Ron Korn

September 2, 2025



MEMORANDUM

To: Bonner County Commissioners

Adopting the Order of the Agenda as Presented

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

Consent Agenda

The Consent Agenda Includes:

- Bonner County Commissioners' Minutes August 26, 2025 1)
- Catering Permit(s): Popeye's Lounge, Priest River 2)
- 3) Liquor License(s): Utara Brewing Company (Transfer), Sandpoint; Utara Brewing Company, Sandpoint; Utara Brewing Company & Curry House, Sandpoint
- Invoice(s) Over \$5k: Solid Waste (Northstar Clean Concepts, \$17,963; Titan Truck 4) Equipment, \$16,610.28; Titan Truck Equipment, \$11,111.10); Sheriff (Confidential: Computers, \$10,952.16); Risk (Fox Autobody, \$4,194.36); Technology (Confidential: Clerk & Treasurer Financial Software, \$55,153.44)
- HR: Job Description Update for Maintenance Technician 5)
- 6) Plat(s) for Approval: MLD0018-25, Rumble Rock

A suggested Motion would be: Based on the information before us, I move to Consent Agenda as presented.	o approve the
Recommendation Acceptance: Yes No	
Asia Williams, Chair	Date

Fax: (208) 265-1460



Bonner County

Board of Commissioners

Brian Domke

Asia Williams

Ron Korn

MINUTES FOR THE BONNER COUNTY BOARD OF COMMISSIONERS' MEETING

August 26, 2025 – 9:00 AM
Bonner County Administration Building
1500 Highway 2, Room 338, Sandpoint, ID

On Tuesday, August 26, 2025, the Bonner County Commissioners met for their regularly scheduled meeting. Commissioners Domke, Williams, and Korn were present. Commissioner Williams called the meeting to order at 9:00 a.m. The Invocation was presented by Will Bush and the Pledge of Allegiance followed.

ADOPT THE ORDER OF AGENDA AS AMENDED

Commissioner Korn made a motion to amend the order by moving Solid Waste Items #1 and #2 to immediately follow the Consent Agenda. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes. The motion carries.

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

CONSENT AGENDA – Action Item

- 1) Bonner County Commissioners' Minutes August 19, 2025
- 2) Liquor License(s): Pivo Peaks Alehouse
- 3) Plat(s) for Approval: MLD0035-25, Lazzarini Acres
- 4) Invoices Over \$5k: Airport (Big Brand Tire, \$5,784.12)

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

SOLID WASTE - Bob Howard

 Action Item: Discussion/Decision Regarding Request for Bid of Scrap Metal from Waste Transfer Sites

Commissioner Korn made a motion to approve that the County approve the issuance and advertisement of a Request for Bid to remove the metal piles at Dickensheet, Idaho Hill and Colburn waste transfer sites. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

2) Action Item: Discussion/Decision Regarding Bid for Household Hazardous Waste Disposal Commissioner Domke made a motion to approve that the County approve the issuance and advertisement of a Request for Bid to accept, package, transport and dispose of household hazardous waste at various collection sites throughout the county on each scheduled Saturday. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – Yes. The motion carries.

3) Action Item: Discussion/Decision Regarding Bid for Wood Grinding Commissioner Korn made a motion to approve that the County approve the issuance and advertisement of a Request for Bid to grind, transport and proper disposal of the wood piles at the Dickensheet, Idaho Hill, and Colburn waste transfer stations. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes. The motion carries.

PANHANDLE HEALTH DISTRICT UPDATE

1) PHD Board Chairman Thomas Fletcher

Discussed changes in public healthcare that will affect PHD. Appreciates the commissioners for questioning the budget; unfortunately, he cannot account for where Bonner County's tax dollars are being used within PHD. Dr. Fletcher introduced PHD's new Medical Director, Dr. Greg Pennock.

Dr. Pennock provided a brief overview of his medical background and experience and what his role is at PHD. He will be doing a deep dive into what PHD is doing clinically including if they are meeting the needs of the community, efficiency, and the support they can provide. A brief discussion followed regarding what services are offered in Bonner County.

Dr. Fletcher reiterated that there are many challenges in finding what is going on at PHD as well as doing a deep audit of PHD. Commissioner Williams asked if there would be a dissemination of information/education regarding kratom, an OTC herb. Dr. Fletcher said he has no information on that and that he is being obstructed from receiving information.

PUBLIC QUESTIONS:

- Dian Welle Commented that Dr. Fletcher's tone was very adversarial
- Jim Leighty Asked about the budget for PHD and how it compares to other departments, such as Solid Waste/Road & Bridge/Sheriff's Office
- Theresa Hiesener Commented that a local restaurant has a box of morning after pills available for people, including children. Asked Dr. Fletcher about cloud seeding and geoengineering in the skies and will rainwater begin to be tested
- Darla Fletcher Takes the health of neighbors and family and we need to look at food and we
 need more education regarding food; when she brought this up at a PHD board meeting it was not
 received well

CLERK - Michael Rosedale

1) Action Item: Discussion/Decision Regarding FY25 Claims Batch #46, Totaling \$668,517.55 Commissioner Korn made a motion to approve payment of FY25 Claims Batch #46, Totaling \$668,517.55. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – Yes. The motion carries.

ELECTIONS – Tere Schultz

- 1) Action Item: Discussion/Decision Regarding Disposal of Election Records; Resolution Commissioner Domke made a motion to approve Resolution #2025-55 that allows the Elections Office to dispose of the election records listed in Exhibit A. Commissioner Korn seconded the motion. PUBLIC COMMENT:
- Dave Bowman Asked what the time period is
 Roll Call Vote: Commissioner Domke Yes; Commissioner Williams Yes; Commissioner Korn Yes.
 The motion carries.

SHERIFF – Ror Lakewold

- 1) Action Item: Discussion/Decision Regarding Excavation Services from North Point Trenchless; \$9,845 No Motion Made
- 2) Action Item: Discussion/Decision Regarding the Purchase of One Chevy Silverado; \$50,594.32 Commissioner Domke made a motion to approve the purchase of One 2025 Chevy Silverado in the amount of \$50,594.32 Commissioner Korn seconded the motion.

 PUBLIC COMMENT:
 - Jim Leighty Asked if these purchases are an additional cost to the \$7.5 million budget

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

AIRPORT - Dave Schuck

1) Action Item: Discussion/Decision Regarding Construction Contract for FAA AIP 3-16-0033-024-2025 Grant for Obstruction Removal; Sandpoint

Commissioner Korn made a motion that we enter into this contract with Selland Construction for the obstruction removal project at Sandpoint Airport and that the Chair sign administratively. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes. The motion carries.

- 2) Action Item: Discussion/Decision Regarding Hangar Shelter #5 Lease; Priest River Commissioner Domke made a motion that Bonner County enter into this lease agreement and that the Chair sign administratively. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Williams Yes; Commissioner Korn Yes; Commissioner Domke Yes. The motion carries.
- 3) Action Item: Discussion/Decision Regarding Temporary Construction Easement for the 2025 Obstruction Removal Project; Sandpoint

Commissioner Korn made a motion that Bonner County enter into this easement agreement and that the Chair sign administratively. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – Yes. The motion carries.

JUSTICE SERVICES - Ron Stultz

1) Action Item: Discussion/Decision Regarding Boundary Security & Transport Service Agreement Commissioner Domke made a motion to approve the Boundary Security & Transport Service Agreement with Bonner County Juvenile Detention. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes. The motion carries.

PLANNING - Jake Gabell

1) Action Item: Discussion/Decision Regarding a Request for Additional Funds to the Planning Department FY2025 B Budget in the amount of \$40,000; Resolution

Commissioner Domke made a motion to approve this request for additional funds to the Planning Department FY2025 B Budget in the amount of \$40,000, Resolution #2025-56. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

BOCC – Commissioner Asia Williams

1) Action Item: Discussion/Decision Regarding Commission-Board Interview Process & Procedure Commissioner Williams stepped down from the chair and made a motion that the Board of County Commissions hold the interview portion of the boards and commissions in public using the executive session portion to evaluate the respective qualities of the applicants.

Commissioner Domke seconded the motion to advance for discussion. Commissioner Korn expressed concern about treating volunteers differently than employees and they may be hesitant to answer questions due to an interview being on YouTube, he believes that volunteers should be treated the same as employees.

PUBLIC COMMENT:

- Theresa Hiesener Understands Commissioner Korn's concern but advisory boards are on zoom anyway
- Wayne Martin Understands Commissioner Korn's concern but would offer them an opportunity
 to answer some questions away from the public but the rest of the process is public so that they
 know that citizens are holding them accountable
- Dave Bowman In response to Commissioner Korn's concerns, there should not be questions
 directed to an applicant that can't be answered in public, there are OML for a reason, doing this
 kind of stuff behind closed doors is a breeding ground for corruption; these positions are not hired
 or employees; there should not be any Executive Session not even deliberation

- Jonathan Holmgren, HR Director Urges the board to consider that volunteers and employees can be treated differently and to be cautious that a volunteer position does not seem to be an employee
- Dave Bowman If this stuff is done in Executive Session, it opens the county up to litigation There was discussion among the board regarding these commissions, and the community should have input. This would allow the board and the community to see how an applicant will behave when answering questions. Commissioner Domke added that well questions should be well structured and not personal, agreed that seeing how an applicant responds to pressure in a public meeting environment; he asked legal about the magistrate process and if that had ever been challenged. Bill discussed his legal opinion that was provided and that the statute needs to be looked at in its entirety and the justification to consider extending that to volunteers as they are not elected positions. Commissioner Williams reiterated that these are volunteers, not employees. Commissioner Korn discussed the inefficiencies of going in and out of Executive Session and if deliberation in an open meeting could potentially open up the County to litigation, there are a lot of negative concerns, he does not see the benefit of doing this in open meeting because of a few people wanting them to be. He does not take this lightly and thinks there are more negatives than positives. Further discussion followed.

Commissioner Domke moved to amend the motion that is on the table to read based on the information before us, I move that the Board of County Commissioners hold the interview and deliberation portion of the boards and commissions in public using the Executive Session only as allowed by State Statute. Commissioner Williams seconded the motion.

PUBLIC COMMENT:

- Dian Welle Making these open allows trust in our commissioners and it is open and transparent and takes away handshake deals. Not all volunteers are covered by the county.
- Matt Linscott P and Z commissioners may not receive salary, but they are akin to a hired public
 official and are different than volunteers, their integration into the county government and
 decision making and are bound by OML as well
- Fred Arn If we looked at how boards and volunteers were selected in the past, we should avoid that in the future and should make a decision that enhances openness
- Amy Lunsford These boards are not just volunteers; they are important and are making
 important decisions that impact the taxpayers and the county so they should be open and
 transparent, and the public should know their backgrounds
- Dave Bowman Appreciates this in-depth dialogue, discussed OML and that these positions are far more than a volunteer but not an elected official, however they are closer to an elected official than an employee
- Theresa Hiesener Volunteers do a lot however they can get up and walk if they choose
- Wayne Martin As a CERT member they are only covered by county insurance when activated, he understands Matt Linscott's view, but not everything needs to be based on having specific knowledge, these boards are critical

Commissioner Korn wanted to reiterate that these positions are not elected.

Roll Call Vote: Commissioner Korn – No; Commissioner Domke – Yes; Commissioner Williams – Yes. The motion carries.

Commissioner Domke made a motion to approve the motion as amended. Commissioner Williams seconded the motion. Roll Call Vote: Commissioner Korn – No; Commissioner Domke – Yes; Commissioner Williams – Yes. The motion carries.

DISTRICT 1 COMMISSIONER UPDATE

- 1) Citizen Concerns and Suggestions
- 2) Current High Priority Tasks
- 3) Questions from the Public on District 1 Commissioner Update

DISTRICT 2 COMMISSIONER DISTRICT DISCUSSION

- 1) Ongoing Issues/Concerns Updates
- 2) Litigation
- 3) Workshops Pending

- 4) Discussion Regarding Open Board/Commission Positions: Which boards have openings, also tracking of positions that will become open within 6 months' time
- 5) Questions from the Public

DISTRICT 3 COMMISSIONER REPORT

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

PUBLIC COMMENT* Opened at 11:38 a.m.

- Fred Arn Still waiting for a call from Priest River
- Wayne Martin Thanked all firefighters/emergency responders, Road & Bridge for chip sealing and striping on Dufort, and Commissioner Korn for his monthly preparedness meeting; asked about compliance officer in Planning not working on weekends

Date

IDAHO ALCOHOL BEVERAGE CATERING PERMIT

BUSINESS NAME: POPEYE'S LOUNGE	
TOTAL DAYS (Up to 3 days total): 1. 2. X 3. TOTAL FEES (\$:	20/day): \$20 X \$60 X
FACILITY ADDRESS: 80 MAIN STCITY: F	PRIEST RIVER COUNTY: BONNER
STATE OF IDAHO ALCOHOL BEVERAGE LICENSE NUMBER: 2482	PREMISE NUMBER: 7B-109
DATES PERMIT TO BE USED: FROM 09/27/2025 TO 09/28/2025	TIME: FROM 10:00 AM TO 05:00 PM.
LOCATION WHERE PERMIT WILL BE USED (ADDRESS & ROOM NUMBER): 1007 SNOW VALLEY	YROAD
TYPE OF EVENT: GARLIC FESTIVAL EVENT NAME (IF	APPLICABLE): GARLIC FESTIVAL
EVENT BEING HELD FOR (ORGANIZATION, GROUP, OR INDIVIDUAL NAME): SNOW VALLEY G	ARLIC INC
ALCOHOL TO BE SERVED (Must match the State Liquor License):	
■ Bottled/canned beer ■ Draft beer ■ Wine by the glass ■ Wine by the bottle ■ Liquo	or
	Signature of Licensee
Unless licensee is disqualified, approval of this permit does certify that the license	e is entitled to hold and use this Idaho Alcohol Beverage Catering
Permit at the above premises, subject to provisions of Title 23-1.C. Or	
Sheriff Chief of Police	
Council Board of Trustees	Or Chairman County Commissioners
BONNER COUNTY CLERK 1500 HIGHWAY 2 SUITE 335 S.	ANDPOINT, ID 83864 (208) 265-1490

2025

BONNER COUNTY STATE OF IDAHO

No. 2025-084 ***Transferred*** ***08/22/2025***

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT		UTARA LLC		
doing business as	UTARA BREWING COMPANY			
at		SANDPOINT, ID 83864		
a(n) LLC	, is licensed to se	ell Alcoho <mark>lic Beverages as s</mark> tated below, subject to the provisions o		
Chapters 23-903 and 23-916 Idaho Code	Annotated, and the l	aws of the State of Idaho, Municipal Ordinances, and the		
regulations of the Commissioner in regard	d to sale of Alcoholic	Beverages and the resolution passed by the Commissioners of		
		Bonner County Courthouse, Sandpoint, Idaho.		
Dated: 08/19/2025				
Transfer Fee	\$20.00	Signature of Licensee or Officer of Corporation		
Bottled/canned beer, Consumed off premise		ognitude of Education of Corporation		
Bottled/canned beer, Consumed on premise		This license is TRANSFERABLE and EXPIRES 12/31/2025.		
		Witness my hand and seal this 2nd of September, 2025.		
Draft beer, Includes draft, bottled, and/or canned				
Wine by the glass				
Wine by the bottle				
Liquor		Chairman		
Application Fee				
Total	\$20.00	Commissioner		
(SEAL) By Cumbles Bram	m			
Clerk of the Board of County Commis	sioners	Commissioner		



Bonner County Recorder Michael W. Rosedale - County Clerk 1500 Highway 2 Suite 335 Sandpoint, ID 83864

Phone: (208) 265-1490 Fax: (208) 255-7849

FOR OFFICE USE ONLY
Premise No. Z-46943
State Lic No. 46943
Issue Date: 08/19/2025
County No. 2025-084
Total Fees: \$20.00
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	X LLC	Location of Facility Inside city limits Outside city limits FOR OFFICE	
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 prem Includes draft, bottled, an	\$ sssssss	nty Fee USE ONLY Prorated F (If applicable \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	ee
5. Applicant Information Doing Business As: UTARA BREWING CO	MPANY			
Business Phone Number: (208) 627-5070				
Business Physical Address: 214 PINE ST				
City: SANDPOINT	State: ID		Zip Code:83864	
6. Business Information Business Name: UTARA LLC				
Primary Contact Name: CHRISTINA STEC				
Primary Contact Phone Number: <u>(847) 76</u>	7-2543			
Mailing Address: 1776 S SAGLE RD				
City: SAGLE	State: ID		Zip Code: <u>833860</u>	
Email Address:			(0 7)	
Please indicate address to send future cor	respondence: Busine	ss Physical Address	Mailing Address	Email
Signer must be authorized to sign for doci	uments pertaining to the A	Icohol Beverage Cor	ntrol.	
	,			
APPROVED:		_ DATE:		
Board of County Commission	ners			

Change in services offered or Change in business name LOCATION Transfer of license from one owner to another LTARA **Previous Owner Name:** PINE STRUCT, SANDEDINT **Previous Business Address:** New Owner Name: UTARA LLC New Business Address: UTARA BREWING COMPANY **PREVIOUS OWNER'S SIGNATURE** SUBSCRIBED AND SWORN TO BEFORE ME, THIS **DAY OF** or Clerk of Board of County Commissioners Commission Expires: Residing At: Change in business location (current license holder moved to new facility) 214 PINE ST-SMOPOINT Old Address: 83864 DANO New Address: 2617 Change in services offered (added or removed services from last year's license) Added a Beverage Service:_ Removed a Beverage Service: Change in business name (current license holder changed name of business) Old Business Name: New Business Name:_ FOR OFFICE USE ONLY

Additional Information, ONLY for: Transfer of license holders Change in facility location

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIF	Y THAT		UTARA LLC	
doing business as _		UTARA BREWING COMPANY		
at		2617 N BOYER	S, SANDPOINT, ID 83864	
a(n) Chapters 23-903 and			sell Alcoho <mark>lic Beverages as s</mark> tated below, subject to the provisions of laws of the State of Idaho, Municipal Ordinances, and the	
regulations of the Co	ommissioner in regard to	sale of Alcoholic	Beverages and the resolution passed by the Commissioners of Bonner County Courthouse, Sandpoint, Idaho.	
Dated: 08/19/2025				
Bottled/canned beer	, Consumed off premise	\$0.00	Signature of Licensee or Officer of Corporation	
Bottled/canned beer	, Consumed on premise	\$75.00	Signature of Electises of Officer of Corporation	
Draft beer, Includes dra	aft, bottled, and/or canned	\$100.00	This license is TRANSFERABLE and EXPIRES 12/31/2025.	
Wine by the glass		\$100.00	Witness my hand and seal this 2nd of September, 2025.	
Wine by the bottle		\$0.00		
Liquor		\$0.00		
Application Fee		\$5.00	Chairman	
Total		\$280.00		
			Commissioner	
(SEAL) By Cen	nthia Brannon)		
Clerk of the	Board of County Commissione	ers	Commissioner	



Bonner County Recorder Michael W. Rosedale - County Clerk 1500 Highway 2 Suite 335 Sandpoint, ID 83864

Phone: (208) 265-1490 Fax: (208) 255-7849

FOR OFFICE USE ONLY
Premise No. <u>7B-46944</u>
State Lic No. 46944
Issue Date: 08/19/2025
County No. 2025-157
Total Fees: \$280.00
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) X New (complete page 2) Transfer (complete page 2) (include transfer fee of \$20.00)	2. Type of Business Individual Partnership Corporation	X LLC ☐ LLP	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 prem Includes draft, bottled, ar	\$_ \$_ nd/or canned \$_ \$_ \$_ \$_ \$_	100.00	
Doing Business As: <u>UTAR*BREWING COM</u> Business Phone Number: (847) 767-2543	IPANY			
Business Physical Address: 2617 N BOYER	}			
City: SANDPOINT	State: ID		Zip Code: <u>83864</u>	
5. Business Information Business Name: UTARA LLC		s.		
Primary Contact Name: CHRISTINA STEC	HER			
Primary Contact Phone Number: (847) 767	7-2543			
Mailing Address: 1776 S SAGLE RD				
City: SAGLE	State: ID		Zip Code: <u>833860</u>	
Email Address:			M	
Please indicate address to send future cor	respondence: LBusines	ss Physical Address	Mailing Address Em	ıail
APPLICANT'S SIGNATURE:	kn			
Signer must be authorized to sign for docu	ments pertaining to the A	Icohol Beverage Co	ntrol.	
APPROVED:		DATE:		
Board of County Commission	ers Call C	hrestina for Pel	847-767-2543	Ť.

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT		UTARA LLC
doing business as	UTARA	BREWING CO & CURRY HOUSE
at	2617 N BOYER,	SANDPOINT, ID 83864
a(n) LLC	, is licensed to s	ell Alcoho <mark>lic Be</mark> verages <mark>as s</mark> tated below, subject to the provisions o
Chapters 23-903 and 23-916 Idaho Code Ann	otated, and the l	aws of the State of Idaho, Municipal Ordinances, and the
regulations of the Commissioner in regard to s	sale of Alcoholic	Beverages and the resolution passed by the Commissioners of
		Bonner County Courthouse, Sandpoint, Idaho.
Dated: 08/19/2025		
Bottled/canned beer, Consumed off premise	\$25.00	Signature of Licensee or Officer of Corporation
Bottled/canned beer, Consumed on premise	\$0.00	Orginature of Electroses of Officer of Corporation
Draft beer, Includes draft, bottled, and/or canned	\$0.00	This license is TRANSFERABLE and EXPIRES 12/31/2025. Witness my hand and seal this 2nd of September, 2025.
Wine by the glass	\$0.00	Withes my hand and sear this 2nd or September, 2023.
Wine by the bottle	\$0.00	
Liquor	\$0 .00	
Application Fee	\$5.00	Chairman
Total	\$30.00	
		Commissioner
(SEAL) By Cemthia Brano	(100	
Clerk of the Board of County Commissioner	rs	Commissioner



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

	/
FOR OFFICE USE ONLY	
Premise No. Z-23660	
State Lic No. 23660	
Issue Date: 08/19/2025	
County No. 2025-158	
Total Fees: \$30.00	
Deputy Initials: cbrannor	1

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	X LLC □ LLP	Location of Facility Inside city limits Outside city limits	
4. License Type X 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 pren Includes draft, bottled, a	s_ nd/or canned s_ s_ s_ s_	USE ONLY Prorated Fee (If applicable) \$	
5. Applicant Information	S CURRY HOUSE			
Doing Business As: UTARA BREWING CO Business Phone Number: (847) 767-2543				
Business Physical Address: 2617 N BOYEI				E.
City: SANDPOINT	State: ID		Zip Code:83864	
6. Business Information Business Name: UTARA LLC Primary Contact Name: CHRISTINA STE				
Primary Contact Phone Number: (847) 76				*0
Mailing Address: 1776 S SAGLE RD				
City: SAGLE	State:_ID		Zip Code: <u>833860</u>	
Email Address:			M2	
APPLICANT'S SIGNATURE: Signer must be authorized to sign for documents.				nail
			and the second s	
APPROVED:		DATE:		_
Board of County Commission	ners			



BONNER COUNTY SOLID WASTE

521 S Division Ave., Suite 102 Box 1 • Sandpoint, Idaho 83864 Phone (208) 255-5681 ext. 2 • Fax 844-965-9700 • <u>www.bonnercountyid.gov</u>

> **SOLID WASTE** nda

9/02/2025	Consent Agen Item #1
Memorandum	
To: Commissioners	
From: Bob Howard, Director	
Re: Purchase of a New Oil Heater	
The solid waste refrigerator decommissioning building is need of a new of currently in there has been red tagged and is no longer safe to use. The que \$17,963.00 from Northstar Clean Concepts includes installation of heater, venting, connections and start up. Line item 023-7530 will be used to fun	noted price of new exhaust
Auditing Review: YES Email is attached verifying that auditing has verified that the funds to cove within the budget; this is required for any expenditure/budget adjustment in Risk Review: YES If applicable, email is attached verifying that all Risk questions/concerns had that it has been approved. This includes new equipment/assets to be in requiring insurance for review. Legal Review: YES Email is attached verifying that all legal questions/concerns have been reschas been approved. Distribution: Original to BOCC, Email Copy to Bob Howard, Melissa Gau Recommendation Acceptance: yes no Asia Williams, Chair	request. have been resolved insured or contracts olved and that it ult



Ship Via

CSR

Northstar Clean Concepts (509) 535-1555 info@northstardirect.com

P.O. No.

Estimate

Account Rep

Date	6/16/2025				
Estimate #	E112262				

Terms

Bill To	Ship To
Bonner County Solid Waste 1500 Highway 2 Suite 101 Sandpoint, ID 83864	Bonner County Solid Waste 239 Pinecone Rd. Sandpoint, ID 83864
Assessment #	

FOB

Open	Нага	ardous Waste B Due	on receipt	Chris
ltem	Description	Qty	Price	Amount
01 WOH	Removal Exisiting Reznor 150 Heater & Stack .	1	1,000.00	1,000.00T
CE180	FURNACE, 180K BTU CLEAN ENERGY WASTE OIL C124 * Site Elevation 0-3,500 Ft * Stainless Steel Air Swept Heat Exhanger * Vertical Stainless Steel Flue Tubes * Clean Energy Burner * 1,700 CFM Blower * 10-Year Warranty on Heat Exchanger * 2-Year Warranty on Parts * Safety Certification: UL and cUL Listed Furnace SN: Burner SN:	1	9,995.00	9,995.00T
FRT-LTL	Equipment / Parts Freight Via LTL	1	267.00	267.00T
01 WOH	VENT KIT, 6" STAINLESS STEEL	1	1,585.00	1,585.00T
01 WOH	Installation - Parts & Labor	1	3,578.00	3,578.00T
Travel	Tech Travel - Mobilization	1	738.00	738.00T
Travel	Tech Travel - Per Diem 2 Nights	2	100.00	200.00T
Travel	Tech Travel - Hotel 2 Nights	; 2	300.00	600,000

Pricing subject to change without notice. Deposit required to reserve pricing. Sales tax if applicable will be added to invoice.

