date: _____
Commissioner Asia Williams, Chair



Lease Schedule ("Schedule") - Blended (SER-800)

Canon Solutions America, Inc. ("CSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Customer: BONNER COUNTY IDAHO
Agreement #: MA6238

CFS App #:
Transaction #: S21098525

Salesperson: Sierra Love-Ensminger
Order Date: 09/18/24

Billing Information
Customer Account: 1845351
Company: BONNER COUNTY IDAHO
DBA:
Address: 1500 Highway 2
Address 2: Elections Suite 124
City: Sandpoint
State: WA Zip: 83864
County: BONNER
Phone #: 208-255-3631
Contact: Tere Schultz
Email: teresa.schultz@bonnercountyid.gov
Rider A applies (Optional Maintenance for Office Equip/Cut Sheet Production)

Table with columns: Listed Items Lease Term, # of Lease Payments, Payment* (*Plus Applicable Taxes), CFS Invoicing, Total, Due at Signing, # of Payments in Advance, Total Due at Signing, Covered Images Included in Payment.

Table with columns: Equipment Maintenance Information, Other Transaction Details, Excess Per Image Charge(s).

Main table with columns: Item Code, Listed Items Description, Qty, Ship To & Maintenance Billing Information.

Additional Requirements:
Consumables: Toner, Staples Inclusive
Meter Method: Remote Reporting Agent
For CSA USE ONLY:
Config: A | 57233771

OC: UNIVERSITY OF CALIFORNIA PURCHASING AGREEMENT #2020002755
THIS SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE ("AGREEMENT"), INCLUDING THE MASTER LEASE TERMS SET FORTH AS RIDER G THERETO WHICH SHALL CONTROL (THE "LEASE TERMS").

Customer Authorized Signature:
Printed Name:
Title:
Date:
ACCEPTANCE CERTIFICATE
To: CSA and Lessor: Customer certifies that (a) the Listed Items referred to in the above Schedule have been received, (b) installation has been completed, (c) the Listed Items have been examined by Customer and are in good operating order and condition and are, in all respects, satisfactory to the Customer, and (d) the Listed Items are irrevocably accepted by the Customer for all purposes under the Agreement.

EXHIBIT 1 TO MA6238 GENERAL TERMS

BOYCOTTING ISRAEL- If payments under the Agreement exceed one hundred thousand dollars (\$100,000) and Contractor employs ten (10) or more persons, then Contractor hereby certifies 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 (Idaho Code § 67-2346).

GOVERNMENT OF CHINA- Contractor 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, Contractor hereby certifies that it is not, and will not, for the duration of the Agreement, become an abortion provider or an affiliate of an abortion provider as those terms are defined in the No Public Funds for Abortions Act (Idaho Code §§ 18-8701 et seq.).

DocuSigned by:

08F21B177E9D467

10/24/2024 | 12:32 PM PDT

Agent for Contractor

Date





CANON SOLUTIONS AMERICA

Canon Solutions Americas, Inc. ("CSA")
One Canon Park, Melville, NY 11747
(800) 613-2228

MASTER SALES AND SERVICES AGREEMENT ADDENDUM

Related Master Sales and Services Agreement Number: MA6238			
Customer: Bonner County Idaho			
Street Address: 1500 Highway 2	City: Sandpoint	State: WA	Zip: 83864

WHEREAS, Canon Solutions America, Inc. ("CSA"), and the above-described Customer ("you") have determined that it is in their mutual benefit to enter into this Master Sales and Services Agreement Addendum ("Addendum") to the above-described Master Sales and Services Agreement (the "Agreement"). All capitalized terms used below that are not defined in this Addendum shall have the meanings set forth in the Agreement.

NOW, THEREFORE, for good and valuable consideration, intending to be legally bound, the parties hereby agree as follows:

1. Anything in the Agreement to the contrary notwithstanding, and subject to all of the terms and conditions set forth in this Addendum, the terms and conditions of the Agreement shall be modified as follows:
 - a) CSA acknowledges Customer's additional requirements in Exhibit 1 to the General Terms attached hereto.
2. In the event of any conflict or inconsistency between the provisions of this Addendum and any provisions of the Agreement, the provisions of this Addendum shall in all respects govern and control.
3. CSA may accept a facsimile or other electronic transmission of this Addendum as an original, and facsimile or other electronically transmitted copies of Customer's signature will be treated as an original for all purposes. THIS ADDENDUM SHALL BE EFFECTIVE WHEN IT HAS BEEN SIGNED BY CUSTOMER AND ACCEPTED BY CSA.

IN WITNESS WHEREOF, the parties have caused this Addendum to be executed by their duly authorized officials as of the date set forth below, intending to be legally bound hereby.

Canon Solutions America, Inc.

By: _____
 Name: _____
 Title: _____
 Date: _____

Bonner County Idaho

By: _____
 Name: _____
 Title: _____
 Date: _____



Attached: Exhibit 1 to MA6238 General Terms

Bonner County Planning Department

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



Board of County Commissioners Memorandum

November 19, 2024

To: Board of County Commissioners
From: Jake Gabell, Planning Director
Subject: Time Extension Request for Planned Unit Development – File CUP0006-20, The Idaho Club North Lake PUD

The applicant requests a four year extension to January 15, 2029; additional time is needed to complete the project. Time extension requests for PUD applications are provided under BCRC 12-258 (D) and Condition of Approval A-4 in the BOCC decision letter.

The large scale mixed use PUD project was approved by the BOCC on January 15, 2021, attached is the BOCC decision letter. The file was reviewed in conjunction with a preliminary plat, file SS0006-20. The project contains single family dwellings, boat storage and services, and community docks/marinas and upland accommodations, which are permitted within the Recreation district. The residential lots range in size between 13,788 and 18,195 square feet, with a 2.12 acre utility lot, an open space lot of 2.89 acres, and a submerged lot of 15.42 acres.

Condition of Approval A-4 from the BOCC decision letter does not align with BCRC 12-258 (D), which only allows for a two year time extension be granted by the BOCC.

The applicant has applied for a modification, file MOD0003-24, and is seeking to modify several aspects of the approval. File MOD0003-24 is not in front of the BOCC at this time and may come before the board in the future for consideration.

Legal Review: _____

Distribution: Jake Gabell
Jessica Montgomery
Jason Johnson

Possible Motions:

I move to approve a time extension of The Idaho Club North Lake PUD, file CUP0006-20, extending the approval to January 15, 2029.

I move to deny the time extension request for The Idaho Club North Lake PUD, file CUP0006-20.

Motion to Approve: Yes No

BOCC Chairwoman

Date

11.08.2024

Bonner County Planning
1500 US 2
Sandpoint, ID 83864

614 Creekside Lane
Sandpoint, ID 83864
208.946.9944 | www.whiskeyrockplanning.com

Via email

RE: Written Request for Time Extension CUP0006-20 & SS006-20, MOD0001-22

Attention: Mr. Jacob Gabell, Planning Director

Dear Director Gabell,

On behalf of Valliant Idaho, LLC and in accordance with the Decision Letter of January 15, 2021, File CUP0006-20, I submit this written request for a 4-year extension to the expiration date as further defined by Condition of Approval, A-4.

"At any time prior to the expiration date of the Conditional Use Permit, the applicant may make a written request to the Planning Director for an extension of the Conditional Use Permit for a period up to four (4) years."

The original term of approval of CUP0006-20 was four years from January 15, 2021. Although the applicant never intended the approval and development process to exceed the original four-year term, certain circumstances have arisen that are beyond the control of the applicant, and as a result, additional time is needed to bring the project to completion.

As you may be aware, the applicants' efforts to secure permits for the development of the marina and related shore area improvements within the CUP have been frustrated due to the efforts of 3rd parties who have made various objections to State and Federal agencies related to Valliant's associated permit applications.

The **initial** permitting approval was delayed in part due to allegations from a 3rd party related to the quality and findings of the Biological Assessment and Biological Opinion prepared by the USFWS. The **second** permit approval was unintentionally corrupted due to objections from a 3rd party who argued the dedication of almost six acres of land to the Kalispel Tribe for perpetual preservation made the remaining portion of the property technically no longer qualify for the Community Dock approval per IDL and IDAPA rules (required 3 parcels and after the dedication to the Kalispel Tribe the property owner only had two).

The associated permitting for the marina which is contemplated as part of this file is presently undergoing a **3rd permitting** process through State and Federal agencies. The approval process—including several Public Hearings—has resulted in beneficial feedback that will further enhance the final development plan for the area. Based on feedback secured through these hearings and mentioned above, almost six acres of land have been transferred to the Kalispel Tribe for permanent preservation including the mouth of Trestle Creek. Additionally, further refinement of the design has included a reduction in the overall number of boat slips, conversion to a Commercial rather than Community marina (opening it to the public), and, the ability to retain the two large manmade islands that originally were slated to be removed. Due to the time required to navigate these and other tangential permit approvals, we respectfully seek this extension for File CUP0006-20.

Respectfully,



Jeremy Grimm

President
Whiskey Rock Planning + Consulting
218 Cedar Street, #206
Sandpoint, ID 83864

12-258: EXPIRATION AND EXTENSION OF PLANNED UNIT DEVELOPMENT APPROVAL:

A. Preliminary Subdivision PUD: Conditional use approval for a preliminary subdivision PUD shall expire two (2) years from the date of approval if the final plat has not been approved and recorded.

B. PUD Final Development Plan: Conditional use approval for a PUD final development plan other than a subdivision shall expire two (2) years from the date of approval if building permits have not been issued and/or construction begun on a substantial portion of the project, as determined by the board of county commissioners.

C. Large Scale PUD: Conditional use approval for a conceptual "large scale" PUD shall expire four (4) years from the date of approval if no improvements have started in accordance with subdivision and/or development plan approval requirements. The developer is responsible for keeping the county informed of progress made during the approval period.

D. Extension: An extension of time request not to exceed two (2) years may be granted by the board of county commissioners. The request shall be made in writing prior to the expiration date and shall state the reasons why the extension is needed and how the developer intends to progress with the project. If it is found that the intent of the PUD approval is merely for speculation purposes, the extension shall not be granted. (Ord. 501, 11-18-2008)



Bonner County Planning Department

"Protecting property rights and enhancing property value"

1500 Highway 2, Suite 208, Sandpoint, Idaho 83864

Phone (208) 265-1458 - Fax (208) 265-1463

Email: planning@bonnercountyid.gov - Web site: www.bonnercountyid.gov

January 15, 2021

William Haberman
310 Charleston Pl
Celebration, FL 34747

Subject: File CUP0006-20 - The Idaho Club North Lake PUD

Dear Mr. Haberman:

The Bonner County Commissioners at the January 13, 2021 public hearing approved the referenced application with conditions. The ordinance and standards used in evaluating the application and the reasons for approving the application are as follows:

MOTION: Commissioner Connolly moved to approve this project FILE CUP0006-20, a conditional use permit for a large-scale mixed use planned unit development, finding that it is in accord with the general and specific objectives of the Bonner County Comprehensive Plan and Bonner County Revised Code as enumerated in the following conclusions of law, and based upon the evidence submitted up to the time the Staff Report was prepared and testimony received at this hearing. Commissioner Connolly further moved to adopt the following findings of fact and conclusions of law as findings of fact as written and amended for Finding of fact 28, amended to provide 51 parking spaces were 54 is required and Condition A-4, amended from 2 years to 4 years. The action that could be taken to obtain the conditional use permit is to complete the Conditions of Approval as adopted. This action does not result in a taking of private property. Commissioner McDonald seconded the motion.

VOTED upon and the Chair declared the motion carried, unanimously.

Background:

A. Site data:

- Mixed Use
- Platted and Unplatted
- Size: 24.4 gross acre/8.94 net acres
- Zone: Recreation
- Land Use: Resort Community and Rural Residential

B. Access:

- North Park Road
 - i. Road Class: Local

- ii. County Maintained: No
- iii. Privately Owned
- State Highway 200
 - i. Road Class: Highway
 - ii. County Maintained: No
 - iii. Idaho Transportation Department Owned

C. Environmental factors:

- Site does contain mapped slopes. (USGS)
- Site does contain mapped wetlands. (USFWS)
- Site does contain a river/stream/frontage on lake
- Per Bonner County CFM and Planner Jason Johnson: *RP57N01E166160A – This parcel is within SFHA Zone X and Zone AE, per FIRM panel 16017C0775E, effective date 11/18/2009. The vast majority of this parcel is within SFHA Zone AE. RP03174000020A – This parcel is within SFHA Zone AE, per FIRM panel 160170775E, effective date 11/18/2009. RP03174000010A – This parcel is within SFHA Zone AE, per FIRM panel 1617C0775E, effective date 11/18/2009.*

D. Services:

- Water: Proposed public water system
- Sewage: Proposed community leach field
- Fire: Sam Owen Fire District
- Power: Avista Utilities

E. Comprehensive Plan, Zoning and Current Land Use

Compass	Comp Plan	Zoning	Current Land Use & Density
Site	Resort Community & Rural Residential	Recreation	Vacant
North	Resort Community	Rural-5 & Rural-10	US Army Corps of Engineers land and rural residence (RP57N01E165741A)
East	Resort Community & Rural Residential	Rural-5	US Army Corps of Engineers Trestle Creek Recreation Area
South	Resort Community & Rural Residential	Rural-5, Recreation & Rural Service Center	Railroad and Highway 200 right-of-ways
West	Lake Pend Oreille		

F. Standards review

BCRC 12-223 specifies that the Commission shall review the particular facts and circumstances of each proposal. To grant a conditional use permit, the Commission must find there is adequate evidence showing the proposal is in accord with the general and specific objectives of the comprehensive plan and Title 12 and the proposed use will neither create a hazard nor be dangerous to persons on or adjacent to the property

The following sections of BCRC have been met by the applicant with no variations.

- BCRC 12-2.2, et seq.,: Conditional Use Permits
 - A conditional use permit is required for a planned until development and preliminary plat.
- BCRC 12-251(C): Planned Unit Development Classification and Minimums; A "large scale mixed use" PUD consisting of commercial, industrial, residential or recreational uses and having a minimum gross land area of twenty (20) acres.
 - The proposed PUD has a total of 24.4 gross acres and will include commercial, residential, and recreational uses.
- BCRC 12-252(B): Uses Permitted within Planned Unit Developments; Limited commercial and related recreational activities and facilities which are designed primarily to accommodate the needs of residents within a "mixed use" PUD described in section 12-251 of this subchapter may be permitted in any district, except for Industrial. Commercial recreation areas, such as ski resorts, golf courses or marinas, where permitted or conditionally permitted in applicable districts, may include related commercial uses to accommodate the general public as well as residents within the PUD when included and approved as part of the PUD development plan.
 - The site is zoned Recreation and the zone's allowed commercial (boat storage and repair services), recreational (community dock and pavilion), and residential (single family residences) uses proposed are all included within the PUD.
- BCRC 12-256(A-E): Design Standards for Planned Unit Developments
 - *A. Common Open Space – 10% of total gross acreage required*
 - 11.84% provided and exclusive of all road and utilities that would otherwise detract therefrom, and consists of critical White-tailed deer habitat and riparian habitat.
 - *B. Owner's Association – A homeowner's association and/or corporation ownership required*
 - A homeowners' association will be formed.
 - *C. Covenants, Article of Incorporation – Recorded with the final plat of any PUD subdivision or final development plans required.*
 - The homeowners' association to be formed to enforce private road system maintenance, stormwater management and erosion control, water and sewer systems, and open space/common area management.
 - *D. Development Density – The unit density of a PUD containing residential uses shall not exceed the density of the zone district in which it is located, except for density bonuses.*
 - PUDs provide an opportunity to "density average" lot sizes and as such, this project includes an average lot density of one unit

- per 2 acres where a density of one lot per 2 acres is allowable when including the allowable density bonus.
- *E. Public amenities that can be provided to obtain a density bonus.*
 - A density bonus is proposed based on additional open space, not public amenities.
 - 11.84 percent open space is provided where 10 percent is required (2.89 acres of open space ÷ 24.4 gross acres = 11.84 percent open space) which allows for a density bonus equal to the percentage of open space authorizing a unit density of 5 (5 units x 0.1184 open space = 0.53 density bonus. 4.47 units + 0.53 bonus units = 5 total units.). Five (5) residential units are proposed.
 - BCRC 12-332: Residential Use Table (single family dwellings)
 - Single family dwellings are a permitted use within the Recreation district.
 - BCRC 12-333, note 17: Sufficient land area is required to accommodate the proposed use, and the use and any appurtenant structures shall be so arranged on the land as to minimize any adverse effects on surrounding properties. The use shall not create particular hazards to adjacent properties.
 - The boat storage and repair services are located on a two acre parcel abutting railroad right-of-way to the west and state highway right-of-way to the east providing sufficient land area arranged to minimize any effect on adjoining.
 - BCRC 12-335, note 5: Sufficient land area is required to accommodate the proposed use, and the use and any appurtenant structures shall be so arranged on the land as to minimize any adverse effects on surrounding properties. The use shall not create particular hazards to adjacent properties.
 - The proposed pavilion will contain restroom and picnicking facilities for users of the community dock. The proposed open air, roofed structure will allow users to gather while enjoying the lake. Upland parking has been provided for participants that may drive versus boat to the facility.
 - BCRC 12-335, note 6: Specified conditions with respect to emissions of noise, light glare, smoke, odor, dust, particulate matter, vibrations or hours of operation may be prescribed differently from those required in a given district, as to be compatible with other applicable State and Federal standards.
 - The project as designed and the pavilion location abuts vacant government lands (RP57N01E65700A). Consequently, no impact is anticipated.

