

A RESOLUTION TO ACCEPT A STATE GRANT AND AUTHORIZE THE USE OF CONTINGENCY FUNDS

WHEREAS, Bonner County has been awarded a grant from the State of Idaho in the amount of \$49,000.00 for the purpose of purchasing a Waterways Maintenance Vessel Tow Vehicle to support County operations]; and

WHEREAS, the awarded grant requires additional County matching funds or supplementary costs not covered by the grant award; and

WHEREAS, Bonner County deems it in the public's best interest to accept the grant and fund any remaining expenses from the County's contingency fund; and

WHEREAS, the expenditure of contingency funds is authorized under Idaho Code §31-1605 and is necessary to meet this unforeseen yet beneficial opportunity;

NOW, THEREFORE, BE IT RESOLVED that the Bonner County Board of Commissioners hereby accepts the grant award from the State of Idaho in the amount of \$49,000.00; and

BE IT FURTHER RESOLVED that the Board authorizes the use of FY2025 County contingency funds in the amount of \$21,000.00 to fulfill any required local match or additional costs associated with the purpose of the grant; and

BE IT FURTHER RESOLVED that the Board directs the Bonner County Clerk and the appropriate department(s) to take all necessary actions to implement this resolution and ensure compliance with grant requirements.

APPROVED AND ADOPTED this 15 day of July, 2025.

BOARD OF BONNER COUNTY COMMISSIONERS

Chairman



Commissioner



Commissioner

ATTEST:



Clerk of the Board



State of Idaho

Department of Parks and Recreation

BRAD LITTLE
Governor

SUSAN E. BUXTON
Director

Idaho Park and Recreation Board

Brian Beckley, Chair - District 3 | Chuck Roady - District 1 | Hugh Cooke - District 2 | Jim Keating - District 4 | Amy Manning - District 5 | Cortney Liddiard - District 6

June 23, 2025

Matt Zoeller
Bonner County Waterways
521 S Division, Suite 218
Sandpoint, ID 83864

Dear Matt Zoeller,

It is my pleasure to inform you that the Idaho Park and Recreation Board has approved funding for the Bonner County Waterways Maintenance Vessel Tow Vehicle in the amount of \$49,000.00. At the same time, I would like to commend you for your efforts to improve outdoor recreation facilities and services in Idaho.

The grant number assigned to this project is WW26-1-09-1. Please use this grant number on all correspondence regarding this project.

A grant agreement will be generated in the grant management system and emailed directly to you for signature. Please sign and return the agreement with an original (wet) or authenticated digital signature of the individual with authority to make long-term obligations for their respective agency or organization, within (60) days of this letter to:

Anissa Crane
North Region Grant Specialist
Idaho Department of Parks and Recreation
2885 Kathleen Avenue, Suite 1
Coeur d'Alene, ID 83815

An agreement will be returned to you along with other necessary forms and further instructions.

Funds for this project will be available July 1, 2025. All work on this project must be completed and payments made by the end of the project period.

Thank you for your interest in IDPR's grant programs and for your service to Idaho's recreating public. If you have any questions, please contact Anissa Crane at (208) 415-3396 or anissa.crane@idpr.idaho.gov.

Sincerely,

A handwritten signature in black ink that reads "Susan E. Buxton".

Susan E. Buxton
Director



Idaho Department of Parks and Recreation
GRANT AGREEMENT FORM

Applicant: Bonner County	Project No: WW26-1-09-1
Project Name: Bonner County Waterways Maintenance Vessel Tow Vehicle	Date Approved: 06/11/2025
Location: Bonner County- Priest Lake, Lake Pend Oreille, Pend Oreille River (North Idaho)	Project Period: From: 07/01/2025 To: 06/30/2026

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

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

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

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

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

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

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

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

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

In witness thereof:

APPROVED:

Signature-Applicant's Authorized Representative

Idaho Department of Parks and Recreation

Title

Title

Date

Date

Grant Budget Narrative / Milestone Plan

Project Name:	Bonner County Waterways Maintenance Tow Vehicle	Date Prepared:	1/2/2025
Applicant Name:	Matt Zoeller	Project Start:	11/01/24
Total Project Cost :	\$70,000.00	Acquisition:	12/15/2025
GRANT Share:	\$49,000.00	Development:	07/01/25
Grant Share as % of project:	70%		

Scope of Work (basic description):

PROPOSED ACCOMPLISHMENTS	GRANT	MATCH - from grant sponsor	SUBTOTALS by Category	MILESTONES - projected dates by scope element
1. Architectural and Engineering Fees	\$0.00	\$0.00	\$0.00	N/A
			\$0.00	
2. Other Architectural & Engineering Fees	\$0.00	\$0.00	\$0.00	N/A
			\$0.00	
3. Project Inspection Fees	\$0.00	\$0.00	\$0.00	N/A
			\$0.00	
4. Site Work	\$0.00	\$0.00		N/A
			\$0.00	
5. Demolition & Removal	\$0.00	\$0.00	\$0.00	N/A
			\$0.00	
6. Construction	\$0.00	\$0.00	\$0.00	N/A
			\$0.00	
7. Equipment (no labor)	\$49,000.00	\$21,000.00		12/15/2025
			\$70,000.00	
8. Labor	\$0.00	\$0.00	\$0.00	N/A
			\$0.00	
9. Supplies & Materials	\$0.00	\$0.00	\$0.00	N/A
			\$0.00	
10. Miscellaneous	\$0.00	\$0.00	\$0.00	N/A
			\$0.00	
Subtotals - grant cost share	\$49,000.00		\$70,000.00	
Subtotal - match cost share (all sources)		\$21,000.00		
16. TOTAL PROJECT COSTS	\$70,000.00			
Total project cost by type of cost share	70%	30%		

Notes: Costs are simple due to one time vehicle aquisition to maintain Bonner County Waterways (Priest Lake, Lake Pend Oreille)

Cost estimates prepared by: (Matt Zoeller)



Bonner County

Parks and Waterways Department

7/15/25

Memorandum

Recreation

Item #1

To: Commissioners

From: Parks & Waterways
Matt Zoeller-Director

Re: Waterways Tow Vehicle Grant Acceptance

Bonner County P&W Department would like acceptance of a grant award from the State of Idaho to support the purchase of a new waterways maintenance tow vehicle. This grant will enhance the County's operational capabilities by providing reliable transportation for fieldwork, maintenance, and emergency response. The funding reflects a continued partnership between the County and the State to invest in essential infrastructure and services that directly benefit local residents. The addition of the new vehicle will improve efficiency and safety for county personnel and support the delivery of vital public services throughout Bonner County. This will require a \$21,000.00 match from the County to accept \$49,000.00 awarded from the State. This will allow for the purchase of a \$70,000.00 waterways maintenance vessel tow vehicle.

Auditing Review:



APPROVED

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:

B. Wilson

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

Distribution: _____

Original to BOCC

Auditing, Risk, Legal

Resolution 2025-44

A suggested motion would be: **Based on the information before us I move the County to accept and fund the grant awarded to Bonner County Parks and Waterways for a new vehicle by matching \$21,000.00 as required.**

OPTIONS:

- A) Grant match is committed from FY2025 contingency funds
- B) Grant match is committed for FY2026 from the general fund

Recommendation Acceptance: ☒ yes ☐ no

Asia Williams
Asia Williams, Chair

Brian Domke
BRIAN DOMKE, VICE CHAIR

7/15/25
Date