Returns, if allowed are subject to minimum 25% restocking fee.

Unless specified in writing, price does not include installation, electrical, plumbing and permits.

Authorized to Order / Proceed

Page 1

Subtotal

Sales Tax (0.0%)

Total



633 N Helena St. Spokane WA 99202 northstardirect.com

Northstar Clean Concepts (509) 535-1555 info@northstardirect.com

Estimate

Date	6/16/2025
Estimate #	E112262

	Ship To
Bonner County Solid Waste 1500 Highway 2 Suite 101 Sandpoint, ID 83864	Bonner County Solid Waste 239 Pinecone Rd. Sandpoint, ID 83864

CSR	Ship Via FOB P.O. No.					erms	Account Rep		
Open	Hazardous Waste B				Due	on receipt	Chris		
Item			Qty	Price	Amount				
99SOWWOH01	* Positio * Positio * Install * Supply exceed 2 * Conner * Supply * Deliver recomm * Initial s * Provide * Provide * Supply * Electric * Provide * Custom work are * Provide * Provide * Provide * Provide * Provide * Provide	ct electrical supply to custor and connect oil supply line ry, Labor, and installation in endations. Start up and calibration. e on-site operator and preve Limited 1 Year Parts and car Responsibility: forklift and Manlift (Genie cal disconnect with dedicate clear access to install locater will be charged for install or delivery of lift equipmed clear access to compresse e sufficient oil in storage tal	mers building r stand. venting through roof customer supplied air compression efform storage tank to furnace of compliance with CleanEner centative maintenance training consiste Labor Warranty inclusion 1930 or similar) ed circuit (within 10' of instantion for forklift operation, aller stand by time caused by ent.	t to exceed 10') e (not to exceed 20') gy specifications and ing ding travel. Illation location) delays to gain access to		0.00	0.00T		

Pricing subject to change without notice. Deposit required to reserve pricing. Sales tax if applicable will be added to invoice. Returns, if allowed are subject to minimum 25% restocking fee. Unless specified in writing, price does not include installation, electrical, plumbing and permits. Authorized to Order / Proceed Page 2

Subtotal \$17,963.00 Sales Tax (0.0%) \$0.00 Total \$17,963.00

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



BONNER COUNTY SOLID WASTE

521 S Division Ave., Suite 102 Box 1 • Sandpoint, Idaho 83864
Phone (208) 255-5681 ext. 2 • Fax 844-965-9700 • www.bonnercountyid.gov

SOLID WASTE Consent Agenda

09/02/2025

07/02/2023	rtem //2
Memorandum	
To: Commissioners	
From: Bob Howard, Director	
Re: Purchase of Flatbed, cab guard and liftgate for 2017 Ford F550 SW007	Refrigerator Truck
Solid Waste is requesting approval to purchase a new 11-foot smoot guard, and 2,000 lb. Tommy Gate liftgate for the 2018 Ford F-350 existing liftgate has undergone multiple welds and repairs and has service life. The quoted price of \$16,610.28 from Titan Truck Equificated, cab guard, and liftgate, as well as the removal of the existing installation of the new components. This will be from line item 02	refrigerator truck. The now reached the end of its ipment includes the new ng equipment and full
Auditing Review: YES Email is attached verifying that auditing has verified that the funds within the budget; this is required for any expenditure/budget adjust Risk Review: YES If applicable, email is attached verifying that all Risk questions/con and that it has been approved. This includes new equipment/assets requiring insurance for review. Legal Review: YES Email is attached verifying that all legal questions/concerns have be has been approved.	ncerns have been resolved to be insured or contracts
Distribution: Original to BOCC, Email Copy to Bob Howard, Meli	ssa Gault
Recommendation Acceptance: □ yes □ no Asia Williams, Chair	Date:



Titan Truck Equipment Co., Inc.

605 N. Fancher Rd. Spokane Valley, WA 99212 (509) 534-5010 Toll Free: 1-800-445-4807 Equipment Fax: (509) 755-5040



Quote # KR-252406-01

Quote valid for 30 days Quote Date: 6/25/2025

> Quote Provided by: Kevin Randali

Sales Phone: (509)-534-5010 EXT.1120

1			•					Email: kevinr	@titar	ntruck.com
	Customer Information Vehicle Information Special Instr				ıctions					
	Bonner County Solid Waste	Bonner County Solid Waste 2017 Ford F-550								
	DRW, 60, 19500 GVW									
	Contact Name: Randy	VIN # TBD Condition: Used								
\vdash	End User: Same	Condition. Oseu						1 48-41-14		
Qt	ltem Description	Part Number	Serial Number	Part Charge	Exended Charge	HRS	Labor Charge	*Estimated* Freight Charges	ite	emized Total
ľ	Prices subject to change based upon manufacturer price surcharge						-			
	increases. Price increases from manufacturer will be added to this							<u> </u>		
	quote or final involce if applicable. Price increases will be backed with							İ	l	
1	manufacturer documentation.			\$ -	\$ -	0.00	\$ -	\$ -	\$	-
	Knaphelde Value-Master X 112.63" Length, 95.75" Width, Smooth	KNPPVMXS-95								
1	Steel Floor, Painted Black	KINFF VIVIAS-55		3,900.00	3,900.00	10.00	1,190.00		\$	5,090.00
1	Removal of old steel flatbed				•	4.00	476.00		\$	476.00
	Knapheide Bulkhead Drop in Bulkhead, 40" High, 94 Series, Small									
1	Window, Black – Loose	KNPBH4094SW		833.33	833.33				\$	833.33
	Knapheide Mounting Kit for 9'-12' Platforms with 5" Structural Long									
	Sills & 1.5" Cushion Strips on 2017 & Later Ford 60"/84" CA – Loose						ł			
1		KNP32492370		300.00	300,00				\$	300.00
Г	Knapheide Steel Stake Rack 40" High Steel Stake Rack Set, 94" Wide x									
1	10' Long, Quiet Latch, Black - Loose	KNPRK4094-9		1,760.00	1,760.00		-		\$	1,760.00
	Using existing hitch on truck supplied by customer pending									
•	functionality with lift gate. If the hitch is not compatible, I have									
1	included a hitch on the quote.			_			-		5	-
1	Curt Straight drop 2" hitch	CURT15903		261.76	261.76	3.00	357.00		5	618.76
	Tommy Gate Alumnimun Lift gate 1300lb capacity Load area of 85X41									
1	with a 6in taper with 50" of vertical travel.	TOMG2-92-1350 EA41		4,526.67	4,526.67	10.00	1,190.00		\$	5,716.67
1	Tommy Gate camera/sensor bar relocation kit	TOM017538		138.67	138.67	2.00	238.00		5	376.67
1				-					5	•
	Dome strobe light mounted forward of bed, top center on cab guard									
1		ECCO5550A		275,87	275.87	2.00	238.00		s	513.87
1	Shop fabricated plate for mounting			-		0.75	89.25		3	89.25
1					•		•		s	
2	Mud Flaps	DEFLECTO382430		22.39	44.77		•		\$	44.77
1					•				5	
1	PTO			•			•		\$	•
	PAINT			-	-		•		\$	
1	SUPPLY			790.97	790.97		•		\$	790.97
Г	Subtotals \$ 12,809.65 \$ 12,832.03 31.7					31.75	\$ 3,778.25	s -	s	16,610.28
ALL PRICING IS LESS ANY APPLICABLE TAX CHARGES UNLESS OTHERWISE NOTED. CASH.						rate per hr	ř	<u>ٺ</u>		
_	EDIT, OR CERTIFIED CHECK ARE THE ONLY PAYMENT METHODS CURREN				•		\$ 119.00	Quote Total	\$	16,610.28

CONTRACT ADDENDUM No. 1

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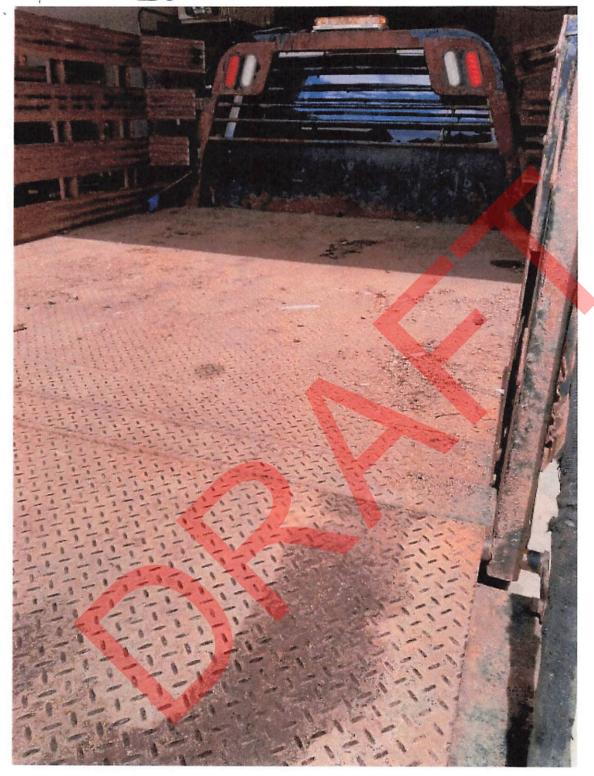
GOVERNMENT OF CHINA- Contractor hereby certifies that it is not, and will not, for the duration of the Agreement, be owned or operated by the government of China as set forth at Idaho Code § 67-2359.

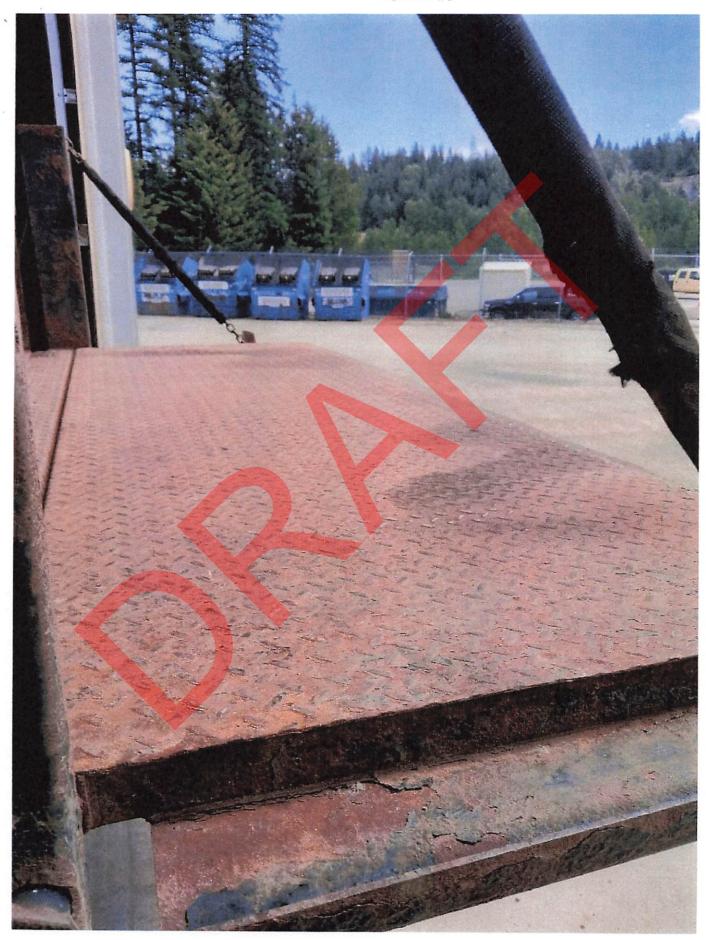
CONTRACT WITH ABORTION PROVIDERS- To the extent the Agreement is subject to the use of public funds, Contractor hereby certifies that it is not, and will not, for the duration of the Agreement, become an abortion provider or an affiliate of an abortion provider as those terms are defined in the No Public Funds for Abortions Act (Idaho Code §§ 18-8701 et seq.).

Agent for Contractor

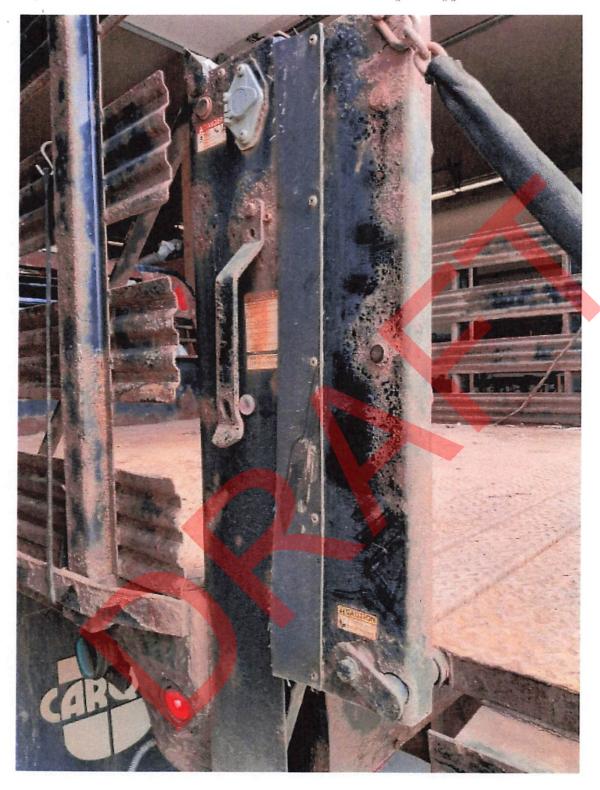
Date

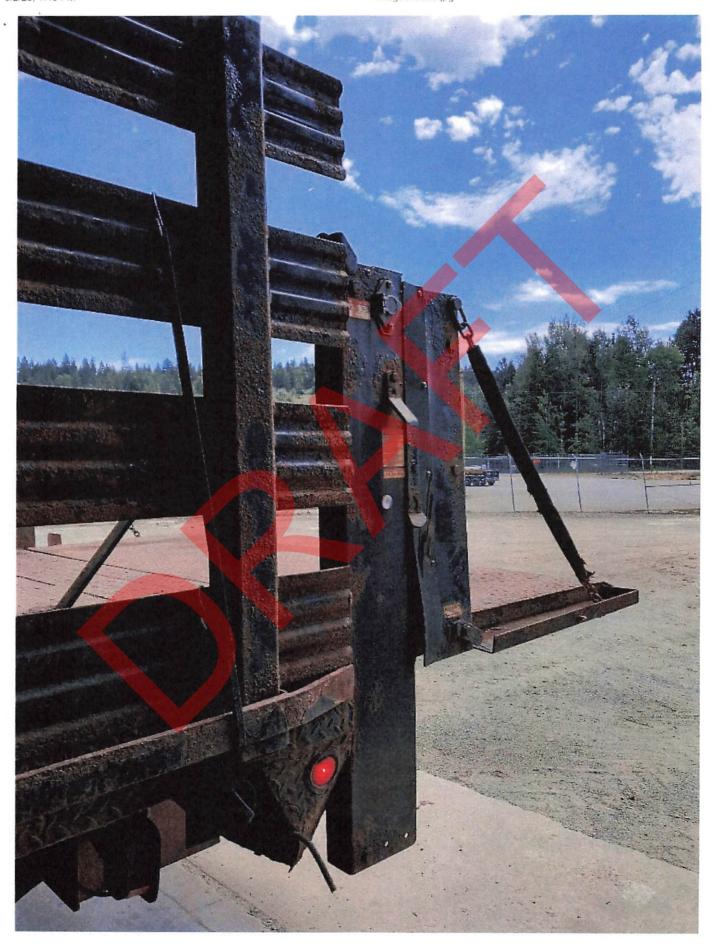
6-10-2025

















BONNER COUNTY SOLID WASTE

521 S Division Ave., Suite 102 Box 1 • Sandpoint, Idaho 83864
Phone (208) 255-5681 ext. 2 • Fax 844-965-9700 • <u>www.bonnercountyid.gov</u>

SOLID WASTE
Consent Agenda
Item #3

09/02/2025

Memorandum	
To: Commissioners	
From: Bob Howard, Director	
Re: Purchase of Flatbed for 2017 Ford F550 SW010	
Solid Waste is requesting approval to purchase a new 9ft flat bed, and Ford F550 to replace the current rusted bed. The quoted price of \$11, Truck Equipment includes the new flatbed, cab guard, and liftgate, as the existing equipment and full installation of the new components. item 023-7040.	111.10 from Titan s well as the removal of
Auditing Review: YES Email is attached verifying that auditing has verified that the funds to within the budget; this is required for any expenditure/budget adjusting Risk Review: YES If applicable, email is attached verifying that all Risk questions/conceand that it has been approved. This includes new equipment/assets to requiring insurance for review. Legal Review: YES Email is attached verifying that all legal questions/concerns have been approved.	nent request. erns have been resolved be insured or contracts
Distribution: Original to BOCC, Email Copy to Bob Howard, Melissa	a Gault
Recommendation Acceptance: yes no Asia Williams, Chair	Date:

Titan Truck Equipment Co., Inc.

605 N. Fancher Rd. Spokane Valley, WA 99212 (509) 534-5010 Toll Free: 1-800-445-4807

Equipment Fax: (509) 755-5040

TRUCK EQUIPMENT

Quote # EH-06-17-25-02

Quote valid for 30 days

Quote Date:

6/17/2025

Quote Provided by:

Ed Heck

Sales

Phone: 509-755-5037 Ext-1108

Email: edh@tltantruck.com

Special Instructions Customer Information Vehicle Information **Bonner County Solidwaste** 2018 Ford F-550 Truck has a receiver hitch and steel flatbed on it. W, 60, Enter as e.g. = 21,000 GVW 1500 Hwy 2 Sandpoint, ID 83864 VIN# Enter Contact Name: Randy Condition: Used End User: Enter End User if Available *Estimated* **Part Number** Serial Number **Part Charge Exended Charge** HRS **Freight Charges** Qty Item Description Labor Charge Itemized Total Prices subject to change based upon manufacturer price surcharge increases. Price increases from manufacturer will be added to this quote or final invoice if applicable. Price increases will be backed with manufacturer documentation. 0.00 1 0.00 KNPPGTB-96 6,486,67 10.00 1,190.00 500.00 8.176.67 Knaphiede 9 foot aluminum gooseneck body 6,486.67 KNP34719647 Knapheide installation kit 413.33 413.33 0.00 413.33 Weatherguard underbed aluminum tool box 30" L X 18" D X 18" H KNK630-0-02 885,00 885.00 2.00 238.00 1,123,00 NTSPGNBRKTS Under bed tool box bracket kit 95.00 95.00 95.00 Shop 238.00 \$ 238.00 Relocate back up camera 2.00 4.00 476.00 Remove steel flatbed Shop 476.00 Shop 30.00 60.00 60.00 2 Rear mud flaps -1 1 • -• -1 SUPPLY 529.10 529.10 529.10 8,469.10 18.00 \$ 2,142.00 Subtotals 8,439.10 \$ 500.00 S 11,111.10 ALL PRICING IS LESS ANY APPLICABLE TAX CHARGES UNLESS OTHERWISE NOTED. CASH, rate per hr Quote Total \$ 11,111.10 CREDIT, OR CERTIFIED CHECK ARE THE ONLY PAYMENT METHODS CURRENTLY ACCEPTED. 119.00

CONTRACT ADDENDUM No. 1

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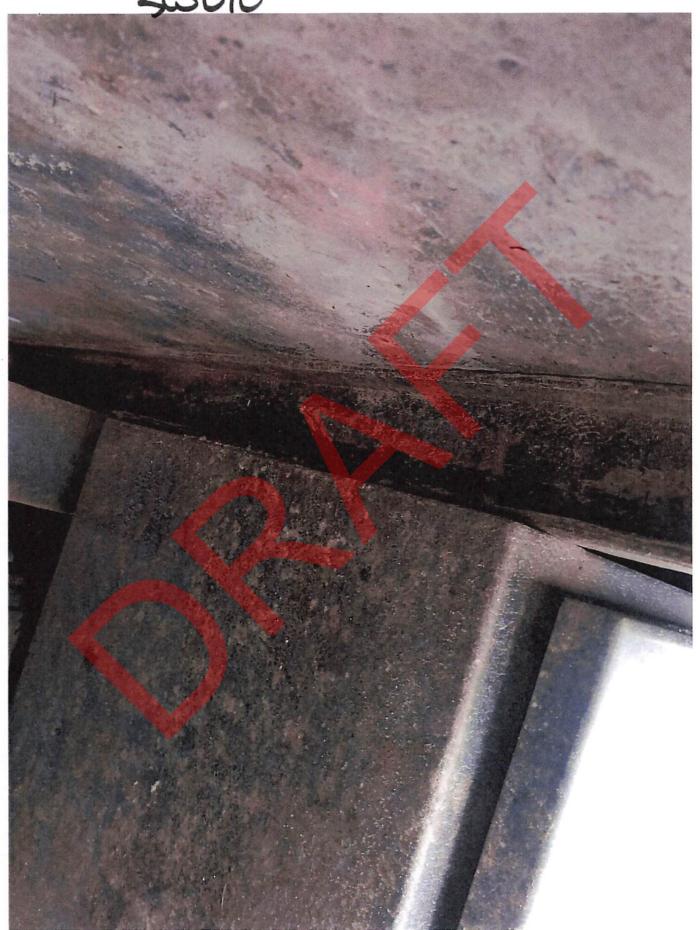
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Agent for Contractor

Date

6-10-2025



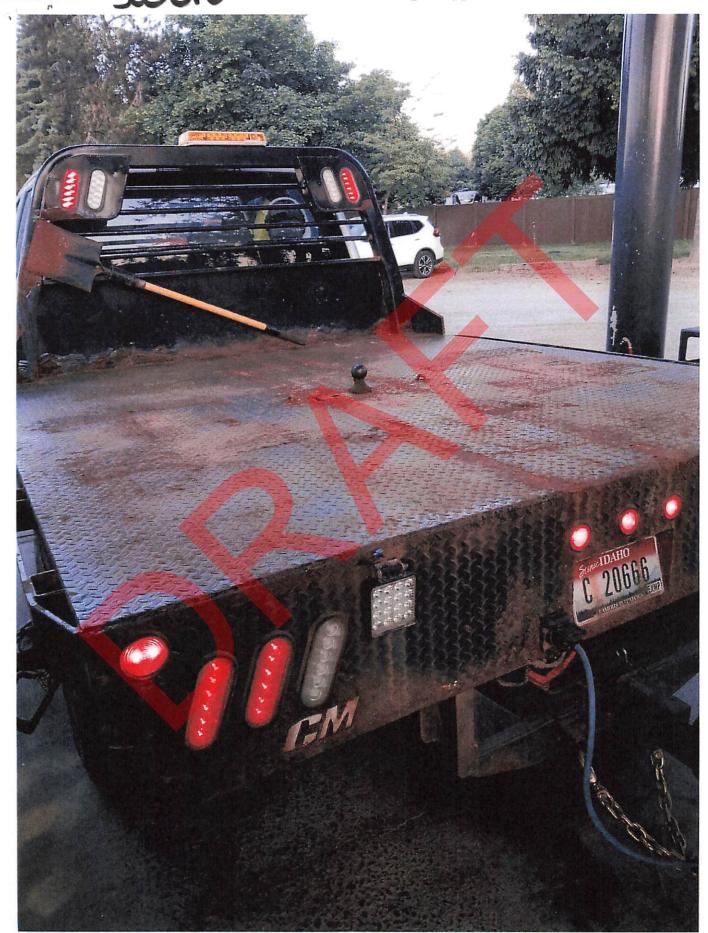














Bonner County Sheriff's Office

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

Sheriff's Office Item #

August 25, 2025

Confidential Memorandum/Critical Infrastructure

To: Commissioners

From: Sheriff Daryl Wheeler

Re: Purchase over \$5k - Computers

The Bonner County Sheriff's Office would like approval to purchase computers for \$10,952.16.

The Bonner County Sheriff's Office has adequate funds in its 34180-9430 (Justice General/Capital Computers)

Auditing Review:	APPROVED
Email is attached verifying that auditing has ve	rified that the funds to cover this item are within the
budget, this is required for any expenditure/bud	dget adjustment request.
Risk Review:N/A Legal Review: N/A	
Distribution: Original to Sheriff's Office Copy to Auditors	
Donous and the A	
Recommendation Acceptance: yes no	
	Commissioner Asia Williams, Chairwoman



Risk Management Bonner County

September 2, 2025

RISK Management Consent Agenda Item 1

MEMORANDUM

To: Commissioners

Re: Authorize repair: Fox Autobody

Description:

Request for approval to order repairs for a Motor Pool repair for claim number 202506288591 for \$4194 (estimate) for repair for a vehicle. This claim was sent to Travelers Insurance as per BoCC request for investigation, evaluation, and estimation, claim number F6X5595.

The Motor pool vehicle was found with front end damage while parked. Unknown cause. Motor Pool Dept followed the Bonner County Risk Management policy and reported the incident in a timely manner and thus is eligible for 100% reimbursement. Two estimates were given, this is the less expensive of the two.

Even though the repair estimate is under the \$5000 authorization limit and doesn't require BoCC approval, recent BoCC questions and directives related to the Risk Management policy and the decision to authorize vehicle repairs to County vehicles leads to Risk Management seeking BoCC approval to authorize for the repairs and payment of the repair invoice before repairs start.

Auditing Review: Email is attached verifying that appropriate that the funds to cover this item are within the
budget; this is required for any expenditure/budget adjustment request.
Risk Review:
Motor Pool complied with the Bonner County Risk Policy, so 100% reimbursement is recommended
by Risk.
Legal Review: N/A

A suggested motion would be: Based on the information before us I move to approve repair and subsequent payment of claim 202506288591, F6X5595.