- **BCRC 12-335, note 7:** *A traffic plan is required describing, at minimum, the method of ingress and egress to the site, traffic circulation within the site, and on premises parking and loading/launching areas.*
 - The project is accessed by a private railroad crossing (USDOT Crossing Inventory, Crossing No. 091184B; Montana Rail Link). North Park Road will be improved to "low volume local" private road standards consisting of a 20' wide travelway and a 22' wide roadway developed within a minimum 30' wide easement where located on the applicant's property. Adjacent to and outside of the railroad right-of-way, a turnout on the east and west side of the railroad crossing will be constructed to a minimum width of 26' and a minimum length of 40'.
 - A sufficient turnaround area has been designed to accommodate boat launching and trailer maneuvering at the approved boat ramp (IDL Permit L-96-S-602B and USACOE Permit NWW-2007-01218).

- **BCRC 12-412:** *Maximum residential density shall be 1 dwelling unit per minimum lot size.*
 - Per note 2 of BCRC 12-412, *density may be increased via conservation subdivision bonus provisions set forth in section 12-637 in this title.*
 - A density bonus to allow for 5 dwelling units is proposed.
 - Per note 6 of BCRC 12-412, *dwelling units, not to exceed a total of 3 dwelling units, may be permitted on a single parcel of land; providing that the parcel is large enough to comply with the density requirements of the zone. Additional dwelling units may be allowed on a parcel in a conservation subdivision, provided the subdivision complies with the density requirements of the district and where the dwelling units are authorized on the plat.*
 - 5 residential dwelling units are proposed – one for each of the proposed residential lots.

- **BCRC 12-412:** *Setback Requirements* – see variation to rear setback previously stated.

<i>Required</i>	<i>Proposed</i>
Front: 25'	Front: 25'
Sides: 5'	Sides: 5'
Rear: 5'	Rear: 0'
Waterfront: 40'	Waterfront: non proposed
Wetlands: 40'	Wetlands: 0'

- **BCRC 12-421:** *Performance Standards for All Uses – Effects from noise, light glare, odors, fumes or vibrations.*
 - The property was previously developed with a high density, commercial recreational facility consisting of an RV and mobile home park. The proposed use is limited to five single family home sites, one recreational lot, one utility lot, one access lot and one open space lot. Therefore, there will be no effects on adjoining properties from noise, light glare, odors, fumes or vibrations.

- **BCRC 12--432: Minimum Off Street Parking Requirements**

Residential Uses – Residential, single-family	
<i>Required</i>	<i>Proposed</i>
2 spaces/dwelling unit On the same lot as the dwelling unit	The 25' front yard setback will be met, leaving room for 2 spaces/lot which will have 1 dwelling unit each.
Public Uses – Assembly buildings (pavilion)	
<i>Required</i>	<i>Proposed</i>
1 space/100 gross square feet of floor area Within 500' of the principle use	<u>Variation</u> (see below) - 51 spaces are provided, with about 7 of those spaces being further than 500' from the pavilion.
Public Uses – Community docks and marinas	
<i>Required</i>	<i>Proposed</i>
0.5 space/boat slip 25% of parking spaces shall be arranged as tandem spaces not less than 10' be 40'	<u>Variation</u> (see below) - Users of the dock facilities own property at The Idaho Club and will access the facility primarily by boat. Therefore, upland parking is unnecessary for dock users.

- **BCRC 12-621: Lot Design;** *All proposed lots which are three hundred feet (300') or less in width shall maintain a depth to width ratio of not greater than three to one (3:1); and lots which are more than three hundred feet (300') in width shall maintain a depth to width ratio of not greater than four to one (4:1). All proposed lots one hundred feet (100') or less in width shall be designed so that the angle of intersection of the side lot lines with the fronting road is between eighty five (85) and ninety five degrees (95°), for a distance of not less than fifty feet (50') from the point of intersection. Submerged lands are exempt from the requirements herein.*
 - The submerged, recreational, access, utility, and residential lots all had depth to width ratios of less than 4:1, well within the standard requirement.
 - The angle of intersections proposed fall between ±95° to ±113° but the lots will maintain angles of intersection adequate to accommodate 90° driveway entrances off of the proposed access road.
- **BCRC 12-622: Submerged Lands;** *Lands below the applicable natural or ordinary water mark, or the applicable artificial high water mark, of any lake, river, stream, channel or other body of public water shall not be counted in the calculations for determining the maximum density for a subdivision.*

- The submerged lands have not been included in the calculations for determining the maximum density for the proposed subdivision.
- BCRC 12-623(C): Services and Utilities; Sewage disposal method for all building sites, as approved by the Panhandle health district and/or the state of Idaho, may be provided.
 - A community leach field is proposed.
- BCRC 12-623(D): Services and Utilities; All proposed lots shall be designed by the applicant to provide a fire protection plan for the proposed lots to provide, at a minimum, an assessment of fire risk and plans to reduce the risk, and provisions for defensible space, where material capable of allowing a fire to spread unchecked will be treated, cleared or modified to slow the rate and intensity of an advancing wildfire and to create an area for fire suppression operations to occur, and for at least one of the following from this section.
 - The subdivision will be developed with a 10,000 gallon water storage tank accessed with a dry hydrant per BCRC 12-623(D)(4).
 - The final plat will also contain the following defensible space note: "In areas adjacent to structures, fuel modification provisions apply for the purpose of establishing and maintaining defensible space. Based on the moderate urban-wildlife interface area rating on the subject property, a fuel modification distance of not less than 30 feet will be maintained. Lot owners will be responsible for modifying or removing non-fire resistive vegetation on each lot. Trees are allowed within the defensible space, provided the horizontal distance between crowns of adjacent trees and crowns of trees and structures, overhead electrical facilities or unmodified fuel is not less than 10 feet. Deed wood and litter shall be removed annually from trees. Where ornamental vegetative fuels or cultivated ground cover, such as green grass, ivy, succulents or similar plants are used as ground cover, they are allowed to be within the designated defensible space, provided they do not form a means of transmitting fire from the native plant growth to any structure (International Urban-Wildland Interface Code, Section 603)."
- BCRC12-624(C): Roads and Access; Legal access shall be provided to each proposed lot, which shall be developed for ingress and egress, providing for ready access meeting the standards in subsection B of this section.
 - All proposed lots have ingress and egress access provided.
 - See variation proposed for subsection B of this section below.
- BCRC 12-626(A): Environmental Features; The subdivision shall be designed around identified natural hazards (highly erosive soils on steep slopes, landslide areas, rock falls, areas of subsidence, floodplains) to protect building sites and roads from damage from such hazards.
 - Per the application – Because a portion of the project is located within the mapped floodplain, all development within the mapped flood hazard

area will be in accordance with the county's flood damage prevention ordinance.

- **BCRC 12-626(B): Environmental Features; *The subdivision shall meet the requirements of chapter 7, "Environmental Standards", of this title.***
 - A variation to the 40' wetland setback is proposed to allow for a zero wetland setback while all other environmental setbacks will be complied with, including the shoreline setback requirements.
 - The site has been approved for shoreline improvements, including wetland fill (USACOE Permit NWW-2007-01218).
 - For BCRC 12-713 and 12-714, a ±60' wide vegetated, open space buffer with grasses, shrubs and trees is included between the recreation and residential lots and Lake Pend Oreille. This buffer will serve to preserve both the quality and quantity of Bonner County water resources (BCRC 12-701(A)), and to reduce erosion and sedimentation into waterways (BCRC 12-701(B)). Accordingly an impervious surface of 70% is proposed.
 - Per the application – Some site grading will be associated with road construction. A stormwater management and erosion control plan was submitted, confirming that on-site soils are suitable for stormwater treatment.
 - Per the application – The proposed open space includes White-tailed deer wintering area and riparian habitat and will remain as such.
 - Per the application – The property does not contain any mapped floodway but a portion of the project is located within the mapped floodplain and any development within the mapped flood hazard area will be in accordance with Bonner County's flood damage prevention ordinance.
- **BCRC 12-626(C)(1): Environmental Features; *New lots or parcels on sites in the forestry, agricultural/forestry, rural and other zoning districts where all urban services are not available, shall maintain an average width (as measured parallel to the shoreline) of at least two hundred feet (200') for all portions of the lot or parcel within one hundred feet (100') of the shoreline. The total depth of the lot (as measured from the shoreline to the opposite end of the lot or parcel) must be deep enough to allow development to meet applicable vegetation conservation and building setback requirements per subchapter 7.1 in this title.***
 - The only waterfront lot is the proposed open space lot which will have no development allowed within it and has an average width of at least two hundred feet (200') for all portions of the lot within one hundred feet (100') of the shoreline.
- **BCRC 12-633(A): Standards and Guidelines for All Conservation Subdivisions; *Uses: all principal and accessory uses authorized in the applicable zoning districts shall be allowed in the conservation subdivision. Uses not authorized by chapter 3 of this title will not be permitted in conservation subdivisions.***

- Proposed uses include single family residences, boat storage and servicing, recreational uses and related open spaces. These are all permitted uses in chapter 3 of title 12.
- **BCRC 12-633(B): Standards and Guidelines for All Conservation Subdivisions; Development Standards: Development standards in chapter 4 of this title for the applicable zoning district shall apply to all lots in a conservation subdivision, except where otherwise noted in this chapter.**
 - The project is in accordance with these various standards, except for the noted proposed variations stated below.
- **BCRC 12-633(C): Standards and Guidelines for All Conservation Subdivisions; Design Standards: Conservation subdivisions are subject to subchapter 6.2 of this title, design standards, except where otherwise noted.**
 - The project has been designed in accordance with these standards, subject to the proposed variations noted below.
- **BCRC 12-633(D)(3): Standards and Guidelines for All Conservation Subdivisions; Lots may be smaller than the minimum sizes in subsections D1 [2.5 acres] and D2 [1 acre] of this section, provided water and sewage disposal provisions are provided within common areas via utility easements.**
 - Per the application – Proposed lots when density averaged, and with the density bonus, comply with the 2 acre lot size minimum when served by “urban water.” The project will be served by a community sewer system and a public water system. The site will be accessed by a hard surfaced, 22’ wide “low volume local” private road consisting of a 20’ wide travelway and 22’ wide roadway developed within a minimum 30’ wide easement. The community drain field will be located on the utility lot as well.
- **BCRC 12-633(E): Standards and Guidelines for All Conservation Subdivisions; Suitable Land: Cluster lots are encouraged to be located on land most suitable for residential development.**
 - Per the application – Because a portion of the project is located within the mapped floodplain, all development within the mapped flood hazard area will be in accordance with the county’s flood damage prevention ordinance.
- **BCRC 12-633(F): Standards and Guidelines for All Conservation Subdivisions; Further Subdivision of Cluster Lots: Cluster lots in a conservation subdivision may not be further subdivided except where in compliance with this title. However, notes on the final plat approved by the board may include other restrictions on future subdivision of the lots.**
 - Per the application – Further division of the proposed clustered lots is not anticipated.

- **BCRC 12-633(G): Standards and Guidelines for All Conservation Subdivisions; Wells. Sewage Disposal Facilities Within Common Open Space: Individual and/or common wells and sewage disposal facilities may be provided within designated common open space areas to allow for maximum efficiency of cluster lot design and minimize potential negative impacts to the environment. Applicable easements for the facilities shall be shown on the final plat.**
 - Per the application – The Proposed open space will remain riparian habitat and deer winter range along the lake shore and along the North Branch of Trestle Creek by maintaining and managing existing vegetation, forage and cover.

- **BCRC 12-633(H): Standards and Guidelines for All Conservation Subdivisions; Preservation of Common Open Space: Common open space shall be preserved as permanent open space, except where otherwise noted in this title, and subject to standards BCRC 12-633(H)(1-3).**
 - The submitted open space management plan makes note of and includes the requirements of BCRC 12-633(H)(1-3).

- **BCRC 12-633(K)(1): Standards and Guidelines for All Conservation Subdivisions; Buffering, Clustering: Clustered lots shall be accessed by interior road systems. To the maximum extent possible, cluster lots shall be located so that common open space provides a buffer between the cluster lots and adjacent properties and/or right of way. When this is not possible, the development shall be designed to provide at a minimum one of the following: (1) Cluster lots that abut surrounding properties or right of way shall be at least seventy five percent (75%) of the minimum lot size standard for the subject parcel.**
 - Per the application – Where urban water services are available, the minimum lot size is 2 acres (BCRC 12-412). The only lot that abuts adjoining property is the utility lot. This lot contains over two acres.

- **BCRC 12-636(A): Standards for Conservation Subdivisions in Suburban, Recreation and Alpine Village Districts; Minimum Lot Size: There is no minimum lot size for cluster lots, provided the subdivision meets the density requirements specified in this title. However, cluster lots shall be sized sufficiently to meet applicable setbacks and other requirements in this title, unless otherwise noted herein.**
 - The proposed project meets these requirements, subject to the variations described below.

- **BCRC 12-636(C): Standards for Conservation Subdivisions in Suburban, Recreation and Alpine Village Districts; Reduction In Setbacks: Front, side and/or rear yard setbacks may be reduced to accomplish design objectives for the development, provided other applicable standards in this title are met.**
 - All setbacks required in BCRC will be met except for the proposed variation for the rear yard setback to be reduced to have a zero setback

where 5' is required and the proposed variation for the wetland setback to also be reduced to have a zero foot (0') setback where 40' is required.

- BCRC 12-636(D): Standards for Conservation Subdivisions in Suburban, Recreation and Alpine Village Districts; Multiple Dwelling Units: Multiple dwelling units may be included on individual lots, provided the subdivision meets applicable density requirements and other requirements in this title.
 - One dwelling unit per residential lot is proposed with a total of five (5) dwelling units.
- BCRC 12-636(E): Standards for Conservation Subdivisions in Suburban, Recreation and Alpine Village Districts; Common Open Space: Applicants are encouraged to set aside at least twenty percent (20%) of the land as common open space, or recreational facilities for the residents and other requirements in this title.
 - 2.89 acres or 11.84% of open common space for the gross acreage of 24.4 acres is proposed (32.33% for the net acreage of 8.94 net acres) and meets the required 10% of common space for planned unit developments.

The following sections of BCRC have been met by the applicant with variations.

- BCRC 12-256(G): Design Standards for Planned Unit Developments; Design Standards – The PUD will include the following variations from design standards of Title 12.
 - BCRC 12-333, note 33: - Maximum square footage for ministorage, boat storage, and rental warehouse facilities on a single lot or parcel shall be 10,000 square feet for the rural service center and recreation district required.
 - Per the application – The project involves two lots and one parcel. In lieu of developing one, 10,000 SF building on each property, three buildings not to exceed a combined total of 30,000 SF will be developed on the utility lot. Clustering the buildings on this lot provides greater efficiency, while protecting Trestle Creek and Lake Pend Oreille by separating these uses from these bodies of water.
 - BCRC 12-412: 2 acre lot size minimum when served by "urban water."
 - Per the application – The proposed residential lots contain less than the 2 acre conventional lot size minimum in the Recreation zone where "urban water" is provided. However, PUDs provide an opportunity to "density average" lot sizes. As such, inclusive of the allowable density bonus, this project includes an average density of one lot per 2 acres. Further, because of the limited number of lots proposed, in lieu of constructing a hard surfaced, 28' wide "standard local" public road, a hard surfaced, 22' wide "low volume local" private road is proposed.

- BCRC 12-412, note 4: *Minimum lot size where "urban water" is available shall be 2 acres but, clustering lots via a conservation subdivision is encouraged to allow for the opportunity to develop at greater density if and when urban services become available.*
 - See requirement and variation from this standard previously stated.
 - Per BCRC 12-636(A) there is no minimum lot size for cluster lots, provided the subdivision meets the density requirements specified in the title. However, cluster lots shall be sized sufficiently to meet applicable setbacks and other requirements in this title, unless otherwise noted herein.
- BCRC 12-412: *Lot coverage requiring 35%*
 - Per the application – In order to maintain clustered housing and provide maximum open space, 70 percent (70%) lot coverage is proposed.
- BCRC 12-412: *Minimum rear yard setback required is 5'.*
 - Per the application – Because the rear lots lines of the proposed residential and recreational lots border open space, a zero rear yard setback is proposed. A 25' front yard and 5' side yard setbacks will be maintained for these lots.
- BCRC 12-432, note 5: *Minimum off-street parking requirements for community docks and marinas is 0.5 space/boat slip of which 25 percent of parking spaces arranged as tandem spaces not less than 10' by 40' is required.*
 - Per the application - Users of the dock facilities own property at The Idaho Club and will access the facility primarily by boat. Therefore, upland parking is unnecessary for dock users.
- BCRC 12-432, note 3: *Minimum off-street parking requirements for assembly buildings is 1 space per 100 gross square feet of floor area within 500' of principal use required.*
 - Per the application – Because most dock users will access the pavilion by boat, the conventional "assembly building" parking standard requiring 50 spaces for a 5,000 SF pavilion is not applicable. In lieu thereof, 35 spaces are provided, with about 7 of those spaces being further than 500' from the pavilion.
- BCRC 12-621: *All lots that are 100' or less in width shall be designed so that the angle of intersection of the side lot lines with the fronting road is between 85 degrees and 95 degrees for a distance of not less than 50' from the point of intersection.*
 - Per the application – Angles of intersection of ± 95 degrees to ± 113 degrees are proposed. However, each lot maintains angles of intersection adequate to accommodate 90 degree driveway entrances off of the proposed access road.
- BCRC 12-624(B): *Road networks shall be designed and constructed to private road standards set forth in appendix A of this title, except as otherwise noted herein. Road networks shall be designed to provide*

for a continuous transportation system to adjacent properties, where topographical conditions warrant.

- In lieu of a 28' wide "standard local" paved public road, North Park Road will be improved to "low volume local" private road standards consisting of a 20' wide travelway and a 22' wide paved roadway developed within a minimum 30' wide easement where located on the applicant's property. Adjacent to and outside of the railroad right-of-way, a turnout on the east and west side of the railroad crossing will be constructed to a minimum width of 26' and a minimum length of 40'.
- BCRC 12-624(D): *All proposed lots less than five (5) acres gross shall have direct frontage on, and direct access to, a public right of way. Cluster lots less than five (5) acres gross in a conservation subdivision within the rural, agricultural/forestry and forestry districts are exempt from this requirement. Right of way offered for dedication in any zoning district shall be developed with a road constructed to the standards set forth in title 2 of this code. Such road may be maintained privately or by a public highway agency. Exceptions to the direct frontage and access requirements to allow for private frontage or interior roads may be granted in the commercial, industrial, or rural service center districts provided such access meets the applicable private road standards of this title.*
 - Per the application – Each lot will directly front on, and will directly access, a private easement versus public right-of-way. This easement will be developed with a hard surfaced "low volume private road" accessing the recreational and residential lots.
- BCRC 12-713: *Maximum "impervious surface" allowed within the "shore land" areas shall be 35%.*
 - Per the application – A ±60' wide vegetated, open space buffer is included between the recreational and residential lots and Lake Pend Oreille. This buffer will serve to preserve both the quality and quantity of Bonner County water resources (BCRC 12-701(a)), and to reduce erosion and sedimentation into waterways (BCRC 12-701(b)). Accordingly, an impervious surface of 70% is proposed.
- BCRC 12-733(B): *40' setback to wetlands required.*
 - Per the application – The site has been approved for shoreline improvements, including wetland fill (USACOE Permit NWW-2007-01218). Accordingly, a zero wetland setback is proposed.

The following sections of BCRC were not met by the applicant.

- BCRC 12-4.5, et seq.: Design Standards

- The design standard plans for the commercial buildings for the boat storage and repair services and the public building for the pavilion were not submitted at the time of this application and will be required to be submitted to the Bonner County Planning Department for review prior to the issuance of this file.
- BCRC 12-4.6, et seq.; Landscaping and Screening Standards
 - The landscaping and screening plan(s) were not submitted at the time of this application and will be required to be submitted to the Bonner County Planning Department for review prior to the issuance of this file.
- BCRC 12-486(B-I): Standards for Rental Warehouses, Ministorage, Boat Storage
 - The specific standards for the proposed boat storage, as required for BCRC 12-486 (B-I) was not submitted at the time of this application and will be required to be submitted to the Bonner County Planning Department for review prior to the issuance of this file.
- BCRC 12-623(B): Services and Utilities; Lots to be served by a new public drinking water system: Division of environmental quality written approval of an engineering report prepared by an Idaho licensed professional engineer demonstrating that an adequate water supply is available to meet the estimated demand for water from the lots in the proposed subdivision.
 - A community system is proposed in the form of a public water system. No documentation was provided.
- BCRC 12-624(A): Roads and Access; All new roads created for subdivisions shall be designated by unique road names, unless such roads are determined to be and are designed to be extensions of existing roads.
 - A unique road name shall be required for the proposed 22' wide access road that gives access to the recreation lot and five (5) residential lots. No unique road name is shown on the preliminary plat for this road.

The following sections of BCRC were not applicable or the proposal was exempt.

- BCRC 12-256(F): Requirements for Public Amenities
 - N/A as none are proposed.
- BCRC 12-486(A): Standards for Rental Warehouses, Ministorage, Boat Storage; Uses are prohibited within one hundred feet (100') of a state highway or designated arterial in the commercial or rural service center district.
 - N/A as the project is within the Recreation district.
- BCRC 12-623(A): Services and Utilities; Where proposed lots are smaller than one acre in area, exclusive of any ingress or egress easements, all "urban services", as defined in section 12-821 of this title, shall be provided. Lots in

conservation subdivisions shall be exempt from this requirement, provided all other requirements of this title are met.

- The proposed lots are within a conservation land division, making them exempt from the requirement of BCRC 12-623(A) as all other requirements of this title have been met or have had a variation to their requirements proposed.
- BCRC 12-625(A-B): Trails and Parks
 - N/A as no trails or parks are proposed but there is an open space lot of 2.89 acres proposed.
- BCRC 12-633(I) Standards and Guidelines for All Conservation Subdivisions; Unavailable urban services.
 - N/A as urban water is proposed.
- BCRC 12-633(J): Standards and Guidelines for All Conservation Subdivisions; Conservation lot as alternative.
 - N/A as no conservation lot as an alternative is proposed.
- BCRC 12-636(B): Standards for Conservation Subdivisions in Suburban, Recreation and Alpine Village Districts; Development reserve lots.
 - N/A as no reserve lot are proposed.

G. Comprehensive Plan Land Use Designation

The comprehensive plan designation of **Resort Community** provides for urban-like densities for areas centered around the recreational areas developed for winter and water sports, golf and hiking, where urban services are provided.

The comprehensive plan designation of **Rural Residential** provides for residential development in areas where urban services are not available and slopes may vary up to 30%. These areas include hazard areas and critical wildlife habitats, where lower densities reduce potential impacts to resources and exposures to loss of property or lives. Small-scale agricultural uses and residential development are permitted.

- Property Rights: *The issue of property rights is a "two-way street" and the property rights of the applicant, adjoining landowners and future generations shall be considered, as well as the short-term consequences of decisions.*
 - **Applicant**: The project has been designed consistent with planned unit development and conservation subdivision standards. As such, the project protects not only the applicant's rights, but also those of the public's.
- Population: *Multi-generational, multi-economic diversity shall be encouraged within Bonner County.*
 - **Applicant**: The plat will result in five additional home sites. Accordingly, subdivision buildout could add to the county's population.

- **School Facilities & Transportation:** *Full consideration shall be given to the county's ability to provide quality education to the current and future students of Bonner County.*
 - **Applicant:** Should the subdivision be occupied by school aged children, the Hope Elementary School is situated about 5 miles from the project.
- **Economic Development:** *Bonner County shall encourage economic diversity for the financial health of the community and maintenance of its rural atmosphere.*
 - **Applicant:** The project will provide economic development associated with subdivision housing starts and boat storage.
- **Land Use:** *Bonner County intends to balance and integrate its land use policies and proposed land use map with components of the comprehensive plan to encourage the community to grow while retaining its rural character and protecting its unique natural resources.*
 - **Applicant:** The project is consistent with land use objectives by complying with allowable densities and standards for the upland accommodations (pavilion) and boat storage and repair.
- **Natural Resources:** *Bonner County places a high value on its natural resources and amenities and desires to protect these features that make the county a unique place to live, work and play. The county recognizes that natural resources, such as pure water, clean air and diverse wildlife, are important to preserve and once lost, they may not be recovered. Bonner County will strive to manage its natural resources to attain the greatest long term public benefit.*
 - **Applicant:** The project sets aside as open space riparian habitat and deer winter range.
- **Hazardous Areas:** *Bonner County desires to protect its community from the loss of lives and property and to reduce public and private financial losses due to flood, fire, mass wasting, avalanches and excessive slopes by setting standards for development within hazard areas and discouraging development in high hazard areas.*
 - **Applicant:** Any development within the mapped flood hazard area will be in accordance with the county's flood damage prevention ordinance.
- **Public Services, Facilities & Utilities:** *Future development shall provide adequate services and should not adversely impact the services or utilities of present-day users.*
 - **Applicant:** All public services are in place (power and highway access).
- **Transportation:** *Bonner County intends to provide a transportation system that is safe, uncongested, and well maintained.*
 - **Applicant:** The proposed access within the subdivision will be built to Bonner County "low volume private road" standards with a paved surface versus gravel (20' wide travelway with 1' shoulders).
- **Recreation:** *Public and private recreational opportunities are recognized as a major county asset to be protected and encouraged.*
 - **Applicant:** The project has been designed to provide lake front access via a proposed open space common area and community moorage. This amenity will provide recreational opportunities for lot owners and pavilion users.

- Special Areas/Sites: *Bonner County will attempt to protect special archeological and historical sites and unique visual and ecological features of the region.*
 - **Applicant**: The site was developed with the former Idaho Country Resort, an RV and mobile home park.
- Housing: *Bonner County recognizes diverse housing needs are to be addressed to provide adequate shelter for all, regardless of age, income or physical abilities.*
 - **Applicant**: The project will provide five additional housing units.
- Community Design: *Bonner County's goal is to maintain a variety of lifestyles and a rural character in the future development of Bonner County.*
 - **Applicant**: With the allowed density bonus, proposed residential lots comply with the *average density* of 2 acres per lot when served by "urban water."

H. Stormwater plan

A stormwater management plan was required pursuant to BCRC 12-7.2. The submitted plan was prepared by Brandon Staglund, P.E. of James A. Sewell & Associates, LLC. The plan states that *with the proper implementation of the best management practices described in this report, the subject property is capable of supporting the proposed site development without substantial risk of soil erosion or sedimentation of surface waters. The site is capable of storing, treating, and conveying stormwater using the best management practices described in this report.*

The stormwater management plan was routed for review to Bonner County engineer Spencer Ferguson, P.E. who on December 02, 2020 stated, *"The stormwater, grading, and erosion control plan has been reviewed with respect to meeting the requirements of the Bonner County Revised Code Section 12-724, and has been found to be in compliance. The grading and stormwater management plan is therefore approved."*

I. Agency Review

The following agencies were routed for comment on **November 17, 2020**.

Avista Utilities: no response

Bonner County Road & Bridge Department: no response

Burlington Northern Santa Fe Railroad: no response

Idaho Department of Environmental Quality: Standard environmental comment letter submitted.

Idaho Department of Fish & Game: Voiced concerns over the 70% impervious surface and 0' wetland setback proposed along with the rural development that has caused problems with wildlife in the past. IDFG also provided suggestions on the best practices to live with wildlife in rural areas with development.

Idaho Department of Water Resources: no response

Idaho Transportation Department (Dist. I): no response

Montana Rail Link: MRL voiced concerns over 1) the property being purchased before securing the appropriate agreements with the railroad, 2) the requirement of

each property owner being required to have their own, separate permit with the railroad and to provide the required insurance as MRL declines to issue private crossing permits to homeowners' associations, 3) crossing safety issues – poor line of sight, potential for overflow parking due to the number of boat slips, and potential increase in vehicle collisions, 4) the impact on neighbors from tree removal for better line of sight (loss of sound barrier), and 5) that no application has been made to negotiate an easement or remit for the roadway that crosses over the corner of MRL fee property parcel RP57N01E166476A. MRL also states that "If a Road Authority is interested in pursuing a public roadway and public crossing at this location, MRL would be willing to consider such a proposal. MRL's denial of the existing private road crossing application stands."

Sam Owen Fire District: The fire district requested that an additional 10,000 gallon water storage tank be provided on the utility lot in addition to the proposed water tank, noted that the 20' roadway along the residential lots is insufficient for fire vehicle turnaround, wanted to know what the snow management plan for the PUD was, if there will be access to the docks via a paved walkway and where it would be located, if there will be fire hose boxes, and make note that if the parking is not adequate that vehicles could park alongside the road and be in the way of the fire vehicles attempting to access the lots.

U.S. Army Corps of Engineers: no response

U.S. Fish & Wildlife Service: no response

U.S. Forest Service: no response

Idaho Department of Lands (Sandpoint & Navigable Waters): no response

J. Public Notice & Comments

Property owners within 300' of the subject properties were notified for comment on **November 17, 2020**. No comments were received at the time of the completion of this staff report.

Findings of Fact

1. Planned Unit Developments (PUDs) are permitted in all districts.
2. The subject properties are located within the Recreation district and have a comprehensive land use designation of Resort Community and Rural Residential.
3. The site was developed with the former Idaho Country Resort, an RV and mobile home park.
4. The residential lots will range in size between 13,788 – 18,195 SF, the access lot will be 1.60 acres, the recreational lot will be 18,958 SF, the utility lot will be 2.12 acres, the open space lot will be 2.89 acres, and the submerged lot will be 15.42 acres.
5. Access is provided off Highway 200 across an established railroad crossing to a private road.

6. Single family dwellings, boat storage and services, and community docks/marinas and upland accommodations are permitted within the Recreation district both outright and with a Conditional Use Permit (CUP).
7. The proposal involves reserving 11.84% of common area as open space where 10% is required.
8. No phasing of the development is proposed as the development can be completed within the allowed four (4) years (BCRC 12-258(C)) from the approval date.
9. The travelways and roads proposed are suitable and adequate to allow for the anticipated traffic and will not generate traffic in amounts that will overload the street network outside the PUD (State Highway 200).
10. The development will include homeowner's association and/or corporate ownership in addition to covenants, conditions and restrictions that are sufficient to enforce development requirements and responsibilities of the homeowner's association and/or corporate ownership.
11. The site will be served by a community leach field, a public water system, Sam Owen Fire District, and Avista Utilities.
12. BCRC 12-623(C) is no longer required per Bonner County Ordinance #607 (Instrument #961425).
13. The site will be developed with five (5) residential lots; one (1) utility lot for the community leach field, boat storage and repair services; one (1) recreational lot for the pavilion providing upland accommodations for community dock users; one (1) open space lot for the common area; one (1) access lot; and one (1) submerged lot.
14. A density bonus based on the additional open space (10% is required but 11.84% is provided) is permitted to allow for a total of five (5) residential units.
15. Three (3) 10,000 SF boat storage buildings are allowed as the project includes three (3) properties, allowing one (1) 10,000 SF boat storage building on each property. All three (3) boat storage buildings will be clustered on the single utility lot to provide greater efficiency and to protect the natural bodies of water on site and will not exceed a combined total of 30,000 SF.
16. The lot size minimum in the Recreation district where urban water is available is 2 acres. PUDs allow for density average lot sizes. Including the allowable density bonus, the project includes an average density of one (1) lot per 2 acres.
17. All setbacks will be maintained except where variations occur which include a zero foot (0') setback for the rear yard where 5' is required and a zero foot (0') setback for wetlands where 40' is required.