Distribution: Original to BOCC

Copy to the Risk Manager

Copy to Auditing

Recommendation Acceptance:	□ yes □ no		Date:
		Commissioner Asia Williams, Chairm	nan



FOX AUTOBODY INC.

Where Quality & Care Drive Every Repair! 31466 HWY 200; P.O. BOX 847, PONDERAY, ID 83852

Phone: (208) 263-6443

Workfile ID: Federal ID: State ID:

Federal EPA:

State EPA:

33-3308636 C113711 IDD984669515 P-2011.0003

691bf634

Preliminary Estimate

Customer: BONNER COUNTY MOTOR POOL/ SOLID WASTE

Written By: TIm Fox

Insured:

BONNER COUNTY MOTOR

Policy #:

Claim #:

Type of Loss:

POOL/ SOLID WASTE

Date of Loss:

Days to Repair:

Point of Impact: 01 Right Front

Owner:

WASTE

BONNER COUNTY MOTOR POOL/ SOLID

Inspection Location:

FOX AUTOBODY INC.

1500 hwy 2 suite 101

Sandpoint, ID 83864

(208) 304-4382 Business

31466 HWY 200 P.O. BOX 847

PONDERAY, ID 83852

Repair Facility

(208) 263-6443 Day

Insurance Company:

VEHICLE

2016 TOYO 4Runner SR5 4WD 4D UTV 6-4.0L Gasoline Sequential MPI RED

VIN:

JTEBU5JR6G5288591

Interior Color:

TAN

Mileage In:

109,315

Vehide Out:

License: C19380

Exterior Color:

RED

Mileage Out:

State:

ID

Production Date:

9/2015

Condition:

Good

Job #:

TRANSMISSION

Automatic Transmission

Overdrive

4 Wheel Drive

POWER

Power Steering Power Brakes

Power Windows Power Locks

Power Mirrors Heated Mirrors

Power Driver Seat DECOR

Dual Mirrors Privacy Glass Console/Storage Overhead Console

CONVENIENCE

Air Conditioning Intermittent Wipers

Tilt Wheel Cruise Control

Rear Defogger **Keyless Entry**

Message Center

Steering Wheel Touch Controls

Rear Window Wiper Telescopic Wheel **Backup Camera**

RADIO AM Radio FM Radio Stereo

Search/Seek CD Player

Auxiliary Audio Connection

Satellite Radio

SAFETY

Drivers Side Air Bag Passenger Air Bag Anti-Lock Brakes (4) 4 Wheel Disc Brakes

Traction Control Stability Control

Hands Free Device

Front Side Impact Air Bags Head/Curtain Air Bags

SEATS

Cloth Seats

Bucket Seats WHEELS

Aluminum/Alloy Wheels

PAINT

Clear Coat Paint

OTHER Fog Lamps Rear Spoiler

TRUCK

Rear Step Bumper Trailer Hitch Trailering Package

Get live updates at www.carwise.com/e/58a49R

Customer: BONNER COUNTY MOTOR POOL/ SOLID WASTE

2016 TOYO 4Runner SR5 4WD 4D UTV 6-4.0L Gasoline Sequential MPI RED

Line		Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1	FRONT BUMP	ER						
2			O/H front bumper				3.4	
3	* <>	Repl	Bumper cover w/o valance	5211935918	1	<u>244.04</u>	Incl.	3.2
4			Add for Clear Coat					1.3
5		Repl	Prep unprimed bumper		1			0.8
6		R&I	License bracket				0.2	
7	*	Repl	RT Retaining brkt	5213335060	1	<u>53.79</u>	0.1	
8	FRONT LAMPS	5						
9	**	Repl	A/M CAPA RT Headlamp	8113035541	1	189.00	0.4	
10			Aim headlamps				0.5	
11	FENDER					-		
12	*	Rpr	RT Fender (HSS)				5.0	2.2
13			Overlap Major Non-Adj. Panel					-0.2
14			Add for Clear Coat					0.4
15	*	8Ind	RT Flare					0.6
16		R&I	RT Flare				0.6	
17	#		CLEAN AND RETAPE		1	5.00	0.3	
18	*	Blnd	RT Rocker molding					0.2
19		R&I	RT Rocker molding				0.2	
20		R&I	RT Mud guard type 1				0.2	
21		R&I	RT Filler assy				0.1	
22	COWL							
23		R&I	RT Side seal				0.1	
24	FRONT DOOR							
25	*	Rpr	RT Outer panel (HSS)				<u>3.0</u>	2.3
26			Overlap Major Adj. Panel					-0.4
27			Add for Clear Coat					0.4
28		R&I	RT Door w'strip				0.6	
29	*	R&I	RT Water deflector				<u>0.1</u>	
30		R&I	RT Belt molding black				0.3	
31	•	Blnd	RT Handle, outside painted, w/o smart key red					<u>0.2</u>
32		R&I	RT Handle, outside painted, w/o smart key red				0.4	
33	REAR DOOR		Shibre Rey red					····
34	*	Rpr	RT Outer panel (HSS)				<u>3.0</u>	2.3
35			Overlap Major Adj. Panel				214	-0.4
36			Add for Clear Coat					0.4
37		R&I	RT Door w'strip				0.6	0.7
38	*	R&I	RT Water deflector				0.0 <u>0.1</u>	
39	*	R&I	RT Belt molding black				<u>0.1</u> 0.3	
40	*	Bind	RT Flare extn w/package				<u>0.2</u>	0.4
							0.3	<u>0.4</u>
41		R&I	RT Flare extn w/package				0.3	

Customer: BONNER COUNTY MOTOR POOL/ SOLID WASTE

2016 TOYO 4Runner SR5 4WD 4D UTV 6-4.0L Gasoline Sequential MPI RED

# # # # #	Repl Repl Repl Repl Repl Refn	Feather & Fill Per Repair Pane (FENDER) Flex Additive Hazardous Waste Disposal Mask For Overspray Restore Corrosion Protection Tint Color		1 1 1 1	8.00 5.00 X 5.00 8.00	0.8	0.5
# # #	Repl Repl Repl	I(FENDER) Flex Additive Hazardous Waste Disposal Mask For Overspray		1 1 1 1	5.00 X 5.00		
#	Repl Repl	((FENDER) Flex Additive Hazardous Waste Disposal		1 1 1	5.00 X		
#	Repl	((FENDER) Flex Additive		1 1 1		0.8	
		((FENDER)		1	8.00	8.0	
#	Repl			1		8.0	
#	Repl	Feather & Fill Per Repair Panel (FRONT DOOR)		1		0.5	
#	Repl	Feather & Fill Per Repair Panel (REAR DOOR)		1		0.5	
#		Cover Car for Priming		1	5.00	0.2	
MISCELLANEO	US OF	ERATIONS					
	R&I_	RT Handle, outside painted red		· • ·		0.4	
*	Blnd	RT Handle, outside painted red					0.2
*	R&I	RT Protector				<u>0.2</u>	
#		CLEAN ADN RETAPE		1		0.3	
	* * MISCELLANEC	* R&I * Blnd R&I MISCELLANEOUS OF # # Repl # Repl	* R&I RT Protector * Blnd RT Handle, outside painted red R&I RT Handle, outside painted red MISCELLANEOUS OPERATIONS # Cover Car for Priming # Repl Feather & Fill Per Repair Panel (REAR DOOR) # Repl Feather & Fill Per Repair Panel (FRONT DOOR)	* R&I RT Protector * Blnd RT Handle, outside painted red R&I RT Handle, outside painted red MISCELLANEOUS OPERATIONS # Cover Car for Priming # Repl Feather & Fill Per Repair Panel (REAR DOOR) # Repl Feather & Fill Per Repair Panel (FRONT DOOR)	* R&I RT Protector * Blnd RT Handle, outside painted red R&I RT Handle, outside painted red MISCELLANEOUS OPERATIONS # Cover Car for Priming 1 # Repl Feather & Fill Per Repair Panel (REAR DOOR) # Repl Feather & Fill Per Repair Panel 1 (FRONT DOOR)	* R&I RT Protector * Blnd RT Handle, outside painted red R&I RT Handle, outside painted red MISCELLANEOUS OPERATIONS # Cover Car for Priming 1 5.00 # Repl Feather & Fill Per Repair Panel (REAR DCOR) # Repl Feather & Fill Per Repair Panel (FRONT DCOR)	# R&I RT Protector 9.2 # Blnd RT Handle, outside painted red R&I RT Handle, outside painted red R&I RT Handle, outside painted red MISCELLANEOUS OPERATIONS # Cover Car for Priming 1 5.00 0.2 # Repl Feather & Fill Per Repair Panel 1 0.5 (REAR DCOR) # Repl Feather & Fill Per Repair Panel 1 0.5 (FRONT DCOR)

NOTES

Prior Damage Notes: PRIOR DAMAGE TO FRONT AND REAR DOOR ON R/S

ESTIMATE TOTALS

Category	Basis		Rate	Cost \$
Parts				517.83
Body Labor	22.9 hrs	@	\$ 71.00 /hr	1,625.90
Paint Labor	14.4 hrs	@	\$ 71.00 /hr	1,022.40
Paint Supplies	14.4 hrs	@	\$ 65.00 /hr	936.00
Miscellaneous				5.00
Subtotal				4,107.13
Sales Tax	\$ 1,453.83	@	6.0000 %	87.23
Grand Total			_	4,194.36

Customer: BONNER COUNTY MOTOR POOL/ SOLID WASTE

2016 TOYO 4Runner SR5 4WD 4D UTV 6-4.0L Gasoline Sequential MPI RED

NOT RESPONSIBLE FOR ANY PERSONAL ITEMS LEFT IN VEHICLE.

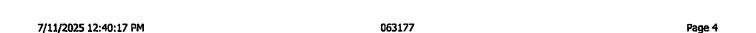
I hereby authorize the above repair work to be done along with the necessary materials. You and your employees may operate the above vehicle for purposes of testing, inspection or delivery at my risk. An express mechanic's lien is acknowledged on the above vehicle to secure the amount of repairs thereto. You will not be held responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft, accident or any other cause beyond your control. STORAGE WILL BE CHARGED FORTY-EIGHT HOURS AFTER REPAIRS ARE COMPLETED. IN THE EVENT LEGAL ACTION IS NECESSARY TO ENFORCE THIS CONTRACT, I WILL PAY REASONABLE ATTORNEY'S FEES AND COURT COSTS.

Signed	Dated_	

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF CRASH PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER OR DISTRIBUTOR OF THESE PARTS RATHER THAN THE MANUFACTURER OF YOUR VEHICLE.

ANY PERSON WHO KNOWINGLY, AND WITH INTENT TO DEFRAUD OR DECEIVE ANY INSURANCE COMPANY, FILES A STATEMENT OF CLAIM CONTAINING ANY FALSE, INCOMPLETE, OR MISLEADING INFORMATION IS GUILTY OF A FELONY.

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF CRASH PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER OR DISTRIBUTOR OF THESE PARTS RATHER THAN THE MANUFACTURER OF YOUR VEHICLE.



Customer: BONNER COUNTY MOTOR POOL/ SOLID WASTE

2016 TOYO 4Runner SR5 4WD 4D UTV 6-4.0L Gasoline Sequential MPI RED

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide ARM8418, CCC Data Date 07/01/2025, and potentially other third party sources of data; and (b) the parts presented are OEM-parts. OEM parts are manufactured by or for the vehicle's Original Equipment Manufacturer (OEM) according to OEM's specifications for U.S. distribution. OEM parts are available at OE/Vehicle dealerships or the specified supplier. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships with discounted pricing. Asterisk (*) or Double Asterisk (**) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM, A/M or NAGS. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2024 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category.

SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blnd=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. CFC=Carbon Fiber.

D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. STS=Stainless Steel. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC ONE Estimating - A product of CCC Intelligent Solutions Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

Customer: BONNER COUNTY MOTOR POOL/ SOLID WASTE

2016 TOYO 4Runner SR5 4WD 4D UTV 6-4.0L Gasoline Sequential MPI RED

PARTS SUPPLIER LIST

Line	Supplier	Description	Price
3	Findlay Toyota Spokane	#5211935918	\$ 244.04
	1128 W 3rd Ave	Bumper cover w/o valance	
	Spokane WA 99201	Quote: 9357651807	
		Expires: 08/09/25	
7	Findlay Toyota Spokane	#5213335060	\$ 53.79
	1128 W 3rd Ave	RT Retaining brkt	·
	Spokane WA 99201	Quote: 9357753267	
		Expires: 08/09/25	
9	All Star Auto Parts	#31211F1RAUC2	\$ 189.00
	201 Gils St	A/M CAPA RT Headlamp	
	SMYRNA TN 37167	Quote: 9355652833	
	(407) 271-8949	Expires: 07/18/25	





THE TRAVELERS INDEMNITY COMPANY P.O. BOX 650293 DALLAS, TX 752650293

07/08/2025

Christian Jostlein Bonner County 1500 Hwy 2 Sandpoint ID 83864

		CI	aim Acknowled	gment	
CLAIM# F6X5595	AD	ADJ. OFFICE	FIELD OFFICE NAME		REPORTING STATE
CLAIM HANDLER GENEKE JACK	KSON		PHONE NUMBER (216) 750-4052	SUPERVISOR	
			ACCOUNT INFORMATIO	N.	
PARENT COMPANY NAME BONNER COU	NTY			ACCOUNT NAME BONNER	COUNTY
521 SOUTH SANDPOINT	DIVISION S	TE202		SS TH DIVISION ST NT ID 83864	E202
LOCATION CODE: ID	***************************************				
POLICY FORM			POLICY PROFILE POLICY NUMBER	EFFECTIVE DA	
HTK810			1S770660		1/2024
			LOSS ACCIDENT INFORMA		
06/28/2025	CALLER NAME			ACCIDENT LO	CATION
TIME OF ACCIDENT	CALLER PHONE	NUMBER / EXT			OINT ID 83864
DATE REPORTED 07/03/2025	CALLER TYPE Insured				
DAMAGE ACCI		SENGER SI	DE FRONT LIGHT HAS A SO	CRAPE	
AUTHORITIES					
BONNER COU	NTY				
REPORT #				VIOLATION	
SUMMONS				,	

CLAIM # F6X5595

			INSURED VE	HICLE INFORM	ATION	
YEAR 00	TOYOTA	MODEL 4RUNNER	VIN JTEBU5JR6G	5288591	COLOR	PLATE # / STATE
OWNER'S NAM	ME				OWNER'S	PHONE NUMBER
	ME N ENQAN MOUNTAIN VIEW	RD			DRIVERS	5 DAY PHONE NUMBER
DATE OF BIRTI	н	AGE		DRIVER'S LICENS	SE NUMBER	STATE
				NT INFORMATION		
521 S	R COUNTY OUTH DIVISION OINT ID 83864	STE202	CLAIMANT NO. 001		TYPE	GURED
DESCRIPTION						
ATTORNEY					SUIT	Y'S PHONE NUMBER

TOTAL CLAIMANTS: 1

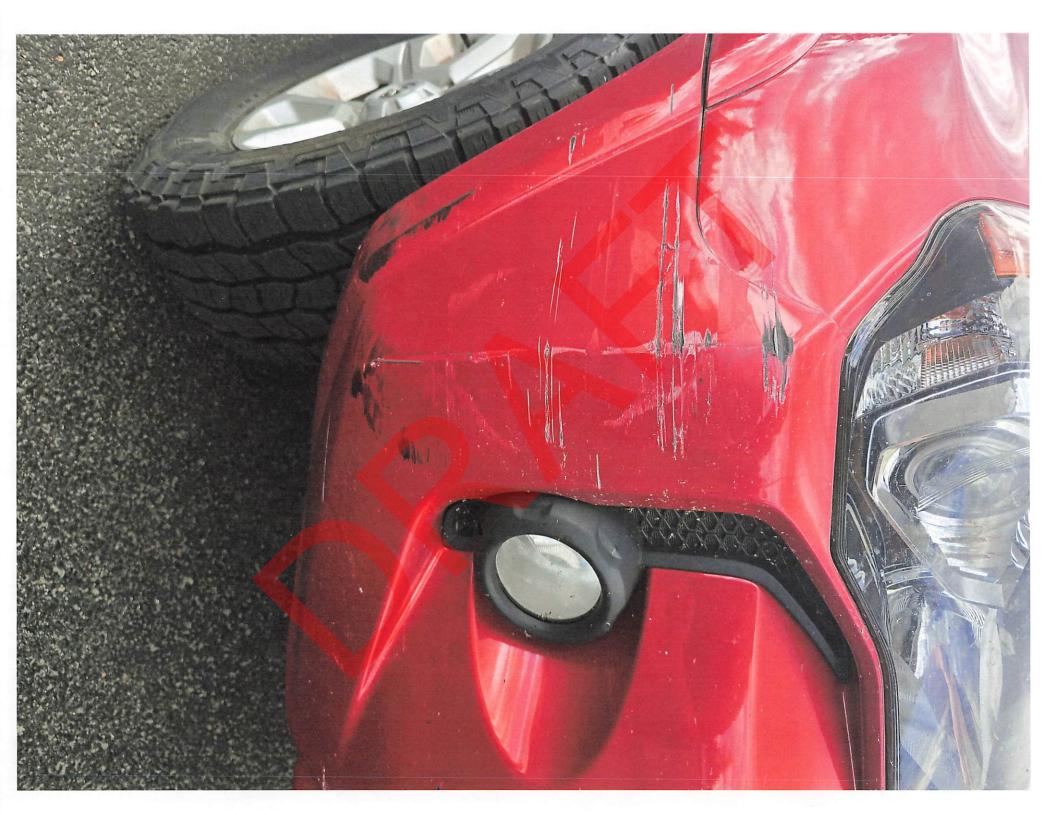
ACCIDENT REPORT - BONNER COUNTY

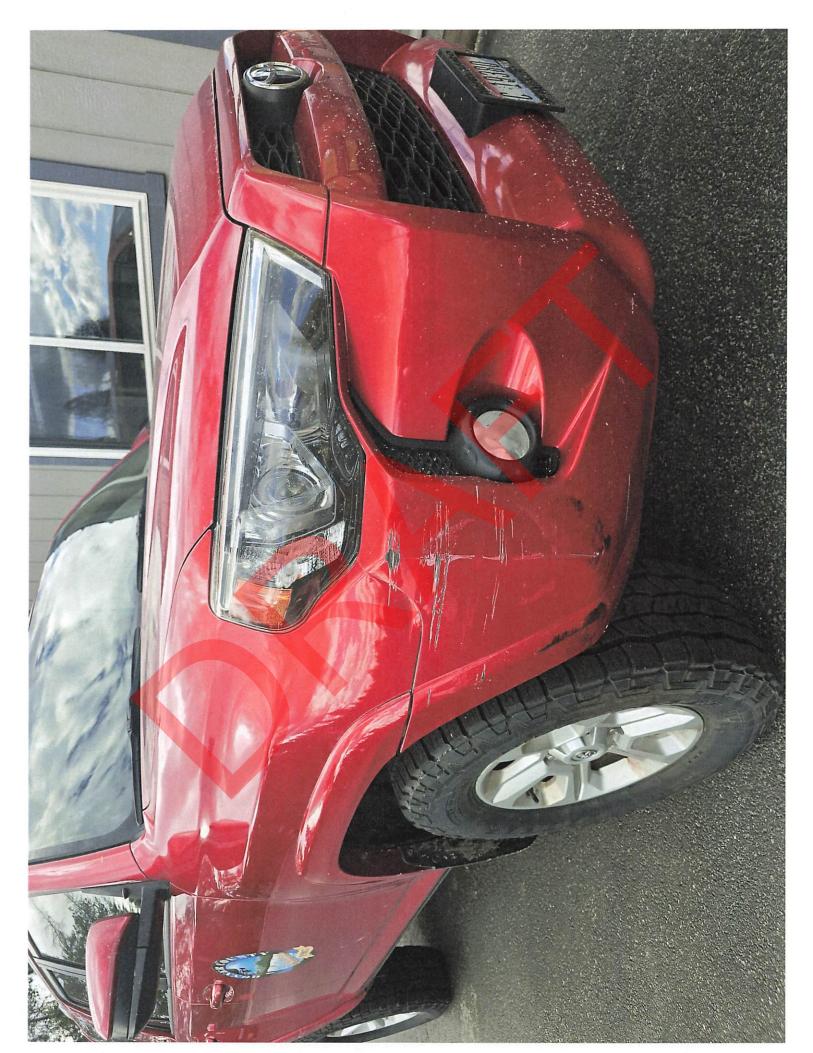
Tax Exempt - Tax ID: 82-6000285

damage noticed 6/28/25

Driver, please submit the completed form to your supervisor along with any photos of the accident. Supervisor, please submit the form to Risk Management.

Personal Information
Name: Quin Number:
Address: 265 E. Monstain Villa Rd. Phone: 18-511-4363
Driver's License No.:
Is the driver an employee of Bonner County? Wes No Was s/he on the job at the time of the accident? Yes No
Claim Information
Date of Occurrence:A.MP.M.
Location: When agmage occurred
Vehicle/Equipment Involved
Year/Make/Model: ONDTO HUMYUN Vehicle gwired by Bonner County? Z Yes No
License No.: (1938) VIN No.: 1650) VIO Mileage at time of accident:
Where is the vehicle currently located?
Describe how accident occurred: Do Not know when accident or
damage occurred.
Describe damage: MSSenger Side front light NOS 4 Strape
down the Intrody
Personal Injury
Were you injured? Yes Yes
(If yes, please complete a Workers Compensation - First Report of Injury or Illness form and submit it to your supervisor.)
Third Party
Is there any third party injury and/or property damage that needs to be addressed? Yes
If yes, name and contact information of third party and explanation of the injury and/or property damlage: When a contact information of third party and explanation of the injury and/or property damlage: On the contact information of third party and explanation of the injury and/or property damlage:
Investigation
Investigated? Yes No If yes, agency? Case Number Charges
Witness Information (Name, address, phone):
DRIVER'S SIGNATURE:DATE:







Bonner County

Technology

August 26th, 2025

Technology Item # 1

Consent Agenda Memorandum

To: Commissioners

From: Technology

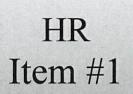
Clerk & Treasurer Financial Software Re:

Technology would like to request renewal for the Clerk and Treasurer financial software support. These elected officials, and their departments, utilize this software as an operational requirement for the purposes of managing and maintaining Bonner County's financial and tax information. The total is \$55,153.44. The amount has been budgeted for FY26, and the vendor has met the requirements for Bonner County's contract addendum as well as the State of Idaho's indemnification agreement.

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 legar questions/concerns have been resolved and that it has been approved.
Distribution: Original to BOCC
Copy to
A suggested motion would be: Based on the information before us I move to approve \$55,153.44 for the Clerk and Treasurer financial software renewal.
Recommendation Acceptance: yes no
Asia Williams, Chair Date

September 2, 2025

Memorandum



To: Commissioners

From: Human Resources Department

Re: Job Description Update - Facilities Maintenance Technician

The Bonner County Human Resources Department is seeking approval to update the Facilities Maintenance Technician job description.

Auditing Review: X Email is attached verifying that auditing has verified that the funds to cover this item are within the budget; this is required for any expenditure/budget adjustment request.	
Risk Review:X If applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This includes new equipment/assets to be insured or contracts requiring insurance for review.	
Legal Review: X Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.	
Distribution: Original to BOCC Copy to Human Resources	
Recommendation Acceptance: yes no Asia Williams Chairwoman	-

MODDOMISM

JOB TITLE: MAINTENANCE TECHNICIAN

Department:

Facilities

Supervisor:

Director of Public Works/Senior Maintenance Operator

Supervision Exercised:

None

Exempt Status:

Hourly

Benefits Eligibility Status: Eligible

BOCC Approval:

08/13/2025

SUMMARY

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

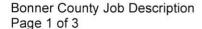
Incumbent performs routine work but occasionally involves a high level of complexity. Incumbent works under well-known practices and procedures and often determines specific practices and procedures for the department. Work requires the exercise of above normal selfdirection as incumbent carries out 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 indoors and outdoors, and may involve intermittent exposure to unfavorable conditions. Typically includes 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:

General

- Receives direction from the Facilities Senior Maintenance Operator, establishes and schedules work allowing for unscheduled projects which may occur.
- Performs general maintenance as necessary to service and repair county facilities.
- Performs preventive maintenance and minor repairs on HVAC and lighting systems.
- 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.
- Performs as necessary maintenance, replacements and repairs within area of skill.
- Inspects building structures and systems to anticipate future problems and reports such results as needed. Performs preventative maintenance activities.



- Occasionally assists janitorial services to include cleaning common areas, stairwells, offices, bathrooms and kitchens. This includes vacuuming, mopping, dusting, window washing, emptying trash and all other related cleaning procedures. Performs spot cleaning as needed on carpets, walls, light switches, etc.
- 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).

Facilities Maintenance

- Performs maintenance and repairs within area of skill.
- Performs preventative maintenance activities as scheduled.
- Provides specialized maintenance services 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.

SECONDARY FUNCTIONS

- Provides assistance to employees as work assignments dictate.
- 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.
- Considerable working knowledge of building repair and maintenance especially 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.
- Considerable working knowledge of custodial practices and procedures. Ability to train others in those practices to ensure safe and clean working environments.

- Ability to read and comprehend simple 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.
- Working knowledge of computers and word processing programs.
- 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 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.