18. The users of the dock facilities will own property at The Idaho Club and will access the facility primarily by boat, making upland parking not applicable.
19. As most dock users will access the pavilion by boat, the standard assembly building parking requirement of 50 spaces for a 5,000 SF pavilion is not applicable, but instead there will be 35 space provided, with 7 of those spaces being further than 500' from the pavilion.
20. Angles of intersection of $\pm 95^\circ$ to $\pm 113^\circ$ and that are adequate to accommodate 90° driveway entrances off of the proposed access road will be permitted.
21. In lieu of the standard 28' wide "standard local" paved public road, North Park Road will be improved to "low volume local" road standards that will consist of a 20' wide travelway and a 22' wide paved roadway developed within a minimum 30' wide easement where located on the applicant's property. Each lot will directly front on, and will directly access the private easement.
22. A turnout on the east and west side the railroad but adjacent to and outside of the railroad right-of-way, will be constructed to a minimum width of 26' and a minimum length of 40'.
23. 70% impervious surface within the shore land areas and for lot coverage will be permitted where 35% was allowed.
24. A stormwater management plan was completed for this project and approved by Bonner County Engineer Spencer Ferguson, P.E. on December 02, 2020.
25. A management plan for the oversight of the open space area was submitted.
26. The fire hazard rating is moderate.
27. Per the trip generation letter, the AM peak vehicles per hour is 2.9 and the PM peak vehicles per hour is 3.6.
28. There will be 51 marina parking spaces where 27 spaces are required for a 54 slip marina. Should the marina be constructed with 105 slips as approved by the IDL, [U.S. Army] Corps and Bonner County, 51 will be provided where 54 are required.

Conclusions of Law:

Based upon the findings of fact, the following conclusions of law are adopted:

Conclusion 1

The proposed conditional use permit **is** in accord with the Bonner County comprehensive plan.

- | | | |
|-----------------------|-------------------------|------------------------------------|
| •Property Rights | •Population | •School Facilities, Transportation |
| •Economic Development | •Land Use | •Natural Resources |
| •Hazardous Areas | •Public Services | •Transportation |
| •Recreation | •Special Areas or Sites | •Housing |
| •Community Design | •Implementation | |

Conclusion 2

This proposal was reviewed for compliance with the criteria and standards set forth at BCRC Chapter 4, Title 12, Subchapter 2.2, environmental standards of Chapter 7, Title 12, and storm water management criteria and standards set forth in Chapter 7, Title 12, Bonner County Revised Code.

Conclusion 3

The proposed use **will not** create a hazard or **will not** be dangerous to persons on or adjacent to the property.

Conditions of Approval:

Standard continuing permit conditions. To be met for the life of the use:

- A-1** The use shall be developed and shall be operated in accordance with the approved site plan.
- A-2** The Conditional Use Permit shall not supersede deed restrictions.
- A-3** All setbacks per the approved planned unit development shall be met.
- A-4** The Conditional Use Permit shall expire if not issued within four (4) calendar years from the date of approval, or once issued, if the use has not commenced within four (4) calendar years from the date of issuance. At any time prior to the expiration date of the Conditional Use Permit, the applicant may make a written request to the Planning Director for an extension of the Conditional Use Permit for a period up to four (4) years. The Planning and Zoning Commission may consider such request for extension at any public hearing. The extension request must be approved or denied prior to the expiration date of the Conditional Use Permit.

- A-5** The applicant shall install prior to ground disturbing activities all temporary erosion control measures as designed and approved and shall abide by the approved stormwater plan prior to the final inspection.
- A-6** Prior to the final plat recording of the proposed preliminary plat, per BCRC 12-623(B)(3) State of Idaho written approval of an engineering report prepared by an Idaho licensed professional engineer demonstrating that an adequate water supply is available to meet the estimated demand for water from the lots in the proposed subdivision shall be submitted to the Bonner County Planning Department for review and approval.
- A-7** The following language shall be included on the final plat prior to recording; *"In areas adjacent to structures, fuel modification provisions apply for the purpose of establishing and maintaining defensible space. Based on the moderate urban-wildlife interface area rating on the subject property, a fuel modification distance of not less than 30 feet will be maintained. Lot owners will be responsible for modifying or removing non-fire resistive vegetation on each lot. Trees are allowed within the defensible space, provided the horizontal distance between crowns of adjacent trees and crowns of trees and structures, overhead electrical facilities or unmodified fuel is not less than 10 feet. Deed wood and litter shall be removed annually from trees. Where ornamental vegetative fuels or cultivated ground cover, such as green grass, ivy, succulents or similar plants are used as ground cover, they are allowed to be within the designated defensible space, provided they do not form a means of transmitting fire from the native plant growth to any structure (International Urban-Wildland Interface Code, Section 603)."*
- A-8** Any development within the floodplain shall be developed in accordance with the Bonner County flood damage prevention ordinance.
- A-9** Per BCRC 12-624(A), a unique road name for the proposed 22' wide access road shall be provided on the final plat.

Conditions to be met prior to issuance of the permit:

- B-1** Design plans fulfilling requirements found in BCRC 12-4.5 et seq. shall be submitted to the Bonner County Planning Department for review and approval.
- B-2** Landscaping and screening plans fulfilling requirements found in BCRC 12-4.6 et seq. shall be submitted to the Bonner County Planning Department for review and approval.
- B-3** Boat storage plans fulfilling requirements B through I of BCRC 12-486 shall be submitted to the Bonner County Planning Department for review and approval.

NOTE: Following any final decision concerning a site-specific land use request, the applicant has a right to request a regulatory taking analysis pursuant to Section 67-8003, Idaho Code (*Idaho Code §67-6535(3)*).

Please contact this department if you have any questions.

Sincerely,



Milton Ollerton, Planning Director

c: Martin Taylor, James A. Sewell & Associates, Project Representative



Bonner County

Board of Commissioners

Steve Bradshaw

Asia Williams

Ron Korn

11/12/2024

Memorandum

SOLID WASTE
Item # 1

To: Commissioners

From: Bob Howard

Re: Acceptance of Wood Grinding Bid from Cannon Hills

Solid Waste received a bid from Cannon Hill Industries for the wood grinding, transportation and disposal of wood waste from the Colburn, Idaho Hill and Dickensheet collection sties. The price is \$60.00 per ton.

Auditing Review: 

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

Risk Review: **APPROVED**

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

Legal Review: 

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

Distribution: ___ Original to
 ___ Copy to

A suggested motion would be: **Based on the information before us I move to approve and sign the contract for grinding, transportation and disposal of wood piles at the Dickensheet, Idaho Hill, and Colburn sites in the amount of \$60.00 per ton for this current fiscal year.**

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



Bonner County

Board of Commissioners

Steven Bradshaw

Asia Williams

Ron Korn

Bonner County Master Contract

Wood Grinding

This Agreement is made and entered into this ___ Day of November 2024, by and between Bonner County, whose address is 1500 Hwy 2, Sandpoint ID 83864, hereinafter called the “owner,” and Cannon Hill Industries , whose address is 5605 E Seltice Way Post Falls, ID 83854, hereinafter called the “contractor.”

I. GENERAL PROVISIONS

A. THE CONTRACT

This Contract Document is the governing contract instrument. The terms of this document control over any inconsistent provisions in any other documents approved as part of this project. The contract may be amended or modified only by a written modification.

B. THE WORK

1. Term “Work” means the grinding of brush and wood pile, transportation and disposal service provided at rates as outlined in the attached proposal dated October 28, 2024 and includes all labor, materials, equipment and services required by the Contractor to fulfill the Contractor’s obligation to grind, transport and dispose of wood and brush material from the Colburn, Idaho Hill, and Dickensheet sites.
2. The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor.
3. The Cannon Hill Industries proposal dated October 28, 2024 is included in Exhibit A and constitutes all associated and subordinated contract documents. The quote is attached for the purpose of defining and detailing the rates of services and detailing the Scope of Work. The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the contractor.

II. OWNER

A. INFORMATION AND SERVICES REQUIRED OF THE OWNER

Except for permits and fees which are the responsibility of the Contractor under the Contract Documents, the Owner shall obtain and pay for other necessary approvals, easements, assessments and charges.

B. OWNERS RIGHT TO STOP THE WORK

If the Contractor fails to correct Work which is not in accordance with the Drawings and Specifications, the Owner may direct the Contractor in writing to stop the Work until the correction is made.

C. OWNERS RIGHT TO CARRY OUT THE WORK

1. If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a seven day period after receipt of written notice from the Owner to correct such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies, correct such deficiencies. In such case, a Change Order shall be issued, deducting the cost of correction from payments due the Contractor.
2. The Contractor shall not (by contract, operation of law or otherwise) assign this Contract or any right or interest in the Contract, or delegate performance of any of its duties or obligations under this Contract, without the prior written consent of the Owner. Any such assignment or delegation without the Owner's prior written consent shall be void at the Owner's option. Subject to the foregoing restriction on assignment and delegation by the Contractor, this Contract shall be fully binding upon and enforceable by Contractor, Owner and their respective successors, assignees and legal representatives.

D. OWNERS RIGHT TO PERFORM CONSTRUCTION AND TO AWARD SEPARATE CONTRACTS

1. The Owner reserves the right to perform construction or operations related to the project with the Owner's own forces, and to award separate contracts in connection with other portions of the project.
2. The Contractor shall coordinate and cooperate with any separate contractor employee by the Owner.
3. Costs caused by delays or by improperly timed activities or defective construction shall be borne by the party responsible thereof.

III. CONTRACTOR

A. EXECUTION OF THE CONTRACT

Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become familiar with local conditions under which the work is to be performed and correlated personal observations with requirements of the Contract Documents. The Contractor also agrees to provide and adhere to a work schedule that is agreed upon by the Owner. The work schedule can only be altered with the written approval of the Owner.

B. REVIEW OF THE CONTRACT DOCUMENTS AND FIELD CONDITIONS BY THE CONTRACTOR

The Contractor shall carefully study and compare the Contract Documents with information furnished by the Owner. Before commencing with activities, the Contractor shall: (1) take field measurements and verify field condition; (2) carefully compare this and other information known to the Contractor with the Contract Documents; and (3) promptly report errors, inconsistencies or omissions discovered to the Owner.

C. SUPERVISION AND CONSTRUCTION PROCEDURES

The Contractor shall, consistent with the promise that work be performed in a skillful and workmanlike manner, supervise and direct work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, and procedures, and for coordinating all portions of the Work in accordance with the Contract Documents.

D. LABOR AND MATERIALS

1. Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, incidental materials, equipment, tools, utilities, transportation, disposal of waste and tear-off materials and other facilities and services necessary for proper execution and completion of the Work.
2. The Contractor shall deliver, handle, store and install all materials in accordance with manufacturer's instructions.
3. The Contractor will protect all materials stored on site from damage caused by natural occurrences.
4. The Contractor will not store any materials on site in a way that may cause damage to property of the Owner or harm to occupants of the building.

E. WARRANTY

The Contractor warrants to the Owner that: (1) materials and equipment furnished under the contract will be new and of good quality unless otherwise required or permitted by the Contract Documents; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of the Contract Documents.

F. TAXES

The Contractor shall pay sales taxes that are legally required when the Contract is executed.

G. PERMITS, FEES, AND NOTICES

1. The Contractor shall obtain and pay for all permits and governmental fees, licenses and inspections necessary for proper execution and completion of Work, unless otherwise indicated in the Contract Documents.
2. The Contractor shall comply with and give notices required by agencies having jurisdiction over the Work. If the Contractor performs Work knowing it to be contrary to laws, statutes, ordinances, building codes, and rules and regulations without notice of the Owner, the Contractor shall assume full responsibility for such Work and shall bear the attributable costs. The Contractor shall promptly notify the Owner in writing of any known inconsistencies in the Contract Documents with such governmental laws, rules and regulations.

H. USE OF SITE

The Contractor shall confine operations at the site to areas permitted by the Contract Documents and the Owner. The Contractor will inform and coordinate wood grinding activities with the Bonner County Solid Waste.

I. CLEANING UP

The Contractor shall keep the premises and surrounding area free from accumulation of debris and trash related to the Work. Debris shall be removed within one (1) week of completion. This timeline will be strictly enforced. Failure to do so will result in penalties as described in section VI Timelines and Penalties. Cleanliness will be determined by the Bonner County Solid Waste Field Operations Manager, Operations Manager or Director.

J. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Agents and employees thereof from and against claims, damages, losses, and expenses, including but not limited to attorney's fees, arising out of or resulting from

performance of the Work, provided that such a claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including loss of use resulting thereof, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether such claim, damage, loss, or expense is caused in part by a party indemnified hereunder.

K. ACTIVITIES ON OWNER'S PREMISES

1. If the Contractor or any of its subcontractors or suppliers, of any tier, performs any activities on the premises owned, leased, possessed, or controlled by the Owner, the Contractor shall; (a) take all precautions which are necessary to prevent injury (including death) to persons and damage to any property or environment in connection with such activities; and (b) release, defend, indemnify and hold harmless the Owner from all claims, losses, harm, liabilities, damages, costs and expenses (including, but not limited to, reasonable attorney's fees) that may arise in connection with such activities. Without limiting the generality of the foregoing, the Contractor waives its immunity under any applicable workers' compensation laws for purposes of this Section L and assumes potential liability for actions brought by the Contractor's employees, subcontractors, or suppliers of any tier.
2. The Contractor shall maintain a comprehensive general liability policy which shall provide bodily injury and property damage liability on the Contractor's operations; owned, non-owned and hired vehicles; on work sublet to others; and on the indemnity agreement set out above. The limits of liability insurance shall not be less than the following:
 - a. \$2,000,000 per occurrence for bodily injury liability including sickness, disease or death and \$2,000,000 bodily injury liability for all occurrences (other than automobiles); and
 - b. \$2,000,000 for property damage liability (other than automobiles) because of damage to or destruction of property of others including loss of use thereof caused by one occurrence and \$2,000,000 property damage liability for all occurrences.
 - c. As an alternate to subparagraphs (a) and (b) above, the Contractor may insure for \$2,000,000 combined single limit protection for both bodily injury and property damage liability per occurrence and \$4,000,000 general aggregate.
 - d. In addition, \$1,000,000 per accident for bodily injury liability including sickness, disease or death and property damage liability because of damage to or destruction of property of others including loss of use thereof arising out of the operation of automobiles.

- e. In addition, the Contractor shall maintain a true umbrella policy which provides excess limits over the primary layer, in an amount not less than \$1,000,000.
3. In addition, the Contractor shall purchase and maintain insurance for claims under workers' compensation (industrial insurance), disability benefit and other similar employee benefit acts in the State statutory amount and Employer's Liability with coverage of at least \$250,000/\$500,000. Copies shall be included in the submittal package and reviewed for approval by the Owner prior to the start of work.
4. The insurance described above shall be in place prior to commencing activities. The Owner's specification or approval of the coverages or insurance in this agreement or of their amounts are not limits of liability and shall not relieve or decrease the liability of the Contractor.
5. Before exposure to loss can occur, the Contractor shall furnish the Owner with Certificates of Insurance as evidence of all insurance required above. All policies and certificates must be signed copies and shall contain a clause agreeing that such insurance cannot be materially altered (i.e., the coverage's reduced, the limits decreased, or the additional insured removed), allowed to expire or canceled without first giving 45 days written notice by certified mail to the Owner. The Contractor shall furnish to the Owner copies of any subsequently issued endorsements amending, modifying, altering, or restricting coverage or limits.
6. If the Owner is damaged by the failure of the Contractor to maintain any of the above insurance to so notify the Owner, then the Contractor shall bear all costs properly attributable thereto.
7. During the execution of this contract the Owner may present the Contractor with master key sets to gain timely entrance to the premises. Any keys issued to the Contractor remain the property of the Owner. The Contractor takes financial responsibility for loss, damage or theft of issued key sets, and agrees to pay all costs related to re-coring any or all premises due to loss of key sets issued to Contractor or employees of the Contractor.