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: MAINTENANCE TECHNICIAN

Department:

Facilities

Supervisor:

Director of Public Works

Senior Maintenance Operator

Supervision Exercised:

None

Exempt Status:

Hourly

Benefits Eligibility Status: Eligible

BOCC Approval:

11/10/2020

08/13/2025



Works directly under the Facilities Lead Senior Maintenance Operator to perform a variety of building repairs, maintenance, janitorial 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 indoors 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:

General

- Receives direction from the Facilities Lead-Senior Maintenance Operator, establishes and schedules work allowing for unscheduled projects which may occur.
- Performs general maintenance as necessary to service and repair county facilities.
- Performs preventive maintenance and minor repairs on HVAC and lighting systems.
- 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.
- Occasionally assists janitorial services to include cleaning common areas, stairwells, offices, bathrooms and kitchens. This includes vacuuming, mopping, dusting, window washing, emptying trash and all other related cleaning procedures. Performs spot cleaning as needed on carpets, walls, light switches, etc.
- 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).

Facilities Maintenance

- 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

Bonner County Job Description

- 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.
- Considerable working knowledge of building repair and maintenance especially 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.
- Considerable working knowledge of custodial practices and procedures. Ability to train others in those practices to ensure safe and clean working environments.
- Ability to read and comprehend simple 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.
- Working knowledge of computers and word processing programs.
- 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 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.

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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:	

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



Aug	ust	27	20	125
rug	ust	~ / /	20	23

To:

Board of County Commissioners

From:

Kyle Snider, Bonner County Planner

Subject:

Final plat, MLD0018-25 - Rumble Rock

The above referenced plat is a minor land division dividing one (1) 3.72-acre lot into two (2) 1-acre lots and one (1) 1.7-acre lot. The property is zoned Suburban and meets the requirements of that zone. The property is served by a shared well, individual septic systems, and Avista Utilities. The property is accessed off Davis Road, a Bonner County owned and maintained public right-of-way. The parcel is located in a portion of Section 16, Township 56 North, Range 02 East, Boise Meridian, Idaho. The plat was approved by Bonner County on May 6, 2025.

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

Distribution: Jake Gabell

Janna Brown Kyle Snider

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

Consent Agenda			
Recommendation	Acceptance:	□ Yes □ No	Commissioner Asia Williams, Chairwoman
			Date:



Bonner County

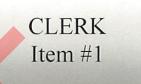
Board of Commissioners

Brian Domke

Asia Williams

Ron Korn

September 2, 2025



Fax: (208) 265-1460

MEMORANDUM

To: Bonner County Commissioners

Re: FY25 Claims & Demands in Batch #47

The Auditor's Office presented the FY25 Claims Batch #47, \$1,136,846.36 and FY25 Demands in Batch #47, \$1,000.00; **Totaling \$1,137,846.36**

	A suggested Motion would be: Based on the information before us, I move to approve
	payment of the FY25 Claims and Demands in Batch #47, totaling \$1,137,846.36.
R	Recommendation Acceptance: Yes No
	Asia Williams, Chair Date



ACCOUNTS PAYABLE WARRANT REPORT

	Bonner Co	ounty Der	mand	
DATE:	08/27/2025	WARRANT:	D4725	AMOUNT:

\$ 1,000.00

COMMISSIONER'S APPROVAL REPORT

Report generated: 08/27/2025 14:20 User: njanes Program ID: apwarrnt

Bonner County



PREPAID INVOICE LIST

WARRANT: D4725

08/27/2025

VENDOR VENDOR NAME	R INVOICE	PO TYPE	DUE DATE	AMOUNT VOUCH	IER CHECK COMMENT
CASH ACCOUNT: 000	1002	TREASURER ACCT/WARRANT	ACCT		
5051 HOULE TOM CASH ACCOUNT 000	00001 466 1002	INV	08/26/2025	1,000.00 17985 1,000.00	66 173745 GARFIELD BAY CAMPG TOTAL



ACCOUNTS PAYABLE WARRANT REPORT

DATE:	08/27/2025	WARRANT:	вос4725	AMOUNT: \$ 1	1,136,846.36
	COMMISSIONER	'S APPROVAL	REPORT		
		· C			



1002 TREASURER ACCT/WARRANT ACCT WARRANT: CASH ACCOUNT: 000

BOC4725 08/27/2025 DUE DATE: 09/30/2025

VENDOR G/L ACCOUNTS	R PO TYPE	DUE DATE	INVOICE/AMOUNT		VOUCHER	CHECK
6141 95 EXPRESS LLC 1 03457 6520	00000 INV SHERAUTO DUES Invoice Net	08/25/2025	1123 500.00 500.00 CHECK TOTAL	500.00	179719	
18 ACE SEPTIC TANK SERVIC 1 02381 6980	00001 INV LOCAL OTHER Invoice Net	08/30/2025 UTIL	167895 55.00 55.00		179434	
18 ACE SEPTIC TANK SERVIC 1 02381 6980		08/30/2025 UTIL	167896 55.00 55.00		179436	
18 ACE SEPTIC TANK SERVIC 1 02381 6980		08/30/2025 UTIL	167897 55.00 55.00		179437	
18 ACE SEPTIC TANK SERVIC 1 02381 6980		08/30/2025 UTIL	167898 55.00 55.00		179438	
18 ACE SEPTIC TANK SERVIC 1 02381 6980		08/30/2025 UTIL	167899 55.00 55.00		179439	
18 ACE SEPTIC TANK SERVIC 1 02381 6980		08/30/2025 UTIL	167900 55.00 55.00		179440	
18 ACE SEPTIC TANK SERVIC 1 02381 6980	00001 INV LOCAL OTHER Invoice Net	08/30/2025 UTIL	167901 55.00 55.00		179441	
18 ACE SEPTIC TANK SERVIC 1 02381 6980		08/3 <mark>0/2</mark> 025 UTIL	167902 55.00 55.00		179442	
18 ACE SEPTIC TANK SERVIC 1 02380 7385		08/30/2025 ILITY	1,200.00 1,200.00		179443	
18 ACE SEPTIC TANK SERVIC 1 02381 6980		08/30/2025 UTIL	4507 525.00 525.00		179444	
			CHECK TOTAL	2,165.00		
50 ALADTEC INC. 1 00822 6520	00001 INV 9110PS DUES Invoice Net	08/25/2025	INV00435326 2,149.00 2,149.00		179718	
1812 ALPINE HOOD CLEANING	00001 INV	08/26/2025	CHECK TOTAL 633928	2,149.00	179768	
1 03461 7110	JAILDETENT OTHER Invoice Net		600.00 600.00 CHECK TOTAL	600.00		

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CASH ACCOUNT: 000

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TREASURER ACCT/WARRANT ACCT

WARRANT:

BOC4725 08/27/2025

VENDOR	G/L ACCOUNTS	R PO TYPE DUE DATE	INVOICE/AMOUNT	VOUCHER CHECK
4700	AMAZON CAPITAL SERVICE 1 00123 6530	00000 INV 08/27/2025 PLANNING OFFICE Invoice Net	1YN7-C4RG-41CH 24.04 24.04 CHECK TOTAL 24.04	179906
4700	AMAZON CAPITAL SERVICE 1 01110 7331 2 01110 7331 3 02381 7330 4 02381 7330 5 02381 7330 6 02381 7330	00001 INV 08/13/2025 EMERGMGT EM OPERATE EMERGMGT EM OPERATE LOCAL OPERATIONS 1J33-K39V-3KTW 5.59 9.59 33.06 46.99 139.98 35.08 270.29	179272	
4700	AMAZON CAPITAL SERVICE 1 34180 6580	00001 INV 08/25/2025 JUST-GENEX COMPUTER Invoice Net	1w4P-wDw3-7H6G 66.40 66.40	179691
4700	AMAZON CAPITAL SERVICE 1 34180 6580	00001 INV 08/25/2025 JUST-GENEX COMPUTER Invoice Net	1K4G-94VG-9VGG 97.20	179693
4700	AMAZON CAPITAL SERVICE 1 34180 6600	00001 INV 08/25/2025 JUST-GENEX NETWORK	1W6L-KKWV-JFTD 396.90 396.90	179704
4700	AMAZON CAPITAL SERVICE 1 34180 6530	Invoice Net 00001 INV 08/25/2025 JUST-GENEX OFFICE Invoice Net	15.10 15.10 15.10	179709
4700	AMAZON CAPITAL SERVICE 1 34180 6530 2 34180 6580	00001 INV 08/25/2025 JUST-GENEX OFFICE JUST-GENEX COMPUTER Invoice Net	19.10 1wLn-c9yL-w1n4 169.99 55.99 225.98	179710
4700	AMAZON CAPITAL SERVICE 1 03479 6530	00001 INV 08/25/2025 MARINE PTR OFFICE Invoice Net	1LRJ-MDWC-V39R 45.59 45.59	179711
4700	AMAZON CAPITAL SERVICE 1 00822 6530	00001 INV 08/25/2025 9110PS OFFICE Invoice Net	1VP4-N9HY-T6HV 16.99 16.99	179714
4700	AMAZON CAPITAL SERVICE 1 00822 6530	00001 inv 08/26/2025 9110PS OFFICE	17VP-1MH4-4GM9 137.59 137.59	179829
4700	AMAZON CAPITAL SERVICE 1 03451 6530	Invoice Net 00001 CRM 08/26/2025 SHERCLCREC OFFICE Invoice Net	137.39 1MMK-XWWF-YRRM -20.78 -20.78 CHECK TOTAL 1,251.26	179830
5077	AMERICAN WEST INDUSTRI 1 002 7750 2 002 7418	00001 INV 08/26/2025 RD&BR GEN SHIPANDFRT RD&BR GEN REPHTRUCKS Invoice Net	30924 76.34 2,181.00 2,257.34	179778



BOC4725 08/27/2025 DUE DATE: 09/30/2025 CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT:

VENDOR	G/L ACCOUNTS	R PO TYPE DUE DATE	INVOICE/AMOUNT	VOUCHER CHECK
			CHECK TOTAL 2,257.34	
6020	ARAMARK SERVICES INC 1 03473 7110	00001 INV 08/25/2025 JUST-PA OTHER Invoice Net	13474987 78.00 78.00	179760
6020	ARAMARK SERVICES INC 1 03473 7110	00001 INV 08/25/2025 JUST-PA OTHER Invoice Net	13474989 39.00 39.00 CHECK TOTAL 117.00	179761
1883	ARROW CONSTRUCTION HOL 1 030 6720	00001 INV 08/25/2025 PARKS SM ASSETS Invoice Net	1747 278.82 278.82 CHECK TOTAL 278.82	179747
4980	AT&T MOBILITY LLC 1 00123 6900	00000 INV 08/27/2025 PLANNING CELL PHONE Invoice Net	287351902735Ju125 460.54 460.54 CHECK TOTAL 460.54	179910
4980	AT&T MOBILITY LLC 1 038 6900	00001 INV 08/15/2025 WATER CELL PHONE Invoice Net	287351903167Ju125 50.12 50.12	179385
4980	AT&T MOBILITY LLC 1 00355 6900	00001 INV 08/27/2025 AIRSANDPT CELL PHONE Invoice Net	287353536348JUN25 36.15 36.15	179911
4980	AT&T MOBILITY LLC 1 00355 6900	00001 INV 08/27/2025 AIRSANDPT CELL PHONE	287353536348JUL25 36.14 36.14	179912
		Tilvorce net	CHECK TOTAL 122.41	
1889	AUDIOLOGY RESEARCH ASS 1 03461 6830	00001 INV 08/25/2025 JAILDETENT BACKGR CHK Invoice Net	124600 33.00 33.00	179680
			CHECK TOTAL 33.00	
1900	AVISTA UTILITIES 1 030 6980	00001 INV 08/15/2025 PARKS OTHER UTIL	8099830000AUG25 77.59 77.59	179363
1900	AVISTA UTILITIES 1 038 6930	00001 INV 08/22/2025 WATER ELECTRIC	5066940000Aug25 21.77 21.77	179658
1900	AVISTA UTILITIES 1 00355 6930	00001 INV 08/22/2025 AIRSANDPT ELECTRIC Invoice Net	1108050000AUG25 32.54 32.54	179660
1900	AVISTA UTILITIES 1 00355 6930	00001 INV 08/22/2025 AIRSANDPT ELECTRIC Invoice Net	2877230000AUG25 20.22 20.22	179661



BOC4725 08/27/2025 DUE DATE: 09/30/2025 CASH ACCOUNT: 000 TREASURER ACCT/WARRANT ACCT WARRANT: 1002

VENDOR	G/L ACCOUNTS	R PO TYPE DUE DATE	INVOICE/AMOUNT	VOUCHER CHECK
1900	AVISTA UTILITIES 1 00118 6980	00001 INV 08/22/2025 GENEXP OTHER UTIL Invoice Net	1566410000AUG25 43.49 43.49	179665
1900	AVISTA UTILITIES 1 00118 6980	00001 INV 08/22/2025 GENEXP OTHER UTIL Invoice Net	8658940000AUG25 20.20 20.20	179666
1900	AVISTA UTILITIES 1 00118 6980	00001 INV 08/22/2025 GENEXP OTHER UTIL Invoice Net	5107150000AUG25 20.20 20.20	179667
1900	AVISTA UTILITIES 1 00118 6980	00001 INV 08/22/2025 GENEXP OTHER UTIL Invoice Net	5803520000AUG25 566.38 566.38	179668
1900	AVISTA UTILITIES 1 00118 6980	00001 INV 08/22/2025 GENEXP OTHER UTIL Invoice Net	53 <mark>2976000</mark> 0AUG25 129.62 129.62	179669
1900	AVISTA UTILITIES 1 00118 6980	00001 INV 08/22/2025 GENEXP OTHER UTIL Invoice Net	2021560000AUG25 20.20 20.20	179670
1900	AVISTA UTILITIES 1 00118 6980	00001 INV 08/22/2025 GENEXP OTHER UTIL Invoice Net	1695020000AUG25 20.20 20.20	179671
	AVISTA UTILITIES 1 00118 6980	00001 INV 08/22/2025 GENEXP OTHER UTIL Invoice Net	46794000000AUG25 23.29 23.29	179672
	AVISTA UTILITIES 1 00355 6930	00001 INV 08/22/2025 AIRSANDPT ELECTRIC Invoice Net	0658340000AUG25 42.46 42.46	179673
1900	AVISTA UTILITIES 1 00355 6930 2 00355 6980	00001 INV 08/22/2025 AIRSANDPT ELECTRIC AIRSANDPT OTHER UTIL Invoice Net	0569720000AUG25 45.17 20.82 65.99	179674
1900	AVISTA UTILITIES 1 00355 6930	00001 INV 08/22/2025 AIRSANDPT ELECTRIC Invoice Net	6865650000AUG25 186.50 186.50	179675
1900	AVISTA UTILITIES 1 00355 6930	00001 INV 08/22/2025 AIRSANDPT ELECTRIC Invoice Net	6239320000AUG25 20.20 20.20	179676
1900	AVISTA UTILITIES 1 002 6930 2 002 6880	00001 INV 08/26/2025 RD&BR GEN ELECTRIC RD&BR GEN FUELFORHEA Invoice Net	8542220000Aug25 529.11 119.53 648.64	179762
1900	AVISTA UTILITIES 1 002 6930	100001 INV 08/26/2025 RD&BR GEN ELECTRIC Invoice Net	1427530000Aug25 145.64 145.64	179763
1900	AVISTA UTILITIES 1 002 6930	00001 INV 08/26/2025 RD&BR GEN ELECTRIC Invoice Net	0004270000Aug25 20.00 20.00	179764



BOC4725 08/27/2025 DUE DATE: 09/30/2025 CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT:

VENDOR G/L ACCOUNTS	R PO TYPE DUE DATE	INVOICE/AMOUNT	VOUCHER CHECK
1900 AVISTA UTILITIES 1 002 6930	00001 INV 08/26/2025 RD&BR GEN ELECTRIC Invoice Net	6804270000A <mark>ug2</mark> 5 27.08 27.08	179765
1900 AVISTA UTILITIES 1 02381 6980	00001 INV 08/26/2025 LOCAL OTHER UTIL Invoice Net	7159830000AUG25 50.92 50.92	179787
1900 AVISTA UTILITIES 1 00118 6930 2 00118 6980	00001 INV 08/26/2025 GENEXP ELECTRIC GENEXP OTHER UTIL	0727737636AUG25-2 677.74 29.64	179798
1900 AVISTA UTILITIES 1 00118 6930 2 00118 6980	Invoice Net 00001 INV 08/26/2025 GENEXP ELECTRIC GENEXP OTHER UTIL	707.38 0861150000AUG25 3,825.36 71.92	179805
1900 AVISTA UTILITIES 1 00118 6930 2 00118 6980	Invoice Net 00001 INV 08/26/2025 GENEXP ELECTRIC GENEXP OTHER UTIL	3,897.28 5555200000AUG25 179.36 20.20 199.56	179807
1900 AVISTA UTILITIES 1 00118 6930 2 00118 6980	Invoice Net 00001 INV 08/26/2025 GENEXP ELECTRIC GENEXP OTHER UTIL Invoice Net	6555200000AUG25 250.02 20.20 270.22	179809
1900 AVISTA UTILITIES 1 00118 6930 2 00118 6980	00001 INV 08/26/2025 GENEXP ELECTRIC GENEXP OTHER UTIL Invoice Net	7555200000AUG25 175.95 20.20 196.15	179814
1900 AVISTA UTILITIES 1 00356 6930	00001 INV 08/26/2025 AIRPRRIVE ELECTRIC Invoice Net	1134230000AUG25 77.27 77.27	179815
1900 AVISTA UTILITIES 1 038 6930	00001 INV 08/26/2025 WATER ELECTRIC Invoice Net	3453950000AUG25 33.88 33.88	179818
1900 AVISTA UTILITIES 1 00118 6980	00001 INV 08/26/2025 GENEXP OTHER UTIL Invoice Net	5925930000AUG25 20.82 20.82	179820
1900 AVISTA UTILITIES 1 00118 6980	00001 INV 08/26/2025 GENEXP OTHER UTIL Invoice Net	8679400000AUG25 20.82 20.82 CHECK TOTAL 7,626.51	179823
1900 AVISTA UTILITIES 1 047 6900	00001 INV 08/25/2025 GRANT CELL PHONE Invoice Net	3650641944AUG25 372.00 372.00 CHECK TOTAL 372.00	179754
5973 B&M SUPPLIERS LLC 1 03461 6620	00001 INV 08/25/2025 JAILDETENT CLEANING Invoice Net	BLM-0823 1,290.00 1,290.00	179706

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Bonner County



DETAIL INVOICE LIST

CASH ACCOUNT: 000

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TREASURER ACCT/WARRANT ACCT

WARRANT:

BOC4725 08/27/2025

VENDOR	G/L ACCOUNTS	R PO TYPE DUE DATE	INVOICE/AMOUNT	VOUCHER CHECK
			CHECK TOTAL 1,290.00	
6407	CANTER BUYER PARENT LP 1 00118 7040	00001 INV 08/13/2025 GENEXP REPAIR Invoice Net	5003-7097 17 6 1,006.96 1,006.96	179429
6407	CANTER BUYER PARENT LP 1 00118 7040	00001 INV 08/25/2025 GENEXP REPAIR Invoice Net	5003-7148155 1,305.96 1,305.96	179708
6407	CANTER BUYER PARENT LP 1 002 7020	00001 INV 08/26/2025 RD&BR GEN TIRES Invoice Net	5003-7104381 179.00 179.00	179779
6407	CANTER BUYER PARENT LP 1 002 7020	00001 INV 08/26/2025 RD&BR GEN TIRES Invoice Net	5003-7164015 140.00 140.00 CHECK TOTAL 2,631.92	179780
97	BIG COUNTRY COMMUNICAT 1 03475 7420	00001 INV 08/26/2025 JUSTJUVDET REPEQUIP Invoice Net	222151 650.00 650.00 CHECK TOTAL 650.00	179850
4411	BLUE 360 MEDIA LLC 1 03473 7760	00002 INV 08/25/2025 JUST-PA LAW LIBRAR Invoice Net	IN2506262308 734.83 734.83 CHECK TOTAL 734.83	179755
4879	BOB BROOKS COMPUTER SA 1 004 6730	00000 ELECTIONS Invoice Net INV 08/26/2025	63963 768.00 768.00 CHECK TOTAL 768.00	179853
5469	BONNER COUNTY ENGINEER 1 00123 7260	00000 INV 08/27/2025 PLANNING ENGINEER	BLP2022-0760-3 40.00 40.00	179883
5469	BONNER COUNTY ENGINEER 1 00123 7260	PLANNING ENGINEER	BLP2025-0385-2 60.00 60.00	179884
5469	BONNER COUNTY ENGINEER 1 00123 7260	Invoice Net 00000 INV 08/27/2025 PLANNING ENGINEER Invoice Net	BLP2025-0523-3 40.00 40.00	179885
5469	BONNER COUNTY ENGINEER 1 00123 7260	00000 INV 08/27/2025 PLANNING ENGINEER Invoice Net	BLP2025-0555-0928 80.00 80.00	179886
5469	BONNER COUNTY ENGINEER 1 00123 7260		BLP2025-0743-2 40.00 40.00	179887
5469	BONNER COUNTY ENGINEER		BLP2025-0778	179888



CASH ACCOUNT: 000

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TREASURER ACCT/WARRANT ACCT

WARRANT:

BOC4725 08/27/2025

VENDOR G/L ACCOUNTS	R PO	TYPE DUE DATE	INVOICE/AMOUNT		VOUCHER	CHECK
1 00123 7260 5469 BONNER COUNTY ENGINEER 1 00123 7260		ENGINEER INV 08/27/2025 ENGINEER	80.00 80.00 BLP2025-0844-2 120.00 120.00 CHECK TOTAL	460.00	179889	
965 CANON FINANCIAL SERVIC 1 00124 9350 2 00124 6530	GIS	INV 08/21/2025 CAP - LEAS OFFICE	41642614 64.00 7.21 71.21 CHECK TOTAL	71.21	179644	
965 CANON FINANCIAL SERVIC 1 00122 7410 2 00122 9350	VETS SVCS	INV 08/22/2025 REPOFFICE CAP - LEAS	41642619 15.88 67.00 82.88		179651	
965 CANON FINANCIAL SERVIC 1 03450 7420 2 03472 9350	00001 SHERADMIN	INV 08/25/2025 REPEQUIP CAP - LEAS	41642612 39.96 164.00 203.96		179682	
965 CANON FINANCIAL SERVIC 1 03461 7420 2 03461 9350	00001 JAILDETENT	INV 08/25/2025 REPEQUIP CAP - LEAS	41642613 12.98 167.00 179.98		179684	
965 CANON FINANCIAL SERVIC 1 00822 9350 2 00822 7410	9110PS 9110PS Invoice Net	INV 08/2 <mark>5/2</mark> 025 CAP - LEAS REPOFFICE	41642607 154.75 55.55 210.30		179685	
965 CANON FINANCIAL SERVIC 1 00123 6790	00001 PLANNING Invoice Net	INV 08/27/2025 COPY MACH	41642622 37.91 37.91 CHECK TOTAL	715.03	179909	
186 CINTAS CORPORATION #60 1 03451 7110	SHERCLCREC	INV 08/25/2025 OTHER	4240981551 67.94		179679	
186 CINTAS CORPORATION #60 1 038 7710	Invoice Net 00001 WATER Invoice Net	INV 08/25/2025 UNIFORMS	67.94 4239052529.2 12.95 12.95		179736	
186 CINTAS CORPORATION #60 1 038 7710		INV 08/25/2025 UNIFORMS	4239783810.2 12.95 12.95		179737	
186 CINTAS CORPORATION #60 1 002 6560		INV 08/26/2025 LAUNDRY	4240517469 77.76 77.76		179782	
186 CINTAS CORPORATION #60		INV 08/26/2025	4240837518		179783	



CASH ACCOUNT: 000

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TREASURER ACCT/WARRANT ACCT

WARRANT:

BOC4725 08/27/2025

VENDOR G/L ACCOUNTS	R PO TYPE DUE DATE	INVOICE/AMOUNT	VOUCHER CHECK
1 002 6560 186 CINTAS CORPORATION #60 1 002 6560	RD&BR GEN LAUNDRY Invoice Net 0 00001 INV 08/26/2025 RD&BR GEN LAUNDRY Invoice Net	74.53 74.53 4240841165 83.18 83.18 CHECK TOTAL 329.31	179784
191 CITY SERVICE VALCON 1 00824 6980	00001 INV 08/25/2025 911REPEATR OTHER UTIL Invoice Net	\$337759 5,548.82 5,548.82 CHECK TOTAL 5,548.82	179735
6293 LEY ANNE MERICA 1 002 7000 2 002 7010 3 002 7030	00001 INV 08/26/2025 RD&BR GEN GASOLINE RD&BR GEN DIESEL RD&BR GEN LUBRICANT Invoice Net	00174 109.37 1,921.90 44.29 2,075.56 CHECK TOTAL 2,075.56	179785
209 CLEARWATER SPRINGS 1 00124 6530	00001 INV 08/27/2025 GIS OFFICE Invoice Net	115998Jul25 69.24 69.24 CHECK TOTAL 69.24	179894
223 US POSTAL SERVICE (CM 1 00118 6750	R 00001 INV 08/27/2025 GENEXP POSTAGE Invoice Net	AUG25 20,000.00 20,000.00 CHECK TOTAL 20,000.00	179915
2592 CO-OP GAS AND SUPPLY 1 00110 7421	C 00001 INV 08/22/2025 BLDGGRD R&M GENER Invoice Net	5-28407 235.61 235.61	179646
2592 CO-OP GAS AND SUPPLY 1 03410 7421		5-28408 114.87 114.87	179647
2592 CO-OP GAS AND SUPPLY 1 00110 7421		5-28409 672.34 672.34	179648
2592 CO-OP GAS AND SUPPLY 1 00110 7421		5-28410 611.78 611.78	179649
2592 CO-OP GAS AND SUPPLY 1 038 7000		803298 53.48 53.48	179653
2592 CO-OP GAS AND SUPPLY 1 038 7000		798968 16.57 16.57	179654



BOC4725 08/27/2025 DUE DATE: 09/30/2025 CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT:

VENDOR	G/L ACCOUNTS	R PO TYPE DUE DATE	INVOICE/AMOUNT	VOUCHER CHECK
2592	CO-OP GAS AND SUPPLY C 1 038 7000	WATER GASOLINE	801184 48.31 48.31	179655
2592	CO-OP GAS AND SUPPLY C 1 038 7000	Invoice Net 00001 INV 08/22/2025 WATER GASOLINE Invoice Net	804193 153.98 153.98	179656
2592	CO-OP GAS AND SUPPLY C 1 038 7000		803419 34, 29 34, 29	179657
2592	CO-OP GAS AND SUPPLY C 1 030 6720		32571 34.38 34.38	179748
2592	CO-OP GAS AND SUPPLY C 1 038 7540		32550 134.92 134.92 CHECK TOTAL 2,110.53	179749
2544	COLEMAN OIL COMPANY 1 002 7000 2 002 7010	00001 INV 08/26/2025 RD&BR GEN GASOLINE RD&BR GEN DIESEL Invoice Net	CP-0289182 264.14 1,979.98 2,244.12	179786
		The rec	CHECK TOTAL 2,244.12	
4318	COMPASS MECHANICAL CON 1 023 7040	00001 INV 08/22/2025 SOL WASTE REPAIR Invoice Net	7296 227.85 227.85	179645
4318	COMPASS MECHANICAL CON 1 023 7040		7295 812.09 812.09	179716
		Tivotee net	CHECK TOTAL 1,039.94	
2577	CONSOLIDATED SUPPLY CO 1 030 8811	00001 INV 08/22/2025 PARKS PARRECGFB Invoice Net	\$012544795.001 21.34 21.34	179652
1067		00001 INV 08/25/2025	CHECK TOTAL 21.34 10832215882	179692
1067	DELL MARKETING L.P. 1 00823 9430	00001 INV 08/25/2025 911TECH CAP - COMP Invoice Net	3,831.60 3,831.60 CHECK TOTAL 3,831.60	
1089	DIRECT AUTOMOTIVE DIST	00001 INV 08/25/2025 SHERAUTO REPAIR	01IU4734 70.61	179717
	D000 000000000000000000000000000000000	Invoice Net	70.61 CHECK TOTAL 70.61	
251	DOVER BAY MARINA	00001 INV 08/25/2025	34561	179688

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CASH ACCOUNT: 000

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TREASURER ACCT/WARRANT ACCT

WARRANT:

BOC4725 08/27/2025

VENDOR G/L ACCOUNTS	R PO TYPE DUE DATE	INVOICE/AMOUNT	VOUCHER CHECK
1 03479 7000 251 DOVER BAY MARINA 1 03479 7000	MARINE PTR GASOLINE Invoice Net 00001 INV 08/25/2025 MARINE PTR GASOLINE Invoice Net	290.74 290.74 34550 290.74 290.74 CHECK TOTAL 581.48	179715
6470 DURACO INC 1 002 9520	00001 INV 08/26/2025 RD&BR GEN CAPHEAVYE	36417 130,934.44	179826
6470 DURACO INC 1 002 7750	Invoice Net 00001 INV 08/26/2025 RD&BR GEN SHIPANDFRT Invoice Net	130,934.44 36417-1 5,450.00 5,450.00 CHECK TOTAL 136,384.44	179827
5561 ERGON ASPHALT AND EMUL 1 002 8510	00001 INV 08/26/2025 RD&BR GEN BST SURFAC	9403535 292 507.91	179891
5561 ERGON ASPHALT AND EMUL 1 002 8510	Invoice Net	507.91 9403535291 12,830.89 12,830.89 CHECK TOTAL 13,338.80	179892
3041 EVERBRIDGE INC. 1 00823 8950	00002 INV 08/25/2025 911TECH SOFTWARE Invoice Net	M89619 25,061.00 25,061.00 CHECK TOTAL 25,061.00	179721
3192 EXBABYLON LLC 1 00115 8950	00001 INV 08/27/2025 TECHNOLOG SOFTWARE Invoice Net	EXB102394 2,445.00 2,445.00 CHECK TOTAL 2,445.00	179771
5790 EXCESS DISPOSAL INC 1 02380 7390	00001 INV 08/13/2025 LONGHAUL COMM COLL Invoice Net	87 1,402.02 1,402.02 CHECK TOTAL 1,402.02	179456
6281 GARRETT FITZGERALD 1 047 6490	00000 INV 08/25/2025 GRANT EDUCATION Invoice Net	AUG25 50.00 50.00 CHECK TOTAL 50.00	179758
3822 FREIGHTLINER NORTHWEST 1 002 7422	00001 INV 08/26/2025 RD&BR GEN REPHEQUIP	PC001655645:05 397.37	179788
3822 FREIGHTLINER NORTHWEST	Invoice Net	397.37 PC001656520:01	179789



DUE DATE: 09/30/2025

DETAIL INVOICE LIST

BOC4725 08/27/2025 TREASURER ACCT/WARRANT ACCT WARRANT: CASH ACCOUNT: 000 1002

VENDOR G/L ACCOUNTS	R PO TYPE DUE DATE	INVOICE/AMOUNT	VOUCHER CHECK
1 002 7418	RD&BR GEN REPHTRUCKS Invoice Net	74.70 74.70	170700
3822 FREIGHTLINER NORTHWEST 1 002 7418	RD&BR GEN REPHTRUCKS Invoice Net	PC001656467:01 545.76 545.76	179790
3822 FREIGHTLINER NORTHWEST 1 002 7418	00001 INV 08/26/2025 RD&BR GEN REPHTRUCKS Invoice Net	PC001656853:01 33.99 33.99 CHECK TOTAL 1,051.82	179893
310 GALLS PARENT HOLDINGS 1 03461 7710	00002 INV 08/25/2025 JAILDETENT UNIFORMS Invoice Net	032265653 312.80 312.80 CHECK TOTAL 312.80	179720
6230 CRANE EQUIPMENT MFG. C 1 02380 7380	00001 INV 08/25/2025 LONGHAUL TIPOPS Invoice Net	\$9385 488.35 488.35 CHECK TOTAL 488.35	179703
6413 HIGHLAND SURVEYING LLC 1 00123 7270	00000 INV 08/27/2025 PLANNING SURVEY Invoice Net	1006 2,156.98 2,156.98 CHECK TOTAL 2,156.98	179882
403 HOME DEPOT CREDIT SERV 1 002 8540	00001 INV 08/2 <mark>6/2</mark> 025 RD&BR GEN CONSTR MAT Invoice Net	5026523 79.08 79.08	179791
403 HOME DEPOT CREDIT SERV 1 002 7430		3091438 81.42 81.42	179792
403 HOME DEPOT CREDIT SERV 1 002 8540		8027675 67.07 67.07	179793
403 HOME DEPOT CREDIT SERV 1 002 8460		1904454 189.12 189.12	179794
		CHECK TOTAL 416.69	
403 HOME DEPOT CREDIT SERV 1 00115 9430	00003 INV 08/22/2025 TECHNOLOG CAP - COMP	2512971 23.34 23.34	179650
403 HOME DEPOT CREDIT SERV 1 00110 7530	00003 INV 08/22/2025 BLDGGRD REPFACILIT	2512972 29.97	179662
403 HOME DEPOT CREDIT SERV 1 00110 7530	Invoice Net 00003 INV 08/22/2025 BLDGGRD REPFACILIT Invoice Net	29.97 9514624 21.76 21.76	179663



BOC4725 08/27/2025 DUE DATE: 09/30/2025 1002 WARRANT: TREASURER ACCT/WARRANT ACCT CASH ACCOUNT: 000

VENDOR	G/L ACCOUNTS	R PO	TYPE DUE DATE	INVOICE/AMOUNT		VOUCHER	CHECK
403	HOME DEPOT CREDIT SERV 1 00110 7530	00003 BLDGGRD Invoice Net	INV 08/22/2025 REPFACILIT	1151518 8.28 8.28 CHECK TOTAL	83.35	179664	
5051	TOM HOULE 1 030 8751		INV 08/26/2025 CONT GB	467 1,000.00 1,000.00 CHECK TOTAL	1,000.00	179867	
3663	INLAND POWER & LIGHT 1 002 6940	00001 RD&BR GEN Invoice Net	INV 08/26/2025 STR LIGHT	85450001Aug25 46.52 46.52		179766	
3663	INLAND POWER & LIGHT 1 02381 6980	00001	INV 08/26/2025 OTHER UTIL	62146001AUG25 57.18 57.18		179775	
3663	INLAND POWER & LIGHT 1 02381 6980	00001	INV 08/26/2025 OTHER UTIL	137354001AUG25 86.55 86.55		179781	
				CHECK TOTAL	190.25		
3667	INSIGHT DISTRIBUTING I 1 030 8812		INV 08/15/2025 PARRECWBP	0534726 119.85 119.85		179383	
3667	INSIGHT DISTRIBUTING I 1 03475 7860	00001	INV 08/26/2025 MISCEXPENS	0535320-IN 146.20 146.20 CHECK TOTAL	266.05	179849	
3672	INTERMOUNTAIN SIGN & S	00001	INV 08/26/2025	21218		179796	
	1 002 8460	RD&BR GEN Invoice Net	SIGNS	304.00 304.00 CHECK TOTAL	304.00		
5178	J.J. KELLER & ASSOCIAT 1 002 7750 2 002 6540	00001 RD&BR GEN RD&BR GEN Invoice Net	INV 08/26/2025 SHIPANDFRT SHOP	9110450903 70.75 526.00 596.75		179835	
				CHECK TOTAL	596.75		
1261	JASPER ENGINES & TRANS 1 03457 7040	00001 SHERAUTO Invoice Net	INV 08/25/2025 REPAIR	14745920 3,150.00 3,150.00 CHECK TOTAL	3,150.00	179743	
507	KENWORTH SALES 1 002 7418	00001 RD&BR GEN Invoice Net	INV 08/26/2025 REPHTRUCKS	016P151825 839.71 839.71	2,230.00	179797	

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TREASURER ACCT/WARRANT ACCT

WARRANT:

BOC4725 08/27/2025

VENDOR	G/L ACCOUNTS	R PO	TYPE DUE DATE	INVOICE/AMO	DUNT	VOUCHER	CHECK
				CHECK TOTAL	839.71		
6118	L.N. CURTIS & SONS 1 03453 8590		INV 08/25/2025 EQUIPMENT	INV980524 840.60 840.60 CHECK TOTAL	840.60	179681	
2705	LAKEVIEW FUNERAL HOME 1 00116 8240		INV 08/26/2025 INDG CREMA	4496 1,175.00 1,175.00		179858	
2705	LAKEVIEW FUNERAL HOME 1 00116 8240	Invoice Net 00001 INDIGENT Invoice Net	INV 08/26/2025 INDG CREMA	1,173.00 4497 1,175.00 1,175.00 CHECK TOTAL	2,350.00	179863	
5059	LITTLE STINKER SEPTIC 1 038 6955	00001 WATER Invoice Net	INV 08/15/2025 SEWAGE	98943 1,840.00 1,840.00		179384	
				CHECK TOTAL	1,840.00		
558	MARY ANN KRAEMER 1 02381 7330		INV 08/30/2025 OPERATIONS	266232 360.00 360.00 CHECK TOTAL	360.00	179433	
				and the second of the second o	300.00	470756	
4976	MCKESSON MEDICAL SURGI 1 03461 8060	00001 JAILDETENT Invoice Net	INV 08/2 <mark>5/2</mark> 025 MEDICAL	24198753 590.99 590.99		179756	
4976	MCKESSON MEDICAL SURGI 1 03461 8060	00001 JAILDETENT	INV 08/25/2025 MEDICAL	24198756 238.49 238.49		179757	
4976	MCKESSON MEDICAL SURGI 1 03461 8060	Invoice Net 00001 JAILDETENT	INV 08/25/2025 MEDICAL	24191948 493.09		179759	
		Invoice Net		493.09 CHECK TOTAL	1,322.57		
6342	ROBERT MINTZ 1 023 6450	00000 SOL WASTE Invoice Net	INV 08/30/2025 MILEAGE	AUG25_2 90 . 44 90 . 44		179453	
		Involce nee		CHECK TOTAL	90.44		
1417	MOUNTAIN VIEW FAMILY M 1 03461 6830	00001 JAILDETENT Invoice Net	INV 08/25/2025 BACKGR CHK	24657 250.00 250.00		179752	
		THOTE NEL		CHECK TOTAL	250.00		
1417	BONINE TIMOTHY R. MD	00002	INV 08/25/2025	24665		179753	



BOC4725 08/27/2025 DUE DATE: 09/30/2025 CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT:

VENDOR	G/L ACCOUNTS	R PO TYPE DUE DATE	INVOICE/AMOUNT	VOUCHER CHECK
	1 03461 6830	JAILDETENT BACKGR CHK Invoice Net	240.00 240.00 CHECK TOTAL 240.00	
6018	GENUINE PARTS COMPANY 1 002 7418	00001 INV 08/26/2025 RD&BR GEN REPHTRUCKS Invoice Net	245236 360.15 360.15 CHECK TOTAL 360.15	179800
2320	NORTH 40 OUTFITTERS 1 002 7040	00001 INV 08/26/2025 RD&BR GEN REPAIR	049405/B 14.99 14.99	179828
2320	NORTH 40 OUTFITTERS 1 002 8460	Invoice Net 00001 INV 08/26/2025 RD&BR GEN SIGNS Invoice Net	049629/B 44.60 44.60	179831
2320	NORTH 40 OUTFITTERS 1 002 7030	00001 INV 08/26/2025 RD&BR GEN LUBRICANT Invoice Net	049623/B 62.77 62.77	179832
2320	NORTH 40 OUTFITTERS 1 002 7030	00001 CRM 08/26/2025 RD&BR GEN LUBRICANT	049642/B -3.55 -3.55	179833
		Invoice Net	CHECK TOTAL 118.81	
2326	NORTH IDAHO LOCK & KEY 1 03450 7430	SHERADMIN REPBLDGS	62388 620.00 620.00	179707
2326	NORTH IDAHO LOCK & KEY 1 03450 7430	SHERADMIN REPBLDGS	62389 200.00	179722
		Invoice Net	200.00 CHECK TOTAL 820.00	
5968	NORTH IDAHO TOWING LLC 1 03450 7060	00001 INV 08/25/2025 SHERADMIN TOWING Invoice Net	5088 385.00 385.00	179689
		THIVOTCE NET	CHECK TOTAL 385.00	
2336	NORTHERN STATES PEST C 1 00822 7110	00001 INV 08/25/2025 9110PS OTHER	18475 165.00 165.00	179686
		Invoice Net	CHECK TOTAL 165.00	
2771	OREILLY AUTO PARTS 1 002 7040	00002 INV 08/26/2025 RD&BR GEN REPAIR	3456-244977 158.73 158.73	179801
		Invoice Net	CHECK TOTAL 158.73	
6469	STATE OF OHIO	00001 INV 08/26/2025	2025-4482	179776



BOC4725 08/27/2025 DUE DATE: 09/30/2025 1002 TREASURER ACCT/WARRANT ACCT WARRANT: CASH ACCOUNT: 000

VENDOR	G/L ACCOUNTS	R PO TYPE DUE DATE	INVOICE/AMOUNT	VOUCHER CHECK
6469	1 03453 6490 STATE OF OHIO 1 03453 6490	SHERPATROL EDUCATION Invoice Net 00001 INV 08/26/2025 SHERPATROL EDUCATION Invoice Net	750.00 750.00 2025-4470 500.00 500.00 CHECK TOTAL 1,250.00	179799
9999	Carol Rusher 1 00123 7810	00000 INV 08/27/2025 PLANNING REF, REIMB Invoice Net	BLP2025-0155-0211 170.00 170.00 CHECK TOTAL 170.00	179880
9999	CONNIE MORRIS 1 800 2616	00000 INV 08/22/2025 AUDITOR TR ESTATE Invoice Net	CARLON25 750.00 750.00 CHECK TOTAL 750.00	179677
9999	CONNIE MORRIS 1 800 2616	00000 INV 08/22/2025 AUDITOR TR ESTATE Invoice Net	CARLON25A 992.67 992.67 CHECK TOTAL 992.67	179678
9999	Lennart Fransson 1 00123 7810	00000 INV 08/27/2025 PLANNING REF, REIMB Invoice Net	BLP2025-0739-0738 660.00 660.00 CHECK TOTAL 660.00	179881
2788	OXARC 1 038 7040	00001 INV 08/25/2025 WATER REPAIR Invoice Net	0032394545 76.44 76.44 CHECK TOTAL 76.44	179738
5203	PAPE MACHINERY INC 1 038 7520	00001 INV 08/25/2025 WATER REPOTHER Invoice Net	16353581 33.99 33.99	179750
5203	PAPE MACHINERY INC 1 002 7422	00001 INV 08/26/2025 RD&BR GEN REPHEQUIP	16343673 363.99 363.99	179804
5203	PAPE MACHINERY INC 1 002 7750 2 002 7422	00001 INV 08/26/2025 RD&BR GEN SHIPANDFRT RD&BR GEN REPHEQUIP Invoice Net	7008934 207.65 8,589.29 8,796.94 CHECK TOTAL 9,194.92	179840
1493	PEAK SAND & GRAVEL 1 002 8430	00001 INV 08/26/2025 RD&BR GEN CRUSHROCK Invoice Net	5236617 92,500.00 92,500.00	179802



BOC4725 08/27/2025 DUE DATE: 09/30/2025 CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT:

VENDOR	G/L ACCOUN	NTS	R PO	TYPE DUE DATE	INVOICE/A	MOUNT	VOUCHER	CHECK
					CHECK TOTAL	92,500.00		
3833		ALUATION I 5830 5830	JAILDETENT	INV 08/25/2025 BACKGR CHK BACKGR CHK	55458 100.00 125.00 225.00 CHECK TOTAL	225.00	179741	
697	PLBM LLC 1 03479 7	7000	00001 MARINE PTR Invoice Net	INV 08/25/2025 GASOLINE	742 451.32 451.32		179694	
697	PLBM LLC 1 03479	7000	00001	INV 08/25/2025 GASOLINE	743 686.55 686.55		179695	
697	PLBM LLC 1 03479	7000	00001	INV 08/25/2025 GASOLINE	730 436.36 436.36		179696	
697	PLBM LLC 1 03479	7000	00001	INV 08/25/2025 GASOLINE	740 515.63 515.63		179697	
697	PLBM LLC 1 03479	7000	00001	INV 08/25/2025 GASOLINE	738 496.59 496.59		179698	
697	PLBM LLC 1 03479	7000	00001	INV 08/25/2025 GASOLINE	741 552.09 552.09 CHECK TOTAL	3,138.54	179713	
4782	POE ASPHALT F 1 002 8	PAVING INC 8490	00001 RD&BR GEN Invoice Net	INV 08/26/2025 PLANT ASHP	47649 508,873.91 508,873.91 CHECK TOTAL	508,873.91	179803	
6003	RED'S POWER S	SUPPLY, LL 7422		INV 08/26/2025 REPHEQUIP	4127 245.00 245.00 CHECK TOTAL	245.00	179806	
5864	JACQUELINE SU 1 00123	JE RUCKER 7310		INV 08/27/2025 HEARING	036 1,125.00		179913	
5864	JACQUELINE SU 1 00123	JE RUCKER 7310	Invoice Net 00000 PLANNING Invoice Net	INV 08/27/2025 HEARING	1,125.00 037 450.00 450.00 CHECK TOTAL	1,575.00	179914	
775	SANDPOINT BU	ILDING SUP	00001	INV 08/22/2025	2509246		179659	



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WARRANT:

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VENDOR G/L ACCOUNTS	R PO TYPE DUE DATE	INVOICE/AMOUNT	VOUCHER CHECK
1 038 7540 775 SANDPOINT BUILDING SUP 1 038 7540	WATER REPDOCKS Invoice Net 00001 INV 08/25/2025 WATER REPDOCKS Invoice Net	167.25 167.25 2510296 167.25 167.25 CHECK TOTAL 334.50	179751
2407 SCHAEFFER MFG. CO. 1 002 7030	00001 INV 08/26/2025 RD&BR GEN LUBRICANT Invoice Net	BQ12975-INV1 2,310.60 2,310.60 CHECK TOTAL 2,310.60	179834
2456 SELKIRK ASSOCIATION OF 1 020 6520	00001 INV 08/27/2025 REVAL DUES Invoice Net	47663 55.00 55.00 CHECK TOTAL 55.00	179916
2458 SELKIRK GLASS & CABINE 1 023 6720	00001 INV 08/25/2025 SOL WASTE SM ASSETS Invoice Net	43947 577.16 577.16 CHECK TOTAL 577.16	179700
2879 SIX ROBBLEES' INC 1 002 7422	00001 INV 08/26/2025 RD&BR GEN REPHEQUIP Invoice Net	05P78966 13.86 13.86 CHECK TOTAL 13.86	179812
2886 SMB ELECTRIC LLC 1 02380 7380	00001 INV 08/25/2025 LONGHAUL TIPOPS Invoice Net	1748 4,339.00 4,339.00 CHECK TOTAL 4,339.00	179701
6466 FRONTLINE ROAD SAFETY 1 002 8465	00001 INV 08/26/2025 RD&BR GEN Invoice Net	28745-1 63,381.39 63,381.39 CHECK TOTAL 63,381.39	179813
1663 SPOKANE HOUSE OF HOSE 1 002 7418	00001 INV 08/26/2025 RD&BR GEN REPHTRUCKS	1137795 36.77	179808
1663 SPOKANE HOUSE OF HOSE 1 002 7422	Invoice Net 00001 INV 08/26/2025 RD&BR GEN REPHEQUIP	36.77 1137032 262.89	179810
1663 SPOKANE HOUSE OF HOSE 1 002 7418	Invoice Net 00001 INV 08/26/2025 RD&BR GEN REPHTRUCKS Invoice Net	262.89 1137822 317.37 317.37 CHECK TOTAL 617.03	179811
	•	CHECK TOTAL 017.03	



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TREASURER ACCT/WARRANT ACCT

WARRANT:

BOC4725 08/27/2025

VENDOR G/L ACCOUNTS	R PO TYPE DUE DATE	INVOICE/AMOUNT	VOUCHER CHECK
812 SQUEEKYS 1 00110 8680	00001 INV 08/25/2025 BLDGGRD SNOW REM	5-405 80.60	179733
812 SQUEEKYS 1 00110 8680	Invoice Net 00001 INV 08/25/2025 BLDGGRD SNOW REM Invoice Net	80.60 5-466 7.98 7.98 CHECK TOTAL 88.58	179734
832 STATE INSURANCE FUND 1 002 6210 2 024 6210 3 023 6210	00001 INV 08/26/2025 RD&BR GEN WORK COMP TORT WORK COMP SOL WASTE WORK COMP Invoice Net	30103442 22,448.00 78,563.00 11,226.00 112,237.00 CHECK TOTAL 112,237.00	179871
6463 MICHAEL TURLEY 1 038 7040	00001 INV 08/15/2025 WATER REPAIR Invoice Net	Aug25 409.98 409.98 CHECK TOTAL 409.98	179387
3133 SVL ANALYTICAL 1 030 8811	00001 INV 08/25/2025 PARKS PARRECGFB	x5H0224 90.00	179739
3133 SVL ANALYTICAL 1 030 8811	Invoice Net 00001 PARKS Invoice Net INV 08/25/2025 PARRECGFB	90.00 ×5H0068 40.00 40.00 CHECK TOTAL 130.00	179740
3162 TAYLOR & SONS CHEVROLE 1 03457 7040	00001 CRM 07/23/2025 SHERAUTO REPAIR Invoice Net	151974 -1.80 -1.80	178212
3162 TAYLOR & SONS CHEVROLE 1 03472 9390		8525AUG25 50,594.32 50,594.32	179841
1604	00000	CHECK TOTAL 50,592.52	179769
4694 AUSTIN THEANDER 1 03461 6480	00000 INV 08/26/2025 JAILDETENT PRIS TREXP Invoice Net	AUG25 81.00 81.00 CHECK TOTAL 81.00	179709
3357 TIFCO INDUSTRIES 1 002 6720 2 002 6540	00001 INV 08/26/2025 RD&BR GEN SM ASSETS RD&BR GEN SHOP Invoice Net	72119368 179.95 253.97 433.92	179821
3357 TIFCO INDUSTRIES 1 002 6540	00001 INV 08/26/2025 RD&BR GEN SHOP Invoice Net	72118843 347.65 347.65	179822



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TREASURER ACCT/WARRANT ACCT

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VENDOR	G/L ACCOUNTS	R PO TYPE DUE DATE	INVOICE/AMOUNT	VOUCHER CHECK
			CHECK TOTAL 781.57	
6045	TMA @ YOUR SERVICE, LL 1 00118 6840	00001 INV 08/25/2025 GENEXP HEALTH WEL Invoice Net	39140 790.00 790.00 CHECK TOTAL 790.00	179745
3385	TRAFFICORP 1 002 8760	00001 INV 08/26/2025 RD&BR GEN CONTR-ROAD Invoice Net	13922 2,540.00 2,540.00 CHECK TOTAL 2,540.00	179824
5364	TRINITY SERVICES GROUP 1 03462 7630	00001 INV 08/25/2025 JAILKITCH FOOD Invoice Net	3028800274 6,005.10 6,005.10 CHECK TOTAL 6,005.10	179687
4548	TRUCKPRO LLC 1 002 7418	00001 INV 08/26/2025 RD&BR GEN REPHTRUCKS Invoice Net	274-0030281 42.99 42.99	179817
4548	TRUCKPRO LLC 1 002 7418	10001CE NET 00001 INV 08/26/2025 RD&BR GEN REPHTRUCKS Invoice Net	274-0030279 99.18 99.18 142.17	179819
1708	UNITED DATA SECURITY 1 020 7110	00001 INV 08/2 <mark>7/2</mark> 025 REVAL OTHER Invoice Net	147782 130.00 130.00 CHECK TOTAL 130.00	179917
1714	UNITED PARCEL SERVICE 1 03451 6750	00001 INV 08/25/2025 SHERCLCREC POSTAGE Invoice Net	00001Y2V32345 46.84 46.84 CHECK TOTAL 46.84	179742
5974	SHANNON VANNATTER 1 03461 6480	00000 INV 08/26/2025 JAILDETENT PRIS TREXP	AUG25 81.00 81.00 CHECK TOTAL 81.00	179770
2474	VERIZON WIRELESS 1 00355 6900 2 00105 6900 3 00123 6900 4 002 6900 5 023 6900 6 00115 6900	00001 INV 08/25/2025 AIRSANDPT CELL PHONE COMMISS CELL PHONE RD&BR GEN CELL PHONE SOL WASTE TECHNOLOG CELL PHONE CELL PHONE CELL PHONE CELL PHONE	764212409AUG25 61.77 77.40 38.70 693.73 506.46 139.17	179777