IV. ADMINISTRATION OF THE CONTRACT

- A. The owner will provide administration of the Contract as described in the Contract Documents.
- B. The Owner will not have control over or charge of and will not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility.
- C. Based on the Owner's observations and evaluations of the Contractor's applications for payment, the Owner will review and certify the amounts due the Contractor.

V. CHANGES IN THE WORK

- A. After execution of the Contract, changes in the Work may be accomplished by Change Order or by order for a minor change in the Work. The Owner, without invalidating the Contract, may order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract sum and Contract Time being adjusted accordingly. All change orders shall be submitted to the Owner's representative for approval prior to any request for payment of said change order.

If the contractor exceeds the bid quantities, or anticipates exceeding the bid quantities, the Owner must be notified before work proceeds. Failure to notify the Owner of excessive quantities may result in payment being withheld.

- B. A change order shall be a written order to the Contractor signed by the Owner to change the Work, contract sum, or contract time.
- C. Change orders exceeding \$5,000.00 (five thousand dollars) will require Board of County Commissioners approval.

VI. TIME LIMITS AND PENALTIES

- A. The Contractor agrees to provide Work for the owner from the date of signing until September 30, 2025. This contract ends on September 30, 2025.
- B. If the Contractor is delayed at any time in progress of the Work by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties of other causes beyond the Contractor's control, the Contract time shall be extended by Change Order for such reasonable time as the Owner may determine.
- C. If the Contractor fails to complete the project by the completion date, plus extensions, as established in the Technical Specifications of the Contract, the Owner shall be entitled to recover liquidated damages as an alternative remedy to the ability to recover damages as described in Section II.C.1. The Owners liquidated damages will be set at one thousand five hundred dollars (\$1500.00) per day for each date following the established completion date (plus extensions) in the contract.
- D. The Contractor is to begin wood grinding activities within two (2) weeks of notification by the County to begin the work.
- E. The Contractor is to have all equipment and wood grinding debris removed from sites within two (2) weeks of completion of the job.

VII. PAYMENTS AND COMPLETION

A. CONTRACT SUM

The Contract Sum stated in the Agreement, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents. **The total contract amount for all is \$ 60.00 per ton.**

B. APPLICATIONS FOR PAYMENT

1. Payment Schedule:

Payment Request - All payment requests shall be submitted for approval and acceptance by the 10th day of each month. Upon approval by the Owner's representative, the invoiced amount will be paid by the end of the same month if the invoice is submitted on or before the 10th. The Contractor may only bill for that work which is completed by the 10th. Invoices that include payment for work anticipated to be complete by the end of the month will not be approved. All work completed between the 11th and the end of the month shall be included on the next month's invoicing.

Final Payment - The Contractor, only upon final acceptance of the project by the Owner, may bill for the final 20%.

2. On the date established for each progress payment, the Contractor shall submit an itemized application for payment for operations completed in accordance with the values stated in the Agreement. Such applications shall be supported by such data substantiating the Contractor's right to payment as the Owner may reasonably require and reflect any retainer if provided for elsewhere in the Contract Documents.
3. The Contractor warrants that title to all Work covered by an application for payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an application for payment, all Work for which certificates for payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information and belief, be free and clear of liens, claims, security interests or other encumbrances adverse to the Owner's interests.
4. The Contractor will provide a schedule of values for all labor and incidental materials supplied by the Contractor. The schedule of values will accompany all payment applications showing completed work billed as a percentage of each value as well as the percentage remaining to be billed. The Owner will only pay the Contractor's billing once the schedule of values is reviewed and approved by the Owner.

C. PROGRESS PAYMENTS

1. The Owner shall make payments in the manner provided in the Contract Documents.

2. The Contractor shall promptly pay each Subcontractor and material supplier, upon receipt of payment from the Owner, out of the amount paid to the Contractor on account of such entities portion of the Work.
3. The Owner does not have responsibility for the payment of money to a Subcontractor or material supplier.
4. A progress payment shall not constitute acceptance of Work not in accordance with the requirements of the Contract Documents.

D. SUBSTANTIAL COMPLETION

Substantial completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.

E. FINAL COMPLETION AND FINAL PAYMENT

1. Upon receipt of the final application for payment, the Owner will inspect the Work. When the Owner finds the Work acceptable and the Contract fully performed, the Owner will promptly issue a final certificate of payment.
2. Final payment shall not become due until the Contractor submits to the Owner releases and waivers of liens, and data establishing payment or satisfaction of obligations, such as receipts, claims, payroll affidavits, security interests, project as-built drawings, or encumbrances arising out of the Contract.
3. Acceptance of the final payment by the Contractor, a Subcontractor or material supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by the payee as unsettled at the time of final application of payment.

VIII. PROTECTION OF PERSONS AND PROPERTY

A. SAFETY PRECAUTIONS AND PROGRAMS

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs, including all those required by law in connection with performance of the Contract. The Contractor shall promptly remedy damage and loss to property caused in whole or in part of the Contractor, or by anyone for whose acts the Contractor may be liable, except as stated otherwise.

IX. CORRECTION OF WORK

- A. The Contractor shall promptly correct Work rejected by the Owner as failing to conform to the requirements of the Contract Documents. The Contractor shall bear the cost of correcting such rejected Work.

- B. In addition to the Contractor's other obligations including warranties under Contract, the Contractor shall, for a period of one year after substantial completion, correct work not conforming to the requirements of the Contract Documents.
- C. If the Contractor fails to correct nonconforming Work within a reasonable time, the Owner may correct it, and the Contractor shall reimburse the Owner for the cost of correction.

X. MISCELLANEOUS PROVISIONS

A. ASSIGNMENT OF CONTRACT

Neither party to the Contract shall assign the Contract as a whole without written consent of the other.

B. TESTING AND INSPECTIONS

The Contractor shall pay for and coordinate all tests including testing for Work found to be defective.

C. GOVERNING LAW

The Contractor shall be governed by the law of the place where the project is located.

D. NONWAIVER

The failure of the Owner to insist upon or enforce strict performance by the Contractor of any provisions of this Contract, or to exercise any rights or remedies under this Contract, shall not be construed as a waiver or relinquishment to any extent of its right to assert or rely upon any such provisions, rights or remedies in that or any other instance; rather, the same shall be and remain in full force and effect.

E. ENTIRE AGREEMENT

This Contract sets forth the entire agreement and supersedes any and all prior agreements, between Contractor and Owner regarding the Work. No amendment or modification of any provisions of this Contract shall be valid unless set forth in a written instrument signed by both parties. The Owner shall not be bound by, and specifically objects to, any term, condition or other provision which is different from or in addition to the provisions of this Contract (whether or not it would materially alter this Contract) and which has been proffered by Contractor in any quotation, invoice, shipping document, acceptance, confirmation, correspondence or otherwise, unless the Owner specifically agrees to such provision in a written instrument signed by the Owner. The rights, remedies and warranties afforded to the Owner pursuant to any provision of this Contract are in addition to and do not in any way limit any other rights, remedies or warranties afforded the Owner by any other provisions of this Contract, by any of the Contracts subcontractors, suppliers of any tier, or by law.

F. EMPLOYEES

1. The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them. At no change to the Contract price or Contract time, the Owner may provide written notice requiring the Contractor to remove from the site any employee or other person carrying out the Contract whom the Owner considers objectionable. If the work is being performed at a site in active school use or where there is a likelihood of contact with children, a person shall be unfit if he or she has plead guilty to or has been convicted of any felony crime involving physical injury or death of a child, the physical neglect of a child sexual offenses against a minor, sexual exploitation of a child or violation of similar laws of another jurisdiction. A violation of this provision is grounds for the immediate termination of this contract.
2. The Owner shall comply with all applicable hours of work as outlined by the Owner.
3. The Contractor shall provide the Owner copies of and have available at the Project site a workplace survey or material safety data sheets for all "hazardous" chemicals under the control or use of the Contractor at the Project site. The Contractor shall not be entitled to any additional contract time or compensation arising from its failure or alleged failure to comply with any applicable Federal or State enumerated regulation.
4. Prior to contract commencement, the Contractor shall procure from the Owner all relevant documents describing known dangers and hazardous materials located at the Project site.

G. STATUTES

1. The Contractor shall abide by the provisions of all applicable Idaho statutes.
2. Law Against Discrimination. The Contractor shall comply with pertinent statutory provisions relating to Idaho Labor Laws.
3. Safety Standards. The Contractor shall comply with OSHA safety standards.
4. Unemployment Compensation. The Contractor shall pay contributions for wages for personal services performed under this Contract or arrange for a bond acceptable to the commissioner.
5. Drug-Free Workplace. The Contractor shall fully comply with all applicable federal, state, and local laws and regulations regarding drug-free workplace, including the Drug-Free Workplace Executive Order 2007-08. Any person not fit for duty for any reason, including the use of alcohol, controlled substances, or drugs, shall immediately be removed from the Work. No employee shall be in position of or use any of the above-named substance while on school property.
6. If payments under the Agreement exceed one hundred thousand dollars (\$100,000) and Contractor employs ten (10) or more persons, then Contractor hereby certifies that it is not currently engaged in and will not, for the duration of 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 (Idaho Code 67-2346).
7. Contractor 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.
8. To the extent the Agreement is subject to the use of public funds, Contractor hereby certifies that it is not, and will not for the duration of the Agreement, become an abortion provider or an affiliate of an abortion provider as those terms are defined in the No Public Funds for Abortions Act (Idaho Code 18-8701 et seq.).

XI. TERMINATION OF CONTRACT

A. TERMINATION BY THE CONTRACTOR

If the Owner fails to make payment when due or substantially breaches any other obligation of this Contract, following seven days' written notice to the Owner, the Contractor may terminate the Contract and recover from the Owner payment for Work executed and for proven loss with respect to materials, equipment, tools, construction equipment and machinery, including reasonable overhead, profit and damage.

B. TERMINATION BY THE OWNER

1. The Owner may terminate the Contract if the Contractor:

- a. Persistently or repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
 - b. Fails to make payment to Subcontractors for materials or labor in accordance with the respective agreements between the Contractor and the Subcontractors;
 - c. Persistently or materially disregards laws, ordinances, or rules, regulations or orders of a public authority having jurisdiction;
 - d. Fails to prosecute the work or any portion thereof with sufficient diligence to ensure the substantial completion of the work within the Contract time;
 - e. Is adjudged, bankrupt, makes a general assignment for the benefit of its creditors, or if a receiver is appointed an account of its insolvency;
 - f. Fails to comply by permitting a worker on the Project having contact with children who has been convicted of or pled guilty to a felony crime involving children set forth in the section ten "Miscellaneous Provisions", E "Employees" above.
 - g. Is otherwise guilty of substantial breach of a provision of the Contract Documents.
2. When any of the above reasons exist, the Owner, may without prejudice to any other Rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' written notice, terminate employment of the Contractor and may:
 - a. Take possession of the site and of all materials thereon owned by the Contractor;
 - b. Finish the Work by whatever reasonable method the Owner may deem expedient.
 3. When the Owner terminates the Contract for one of the reasons stated, the Contractor shall not be entitled to receive further payment until the Work is finished.
 4. If the unpaid balance of the Contract sum exceeds costs of finishing the work, such excess shall be paid to the contractor. If such costs exceed the unpaid balance, the Contractor shall pay the difference to the Owner. This obligation for payment shall survive termination of the contract.

C. DISPUTES

1. Any and all disputes that cannot be settled reasonably between the Owner and the Contractor shall be required to utilize the Idaho State Court system to resolve such disputes. It is agreed by both parties that arbitration or the use of an arbitrator will not be used to resolve disputes on this project.

Contractor

Bonner County Commissioners

NAME

ASIA WILLIAMS, Chair

TITLE

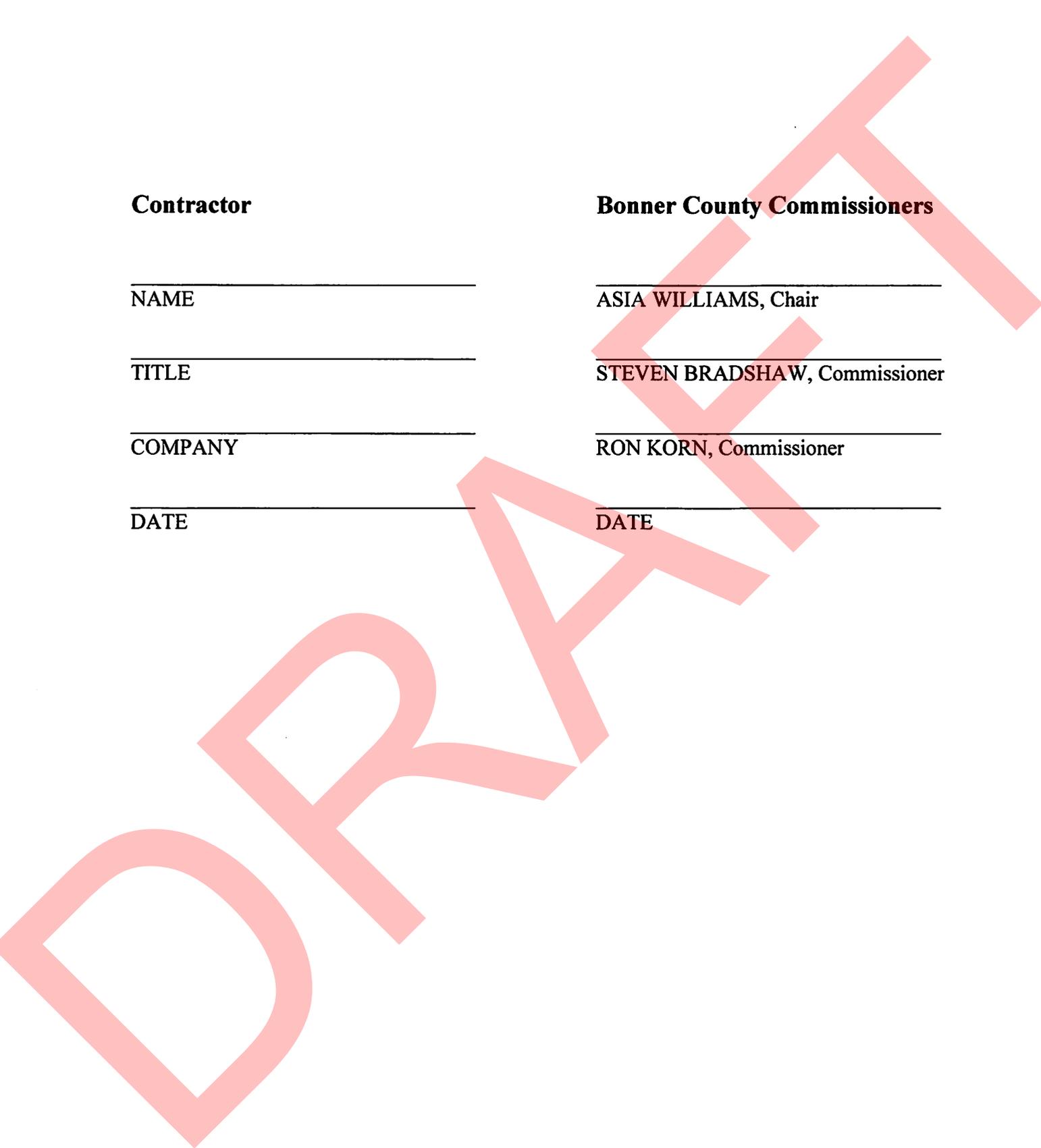
STEVEN BRADSHAW, Commissioner

COMPANY

RON KORN, Commissioner

DATE

DATE





Proposal

5605 E Seltice Way
 Post Falls, ID 83854
 Phone: 208-765-6794
 Fax: 208-765-6135

Proposal Submitted to: Bonner County Solid Waste Department		Phone: 208-255-5681	Date: 10/28/2024
Street: 1500 Highway 2 Suite 101		Job Name: Grinding and Disposal	
City, State and Zip Code: Sandpoint, ID 83864		Job Location: Bonner County	
Attention Bob Howard		Email: Melissa.gault@bonnercountyid.gov	

We hereby propose to furnish materials and labor necessary for the completion of:

Grind wood waste and dispose of debris	\$60 Per Green Ton
<ul style="list-style-type: none"> • Colburn Transfer Station (Sandpoint, ID) • Idaho Hill Transfer Station (Oldtown, ID) • Dickensheet Transfer Station (Priest Lake, ID) • District 1 Road and Bridge Shop (Sage, ID) 	
<p>Note: Any damage to the grinder caused by foreign objects such as metal, rocks or other non-woody debris will be billed to Bonner County - time and materials. Damage will be presented to Bob Howard within 48 hours - before repairs or billing.</p>	

Unless specified, there is no:

Underground site work * Asbestos survey / Asbestos removal * Additional Insurance * Demo Permits * Utility Disconnects

WE PROPOSE hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

dollars (\$ _____)

Payment to be made as follows: NET15 from date of invoice

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our employees are fully covered by Workman's Compensation insurance.

Authorized Signature:

Note. This proposal may be withdrawn by us if not accepted within 10 days.

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 outlined above.

Signature _____

Signature _____

Date of Acceptance: _____



Bonner County
Board of Commissioners
Steve Bradshaw Asia Williams Ron Korn

11/19/2024

Memorandum

**Solid Waste
Item #2**

To: Commissioners

From: Solid Waste

Re: Budget Carryover FY2024 to FY2025 Resolution

Attached is a Resolution to carryover Solid Waste Funds. Solid Waste requests to carryover the unspent funds from the Colburn Transfer Station Construction project from FY2024 to FY2025 for the Colburn Transfer Station construction project which is still ongoing. Solid Waste is requesting to move the remaining \$1,966,078.52 from 023-9480 FY2024 to 023-9480 FY2025 for the ongoing project.

Auditing Review: 

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

Risk Review: _

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

Legal Review: 

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

Distribution: ___ Original to
 ___ Copy to

A suggested motion would be: **Based on the information before us I move to approve Resolution 24 - _____, authorizing the Clerk to open the Solid Waste FY2025 budget and carry forward Fiscal 2024 funds totaling \$1,966,078.52 to Bonner County Solid Waste Capital Construction fund 023-9480.**

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

RESOLUTION NO. 24 - _____

**SOLID WASTE
CARRYOVER BUDGET ADJUSTMENT FY2024 TO FY2025**

WHEREAS Bonner County operates a solid waste disposal system pursuant to the provisions of Idaho Code Title 31 Chapter 44; and

WHEREAS Idaho Code 31-1605 provides that the Board of County Commissioners may only adjust the budget as adopted, provided that the budgeted increase is financed by revenues generated and;

WHEREAS, these funds were allocated for the Bonner County Colburn Transfer Station construction project which began in FY2024 and will be an ongoing project in FY2025 therefore the remaining funds will be carryforward; and

NOW, THEREFORE, BE IT RESOLVED, by the Bonner County Board of Commissioners, that the Clerk is authorized to open the budget and carryover funds from FY2024 to FY2025 in line item 023-9480 in the amount of \$1,966,078.52 from the unused funds in the Colburn Transfer Station Improvements Project.

APPROVED THIS ____ day of November 2024, as a Resolution of the Bonner County Board of Commissioners.

Bonner County Board of Commissioners

Asia Williams, Chairwoman

Steve Bradshaw, Commissioner

Ron Korn, Commissioner

ATTEST: Michael Rosedale

By: _____
Deputy Clerk



Bonner County Sheriff's Office

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

Sheriff's Office
Item #

October 29, 2024

Memorandum

To: Commissioners
From: Sheriff Daryl Wheeler
Re: Proposal for Winter Maintenance - Sheriffs Office

The Bonner County Sheriff's Office would like approval to enter an agreement with Lippert Excavation & Pipeline, Inc. for snow removal from the Bonner County Sheriff's Office complex. There will be a rate of \$130.00 (for a pickup with plow) or \$160.00 (for grader) per hour. The Bonner County Sheriff's Office has adequate funds in its 03450/7430 Sheriff/Repair Maintain Buildings budget account to pay for this service.

Auditing Review: 

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

Legal Review: 

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

Distribution: Original to Sheriff's Office
Copy to Auditors

A suggested motion would be: Based on the information before us I move to approve the Winter Maintenance Proposal from Lippert Excavation and Pipeline, Inc. for the Bonner County Sheriff's Complex lot and allow the Chairwoman to sign administratively.

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



RCE-32415 PWC- 010773-CC-1-2

P.O. Box 58 * Ponderay, ID 83852 * 208-263-5520 * lippertexcavation@gmail.com

DATE: October 03, 2023

TO: Bonner County Sheriff's Office
% ricka.dreier@bonnercountyid.gov

SUBJECT: PROPOSAL FOR WINTER MAINTENANCE- 4001 N. BOYER, SANDPOINT

SNOW REMOVAL EQUIPMENT RATES FOR THE 2024-2025 WINTER SEASON, THE RATES BELOW INCLUDE QUALIFIED, EXPERIENCED OPERATORS.

PICKUP W/PLOW PER HOUR	\$130		(1/4 HOUR MINIMUM)
GRADER RENTAL PER HOUR	\$160		(1/4 HOUR MINIMUM)
BACKHOE RENTAL PER HOUR	\$150		(1/4 HOUR MINIMUM)
SKIDSTEER RENTAL PER HOUR	\$130		(1/4 HOUR MINIMUM)
LOADER RENTAL PER HOUR	\$160	(3-1/2 YARD BUCKET)	(1/4 HOUR MINIMUM)
DUMP TRUCK RENTAL PER HOUR	\$150		(1/4 HOUR MINIMUM)
SIDEWALKS PER HOUR	\$130		(1/4 HOUR MINIMUM)

INCLUDES- SNOW BLOWER, SHOVELING AND DE-ICE APPLICATION.
DE-ICE MATERIAL APPLICATION IS BY THE POUND

NOTE: As of today's price, De-Icer will be \$1.50 per pound. Application fee will be \$200 per load + the pounds of De-Icer applied. This is subject to change if the price of De-Icer changes.

SANDING AND DE-ICING SERVICES ARE AVAILABLE ON REQUEST.

SANDING- PER LOAD **\$200** (1-1/2 YARD LOAD) (1/4 LOAD MINIMUM)
ANTI-SKID MATERIAL, DUST FREE PER EPA REGULATIONS

NOTES:

*SNOW IN THE SANDPOINT/PONDERAY AREA WILL BE CLEARED WHEN A DEPTH OF 3 TO 4" HAS ACCUMULATED OR AS OTHERWISE DIRECTED BY PROPERTY MANAGEMENT. SNOW, WILL BE PILED IN DESIGNATED AREAS. SNOW REMOVAL GENERALLY TAKES PLACE IN THE MORNING. ON OCCASION, THE WEATHER CHANGES WILL WARRANT AN EVENING SNOW REMOVAL TO ALLOW FOR CLEARING OF THE AREA AND MAKE IT SAFER.

***LIPPERT EXCAVATION & PIPELINE, INC DOES NOT ASSUME ANY LIABILITY FOR CLIENT'S, CUSTOMER'S OR MEMBER'S SLIPPING, TRIPPING OR PERSONAL INJURY OF ANY KIND DUE TO ICE AND SNOW CONDITIONS, NOR DO WE ASSUME ANY LIABILITY FOR ANY PROPERTY DAMAGE I.E. PARKING STOPS, STRIPING, ASPHALT GOUGES, ETC....**



RCE-32415 PWC- 010773-CC-1-2

P.O. Box 58 * Ponderay, ID 83852 * 208-263-5520 * lippertexcavation@gmail.com

*LIPPERT EXCAVATION & PIPELINE, INC STAFF WISH TO WORK CLOSELY WITH MANAGEMENT SO THAT WE MAY PROVIDE THE BEST SERVICE POSSIBLE. PLEASE CALL US ANYTIME YOU HAVE CONCERNS ABOUT THE CONDITION OF YOUR PARKING AREAS OR DRIVEWAYS AS CONDITIONS VARY DUE TO RAPIDLY CHANGING CONDITIONS DURING THE DAY. WE ARE NOT ABLE TO MONITOR YOUR AREAS THROUGHOUT THE DAY.

*LIPPERT EXCAVATION & PIPELINE, INC STAFF TRY VERY HARD TO NOT DAMAGE CLIENTS' PROPERTY OR LANDSCAPING. PLEASE PLACE SNOW MARKERS PRIOR TO THE 1ST SNOW TO PROTECT SENSITIVE AREAS AND WE WILL NEED A DESIGNATED AREA ON YOUR PROPERTY TO PILE THE SNOW. IN THE EVENT THAT YOU DO NOT HAVE AN AREA SUITABLE FOR SNOW PILING. LIPPERT EXCAVATION & PIPELINE, INC. CAN LOAD AND HAUL YOUR SNOW TO AN OFFSITE LOCATION.

* LIPPERT EXCAVATION & PIPELINE, INC. WILL HAUL SNOW TO AN ONSITE LOCATION OR AN OFFSITE LOCATION IF NEEDED AT THE FOLLOWING RATES.

IF ONSITE LOCATION SNOW WILL BE MOVED AT THE HOURLY RATES PROVIDED ON PAGE 1.

TO REMOVE TO AN OFFSITE LOCATION, IT WILL BE MOVED AT THE HOURLY RATES PROVIDED ON PAGE 1 WITH AN ADDITIONAL FEE OF \$55.00 PER LOAD.

*LIPPERT EXCAVATION & PIPELINE, INC WILL UTILIZE EQUIPMENT WITH CONSIDERATION FOR YOUR PROJECT AND AVAILABILITY.

*CERTIFICATE OF LIABILITY INSURANCE IS AVAILABLE BY REQUEST.

*INVOICES WILL BE ISSUED MONTHLY. PLEASE PAY FROM INVOICE.
A 1-1/2% PER MONTH PENALTY WILL BE ASSESSED FOR AMOUNTS 30 DAYS PAST DUE FROM THE INVOICE DATE.

**BY SIGNING BELOW, YOU ARE ACKNOWLEDGING LIPPERT EXCAVATION & PIPELINE, INC'S CURRENT SNOW REMOVAL RATES AND POLICIES FOR THE 2024/2025 WINTER SEASON AND WISH TO USE OUR SERVICES.
SINCERELY,**

HARLEY LIPPERT, PRESIDENT



RCE-32415 PWC- 010773-CC-1-2
P.O. Box 58 * Ponderay, ID 83852 * 208-263-5520 * lippertexcavation@gmail.com

PLEASE RETURN THIS PAGE BY EMAIL TO:
lippertexcavation@gmail.com or by mail to P.O. Box 58
Ponderay, ID 83852

BUSINESS NAME/NAME: _____

BUSINESS ADDRESS: _____
(STREET ADDRESS)

MAILING ADDRESS: _____

(CITY) (ZIP CODE)

EMAIL ADDRESS: _____

SNOW REMOVAL CONTACT PERSON(S) _____

CONTACT PERSON'S PHONE:
BUSINESS HOURS: _____

AFTER HOURS: _____

AUTHORIZED SIGNATURE, _____

DATE OF ACCEPTANCE: _____

CONTRACT ADDENDUM No. 1

BOYCOTTING ISRAEL- If payments under the Agreement exceed one hundred thousand dollars (\$100,000) and Contractor employs ten (10) or more persons, then Contractor hereby certifies 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 (Idaho Code § 67-2346).

GOVERNMENT OF CHINA- Contractor 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, Contractor hereby certifies that it is not, and will not, for the duration of the Agreement, become an abortion provider or an affiliate of an abortion provider as those terms are defined in the No Public Funds for Abortions Act (Idaho Code §§ 18-8701 et seq.).



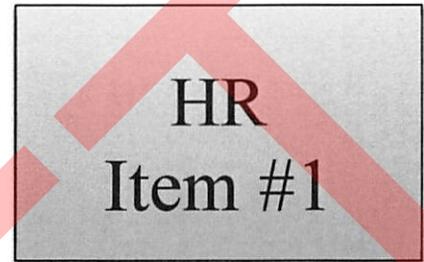
Agent for Contractor



Date

November 19, 2024

Memorandum



To: Commissioners

From: Alissa Clark, HR Director, Human Resources

Re: 600 – Compensation Policy

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, remove redundant information and added HR will conduct market survey every 3-5 years as identified in workshop.
 - a. Added: It is the intention of Bonner County to increase each employee's pay by one step annually, pending budgetary approval.
2. 600.5.4 Merit pay – No longer applicable with grade and step, policy renumbered.
3. 600.5.4 Hiring Pay policy updates to reflect hiring up to midpoint based on experience or education for 10, 12 & 15 steps.
4. 600.5.6 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 grade and step nearest their current wage, without a decrease in pay. After the new Grade/Step placement, any additional step increase must not exceed two steps or 10%. The salary offered must be aligned on a step within the range of the position.
5. 600.5.10 Chief Deputy Pay_ Change of verbiage updated to say the pay differential only applies to the employee during the Chief Deputy designation in the amount of \$2.50 per hour or \$5,200 per year in addition to the employee's base pay.
6. 600.6 Job Descriptions and Job Evaluation_ adding 3. If an employee receives a warning anytime during the current budget year, that remains uncorrected, the employee may be ineligible for a potential annual increase, at the discretion of the supervisor/manager.
7. 600.12 Higher Duty pay – removed entire section as discussed in the workshop, policy renumbered.

Auditing Review: _____

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

Risk Review: _

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

Legal Review: Bullock

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

Distribution: ___ Original to
 ___ Copy to

Based on the information before us I move to approve commencing with approval of updating Compensation policy 600, 600.5.4, 600.5.6, 600.5.10, 600.6, and 600.12 with above changes effective November 19, 2024.

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

Compensation Policies

Personnel Policy
Policy No: 600

Original Date: January 15, 2013

BOCC Approved Revised Date: November 19, 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. 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.
4. The County is committed to ensuring that its salary structures are regularly updated through the conduct of market surveys every 3-5 years. When applicable, Human Resources will schedule discussions with department heads. There will be a planned approach to ensure that internal equity is maintained.
5. Trainings, certifications and performance appraisals may be a critical component of compensation administration.

6. Bonner County reserves the right to change general compensation for any legitimate business reason. 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.

7. 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.

8. It is the intention of Bonner County to increase each employee's pay by one step annually, pending budgetary approval.

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 Change Form prior to the effective date of the requested change.

A salary survey of the benchmark positions should be conducted no less than once every three 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 grades and steps 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 HIRING PAY

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

are as follows:

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

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

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

- Meets Minimum qualifications with no experience or education. Apprentice level; Needs additional certification or considerable training – hire at Step 1.
- Between 1 year and 3 years and 11 months of some relevant experience or education; Needs additional related training, education and/or possesses some experience or knowledge related to the position – hire at Step 2.
- Between 4 years and 5 years and 11 months of some relevant experience or education; Needs additional related training, education and/or possesses some experience or knowledge related to the position – hire at Step 3.
- Between 6 years and 6 years and 11 months of some relevant experience or education; The individual has performed in the same position or similar prior work experience and knowledge. Would require minimal training and orientation – hire at Step 4.
- Between 7 years and 7 years and 11 months of some relevant experience or education; The individual has performed in the same position or similar prior work experience and knowledge. Would require minimal training and orientation – hire at Step 5.

- 8+ years some relevant experience or education; This individual is fully capable and proficient to perform the duties of the position, with little or no training, education, or orientation, other than county protocols, policies and programs – hire at Step 6.

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

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

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

600.5.5 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.

600.5.6 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 not be paid less than the minimum of the salary range of the new position. Once that criterion is met, the following factors should be taken into consideration by the Department Head/Elected Official in conjunction with Human Resources in determining a promotion increase:

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

Though a promotion may or may not include an increase in pay, having considered the above factors, it is recommended that the employee be moved into the appropriate grade and step nearest their current wage, without a decrease in pay. After new Grade/Step placement, an additional step increase must not exceed two steps or 10%. The salary offered must be aligned on a step within the range of the position.

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.

600.5.7 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.

600.5.8 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.

600.5.9 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.

600.5.10 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 appointment 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 in the amount of \$2.50 per hour or \$5,200 per year in addition to the employee's base pay.

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 anytime during the current budget year, that remains uncorrected, the employee may be ineligible for a potential annual step increase, at the discretion of the supervisor/manager.

600.6.2 TITLING AND JOB FAMILIES

Human Resources in conjunction with the Department Head/Elected Official will determine 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 REHIRES/REINSTATEMENTS

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

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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;
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.

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 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.

600.13 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.