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TREASURER ACCT/WARRANT ACCT

WARRANT:

BOC4725 08/27/2025

VENDOR G/L ACCOUNTS	R PO TYPE DUE DAT	E INVOICE/AMOUNT	VOUCHER CHECK
7 00103 6900 8 038 6900 9 027 6900	TREASURER CELL PHONE WATER CELL PHONE WEEDS CELL PHONE Invoice Net	-25.95 51.77 51.77 1,594.82 CHECK TOTAL 1,594.82	
2924 WATERFRONT PROPERTY 1 03479 7000	MARINE PTR GASOLINE	150.42	179699
2924 WATERFRONT PROPERTY 1 03479 7000	Invoice Net (MA 00001 INV 08/25/20 MARINE PTR GASOLINE Invoice Net	25	179705
6097 CAMELIA WEILL 1 023 6450	00000 INV 08/30/20 SOL WASTE MILEAGE Invoice Net	25 AUG25_2 240.10 240.10 CHECK TOTAL 240.10	179452
3548 WESTERN STATES EQU: 1 002 7422	RD&BR GEN REPHEQUIP	40.34	179825
3548 WESTERN STATES EQU: 1 03475 7420	Invoice Net ONU 10001 INV 08/26/20 JUSTJUVDET REPEQUIP Invoice Net	40.34 IN003296874 1,600.00 1,600.00 CHECK TOTAL 1,640.34	179847
3553 WEX BANK 1 00123 7000	00002 INV 08/25/20 PLANNING GASOLINE Invoice Net	25 106846456 593.83 593.83 CHECK TOTAL 593.83	179846
3600 YOKE'S 1 03454 8971	00001 INV 08/26/20 SHERSEARCH VOL PROG Invoice Net	25 03-144128 29.46 29.46 CHECK TOTAL 29.46	179842
5284 NORTHWEST FIBER LL 1 00823 6920	911TECH TELEPHONE	4,716.09	179527
5284 NORTHWEST FIBER LLC 1 00823 6920	911TECH TELEPHONE	90.04	179639
5284 NORTHWEST FIBER LLC 1 00115 6920	TECHNOLOG TELEPHONE	71.58	179851
5284 NORTHWEST FIBER LLC	Invoice Net 00001 INV 08/26/20	71.58 25 208-443-8217AUG25	179852

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WARRANT:

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VENDOR G	JL ACCO	UNTS	R	PO	TYPE DUE DA	TE I	NVOICE/AM	OUNT		 VOUCHER	CHECK
1 0	00115	6920		NOLOG oice Net	TELEPHONE		3.02				
			IIIV	orce Net		CHECK TO		4,97	0.73		
232 IN	VOICES	5 41		WA	RRANT TOTAL	1,136,84	5.36	1,136,84	6.36		



DUE DATE: 09/30/2025 WARRANT: BOC4725 08/27/2025

	5001123 00/21/2023				
FUND ORG	ACCOU	JNT		AMOUNT	AVLB BUDGET
001 00103 001 00105 001 00110 001 00110 001 00110 001 00115 001 00115 001 00115 001 00116 001 00118 001 00118 001 00118 001 00118 001 00120 001 00122 001 00123 001 00123 001 00123 001 00123 001 00123 001 00123 001 00123 001 00123 001 00123 001 00123 001 00123 001 00123 001 00123 001 00123 001 00123 001 00123 001 00123	FACILITIES 001-1 FACILITIES 001-1 FACILITIES 001-1 FACILITIES 001-1 TECHNOLOGY 001-1 TECHNOLOGY 001-1 TECHNOLOGY 001-1 TECHNOLOGY 001-1 INDIGENT 001-1 GENERAL FUND EXPEN 001-2 VETERANS SERVICES 001-2 VETERANS SERVICES 001-2 PLANNING 001-2 FLANNING 001-2 GIS 001-2 GIS 001-2	05-00-000-6900- 10-00-000-7421- 10-00-000-7530- 10-00-000-8680- 15-00-000-6900- 15-00-000-8950- 15-00-000-8950- 15-00-000-8240- 18-00-000-6750- 18-00-000-6840- 18-00-000-6840- 18-00-000-6930- 18-00-000-7040- 22-00-000-7410- 22-00-000-7410- 23-00-000-6790- 23-00-000-7200- 23-00-000-7200- 23-00-000-7310- 23-00-000-7810- 24-00-000-9350- 24-00-000-9350-	UTILITIES - CELLULAR T UTILITIES - CELLULAR T REPAIRS/MAINT GENERATO REPAIRS/MAINT - FACILI CONTRACTS - SNOW REMOV UTILITIES - CELLULAR T UTILITIES - TELEPHONE SOFTWARE AND SOFTWAR S CAPITAL - COMPUTERS & INDIGENT CREMATION POSTAGE HEALTH & WELLNESS PROG UTILITIES - ELECTRICIT UTILITIES - OTHER VEHICLES - REPAIR/MAIN REPAIRS/MAINT - OFFICE CAPITAL - LEASE EXPEND SUPPLIES - OFFICE COPY MACHINE USE/MAINT UTILITIES - CELLULAR T VEHICLES - FUEL, GASOL PROF. SVCS - ENGINEERI PROF. SVCS - BURYEYING PROF. SVCS - HEARING E REFUNDS, REIMBURSEMENT SUPPLIES - OFFICE CAPITAL - LEASE EXPEND EMERGENCY MANAGEMENT O FUND TOTAL	-25.95 77.40 1,519.73 60.01 88.58 139.17 164.60 2,445.00 23.34 2,350.00 20,000.00 790.00 5,108.43 1,047.38 2,312.92 15.88 67.00 24.04 37.91 499.24 593.83 460.00 2,156.98 1,575.00 830.00 76.45 64.00 15.18 42,516.12	72,403.66 5,620.29 61,468.27 61,468.27 61,468.27 189,802.23 189,802.23 124,296.21 8,475.00 273,506.93
002 002	ROAD & BRIDGE	00-00-000-6210- 00-00-000-6540- 00-00-000-6560- 00-00-000-6720- 00-00-000-6880- 00-00-000-6930- 00-00-000-6940- 00-00-000-7010- 00-00-000-7020- 00-00-000-7030- 00-00-000-7040- 00-00-000-7418- 00-00-000-7422- 00-00-000-7430- 00-00-000-7750- 00-00-000-7750- 00-00-000-8430-	WORKERS COMP INS SUPPLIES - SHOP SUPPLIES - LAUNDRY SMALL ASSETS AND EQUIP UTILITIES - FUEL FOR H UTILITIES - ELECTRICIT UTILITIES - ELECTRICIT UTILITIES - FUEL, GASOL VEHICLES - FUEL, DIESE VEHICLES - TIRES VEHICLES - LUBRICANTS VEHICLES - LUBRICANTS VEHICLES - REPAIR/MAIN REPAIRS/MAINT - HEAVY REPAIRS/MAINT - BLDGS/ SHIPPING AND FREIGHT CRUSHED ROCK/GRAVEL	22,448.00 1,127.62 235.47 179.95 119.53 693.73 721.83 46.52 373.51 3,901.88 319.00 2,414.11 173.72 4,531.62 9,912.74 81.42 5,804.74 92,500.00	194,558.75 3,573,547.20

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DUE DATE: 09/30/2025 WARRANT: BOC4725 08/27/2025

FUND ORG	4 1 1 1 2 1 1 2 1 1 2 1 1 2 1 1 2 1 1 2 1	ACCOUNT		AMOUNT	AVLB BUDGET
002 002 002 002 002 002 002 002 002 002 002 002 002 002	ROAD & BRIDGE ROAD & BRIDGE ROAD & BRIDGE ROAD & BRIDGE ROAD & BRIDGE ROAD & BRIDGE ROAD & BRIDGE	$\begin{array}{c} 002-00-00-000-8460-\\ 002-00-00-000-8465-\\ 002-00-00-000-8490-\\ 002-00-00-000-8510-\\ 002-00-00-000-8540-\\ 002-00-00-000-8760-\\ 002-00-00-000-9520-\\ \end{array}$	SIGNS STRIPING PLANT ASPHALT MIX BST SURFACING OIL OTHER ROAD CONSTR MATE CONTRACTS - ROADS CAPITAL - HEAVY EQUIPM FUND TOTAL	537.72 63,381.39 508,873.91 13,338.80 146.15 2,540.00 130,934.44 865,337.80	3,573,547.20 3,573,547.20 3,573,547.20 3,573,547.20 3,573,547.20 3,573,547.20 797,261.65
003 00355 003 00355 003 00355 003 00356	AIRPORT - SANDPOIN AIRPORT - SANDPOIN	1 003-55-00-000-6900- 1 003-55-00-000-6930- 1 003-55-00-000-6980- 2 003-56-00-000-6930-	UTILITIES - CELLULAR T UTILITIES - ELECTRICIT UTILITIES - OTHER UTILITIES - ELECTRICIT FUND TOTAL	134.06 347.09 20.82 77.27 579.24	88,117.43 88,117.43 88,117.43 12,713.66
004 004	ELECTIONS	004-00-00-000-6730-	ELECTION SUPPLIES FUND TOTAL	768.00 768.00	133,508.34
008 00822 008 00822 008 00822 008 00822 008 00822 008 00823 008 00823 008 00823 008 00824	911 OPERATIONS 911 OPERATIONS 911 OPERATIONS 911 OPERATIONS 911 OPERATIONS 911 TECHNOLOGY 911 TECHNOLOGY 911 TECHNOLOGY 911 REPEATER SITE	$\begin{array}{c} 008-00-22-000-6520-\\ 008-00-22-000-6530-\\ 008-00-22-000-7110-\\ 008-00-22-000-7410-\\ 008-00-23-000-6920-\\ 008-00-23-000-8950-\\ 008-00-23-000-9430-\\ 008-00-24-000-6980-\\ \end{array}$	DUES/MEMBERSHIP/LICENS SUPPLIES - OFFICE PROF. SVCS - OTHER REPAIRS/MAINT - OFFICE CAPITAL - LEASE EXPEND UTILITIES - TELEPHONE SOFTWARE AND SOFTWAR S CAPITAL - COMPUTERS UTILITIES - OTHER FUND TOTAL	2,149.00 154.58 165.00 55.55 154.75 4,806.13 25,061.00 3,831.60 5,548.82 41,926.43	35,219.55 35,219.55 35,219.55 402.50 250,404.94 250,404.94 247,286.69 250,404.94
020 020 020 020	REVALUATION REVALUATION	020-00-00-000-6520- 020-00-00-000-7110-	DUES/MEMBERSHIP/LICENS PROF. SVCS - OTHER FUND TOTAL	55.00 130.00 185.00	257,783.90 257,783.90
023 023 023 023 023 023 023 023 023 023 023 02380 023 02380 023 02380 023 02381	SOLID WASTE SOLID WASTE SOLID WASTE SOLID WASTE SOLID WASTE SOLID WASTE SW - LONGHAUL SW - LONGHAUL SW - LONGHAUL SW - LONGHAUL SW - LOCAL SW - LOCAL	$\begin{array}{c} 023 - 00 - 00 - 000 - 6210 - \\ 023 - 00 - 00 - 000 - 6450 - \\ 023 - 00 - 00 - 000 - 6720 - \\ 023 - 00 - 00 - 000 - 6900 - \\ 023 - 00 - 00 - 000 - 7380 - \\ 023 - 00 - 80 - 000 - 7385 - \\ 023 - 00 - 80 - 000 - 7385 - \\ 023 - 00 - 80 - 000 - 7390 - \\ 023 - 00 - 81 - 000 - 6980 - \\ 023 - 00 - 81 - 000 - 7330 - \\ \end{array}$	WORKERS COMP INS TRAVEL - MILEAGE SMALL ASSETS AND EQUIP UTILITIES - CELLULAR T VEHICLES - REPAIR/MAIN TIPPING FLOOR OPERATIO TIPPING FLOOR UTILITIE COMMERCIAL COLLECTION UTILITIES - OTHER OPERATIONS	11,226.00 330.54 577.16 506.46 1,039.94 4,827.35 1,200.00 1,402.02 1,159.65 615.11	25,624.33 1,818,046.39 1,818,046.39 1,818,046.39 1,818,046.39 1,818,046.39 1,818,046.39 1,818,046.39 1,818,046.39 1,818,046.39

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WARRANT: BOC4725 08/27/2025 DUE DATE: 09/30/2025

WARRANT.	8004723 00/21/2023				502 57	03/30/2023
FUND ORG		ACCOUNT	医艾斯达斯 拉斯拉斯		AMOUNT	AVLB BUDGET
				FUND TOTAL	22,884.23	
024 024	TORT (024-00-00-000-6210-		WORKERS COMP INS FUND TOTAL	78,563.00 78,563.00	191,364.00
027 027	WEEDS (027-00-00-000-6900-		UTILITIES - CELLULAR T FUND TOTAL	51.77 51.77	17,678.34
030 030 030 030 030 030 030 030 030 030	PARKS & RECREATION (030-00-00-000-6980- 030-00-00-000-8751- 030-00-00-000-8811-		SMALL ASSETS AND EQUIP UTILITIES - OTHER CONTRACTS - MISC GARF PARKS & REC FAC - GARF PARKS & REC FACILITIES FUND TOTAL	313.20 77.59 1,000.00 151.34 119.85	17,008.68 17,008.68 17,008.68 17,008.68 17,008.68
034 03410 034 03450 034 03450 034 03451 034 03451 034 03453 034 03453 034 03453 034 03454 034 03457 034 03461 034 03473 034 03473 034 03475 034 03475 034 03475 034 03479 034 03479 034 03479 034 03479 034 03479 034 03479 034 03479 034 03479 034 03479 034 03479	SHERIFF - PATROL (SHERIFF - PATROL (SHERIFF - SEARCH & GSHERIFF - AUTO SHO (SHERIFF - AUTO SHO (DAIL - DETENTION (DAIL -	034-72-50-000-7060- 034-72-50-000-7420- 034-72-50-000-7430- 034-72-51-000-6530- 034-72-51-000-6750- 034-72-51-000-6750- 034-72-53-000-6830- 034-72-53-000-6830- 034-72-53-000-8890- 034-72-53-000-6820- 034-72-57-000-7040- 034-78-61-000-6480- 034-78-61-000-6480- 034-78-61-000-6830- 034-78-61-000-7110- 034-78-61-000-7110- 034-78-61-000-710- 034-78-61-000-710- 034-78-61-000-710- 034-78-61-000-710- 034-78-61-000-710- 034-78-61-000-710- 034-78-61-000-710- 034-78-61-000-7630- 034-78-61-000-7630- 034-78-61-000-7630- 034-78-61-000-7630- 034-78-61-000-7630- 034-78-61-000-7630- 034-78-61-000-7630- 034-78-61-000-7630- 034-78-61-000-7630- 034-78-61-000-7630- 034-78-00-000-7630- 034-78-00-000-7760- 034-78-00-000-7760- 034-78-00-000-7860- 034-79-00-000-7800-		REPAIRS/MAINT GENERATO VEHICLES - TOWING REPAIRS/MAINT - EQUIPM REPAIRS/MAINT - BLDGS/ SUPPLIES - OFFICE POSTAGE PROF. SVCS - OTHER EDUCATION BACKGROUND CHECKS EQUIPMENT VOLUNTEER PROGRAMS DUES/MEMBERSHIP/LICENS VEHICLES - REPAIR/MAIN TRAVEL - PRISONER TRAN SUPPLIES - CLEANING BACKGROUND CHECKS PROF. SVCS - OTHER REPAIRS/MAINT - EQUIPM UNIFORMS MEDICAL CAPITAL - LEASE EXPEND FOOD CAPITAL - LEASE EXPEND FOOD CAPITAL - VEHICLES PROF. SVCS - OTHER LAW LIBRARY REPAIRS/MAINT - EQUIPM MISCELLANEOUS EXPENSES SUPPLIES - OFFICE VEHICLES - FUEL, GASOL SUPPLIES - OFFICE	114.87 385.00 39.96 820.00 -20.78 46.84 67.94 1,250.00 125.00 840.60 29.46 500.00 3,218.81 162.00 1,290.00 603.00 600.00 12.98 312.80 1,322.57 167.00 6,005.10 164.00 50,594.32 117.00 734.83 2,250.00 146.20 45.59 4,121.55 185.09	34,849.24 146,840.39 146,840.39 146,840.39 146,840.39 146,840.39 146,840.39 146,840.39 146,840.39 146,840.39 146,840.39 146,840.39 146,840.39 146,840.39 146,840.39 147,787.74 155,655 15,615.65 15,615.65 15,615.65



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FUND ORG		ACCOUNT		AMOUNT	AVLB BUDGET
034 34180 034 34180	JUSTICE - GENERAL JUSTICE - GENERAL	034-18-00-000-6580- 034-18-00-000-6600-	SUPPLIES - COMPUTER SUPPLIES - NETWORK FUND TOTAL	219.59 396.90 76,888.22	1,295,739.78 1,295,739.78
038 038 038 038 038 038 038 038 038 038 038 038 038 038 038 038	WATERWAYS WATERWAYS WATERWAYS WATERWAYS WATERWAYS WATERWAYS WATERWAYS WATERWAYS	$\begin{array}{c} 038-00-00-000-6900-\\ 038-00-00-000-6930-\\ 038-00-00-000-6955-\\ 038-00-00-000-7000-\\ 038-00-00-000-7540-\\ 038-00-00-000-7540-\\ 038-00-00-000-7710-\\ \end{array}$	UTILITIES - CELLULAR T UTILITIES - ELECTRICIT UTLITIES - SEWAGE VEHICLES - FUEL, GASOL VEHICLES - REPAIR/MAIN REPAIRS/MAINT - OTHER REPAIRS/MAINT - DOCKS UNIFORMS FUND TOTAL	101.89 55.65 1,840.00 306.63 486.42 33.99 469.42 25.90 3,319.90	33,099.07 33,099.07 33,099.07 33,099.07 33,099.07 33,099.07 33,099.07
047 047 047 047	GRANTS GRANTS	047-00-00-000-6490- 047-00-00-000-6900-	EDUCATION UTILITIES - CELLULAR T FUND TOTAL	50.00 372.00 422.00	971,909.68 971,909.68
800 800	AUDITORS TRUST	800-00-00-000-2616-	ESTATE TRUST FUND TOTAL	1,742.67 1,742.67	
			WARRANT SUMMARY TOTAL GRAND TOTAL	1,136,846.36 1,136,846.36	

Report generated: 08/27/2025 14:22 User: njanes Program ID: apwarrnt

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VOUCHER	VENDOR VENDOR NAME	INVOICE	PO TYPE	DUE DATE	AMOUNT COMMENT
178212	3162 TAYLOR & SONS CHEVROLET	151974	CRM	07/23/2025	-1.80 Nuts
179272	4700 AMAZON CAPITAL SERVICES INC	1J33-K39V-3KTW	INV	08/13/2025	270.29 EM/SW AMAZON PURCHASES
179363	1900 AVISTA UTILITIES	8099830000AUG25	INV	08/15/2025	77.59 BONNER PARK WEST BOAT
179383	3667 INSIGHT DISTRIBUTING INC	0534726	INV	08/15/2025	119,85 3 cases of paper towel
179384	5059 LITTLE STINKER SEPTIC SERVI	98943	INV	08/15/2025	1,840.00 Hope Septic
179385	4980 AT&T MOBILITY LLC	287351903167Jul25	INV	08/15/2025	50.12 Parks & Waterways Cell
179387	6463 MICHAEL TURLEY	Aug25	INV	08/15/2025	409.98 Muffler repair
179429	6407 CANTER BUYER PARENT LP	5003-7097176	INV	08/13/2025	1,006.96 SW MP5 TIRES
179433	558 MARY ANN KRAEMER	266232	INV	08/30/2025	360.00 SW PLEASE STACK TIRES
179434	18 ACE SEPTIC TANK SERVICE	167895	INV	08/30/2025	55.00 SW COBLURN PORTABLE TO
179436	18 ACE SEPTIC TANK SERVICE	167896	INV	08/30/2025	55.00 SW DICKENSHEET PORTABL
179437	18 ACE SEPTIC TANK SERVICE	167897	INV	08/30/2025	55.00 SW IDAHO HILL PORTABLE
179438	18 ACE SEPTIC TANK SERVICE	167898	INV	08/30/2025	55.00 SW UPLAND PORTABLE TOI
179439	18 ACE SEPTIC TANK SERVICE	167899	INV	08/30/2025	55.00 SW GB PORTABLE TOILET
179440	18 ACE SEPTIC TANK SERVICE	167900	INV	08/30/2025	55.00 SW PRATER VALLEY PORTA
179441	18 ACE SEPTIC TANK SERVICE	167901	INV	08/30/2025	55.00 SW CAREYWOOD PORTABLE
179442	18 ACE SEPTIC TANK SERVICE	167902	INV	08/30/2025	55.00 SW MIDWAY PORTABLE TOI
179443	18 ACE SEPTIC TANK SERVICE	4419	INV	08/30/2025	1,200.00 SW COLBURN LEACHATE PU
179444	18 ACE SEPTIC TANK SERVICE	4507	INV	08/30/2025	525.00 SW DUFORT VAULT TOILET
179452	6097 CAMELIA WEILL	AUG25_2	INV	08/30/2025	240.10 SW TRAVEL MILEAGE
179453	6342 ROBERT MINTZ	AUG25_2	INV	08/30/2025	90.44 SW TRAVEL MILEAGE 8/8
179456	5790 EXCESS DISPOSAL INC	87	INV	08/13/2025	1,402.02 SW BILLING FEE JUL25
179527	5284 NORTHWEST FIBER LLC	208-197-1279AUG25	INV	08/19/2025	4,716.09 9-1-1 TRUNK LINES
179639	5284 NORTHWEST FIBER LLC	208-266-1117AUG25	INV	08/21/2025	90.04 CLARK FORK ALARM/TELEM
179644	965 CANON FINANCIAL SERVICES IN	41642614	INV	08/21/2025	71.21 GIS Copier

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WARRANT LIST BY VOUCHER

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VOUCHER	VENDOR VENDOR NAME	INVOICE	PO TYP	E DUE DATE	AMOUNT COMMENT
179645	4318 COMPASS MECHANICAL CONSULTI	7296	INV	08/22/2025	227.85 SW OIL CHANGE W/ FILTE
179646	2592 CO-OP GAS AND SUPPLY CO	5-28407	INV	08/22/2025	235.61 FAC MUF GENERATOR FUEL
179647	2592 CO-OP GAS AND SUPPLY CO	5-28408	INV	08/22/2025	114.87 FAC COURTHOUSE GENERAT
179648	2592 CO-OP GAS AND SUPPLY CO	5-28409	INV	08/22/2025	672.34 FAC COMPLEX GENERATOR
179649	2592 CO-OP GAS AND SUPPLY CO	5-28410	INV	08/22/2025	611.78 FAC ADMIN GENERATOR FU
179650	403 HOME DEPOT CREDIT SERVICES	2512971	INV	08/22/2025	23.34 FAC TECH CAMERAS
179651	965 CANON FINANCIAL SERVICES IN	41642619	INV	08/22/2025	82.88 Copier Lease/Maint - V
179652	2577 CONSOLIDATED SUPPLY CO S	5012544795.001	INV	08/22/2025	21.34 Vacuum Breaker
179653	2592 CO-OP GAS AND SUPPLY CO	803298	INV	08/22/2025	53.48 Gas
179654	2592 CO-OP GAS AND SUPPLY CO	798968	INV	08/22/2025	16.57 Gas
179655	2592 CO-OP GAS AND SUPPLY CO	801184	INV	08/22/2025	48.31 Gas
179656	2592 CO-OP GAS AND SUPPLY CO	804193	INV	08/22/2025	153.98 Gas
179657	2592 CO-OP GAS AND SUPPLY CO	803419	INV	08/22/2025	34.29 Gas
179658	1900 AVISTA UTILITIES	5066940000Aug25	INV	08/22/2025	21.77 Nav Lights
179659	775 SANDPOINT BUILDING SUPPLY	2509246	INV	08/22/2025	167.25 Cedar Creek
179660	1900 AVISTA UTILITIES	1108050000AUG25	INV	08/22/2025	32.54 SANDPOINT AIRPORT WEAT
179661	1900 AVISTA UTILITIES	2877230000AUG25	INV	08/22/2025	20.22 SDPT AIRPORT NORTH HAN
179662	403 HOME DEPOT CREDIT SERVICES	2512972	INV	08/22/2025	29.97 FAC CUT DISC
179663	403 HOME DEPOT CREDIT SERVICES	9514624	INV	08/22/2025	21.76 FAC COOLING TOWER
179664	403 HOME DEPOT CREDIT SERVICES	115 <mark>151</mark> 8	INV	08/22/2025	8.28 FAC EXT. SINK DRAIN
179665	1900 AVISTA UTILITIES	1566410000AUG25	INV	08/22/2025	43.49 STORAGE UNIT B GAS 410
179666	1900 AVISTA UTILITIES	8658940000AUG25	INV	08/22/2025	20.20 DISPATCH/MARINE PATROL
179667	1900 AVISTA UTILITIES	5107150000AUG25	INV	08/22/2025	20.20 TASK FORCE GAS 4001 N
179668	1900 AVISTA UTILITIES	5803520000AUG25	INV	08/22/2025	566.38 JAIL GAS 4001 N BOYER