600.14 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.

600.15 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.

600.16 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

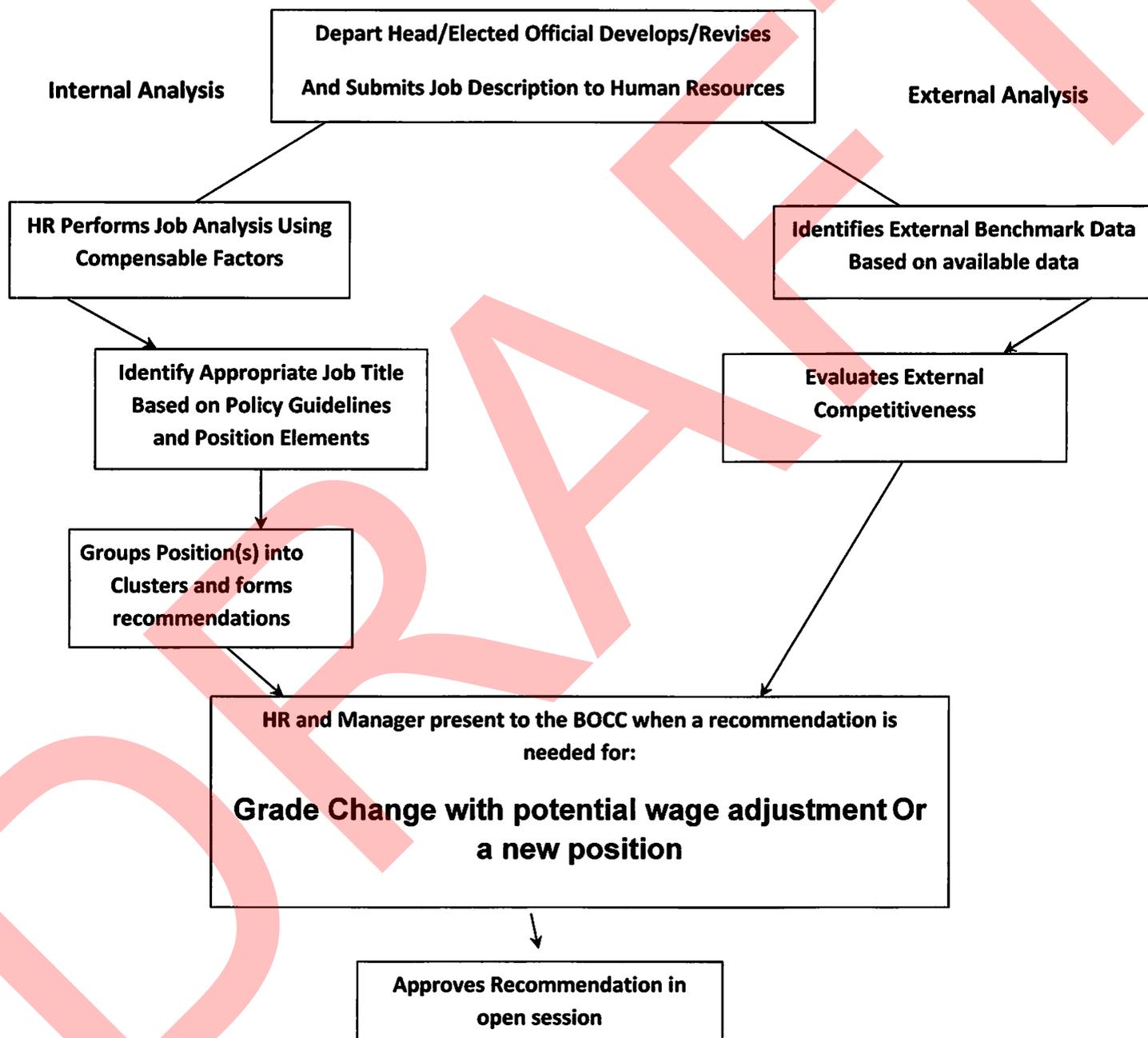
June 28, 2022: 600.6 Revised language on job description process

November 19, 2024: Revision to entire policy to clean up redundancy and verbiage, update from pay band to grade & step, removal of stipend, addition to annual stipend being fixed amount.

Owner: Human Resources

Contributor: Payroll

APPENDIX A



Compensation Policies

Personnel Policy
Policy No: 600

Original Date: January 15, 2013

BOCC Approved Revised Date: ~~October 5, 2021~~ **November 19, 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 **every 3-5 years**. **When applicable, Human Resources will schedule discussions with department heads.** There will be a planned approach to ensure that internal equity is maintained.

6. ~~A planned program of ongoing communication and training will~~ Trainings, certifications and performance appraisals may 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 ~~legitimate business reason deemed appropriate by the Board of County Commissioners.~~ Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent County budget. Hours worked may be reduced or employees may be laid off by the Board of County Commissioners or by Elected Officials as necessary to meet budgetary constraints or workload changes.

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.

11. ~~It is the intention of Bonner County to increase each employee’s pay by one step annually, pending budgetary approval.~~

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 Change Form** prior to the effective date of the requested change.

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

600.2 M

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

For specialized pay plans, similar methodology will be applied.

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

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

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

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

600.5 WAGE PROGRAM POLICIES

600.5.1 ~~PAY-BAND~~ GRADE/STEP

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

600.5.2 PAY RANGES

Each ~~pay-band~~ grade has a step is assigned a pay-range. Within this framework, an employee's salary

will be related to demonstrated performance and time in the position. Employees will receive a salary that is within the range limits of the applicable **pay band-grade**.

600.5.3 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.~~

600.5.4 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 are as follows:~~

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

- Meets Minimum qualifications with no experience or education. Apprentice level; Needs additional certification or considerable training – hire at Step 1.
- Between 1 year and 3 years and 11 months of some relevant experience or education; Needs additional related training, education and/or possesses some experience or knowledge related to the position – hire at Step 2.
- Between 4 years and 5 years and 11 months of some relevant experience or education; Needs additional related training, education and/or possesses some experience or knowledge related to the position – hire at Step 3.
- Between 6 years and 7 years and 11 months of some relevant experience or education; The individual has performed in the same position or similar prior work experience and knowledge. Would require minimal training and orientation – hire at Step 4.

- 8+ years some relevant experience or education; This individual is fully capable and proficient to perform the duties of the position, with little or no training, education, or orientation, other than county protocols, policies and programs – hire at Step 5.

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

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

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

- Meets Minimum qualifications with no experience or education. Apprentice level; Needs additional certification or considerable training – hire at range minimum/base Step 1.
- ~~2 to 3 years of some relevant experience (or equivalency); Needs additional related training, education and/or possesses some experience or knowledge related to the position – hire up to 87% of midpoint of the pay range;~~
- ~~4 to 5 years of moderate relevant experience (or equivalency); May have performed same or similar prior work experience and knowledge; May require additional related training and education. – hire up to 90% of midpoint of the pay range~~

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

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

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

600.5.5 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.

600.5.6 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 not be paid less than the minimum of the salary range of the new position. Once that criterion is met, the following factors should be taken into consideration by the Department Head/Elected Official in conjunction with Human Resources in determining a promotion increase:

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

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

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

600.5.7 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.

600.5.8 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.

600.5.9 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.

600.5.10 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 appointment in the amount of \$2.50 per hour or \$5,200 per year in addition to the employee's base pay. ~~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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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:

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2. However, the incumbent's pay relative to others in similar positions and within the same grade can be taken into consideration in determining whether a pay increase or decrease will be applied.
3. If an employee receives a warning notice anytime during the current budget year, that remains uncorrected, the employee may be ineligible for a potential annual step increase, at the discretion of the supervisor/manager.

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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.

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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.

600.12 HIGHER DUTY PAY

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

600.12 ELECTED OFFICIALS

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

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600.14 MANAGEMENT SPAN OF CONTROL

SCOPE OF RESPONSIBLITIY: 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.

600.15 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.

600.16 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

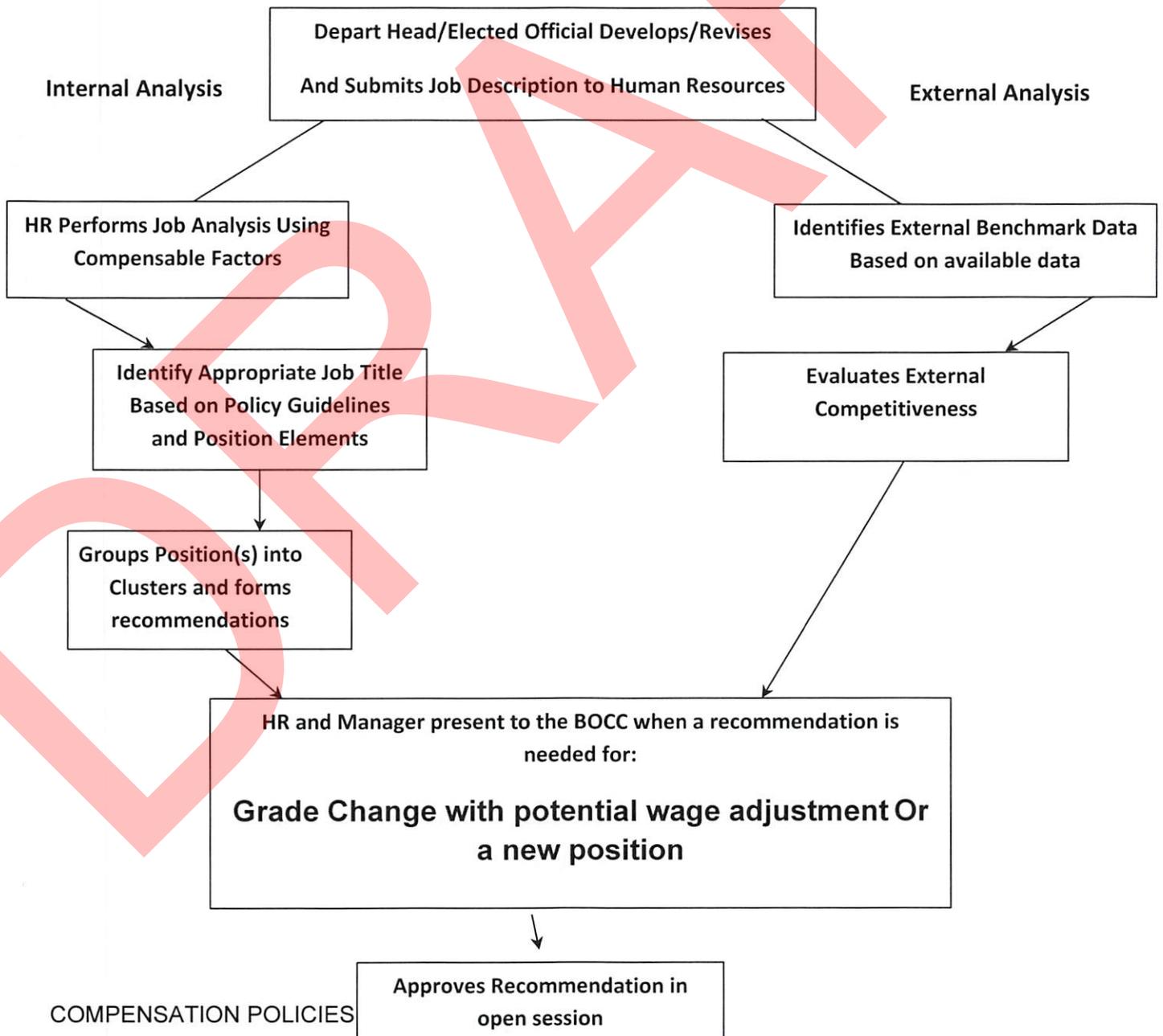
June 28, 2022: 600.6 Revised language on job description process

November 19, 2024: Revision to entire policy to clean up redundancy and verbiage, update from pay band to grade & step, removal of stipend, addition to annual stipend being fixed amount.

Owner: Human Resources

Contributor: Payroll

APPENDIX A





Bonner County
Parks & Waterways

11/19/24

Memorandum

**Recreation
Item #1**

To: Commissioners

From: Parks & Waterways
Director Matt Zoeller

Re: Navigation Light Maintenance

The Secretary of the Army is seeking to sign a license for continued operation and maintenance of 6 navigation lights to Bonner County around waterways of Albeni Falls Dam Project area. The renewal will be a 5-year term, beginning January 15, 2025, and ending January 15, 2030.

Auditing Review: _____

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

Risk Review: _

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

Legal Review: *B. Wilson*

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

Distribution: _____ Original to BOCC, Legal
_____ Copy to Kerry DeLair

A suggested motion would be: **Based on the information before us I move to approve signing a license for continued operation and maintenance of 6 navigation lights to Bonner County for a 5-year term from January 15, 2025 through January 15, 2030.**

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



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS, SEATTLE DISTRICT
4735 EAST MARGINAL WAY SOUTH, BLDG 1202
SEATTLE, WA 98134-2388

November 4, 2024

Attn: Ms. Asia Williams, Commissioner
Bonner County Board of Commissioners, District 2
1500 Hwy 2, Suite 308
Sandpoint, Idaho 83864

Enclosed is Department of the Army License No. DACW673250013600, which, when fully executed, will supersede DACW673200006000, and will grant the Bonner County Board of Commissioners, the continued right to operate and maintain six (6) navigation lights, at the Albeni Falls Dam Project.

Please have an authorized representative date, sign (digitally or in wet ink), and return two copies of the enclosed License to: U.S. Army Corps of Engineers, Seattle District, 4735 East Marginal Way South, Bldg. 1202, Seattle, WA 98134-2388, Attention: CENWS-REO // Attn: Ms. Peck.

If you prefer to sign the provided document(s) digitally, you must sign with an authenticated digital signature, which electronically verifies the identity of the person who created the digital signature. Alternatively, if you prefer to sign the provided documents in wet ink, you must return two unique wet signature copies to the address provided above. We are unable to accept any scanned and emailed copies of a wet signatures, so they must be mailed directly to our organization.

Additionally, please provide a signing authority that certifies the person who signed the License is authorized to sign real estate agreements on behalf of the Bonner County Board of Commissioners. After receiving your signed documents, our office will sign on behalf of the Government and provide you with a fully executed copy of the License.

Should you have any questions or concerns regarding this matter, please contact Charlene Peck at (206) 586-2292, or by email at Charlene.i.peck@usace.army.mil. Thank you for your cooperation.

Sincerely,

VEGA.OMAR.J
.1379583160

Digitally signed by
VEGA.OMAR.J.1379583160
Date: 2024.11.04 07:24:08
-08'00'

Omar J. Vega
Chief, Real Estate Division
Real Estate Contracting Officer

Enclosure

LICENSE NO. **DACW673250013600**
Replaces No. **DACW673200006000**

DEPARTMENT OF THE ARMY LICENSE

ALBENI FALLS DAM

BONNER COUNTY, IDAHO

THE SECRETARY OF THE ARMY, hereinafter referred to as the Secretary, under authority of Title 10 United States Code, Section 2668, hereby grants to **BONNER COUNTY, BOARD OF COMMISSIONERS**, hereinafter referred to as the Grantee, a license for continued operation and maintenance of six (6) navigation lights, over, across, in and upon lands of the United States, on a portion of Tracts B205, B235, B236, B218, C317-2, and D407-1, as identified in **Exhibit A – Map**, attached hereto and made a part hereof, hereinafter referred to as the Premises.

THIS LICENSE is granted subject to the following conditions:

1. TERM

This license is granted for a term of five (5) years, beginning January 15, 2025, and ending January 15, 2030, but revocable at will by the Secretary.

2. CONSIDERATION

Consideration for this License shall be the operation and maintenance of the premises for the benefit of the general public in accordance with the terms and conditions hereinafter set forth.

3. NOTICES

All correspondence and notices to be given pursuant to this license shall be addressed, if to the Grantee, to **Attention: Ms. Asia Williams, Commissioner, Bonner County Board of Commissioners, District 2, 1500 Hwy 2, Suite 308, Sandpoint, Idaho 83864**; and if to the United States, to the **Real Estate Contracting Officer, Attention: Chief, Real Estate Division CENWS-REO, 4735 East Marginal Way South, Bldg. 1202, Seattle, Washington 98134-2388**; or as may from time to time otherwise be directed by the parties. Notice shall be deemed to have been duly given if and when enclosed in a properly sealed envelope or wrapper addressed as aforesaid, and deposited, postage prepaid, in a post office regularly maintained by the United States Postal Service.

4. AUTHORIZED REPRESENTATIVES

Except as otherwise specifically provided, any reference herein to "Secretary", Real Estate Contracting Officer, or "said officer" shall include their duly authorized

representatives. Any reference to "Grantee" shall include any duly authorized representatives.

5. SUPERVISION BY THE REAL ESTATE CONTRACTING OFFICER

The use and occupation of the Premises shall be subject to the general supervision and approval of the Real Estate Contracting Officer, Seattle District hereinafter referred to as said officer, and to such rules and regulations as may be prescribed from time to time by said officer.

6. APPLICABLE LAWS AND REGULATIONS

The Grantee shall comply with all applicable Federal, state, county and municipal laws, ordinances and regulations wherein the Premises are located.

7. CONDITIONAL USE BY GRANTEE

The exercise of the privileges herein granted shall be;

- a. without cost or expense to the United States;
- b. subject to the right of the United States to improve, use or maintain the Premises;
- c. subject to other outgrants of the United States on the Premises;
- d. personal to the Grantee, and this license, or any interest therein, may not be transferred or assigned.

8. CONDITION OF PREMISES

The Grantee acknowledges that it has inspected the Premises, knows its condition, and understands that the same is granted without any representations or warranties whatsoever and without any obligation on the part of the United States.

9. COST OF UTILITIES

The Grantee shall pay the cost, as determined by the officer having immediate supervision over the Premises, of producing and/or supplying any utilities and other services furnished by the Government or through Government-owned facilities for the use of the Grantee, including the Grantee's proportionate share of the cost of operation and maintenance of the Government-owned facilities by which such utilities or services are produced or supplied. The Government shall be under no obligation to furnish

utilities or services. Payment shall be made in the manner prescribed by the officer having such jurisdiction.

10. PROTECTION OF PROPERTY

The Grantee shall keep the Premises in good order and in a clean, safe condition by and at the expense of the Grantee. The Grantee shall be responsible for any damage that may be caused to property of the United States by the activities of the Grantee under this license, and shall exercise due diligence in the protection of all property located on the Premises against fire or damage from any and all other causes. Any property of the United States damaged or destroyed by the Grantee incident to the exercise of the privileges herein granted shall be promptly repaired or replaced by the Grantee to a condition satisfactory to said officer, or at the election of said officer, reimbursement made therefore by the Grantee in an amount necessary to restore or replace the property to a condition satisfactory to said officer.

11. INDEMNITY

The United States shall not be responsible for damages to property or injuries to persons which may arise from or be incident to the exercise of the privileges herein granted, or for damages to the property of the Grantee, or for damages to the property or injuries to the person of the Grantee's officers, agents, or employees or others who may be on the Premises at their invitation or the invitation of any one of them, and the Grantee shall hold the United States harmless from any and all such claims not including damages due to the fault or negligence of the United States or its contractors to the extent allowed by law.

12. RESTORATION

On or before the expiration of this license or its termination by the Grantee, the Grantee shall vacate the Premises, remove the property of the Grantee, and restore the Premises to a condition satisfactory to said officer. If, however, this license is revoked, the Grantee shall vacate the Premises, remove said property and restore the Premises to the aforesaid condition within such time as the Real Estate Contracting Officer may designate. In either event, if the Grantee shall fail or neglect to remove said property and restore the Premises, then, at the option of said officer, the property shall either become the property of the United States without compensation therefore, or said officer may cause the property to be removed and no claim for damages against the United States or its officers or agents shall be created by or made on account of such removal and restoration work. The Grantee shall also pay the United States on demand any sum which may be expended by the United States after the expiration, revocation, or termination of this license in restoring the Premises.

13. NON-DISCRIMINATION

The Grantee shall not discriminate against any person or persons or exclude them from participation in the Grantee's operations, programs or activities because of race, color, religion, sex, age, handicap or national origin in the conduct of operations on the Premises. The Grantee will comply with the Americans with Disabilities Act and attendant Americans with Disabilities Act Accessibility Guidelines (ADAAG) published by the Architectural and Transportation Barriers Compliance Board.

14. TERMINATION

This license may be terminated by the Grantee at any time by giving the Real Estate Contracting Officer at least ten (10) days notice in writing provided that no refund by the United States of any consideration previously paid shall be made and provided further, that in the event that said notice is not given at least ten (10) days prior to the rental due date, the Grantee shall be required to pay the consideration for the period shown in the Condition on **CONSIDERATION**.

15. ENVIRONMENTAL PROTECTION

a. Within the limits of their respective legal powers, the parties to this license shall protect the Premises against pollution of its air, ground and water. The Grantee shall comply with any laws, regulations, conditions, or instructions affecting the activity hereby authorized if and when issued by the Environmental Protection Agency, or any Federal, state, interstate or local governmental agency having jurisdiction to abate or prevent pollution. The disposal of any toxic or hazardous materials within the Premises is specifically prohibited. Such regulations, conditions, or instructions in effect or prescribed by said Environmental Protection Agency, or any Federal, state, interstate or local governmental agency are hereby made a condition of this license. The Grantee shall not discharge waste or effluent from the Premises in such a manner that the discharge will contaminate streams or other bodies of water or otherwise become a public nuisance.

b. The Grantee will use all reasonable means available to protect the environment and natural resources, and where damage nonetheless occurs from the Grantee's activities, the Grantee shall be liable to restore the damaged resources.

c. The Grantee must obtain approval in writing from said officer before any pesticides or herbicides are applied to the Premises.

16. HISTORIC PRESERVATION

The Grantee shall not remove or disturb, or cause or permit to be removed or disturbed, any historical, archeological, architectural or other cultural artifacts, relics, remains or objects of antiquity. In the event such items are discovered on the Premises, the Grantee shall immediately notify said officer and protect the site and the material from further disturbance until said officer gives clearance to proceed.

17. DISCLAIMER

This license is effective only insofar as the rights of the United States in the Premises are concerned; and the Grantee shall obtain any permit or license which may be require by Federal, state, or local statute in connection with the use of the Premises. It is understood that the granting of this license does not preclude the necessity of obtaining a Department of the Army permit for activities which involve the discharge of dredge or fill material or the placement of fixed structures in the waters of the United States, pursuant to the provisions of Section 10 of the Rivers and Harbors Act of 3 March 1899 (33 USC 403), and Section 404 of the Clean Waters Act (33 USC 1344).

18. DETERMINATION REGARDING EXECUTIVE ORDER 13658

a. It has been determined this contract is not subject to Executive Order 13658 or the regulations issued by the Secretary of Labor in 29 CFR Part 10 pursuant to the Executive Order.

b. If a duly authorized representative of the United States discovers or determines, whether before or subsequent to executing this contract, that an erroneous determination regarding the applicability of Executive Order 13658 was made, contractor, to the extent permitted by law, agrees to indemnify and hold harmless the United States, its officers, agents, and employees, for and from any and all liabilities, losses, claims, expenses, suites, fines, penalties, judgments, demands or actions, costs, fees, and damages directly or indirectly arising out of, caused by, related to, resulting from or in any way predicated upon, in whole or in part, the erroneous Executive Order 13658 determination. This includes contractor releasing any claim or entitlement it would otherwise have to an equitable adjustment to the contract and indemnifying and holding harmless the United States from the claims of subcontractors and contractor employees.

19. DETERMINATION REGARDING EXECUTION ORDER 13706

It has been determined this contract is not subject to Execution Order 13706 or the regulations issued by the Secretary of Labor in 29 CFR part 13 pursuant to the Executive Order.

20. SPECIAL USE CONDITIONS

a) **Renewal:** This License may be renewed for an additional five-year term if all conditions of this agreement has been met.

b) **Inadvertent Discoveries:** If the Licensee inadvertently discover human remains during work performance, the Licensee shall immediately cease work in the area of the find and leave all materials intact. The Licensee shall notify the Albeni Falls Dam Ranger Office (Taylor M. Johnson at (208) 437-3133 x 7225) within four (4) hours of the find, and the Ranger will contact the Bonner or Kootenai County Sheriff's Department to ascertain whether the remains are of recent and potentially criminal origin. Concurrently, the Ranger will notify the Kalispel Tribe, the Kootenai Tribe of Idaho, the Coeur d' Alene Tribe, and the Confederated Salish and Kootenai Tribes of the Flathead Reservation for consultation about the nature and disposition of the remains, should the Sheriff's Department determine that the remains are not the results of a crime. Licensee shall redirect work to other areas, sites or tasks until the disposition of the remains are arranged to the satisfactory of the appropriate Native American group. Disposition will take place as rapidly as possible, in any case within 30 days of the find, in conformity with Native American Graves Protection and Repatriation Act (NAGPRA), Section 3 (d).

THIS LICENSE is not subject to Title 10, United States Code, Section 2662, as amended.

LICENSE NO. DACW673250013600

IN WITNESS WHEREOF, I have hereunto set my hand by authority of the Secretary of the Army this _____ day of _____, 2024.

Omar J. Vega
Chief, Real Estate Division
Real Estate Contracting Officer

THIS LICENSE is also executed by the Grantee this _____ day of _____, 2024.

BONNER COUNTY BOARD OF COMMISSIONERS

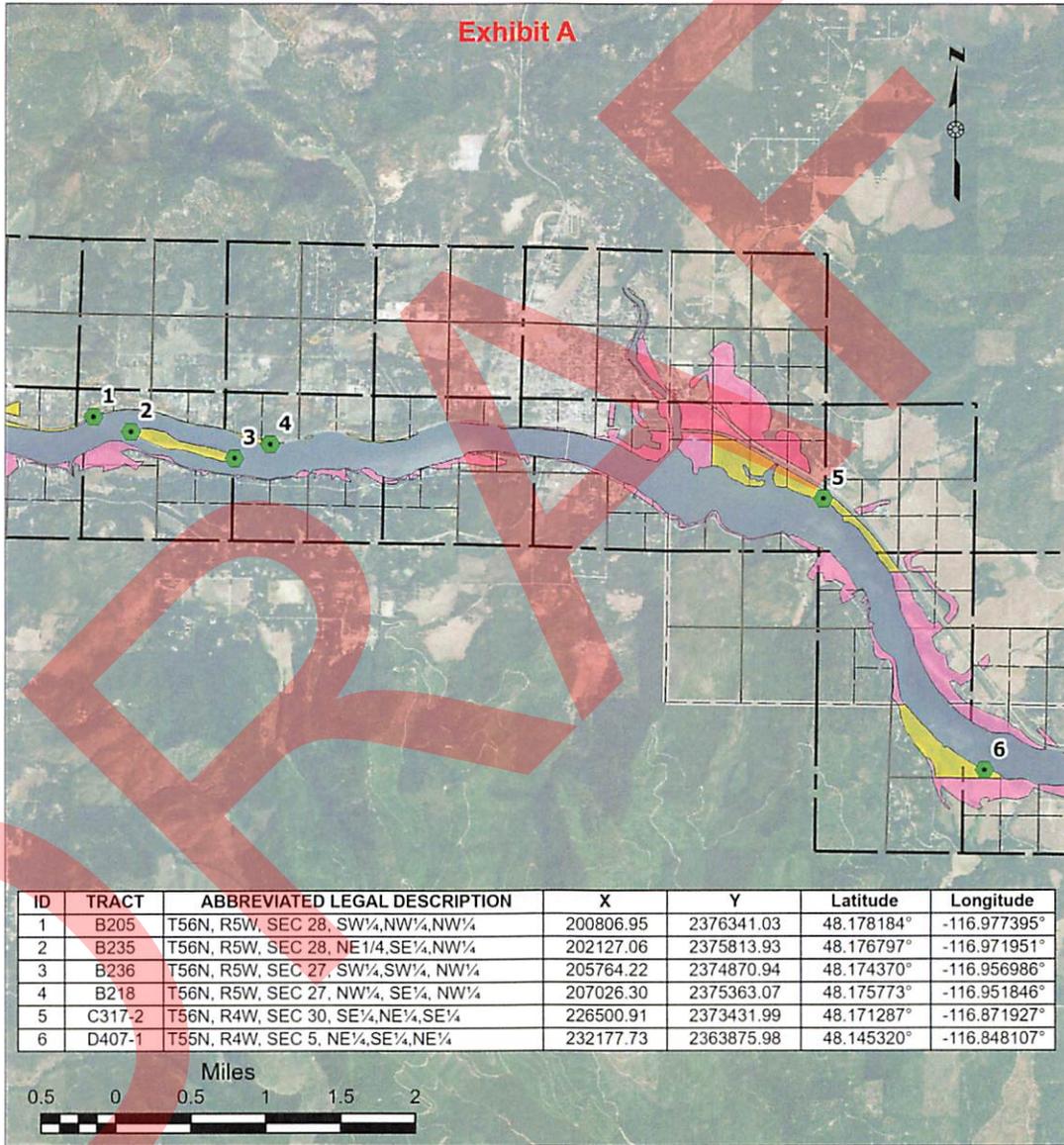
Asia Williams
Commissioner

DACW673250013600
Bonner County Board of Commissioners
Albeni Falls Dam Project



Albeni Falls Dam (AFD)
Bonner County Board of Commissioners - DACW673250013600

Exhibit A



ID	TRACT	ABBREVIATED LEGAL DESCRIPTION	X	Y	Latitude	Longitude
1	B205	T56N, R5W, SEC 28, SW¼,NW¼,NW¼	200806.95	2376341.03	48.178184°	-116.977395°
2	B235	T56N, R5W, SEC 28, NE¼,SE¼,NW¼	202127.06	2375813.93	48.176797°	-116.971951°
3	B236	T56N, R5W, SEC 27, SW¼,SW¼, NW¼	205764.22	2374870.94	48.174370°	-116.956986°
4	B218	T56N, R5W, SEC 27, NW¼, SE¼, NW¼	207026.30	2375363.07	48.175773°	-116.951846°
5	C317-2	T56N, R4W, SEC 30, SE¼,NE¼,SE¼	226500.91	2373431.99	48.171287°	-116.871927°
6	D407-1	T55N, R4W, SEC 5, NE¼,SE¼,NE¼	232177.73	2363875.98	48.145320°	-116.848107°



Legend

- Navigation Lights
- Fee Lands
- Non-Fee Lands

Exhibit A

DISCLAIMER: While the United States Army Corps of Engineers, (hereinafter referred to as USACE) has made a reasonable effort to ensure the accuracy of the maps and associated data, it should be explicitly noted that USACE makes no warranty, representation or guarantee, either express or implied, as to the content, sequence, accuracy, timeliness or completeness of any of the data provided herein. The USACE, its officers, agents, employees, or servants shall assume no liability for any decisions made or actions taken or not taken by the user of the maps and associated data in reliance upon any information or data furnished here. By using these maps and associated data the user does so entirely at their own risk and explicitly acknowledges that herein in issue of and agrees to be bound by this disclaimer and agrees not to present any claim or demand of any nature against the USACE, its officers, agents, employees or servants in any form whatsoever for any damages of any nature whatsoever that may result from or may be caused in any way by the use of the maps and associated data.



Alisa Schoeffel <aliss.schoeffel@bonnercountyyid.gov>

Agenda items

1 message

Asia Williams <asia.williams@bonnercountyyid.gov>

Tue, Nov 12, 2024 at 8:47 AM

To: Alisa Schoeffel <aliss.schoeffel@bonnercountyyid.gov>, Veronica Dixon <veronica.dixon@bonnercountyyid.gov>

Alisa,

Please add

Action Discussion Decision: Budget internal control

Action Discussion Decision: Reduction of available credit on county credit cards

Thank you

Asia Williams SSBB, LPN, MBA
Bonner County Commissioner District 2, Chair
Office: (208) 265- 1438
Cell (208) 946-3738
Fax: (208) 265-1460
asia.williams@bonnercountyyid.gov



Alisa Schoeffel <alissar.schoeffel@bonnercountyid.gov>

Tuesday 11/19/2024 1030 Agenda Item

1 message

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

Tue, Nov 12, 2024 at 10:22 AM

Discussion With Chief Armstrong, Selkirk Fire, regarding the JPA

Asia Williams SSBB, LPN, MBA
Bonner County Commissioner District 2, Chair
Office: (208) 265- 1438
Cell (208) 946-3738
Fax: (208) 265-1460
asia.williams@bonnercountyid.gov