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VOUCHER	VENDOR VENDOR NAME	INVOICE	PO TYPE	DUE DATE	AMOUNT C	OMMENT
179669	1900 AVISTA UTILITIES	5329760000AUG25	INV	08/22/2025	129.62	JUSTICE SERVICES GAS 4
179670	1900 AVISTA UTILITIES	2021560000AUG25	INV	08/22/2025	20.20	JUSTICE SVCS C/S SHOP
179671	1900 AVISTA UTILITIES	1695020000AUG25	INV	08/22/2025	20.20	DRIVERS LICENSE BLDG G
179672	1900 AVISTA UTILITIES	46794000000AUG25	INV	08/22/2025	23.29	FAIRGROUNDS OFFICE GAS
179673	1900 AVISTA UTILITIES	0658340000AUG25	INV	08/22/2025	42.46	SDPT AIRPORT GATE 1100
179674	1900 AVISTA UTILITIES	0569720000AUG25	INV	08/22/2025	65.99	SDPT AIRPORT GLANTZ EQ
179675	1900 AVISTA UTILITIES	6865650000AUG25	INV	08/22/2025	186.50	SDPT AIRPORT APPROACH
179676	1900 AVISTA UTILITIES	6239320000AUG25	INV	08/22/2025	20.20	SANDPOINT AVIATION NDB
179677	9999 CONNIE MORRIS	CARLON25	INV	08/22/2025	750.00	APRIL 2025 RENT JOHN S
179678	9999 CONNIE MORRIS	CARLON25A	INV	08/22/2025	992.67	1/2 AVISTA 2678210000
179679	186 CINTAS CORPORATION #606	4240981551	INV	08/25/2025	67.94	BCSO Mats
179680	1889 AUDIOLOGY RESEARCH ASSOCIATION	124600	INV	08/25/2025	33.00	Preemployment hearing
179681	6118 L.N. CURTIS & SONS	INV980524	INV	08/25/2025	840.60	Point of Impact Rounds
179682	965 CANON FINANCIAL SERVICES IN	41642612	INV	08/25/2025	203.96	Maintenance/Contract C
179684	965 CANON FINANCIAL SERVICES IN	41642613	INV	08/25/2025	179.98	Maintenance/Contract C
179685	965 CANON FINANCIAL SERVICES IN	41642607	INV	08/25/2025	210.30	Maintenance/Contract C
179686	2336 NORTHERN STATES PEST CONTRO	18475	INV	08/25/2025	165.00	Pest Control Interior
179687	5364 TRINITY SERVICES GROUP INC	3028800274	INV	08/25/2025	6,005.10	Inmate/Juvenile Meals
179688	251 DOVER BAY MARINA	34561	INV	08/25/2025	290.74	Marine Fuel
179689	5968 NORTH IDAHO TOWING LLC	5088	INV	08/25/2025	385.00	Towing an Mileage - Ch
179691	4700 AMAZON CAPITAL SERVICES INC	1w4p-wdw3-7H6G	INV	08/25/2025	66.40	Cooling Fan Replacemet
179692	1067 DELL MARKETING L.P.	10832215882	INV	08/25/2025	3,831.60	Dell Pro 24 all in one
179693	4700 AMAZON CAPITAL SERVICES INC	1K4G-94VG-9VGG	INV	08/25/2025	97.20	Samsung SED Encryption
179694	697 PLBM LLC	742	INV	08/25/2025	451.32	Marine Fuel
179695	697 PLBM LLC	743	INV	08/25/2025	686.55	Marine Fuel



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WARRANT.	8001723 00/21/2023				
VOUCHER V	ENDOR VENDOR NAME	INVOICE	PO TYPE	DUE DATE	AMOUNT COMMENT
179696	697 PLBM LLC	730	INV	08/25/2025	436.36 Marine Fuel
179697	697 PLBM LLC	740	INV	08/25/2025	515.63 Marine Fuel
179698	697 PLBM LLC	738	INV	08/25/2025	496.59 Marine Fuel
179699	2924 WATERFRONT PROPERTY MANAGEM	1 56248	INV	08/25/2025	150.42 Marine Fuel
179700	2458 SELKIRK GLASS & CABINETS	43947	INV	08/25/2025	577.16 SW OFFICE DOOR
179701	2886 SMB ELECTRIC LLC	1748	INV	08/25/2025	4,339.00 SW TIPPING FLOOR GENER
179703	6230 CRANE EQUIPMENT MFG. CORP	s9385	INV	08/25/2025	488.35 SW GRAPPLE CYLINDER NU
179704	4700 AMAZON CAPITAL SERVICES INC	1W6L-KKWV-JFTD	INV	08/25/2025	396.90 Grandstream Fast Ether
179705	2924 WATERFRONT PROPERTY MANAGEM	1 56255	INV	08/25/2025	251.11 Marine Fuel
179706	5973 B&M SUPPLIERS LLC	BLM-0823	INV	08/25/2025	1,290.00 Gloves, Sm, Med, LG, X
179707	2326 NORTH IDAHO LOCK & KEY	62388	INV	08/25/2025	620.00 Gate Locks
179708	6407 CANTER BUYER PARENT LP	5003-7148155	INV	08/25/2025	1,305.96 MP TIRES MP12
179709	4700 AMAZON CAPITAL SERVICES INC	1FT7-77Q7-V6V9	INV	08/25/2025	15.10 IPhone Screen Protecto
179710	4700 AMAZON CAPITAL SERVICES IN	1WLN-C9YL-W1N4	INV	08/25/2025	225.98 Headphones, Security K
179711	4700 AMAZON CAPITAL SERVICES INC	1LRJ-MDWC-V39R	INV	08/25/2025	45.59 Vertical Monitor Mount
179713	697 PLBM LLC	741	INV	08/25/2025	552.09 Marine Fuel
179714	4700 AMAZON CAPITAL SERVICES INC	1VP4-N9HY-T6HV	INV	08/25/2025	16.99 White out
179715	251 DOVER BAY MARINA	34550	INV	08/25/2025	290.74 Marine Fuel
179716	4318 COMPASS MECHANICAL CONSULT	7295	INV	08/25/2025	812.09 SW SW004 OIL CHANGE AN
179717	1089 DIRECT AUTOMOTIVE DISTRIBUT	01I <mark>U47</mark> 34	INV	08/25/2025	70.61 Outlet Assembly
179718	50 ALADTEC INC.	INV00435326	INV	08/25/2025	2,149.00 Employee Scheduling so
179719	6141 95 EXPRESS LLC	1123	INV	08/25/2025	500.00 Car wash membership
179720	310 GALLS PARENT HOLDINGS LLC	032265653	INV	08/25/2025	312.80 Uniform Shirts & Pants
179721	3041 EVERBRIDGE INC.	м89619	INV	08/25/2025	25,061.00 Precision GIS Coding S



WARRANT: BOC4725 08/27/2025 DUE DATE: 09/30/2025

VOUCHER	VENDOR VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT CO	OMMENT
179722	2326 NORTH IDAHO LOCK & KEY	62389		INV	08/25/2025	200.00	Repair & Maintenance o
179733	812 SQUEEKYS	5-405		INV	08/25/2025	80.60	FAC HINIKER PLOW SEAL
179734	812 SQUEEKYS	5-466		INV	08/25/2025	7.98	FAC PLOW O-RING
179735	191 CITY SERVICE VALCON	s337759		INV	08/25/2025	5,548.82	Propane
179736	186 CINTAS CORPORATION #606	4239052529.2		INV	08/25/2025	12.95	Uniforms
179737	186 CINTAS CORPORATION #606	4239783810.2		INV	08/25/2025	12.95	Uniforms
179738	2788 OXARC	0032394545		INV	08/25/2025	76.44	Oil
179739	3133 SVL ANALYTICAL	X5H0224		INV	08/25/2025	90.00	GB Water test
179740	3133 SVL ANALYTICAL	х5н0068		INV	08/25/2025	40.00	GB Water Test
179741	3833 PERSONNEL EVALUATION INC	55458		INV	08/25/2025	225.00	Pre employment Web Bas
179742	1714 UNITED PARCEL SERVICE	00001Y2V32345		INV	08/25/2025	46.84	Shipping Charges
179743	1261 JASPER ENGINES & TRANSMISS	14745920		INV	08/25/2025	3,150.00	Transmission, Remote P
179745	6045 TMA @ YOUR SERVICE, LLC	39140		INV	08/25/2025	790.00	Wellworks Program Fee
179747	1883 ARROW CONSTRUCTION HOLDINGS	1747		INV	08/25/2025	278.82	Parking lot Paint
179748	2592 CO-OP GAS AND SUPPLY CO	32571		INV	08/25/2025	34.38	Stencil
179749	2592 CO-OP GAS AND SUPPLY CO	32550		INV	08/25/2025	134.92	Coolin
179750	5203 PAPE MACHINERY INC	16353581		INV	08/25/2025	33.99	Mowing Head
179751	775 SANDPOINT BUILDING SUPPLY	2510296		INV	08/25/2025	167.25	Screws for Coolin
179752	1417 MOUNTAIN VIEW FAMILY MEDIC	24657		INV	08/25/2025	250.00	Pre-employment Health
179753	1417 BONINE TIMOTHY R. MD	24665		INV	08/25/2025	240.00	Preemployment health s
179754	1900 AVISTA UTILITIES	36 <mark>506</mark> 41944AUG25		INV	08/25/2025	372.00	Acct. #3650641944 Serv
179755	4411 BLUE 360 MEDIA LLC	IN2506262308		INV	08/25/2025	734.83	Inv. #2506262308 Acct.
179756	4976 MCKESSON MEDICAL SURGICAL O	24198753		INV	08/25/2025	590.99	Aplisol
179757	4976 MCKESSON MEDICAL SURGICAL O	24198756		INV	08/25/2025	238.49	Tampons
179758	6281 GARRETT FITZGERALD	AUG25		INV	08/25/2025	50.00	2025 Dallas Conf. Park

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WARRANT: BOC4725 08/27/2025 DUE DATE: 09/30/2025

VOUCHER	VENDOR VENDOR NAME	INVOICE	PO TYP	PE DUE DATE	AMOUNT COMMENT
179759	4976 MCKESSON MEDICAL SURGICAL O	24191948	INV	08/25/2025	493.09 Antibiotic, Souffle pa
179760	6020 ARAMARK SERVICES INC	13474987	IN	08/25/2025	78.00 Cust. #6034-242077 Inv
179761	6020 ARAMARK SERVICES INC	13474989	IN	08/25/2025	39.00 Cust. #6034-242078 Inv
179762	1900 AVISTA UTILITIES	8542220000Aug25	IN	08/26/2025	648.64 D1 shop gas, electric
179763	1900 AVISTA UTILITIES	1427530000Aug25	IN	08/26/2025	145.64 D1 old shop electric J
179764	1900 AVISTA UTILITIES	0004270000Aug25	IN	08/26/2025	20.00 D1 sander shed electri
179765	1900 AVISTA UTILITIES	6804270000Aug25	INV	08/26/2025	27.08 D1 Pump House Electric
179766	3663 INLAND POWER & LIGHT	85450001Aug25	IN	08/26/2025	46.52 Hwy 41 & Old Priest Ri
179768	1812 ALPINE HOOD CLEANING	633928	IN	08/26/2025	600.00 Steam Clean Exhaust Ho
179769	4694 AUSTIN THEANDER	AUG25	IN	08/26/2025	81.00 Per Diem for Extraditi
179770	5974 SHANNON VANNATTER	AUG25	IN	08/26/2025	81.00 Per Diem for Extraditi
179771	3192 EXBABYLON LLC	EXB102394	IN	08/27/2025	2,445.00 JSTORMS-Exbabylon-M365
179775	3663 INLAND POWER & LIGHT	62146001AUG25	IN	08/26/2025	57.18 SW IDAHO HILL ELECTRIC
179776	6469 STATE OF OHIO	2025-4482	IN	08/26/2025	750.00 Tactical Drone Respons
179777	2474 VERIZON WIRELESS	764212409AUG25	IN	08/25/2025	1,594.82 COUNTY CELL PHONES AUG
179778	5077 AMERICAN WEST INDUSTRIES	30924	IN	08/26/2025	2,257.34 1TK08, Hydraulic Cylin
179779	6407 CANTER BUYER PARENT LP	5003-7104381	IN	08/26/2025	179.00 D3, Roller Wheel, Moun
179780	6407 CANTER BUYER PARENT LP	5003-7164015	IN	08/26/2025	140.00 1TK43 & 1TK32, Mount a
179781	3663 INLAND POWER & LIGHT	137354001AUG25	IN	08/26/2025	86.55 SW BLANCHARD ELECTRICI
179782	186 CINTAS CORPORATION #606	424 <mark>051</mark> 7469	IN	08/26/2025	77.76 D3 Laundry
179783	186 CINTAS CORPORATION #606	4240837518	IN	08/26/2025	74.53 D1 Laundry
179784	186 CINTAS CORPORATION #606	4240841165	IN	08/26/2025	83.18 D2 Laundry
179785	6293 LEY ANNE MERICA	00174	IN	08/26/2025	2,075.56 D3 - CF, Fuel, DEF, Lu
179786	2544 COLEMAN OIL COMPANY	CP-0289182	IN	08/26/2025	2,244.12 R&B Vehicle Fuel

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DUE DATE: 09/30/2025 WARRANT: BOC4725 08/27/2025

VOUCHER	VENDOR VENDOR NAME	INVOICE	PO TYI	PE DUE DATE	AMOUNT COMMENT
179787	1900 AVISTA UTILITIES	7159830000AUG25	IN	08/26/202	5 50.92 SW UPLAND ELECTRICITY
179788	3822 FREIGHTLINER NORTHWEST	PC001655645:05	IN	08/26/202	5 397.37 2TR29, Chamber Assembl
179789	3822 FREIGHTLINER NORTHWEST	PC001656520:01	IN	08/26/202	5 74.70 2тк34, ниb Caps
179790	3822 FREIGHTLINER NORTHWEST	PC001656467:01	IN	08/26/202	5 545.76 3TK35, Regulator, Door
179791	403 HOME DEPOT CREDIT SERVICES	5026523	IN	v 08/26/2 <mark>02</mark>	5 79.08 D1, Dufort Rd Project,
179792	403 HOME DEPOT CREDIT SERVICES	3091438	IN	08/26/202	5 81.42 D1 Shop, Faucet
179793	403 HOME DEPOT CREDIT SERVICES	8027675	IN	08/26/202	5 67.07 D1, Spades Road Projec
179794	403 HOME DEPOT CREDIT SERVICES	1904454	IN	08/26/202	5 189.12 Wooden Sign Posts
179796	3672 INTERMOUNTAIN SIGN & SAFET	21218	IN	08/26/202	5 304.00 Reduced Speed Ahead an
179797	507 KENWORTH SALES	016P151825	IN	08/26/202	5 839.71 2TK34, Dryer
179798	1900 AVISTA UTILITIES	0727737636AUG25-2	IN	v 08/26/202	5 707.38 521 S DIVISION (COUNTY
179799	6469 STATE OF OHIO	2025-4470	IN	v 08/26/202	5 500.00 Patrol Drone Response
179800	6018 GENUINE PARTS COMPANY	245236	IN	v 08/26/202	5 360.15 D1 Trucks, Filter Stoc
179801	2771 OREILLY AUTO PARTS	3456-244977	IN	v 08/26/202	5 158.73 3PU25, Spark Plugs and
179802	1493 PEAK SAND & GRAVEL	5236617	IN	v 08/26/202	5 92,500.00 D1, Rock Crushing Cont
179803	4782 POE ASPHALT PAVING INC	47649	IN	v 08/26/202	5 508,873.91 Asphalt Projects 2025
179804	5203 PAPE MACHINERY INC	16343673	IN	v 08/26/202	5 363.99 ЗВНО4, Window
179805	1900 AVISTA UTILITIES	0861150000AUG25	IN	v 08/26/202	5 3,897.28 ADMIN BLDG 1500 HWY 2
179806	6003 RED'S POWER SUPPLY, LLC	4127	IN	v 08/26/202	5 245.00 2TH01, Battery Charger
179807	1900 AVISTA UTILITIES	555 <mark>520</mark> 0000AUG25	IN	v 08/26/202	5 199.56 PROSECUTOR 127 S FIRST
179808	1663 SPOKANE HOUSE OF HOSE	1137795	IN	v 08/26/202	5 36.77 D2 Trucks, Brushes
179809	1900 AVISTA UTILITIES	6555200000AUG25	IN	v 08/26/202	5 270.22 PROSECUTOR 127 S FIRST
179810	1663 SPOKANE HOUSE OF HOSE	1137032	IN	v 08/26/202	5 262.89 2TR28, Threadlock and
179811	1663 SPOKANE HOUSE OF HOSE	1137822	IN	v 08/26/202	5 317.37 3TKO1, Assembly and Ca
179812	2879 SIX ROBBLEES' INC	05P78966	IN	v 08/26/202	5 13.86 2TR29, Clevis Kit



DUE DATE: 09/30/2025

WARRANT LIST BY VOUCHER

WARRANT: BOC4725 08/27/2025

WARRANT.	BUC4723 00/21/2023			DOE DATE: 03/30/2023
VOUCHER VE	ENDOR VENDOR NAME	INVOICE PO	TYPE DUE DATE	AMOUNT COMMENT
179813	6466 FRONTLINE ROAD SAFETY OPERA	28745-1	INV 08/26/2025	63,381.39 Roadway Pavement Marki
179814	1900 AVISTA UTILITIES	7555200000AUG25	INV 08/26/2025	196.15 PROSECUTOR 127 S FIRST
179815	1900 AVISTA UTILITIES	1134230000AUG25	INV 08/26/2025	77.27 PRIEST RIVER AIRPORT H
179817	4548 TRUCKPRO LLC	274-0030281	INV 08/26/2025	42.99 2TK35, Mirror
179818	1900 AVISTA UTILITIES	3453950000AUG25	INV 08/26/2025	33.88 LAKEVIEW AREA LIGHT
179819	4548 TRUCKPRO LLC	274-0030279	INV 08/26/2025	99.18 2TK35, Mirror Back
179820	1900 AVISTA UTILITIES	5925930000AUG25	INV 08/26/2025	20.82 STORAGE UNIT C GAS 410
179821	3357 TIFCO INDUSTRIES	72119368	INV 08/26/2025	433.92 D3, Terminal, Clamps,
179822	3357 TIFCO INDUSTRIES	72118843	INV 08/26/2025	347.65 D1, Plug, Chemical, Wi
179823	1900 AVISTA UTILITIES	8679400000AUG25	INV 08/26/2025	20.82 FAIR/GROUNDSKEEPER SHO
179824	3385 TRAFFICORP	13922	INV 08/26/2025	2,540.00 Traffic Control, On-Ca
179825	3548 WESTERN STATES EQUIPMENT CO	IN003311716	INV 08/26/2025	40.34 3GR23, Oil Filter
179826	6470 DURACO INC	36417	INV 08/26/2025	130,934.44 P3 Skid Mount Patcher
179827	6470 DURACO INC	36417-1	INV 08/26/2025	5,450.00 Freight, P3 Skid Mount
179828	2320 NORTH 40 OUTFITTERS	049405/B	INV 08/26/2025	14.99 3PU30, Ball Mount Redu
179829	4700 AMAZON CAPITAL SERVICES INC	17VP-1MH4-4GM9	INV 08/26/2025	137.59 Wipes, Dish Soap, Swif
179830	4700 AMAZON CAPITAL SERVICES INC	1MMK-XWWF-YRRM	CRM 08/26/2025	-20.78 Return of Extra Large
179831	2320 NORTH 40 OUTFITTERS	049629/в	INV 08/26/2025	44.60 Signs, Nuts and Bolts
179832	2320 NORTH 40 OUTFITTERS	049623/в	INV 08/26/2025	62.77 D3, Saw Gas, Oil Mix
179833	2320 NORTH 40 OUTFITTERS	049 <mark>642</mark> /в	CRM 08/26/2025	-3.55 D3, Credit for Tax, Sa
179834	2407 SCHAEFFER MFG. CO.	BQ12975-INV1	INV 08/26/2025	2,310.60 D2, Gear Lube
179835	5178 J.J. KELLER & ASSOCIATES IN	9110450903	INV 08/26/2025	596.75 All Districts, Vehicle
179840	5203 PAPE MACHINERY INC	7008934	INV 08/26/2025	8,796.94 1L004, Check and Repai
179841	3162 TAYLOR & SONS CHEVROLET	8525AUG25	INV 08/26/2025	50,594.32 2025 Chev Silverado 15



DUE DATE: 09/30/2025 WARRANT: BOC4725 08/27/2025

VOUCHER V	ENDOR VENDOR NAME	INVOICE	PO TYPE	DUE DATE	AMOUNT C	OMMENT
179842	3600 YOKE'S	03-144128	INV	08/26/2025	29.46	Search & Rescue Snacks
179846	3553 WEX BANK	106846456	INV	08/25/2025	593.83	PLANNING FUEL AUG25
179847	3548 WESTERN STATES EQUIPMENT CO	IN003296874	INV	08/26/2025	1,600.00	Generator battery, fue
179849	3667 INSIGHT DISTRIBUTING INC	0535320-IN	INV	08/26/2025	146.20	Toilet Paper/Paper Tow
179850	97 BIG COUNTRY COMMUNICATIONS	222151	INV	08/26/2025	650.00	Radio Services
179851	5284 NORTHWEST FIBER LLC	208-263-3074Aug25	INV	08/26/2025	71.58	SDPT AIRPORT WEATHER O
179852	5284 NORTHWEST FIBER LLC	208-443-8217AUG25	INV	08/26/2025	93.02	PRIEST LAKE SHERIFF SU
179853	4879 BOB BROOKS COMPUTER SALES I	63963	INV	08/26/2025	768.00	Toner & Drums for POD
179858	2705 LAKEVIEW FUNERAL HOME	4496	INV	08/26/2025	1,175.00	Cremation - 2025-5255-
179863	2705 LAKEVIEW FUNERAL HOME	4497	INV	08/26/2025	1,175.00	Cremation - 2025-5260-
179867	5051 TOM HOULE	467	INV	08/26/2025	1,000.00	GARFIELD BAY CAMPGROUN
179871	832 STATE INSURANCE FUND	30103442	INV	08/26/2025	112,237.00	Payment for BC 37050
179880	9999 Carol Rusher	BLP2025-0155-0211	INV	08/27/2025	170.00	Refund of Stormwater r
179881	9999 Lennart Fransson	BLP2025-0739-0738	INV	08/27/2025	660.00	Refund of permit fees
179882	6413 HIGHLAND SURVEYING LLC	1006	INV	08/27/2025	2,156.98	Professional county su
179883	5469 BONNER COUNTY ENGINEERING	BLP2022-0760-3	INV	08/27/2025	40.00	Professional engineeri
179884	5469 BONNER COUNTY ENGINEERING	BLP2025-0385-2	INV	08/27/2025	60.00	Professional engineeri
179885	5469 BONNER COUNTY ENGINEERING	BLP2025-0523-3	INV	08/27/2025	40.00	Professional engineeri
179886	5469 BONNER COUNTY ENGINEERING	BLP2025-0555-0928	INV	08/27/2025	80.00	Professional engineeri
179887	5469 BONNER COUNTY ENGINEERING	BLP <mark>20</mark> 25-0743-2	INV	08/27/2025	40.00	Professional engineeri
179888	5469 BONNER COUNTY ENGINEERING	BLP2025-0778	INV	08/27/2025	80.00	Professional engineeri
179889	5469 BONNER COUNTY ENGINEERING	BLP2025-0844-2	INV	08/27/2025	120.00	Professional engineeri
179891	5561 ERGON ASPHALT AND EMULSIONS	9403535292	INV	08/26/2025	507.91	CMS-2P Chip Seal Oil
179892	5561 ERGON ASPHALT AND EMULSIONS	9403535291	INV	08/26/2025	12,830.89	HFE-150
179893	3822 FREIGHTLINER NORTHWEST	PC001656853:01	INV	08/26/2025	33.99	2TK19, Gaskets

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DUE DATE: 09/30/2025 WARRANT: BOC4725 08/27/2025

VOUCHER	VENDOR VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT C	OMMENT
179894	209 CLEARWATER SPRINGS	115998Jul25		INV	08/27/2025	69.24	Drinking Water
179906	4700 AMAZON CAPITAL SERVICES INC	1YN7-C4RG-41CH		INV	08/27/2025	24.04	Office supplies
179909	965 CANON FINANCIAL SERVICES IN	41642622		INV	08/27/2025	37.91	Canon copier 5850
179910	4980 AT&T MOBILITY LLC	287351902735Jul25		INV	08/27/2025	460.54	Cell phones and IPads
179911	4980 AT&T MOBILITY LLC	287353536348JUN25		INV	08/27/2025	36.15	AIRPORT CELL PHONE
179912	4980 AT&T MOBILITY LLC	287353536348JUL25		INV	08/27/2025	36.14	AIRPORT CELL PHONE
179913	5864 JACQUELINE SUE RUCKER	036		INV	08/27/2025	1,125.00	Professional services
179914	5864 JACQUELINE SUE RUCKER	037		INV	08/27/2025	450.00	Professional services
179915	223 US POSTAL SERVICE (CMRS-FP)	AUG25		INV	08/27/2025	20,000.00	POSTAGE FOR METER #106
179916	2456 SELKIRK ASSOCIATION OF REAL	47663		INV	08/27/2025	55.00	RETS FEED
179917	1708 UNITED DATA SECURITY	147782		INV	08/27/2025	130.00	SHREDDING OF COMMERCIA
				WARRANT	TOTAL	1,136,846.36	

^{**} END OF REPORT - Generated by Nichole Janes **

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Bonner County

Clerk

MEMORANDUM

TO: Board of County Commissioners

FROM: Jessica Stephany, Comptroller

DATE: 9/2/2025

RE: DebtBook Service Contract – Lease and Subscription Management Services

Background

Bonner County has negotiated a service agreement with DebtBook (Fifth Asset, Inc.) to provide software and implementation support for the County's lease and subscription (SBITA) management. This system will assist in meeting GASB compliance requirements and maintaining accurate reporting of leases and subscription-based obligations.

The agreement has been reviewed by Risk Management and Legal Counsel and found acceptable.

Agreement Term

• Effective Date: October 1, 2025

Expiration Date: September 30, 2026

• Initial Term: Three (3) years, with renewal options thereafter under the Master Services Agreement.

Cost Summary

Year 1 Annual Subscription Fee: \$7,500.00

Year 2 Annual Subscription Fee: \$7,730.00

Year 3 Annual Subscription Fee: \$7,970.00

• There	Total 3-Year Agreement Value: \$23,200.00 e are no one-time implementation fees under	this agreement.	
Adm	nistration		
	nnual fee will be invoiced by DebtBook upon eted funds in FY2026. Services include:	contract execution and paid from	
•	Access to DebtBook's Lease & SBITA Management software-as-a-service		
•	Premium implementation, including tailore leases/subscriptions, and data entry suppo		
•	Ongoing support and updates through the c	ontract term	
l reco Debt mana	n Requested ommend that the Board of County Commission Book Master Services Agreement and Order Forgement services, effective October 1, 2025 the	form for lease and subscription	
Attac	hed for your revi <mark>ew a</mark> nd ap <mark>pro</mark> val:		
Risk Review: If applicable, emincludes new equal review:	DebtBook Master Services Agreement & Ord W: Verifying that auditing has verified that the funds to cover this get adjustment request. APPROVED ail is attached verifying that all Risk questions/concerns have supment/assets to be insured or contracts requiring insurance verifying that all legal questions/concerns have been resolved.	s item are within the budget; this is required for any been resolved and that it has been approved. This for review.	
Recommend	dation Acceptance: □ yes □ no		
	Asia Williams, Chair	 Date	



ORDER FORM

General Information

Customer Information

Customer Billing Information

Customer Name: Bonner County, ID ("Customer")

Address:

Billing Email:

1500 Highway 2

Address:

Email:

1500 Highway 2

Sandpoint, ID 83864 jessica.stephany@bonnercountyid.gov

Contact Name:

Sandpoint, ID 83864 Jessica Stephany

jessica.stephany@bonnercountyid.gov

Order Form Information

Order Form Effective Date:

October 1, 2025

Agreement Effective Date:

October 1, 2025

II. **Products & Services**

Item & Description

Lease & SBITA Management Complete

Annual recurring fee for DebtBook's Lease and SBITA management software-as-a-service application provided to Customer through access to the Application Services

Lease & SBITA Management Complete Premium Implementation

The additional implementation services provided to Customer including tailored implementation support, review of leases and subscriptions, and entry of relevant Customer Data.

Annual Summary	Year 1	Year 2	Year 3 \$7,970.00	
Recurring Subscription Fees	\$7,500.00	\$7,730.00		
One-Time Implementation Fees	\$0.00			
Annual Total	\$7,500.00	\$7,730.00	\$7,970.00	
TOTAL			\$23,200.00	

III. **Order Form Terms**

- 1. Services. This Order Form sets forth the Services to be provided to Customer, including the specific Products to be provided to Customer through its access to the Applications Services.
- Term. The Initial Term of this Order Form begins on the Order Form Effective Date as indicated above and will continue for 3 years. Thereafter, this Order Form will renew in accordance with the Agreement (as defined below).
- Fees. DebtBook will invoice Customer upon the Order Form Effective Date and Customer will pay Fees herein for the first year of the Initial Term in accordance with the payment terms of the Agreement. All Fees thereafter will be due and payable annually and subject to the payment terms of the Agreement. Each invoice will be emailed to Customer's billing contact indicated herein.

IV. General Terms

This Order Form and the Services are governed by the written Master Services Agreement (the "Agreement") executed between the Parties. The Agreement supersedes any prior discussion or representations regarding Customer's purchase and use of the Products and Services described in this Order Form. Each of the undersigned represents that (1) they are authorized to execute and deliver this Order Form on behalf of their respective party, (2) they are authorized to bind their respective party to the terms of the Order Form, and (3) if Customer is a Government Entity, sufficient funds have been appropriated and are available to pay any Fees due under the Order Form in Customer's current fiscal year. This Order Form and any other documents executed and delivered in connection with the Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. If permitted by applicable law, electronic signatures may be used for the purpose of executing this Order Form by email or other electronic means. Any document delivered electronically and accepted is deemed to be "in writing" to the same extent and with the same effect as if the document had been signed manually.

Fifth Asset, Inc. d/b/a DebtBook	Bonner County, ID	
Ву:	Ву:	
Name:	Name:	
Title:	Title:	
Date:	Date:	



MASTER SERVICES AGREEMENT

This Master Services Agreement ("Agreement") is entered into as of the Effective Date by and between DebtBook and the customer signing below ("Customer"). By executing the Order Form and using any of the Services, Customer agrees to be bound by this Agreement. In consideration of the mutual covenants and conditions contained in this Agreement and intending to be legally bound, the Parties agree as follows:

Definitions.

"Aggregated Statistics" means data and information related to Customer's use of the Services that is used by DebtBook in an aggregate and anonymized manner, including statistical and performance information related to the Services.

"Agreement" means, collectively and to the extent applicable, this Master Services Agreement and incorporates the Order Form, any Customer Terms, and the Incorporated Documents, in each case as may be amended from time to time in accordance with their terms.

"Application Obligations" means, collectively, each contractual or financial obligation or agreement managed by Customer using the Products made available to Customer through the Application Services.

"Application Services" means the Products and other application-based services that DebtBook offers to Customer through access to the DebtBook application. The specific Products offered to Customer as part of the Application Services are limited to those Products expressly described in any Order Form then in effect.

"Appropriate Security Measures" means, collectively, commercially reasonable technical and physical controls and safeguards intended to protect Customer Data against destruction, loss, unauthorized disclosure, or unauthorized access by employees or contractors employed by DebtBook.

"Authorized User" means any of Customer's employees, consultants, contractors, or agents who are authorized by Customer to access and use any of the Services.

"Customer" means the person or entity purchasing the Services as identified in the Order Form.

"Customer Data" means, other than Aggregated Statistics, information, data, and other content, in any form or medium, that is transmitted by or on behalf of Customer or an Authorized User through the Services.

"Customer Terms" means the terms set forth in or otherwise identified and incorporated into the Agreement. For the avoidance of doubt, "Customer Terms" does not include any purchase order or similar document generated by Customer unless such document is expressly identified and incorporated into the Agreement.

"DebtBook" means Fifth Asset, Inc., d/b/a DebtBook, a Delaware corporation, and its permitted successor and assigns.

"DebtBook IP" means (1) the Products, Services, Documentation, and Feedback, including all ideas, concepts, discoveries, strategies, analyses, research, developments, improvements, data, materials, products, documents, works of authorship, processes, procedures, designs, techniques, inventions, and other intellectual property, whether or not patentable or copyrightable, and all embodiments and derivative works of each of the foregoing in any form and media, that are developed, generated or produced by DebtBook arising from or related to the Product, Services, Documentation, or Feedback; and (2) any intellectual property provided to Customer or any Authorized User in connection with the foregoing other than Customer Data.

"DebtBook Quote" means any pricing document identified and incorporated into each Order Form that may establish the Products, Services, Term, payment terms, and other relevant details applicable to each Customer purchase of Products and Services under such Order Form.

"Documentation" means DebtBook's end user documentation and content, regardless of media, relating to the Products or Services made available from time to time on DebtBook's website at https://support.debtbook.com.

"Effective Date" means the date of last signature of the Order Form and/or Agreement, unless a specific Effective Date is set forth on the Order Form.

"Feedback" means any comments, questions, suggestions, or similar feedback transmitted in any manner to DebtBook, including suggestions relating to features, functionality, or changes to the DebtBook IP.

"Guided Implementation Services" means DebtBook's standard Implementation Services option, including basic implementation support, guidance, and training.

"Governing State" means, if Customer is a Government Entity, the state in which Customer is located. If Customer is not a Government Entity, "Governing State" means the State of North Carolina.

"Government Entity" means any unit of state or local government, including states, counties, cities, towns, villages, school districts, special purpose districts, and any other political or governmental subdivisions and municipal corporations, and any agency, authority, board, or instrumentality of any of the foregoing.

"Implementation Services" means DebtBook's Guided Implementation Services or its Premium Implementation Services, in each case as requested by Customer and as provided to Customer.

"Incorporated Documents" means, collectively, the Privacy Policy, the SLA, and the Usage Policy, as each may be updated from time to time in accordance with their terms. The Incorporated Documents, as amended, are incorporated into this Agreement by this reference. Current versions of the Incorporated Documents are available at https://www.debtbook.com/legal.

"Initial Term" means the Initial Term established in the Order Form.

"Onboarding Services" means onboarding services, support, and training as required to make the Application Services available to Customer during the Initial Term.

"Order Form" means each order document (including, if applicable, any DebtBook Quote incorporated therein by reference) duly authorized by Customer and DebtBook for the purchase of any Products or Services in effect from time to time, as each such Order Form may be amended, modified, or replaced in accordance with its terms and this Agreement.

"Premium Implementation Services" means DebtBook's premium Implementation Services option, including implementation support, guidance, and training, review of Application Obligations, and entry of relevant Customer Data.

"Pricing Tier" means, if applicable, Customer's pricing tier for each Product as of the date of determination.

"Privacy Policy" means, collectively, DebtBook's privacy policy and any similar data policies generally applicable to all users of the Application Services, in each case as posted to DebtBook's website and as updated from time to time in accordance with their terms.

"Products" means, collectively, any products DebtBook may offer to Customer from time to time through the Application Services, in each case as established in any Order Form then in effect.

"Renewal Term" means any renewal term established in accordance with the terms of the Agreement.

"Services" means, collectively, the Application Services, the Onboarding Services, the Implementation Services, and the Support Services, or any additional services identified on the applicable Order Form. For the avoidance of doubt, "Services" includes the underlying Products made available to Customer through access to the Application Services.

"SLA" means the Service Level Addendum generally applicable to all users of the Application Services, as posted to DebtBook's website and as updated from time to time in accordance with its terms.

"Support Services" means the general maintenance services and technical support provided in connection with the Application, as more particularly described in the SLA.

"Term" means, collectively, the Initial Term and, if applicable, each successive Renewal Term.

"Usage Policy" means, collectively, DebtBook's acceptable usage policy, any end user licensing agreement, or any similar policy generally applicable to all end users accessing the Application Services, in each case as posted to DebtBook's website and as updated from time to time in accordance with its terms.

Each capitalized term used but not otherwise defined in this Agreement has the meaning given to such term in the applicable Order Form.

2. Access and Use.

- Provision of Access. Subject to the terms and conditions of the Agreement, DebtBook grants Customer and Customer's Authorized Users a non-exclusive, non-transferable (except as permitted by this Agreement) right to access and use the Application Services during the Term, solely for Customer's internal use and for the Authorized Users' use in accordance with the Agreement. DebtBook will provide to Customer the necessary passwords and network links or connections to allow Customer to access the Application Services.
- <u>Documentation License</u>. Subject to the terms and conditions of the Agreement, DebtBook grants to Customer and Customer's Authorized Users a non-exclusive, non-sublicensable, non-transferable (except as permitted by this Agreement)

license to use the Documentation during the Term solely for Customer's and its Authorized User's internal business purposes in connection with its use of the Services.

- (c) <u>Customer Responsibilities</u>. Customer is responsible and liable for its Authorized Users' access and use of the Services and Documentation, regardless of whether such use is permitted by the Agreement. Customer must use reasonable efforts to make all Authorized Users aware of the provisions applicable to their use of the Services, including the Incorporated Documents.
- (d) <u>Use Restrictions</u>. Customer may not at any time, directly or indirectly through any Authorized User, access or use the Services in violation of the Usage Policies, including any attempt to (1) copy, modify, or create derivative works of the Services or Documentation, in whole or in part; (2) sell, license, or otherwise transfer or make available the Services or Documentation except as expressly permitted by the Agreement; or (3) reverse engineer, disassemble, decompile, decode, or otherwise attempt to derive or gain access to any software component of the Services, in whole or in part. Customer will not knowingly transmit any personally identifiable information to DebtBook or any other third-party through the Services.
- (e) Suspension. Notwithstanding anything to the contrary in the Agreement, DebtBook may temporarily suspend Customer's and any Authorized User's access to any or all of the Services if: (1) Customer is more than 45 days late in making any payment due under, and in accordance with, the terms of the Agreement, (2) DebtBook reasonably determines that (A) there is a threat or attack on any of the DebtBook IP; (B) Customer's or any Authorized User's use of the DebtBook IP disrupts or poses a security risk to the DebtBook IP or to any other customer or vendor of DebtBook; (C) Customer, or any Authorized User, is using the DebtBook IP for fraudulent or other illegal activities; or (D) DebtBook's provision of the Services to Customer or any Authorized User is prohibited by applicable law; or (3) any vendor of DebtBook has suspended or terminated DebtBook's access to or use of any third-party services or products required to enable Customer to access the Services (any such suspension, a "Service Suspension"). DebtBook will use commercially reasonable efforts to (i) provide written notice of any Service Suspension to Customer, (ii) provide updates regarding resumption of access to the Services, and (iii) resume providing access to the Services as soon as reasonably possible after the event giving rise to the Service Suspension is cured. DebtBook is not liable for any damage, losses, or any other consequences that Customer or any Authorized User may incur as a result of a Service Suspension.
- (f) Aggregated Statistics. Notwithstanding anything to the contrary in the Agreement, DebtBook may monitor Customer's use of the Services and collect and compile Aggregated Statistics. As between DebtBook and Customer, all right, title, and interest in Aggregated Statistics, and all intellectual property rights therein, belong to and are retained solely by DebtBook. DebtBook may compile Aggregated Statistics based on Customer Data input into the Services. DebtBook may (1) make Aggregated Statistics publicly available in compliance with applicable law, and (2) use Aggregated Statistics as permitted under applicable law so long as, in each case, DebtBook's use of any Aggregated Statistics does not identify Customer or disclose Customer's Confidential Information.

3. Services and Support.

- (a) <u>Order Forms.</u> The Services and Products, and any Service or Product specific terms and conditions, will be set forth in the Order Form, governed by this Agreement. Customer's execution of an Order Form constitutes a binding commitment to purchase the Services and Products specified in such Order Form.
- (b) <u>Services Generally.</u> Subject to the terms of the Agreement, DebtBook will grant Customer access to the Application Services during the Initial Term and, if applicable, each subsequent Renewal Term. As part of the onboarding process, DebtBook will provide Customer with the Onboarding Services and the level of Implementation Services indicated in the Order Form. DebtBook will provide Customer with the Support Services throughout the Term.
- Implementation Services. DebtBook will provide Implementation Services for each Product to the extent indicated for such Product in the applicable Order Form. Unless DebtBook has agreed to provide Premium Implementation Services for any such Product in accordance with this subsection, DebtBook will provide Customer with Guided Implementation Services for such Product at no additional charge. At Customer's request, DebtBook will identify in an Order Form those Products for which DebtBook will provide Premium Implementation Services. For each Product indicated for Premium Implementation Services, DebtBook will charge Customer a one-time Fee for the Premium Implementation Services as set forth in such Order Form. Customer agrees to cooperate in good faith and to respond in a timely manner to any reasonable request for data or information DebtBook may require to complete the Implementation Services. DebtBook is not obligated to provide any Implementation Services after the date that is 180 days after the Effective Date of the Order Form pursuant to which DebtBook is providing such Implementation Services.
- (d) <u>Service Levels and Support</u>. Subject to the terms and conditions of the Agreement, DebtBook will make the Application Services and Support Services available in accordance with the SLA.

4. Fees and Payment.

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- (a) Fees. Customer will pay DebtBook the fees set forth in each Order Form (the "Fees"). DebtBook will invoice Customer for all Fees in accordance with the invoicing schedule and requirements set forth in each Order Form. Customer must pay all Fees in US dollars within 30 days of its receipt of a valid invoice unless other payment terms are set forth in the Customer Terms. If Customer is a Government Entity, then Customer's obligation to pay any Fees under the Agreement is subject in all respects to the requirements and limitations of the Governing State's prompt payment act, as amended. Except as expressly provided in the Agreement, DebtBook does not provide refunds of any paid Fees. Unless otherwise provided in the Customer Terms, and to the extent permitted by applicable law, if Customer fails to make any payment when due, DebtBook may, without limiting any of its other rights, charge interest on the past due amount at the lowest of (1) the rate of 1.5% per month, (2) the rate established in any Customer Term, or (3) the maximum rate permitted under applicable law.
- (b) <u>Taxes</u>. All Fees and other amounts payable by Customer under the Agreement are exclusive of taxes and similar assessments. Unless Customer is exempt from making any such payment under applicable law or regulation, Customer is responsible for all applicable sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any federal, state, or local governmental or regulatory authority on any amounts payable by Customer under the Agreement, other than any taxes imposed on DebtBook's income.

5. <u>Confidential Information</u>.

- (a) From time to time during the Term, either party (the "Disclosing Party") may disclose or make available to the other party (the "Receiving Party") information about the Disclosing Party's business affairs, products, confidential intellectual property, trade secrets, third-party confidential information, and other sensitive or proprietary information, whether in written, electronic, or other form or media, that is marked, designated, or otherwise identified as "confidential", or which a reasonable person would understand to be confidential or proprietary under the circumstances (collectively, "Confidential Information"). For the avoidance of doubt, DebtBook's Confidential information includes the DebtBook IP and the Application Services source code and specifications. As used in the Agreement, "Confidential Information" expressly excludes any information that, at the time of disclosure is (1) in the public domain; (2) known to the receiving party at the time of disclosure; (3) rightfully obtained by the Receiving Party on a non-confidential basis from a third party; or (4) independently developed by the Receiving Party.
- (b) To the extent permitted by applicable law, the Receiving Party will hold the Disclosing Party's Confidential Information in strict confidence and may not disclose the Disclosing Party's Confidential Information to any person or entity, except to the Receiving Party's employees, officers, directors, agents, subcontractors, financial advisors, and attorneys who have a need to know the Confidential Information for the Receiving Party to exercise its rights or perform its obligations under the Agreement or otherwise in connection with the Services. Notwithstanding the foregoing, each party may disclose Confidential Information to the limited extent required (1) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the party making the disclosure pursuant to the order must first give written notice to the other party; or (2) to establish a party's rights under the Agreement, including to make required court filings.
- (c) On the expiration or termination of the Agreement, the Receiving Party must promptly return to the Disclosing Party all copies of the Disclosing Party's Confidential Information, or destroy all such copies and, on the Disclosing Party's request, certify in writing to the Disclosing Party that such Confidential Information has been destroyed.
- (d) Each party's obligations under this Section are effective as of the Effective Date and will expire three years from the termination of the Agreement; provided, however, with respect to any Confidential Information that constitutes a trade secret (as determined under applicable law), such obligations of non-disclosure will survive the termination or expiration of the Agreement for as long as such Confidential Information remains subject to trade secret protection under applicable law.
- (e) Notwithstanding anything in this Section to the contrary, if Customer is a Government Entity, then DebtBook expressly agrees and understands that Customer's obligations under this Section are subject in all respects to, and only enforceable to the extent permitted by, the public records laws, policies, and regulations of the Governing State.

6. <u>Intellectual Property</u>.

- (a) DebtBook IP. As between Customer and DebtBook, DebtBook owns all right, title, and interest, including all intellectual property rights, in and to the DebtBook IP.
- (b) <u>Customer Data</u>. As between Customer and DebtBook, Customer owns all right, title, and interest, including all intellectual property rights, in and to the Customer Data. Customer hereby grants to DebtBook a non-exclusive, royalty-free, worldwide license to reproduce, distribute, sublicense, modify, prepare derivative works based on, and otherwise use and display the Customer Data and perform all acts with respect to the Customer Data as may be necessary or appropriate for DebtBook to provide the Services to Customer.

(c) <u>Effect of Termination</u>. Without limiting either party's obligations under Section 5 of the Agreement, DebtBook, at no further charge to Customer, will (1) provide Customer with temporary access to the Application Services for up to 60 days after the termination of the Agreement to permit Customer to retrieve its Customer Data in a commercially transferrable format and (2) use commercially reasonable efforts to assist Customer, at Customer's request, with such retrieval. After such period, DebtBook may destroy any Customer Data in accordance with DebtBook's data retention policies.

7. Limited Warranties.

- (a) <u>Functionality & Service Levels</u>. During the Term, the Application Services will operate in a manner consistent with general industry standards reasonably applicable to the provision of the Application Services and will conform in all material respects to the Documentation and service levels set forth in the SLA when accessed and used in accordance with the Documentation. Except as expressly stated in the SLA, DebtBook does not make any representation, warranty, or guarantee regarding availability of the Application Services, and the remedies set forth in the SLA are Customer's sole remedies and DebtBook's sole liability under the limited warranty set forth in this paragraph.
- (b) <u>Security</u>. DebtBook has implemented Appropriate Security Measures and has made commercially reasonable efforts to ensure its licensors and hosting providers, as the case may be, have implemented Appropriate Security Measures intended to protect Customer Data.
- (c) EXCEPT FOR THE WARRANTIES SET FORTH IN THIS SECTION, DEBTBOOK IP IS PROVIDED "AS IS," AND DEBTBOOK HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE. DEBTBOOK SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. EXCEPT FOR THE LIMITED WARRANTY SET FORTH IN THIS SECTION, DEBTBOOK MAKES NO WARRANTY OF ANY KIND THAT THE DEBTBOOK IP, OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET CUSTOMER'S OR ANY OTHER PERSON'S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SOFTWARE, SYSTEM, OR OTHER SERVICES, OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE, OR ERROR FREE.
- (d) DebtBook exercises no control over the flow of information to or from the Application Service, DebtBook's network, or other portions of the Internet. Such flow depends in large part on the performance of Internet services provided or controlled by third parties. At times, actions or inactions of such third parties can impair or disrupt connections to the Internet. Although DebtBook will use commercially reasonable efforts to take all actions DebtBook deems appropriate to remedy and avoid such events, DebtBook cannot guarantee that such events will not occur. ACCORDINGLY, DEBTBOOK DISCLAIMS ANY AND ALL LIABILITY RESULTING FROM OR RELATING TO ALL SUCH EVENTS, AND EXCEPT AS OTHERWISE EXPRESSLY PROVIDED IN THE AGREEMENT, ANY OTHER ACTIONS OR INACTIONS CAUSED BY OR UNDER THE CONTROL OF A THIRD PARTY.

8. <u>Indemnification</u>.

(a) DebtBook Indemnification.

- (i) DebtBook will indemnify, defend, and hold harmless Customer from and against any and all losses, damages, liabilities, costs (including reasonable attorneys' fees) (collectively, "Losses") incurred by Customer resulting from any third-party claim, suit, action, or proceeding ("Third-Party Claim") that the Application Services, or any use of the Application Services in accordance with the Agreement, infringes or misappropriates such third party's US patents, copyrights, or trade secrets, provided that Customer promptly notifies DebtBook in writing of the Third-Party Claim, reasonably cooperates with DebtBook in the defense of the Third-Party Claim, and allows DebtBook sole authority to control the defense and settlement of the Third-Party Claim.
- (ii) If such a claim is made or appears possible, Customer agrees to permit DebtBook, at DebtBook's sole expense and discretion, to (A) modify or replace the DebtBook IP, or component or part of the DebtBook IP, to make it non-infringing, or (B) obtain the right for Customer to continue use. If DebtBook determines that neither alternative is reasonably available, DebtBook may terminate the Agreement in its entirety or with respect to the affected component or part, effective immediately on written notice to Customer, so long as, in each case, DebtBook promptly refunds or credits to Customer all amounts Customer paid with respect to the DebtBook IP that Customer cannot reasonably use as intended under the Agreement.
- (iii) DebtBook's indemnification obligation under this Section will not apply to the extent that the alleged infringement arises from Customer's use of the Application Services in combination with data, software, hardware, equipment, or technology not provided or authorized in writing by DebtBook or modifications to the Application Services not made by DebtBook.

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- (b) <u>Sole Remedy</u>. SECTION 8(a) SETS FORTH CUSTOMER'S SOLE REMEDIES AND DEBTBOOK'S SOLE LIABILITY FOR ANY ACTUAL, THREATENED, OR ALLEGED CLAIMS THAT THE SERVICES INFRINGE, MISAPPROPRIATE, OR OTHERWISE VIOLATE ANY THIRD PARTY'S INTELLECTUAL PROPERTY RIGHTS. IN NO EVENT WILL DEBTBOOK'S LIABILITY UNDER SECTION 8(a) EXCEED \$1,000,000.
- (c) <u>Customer Indemnification</u>. Customer will indemnify, hold harmless, and, at DebtBook's option, defend DebtBook from and against any Losses resulting from any Third-Party Claim that the Customer Data, or any use of the Customer Data in accordance with the Agreement, infringes or misappropriates such third party's intellectual property rights and any Third-Party Claims based on Customer's or any Authorized User's negligence or willful misconduct or use of the Services in a manner not authorized by the Agreement. DEBTBOOK EXPRESSLY AGREES THAT THIS PROVISION WILL NOT APPLY TO ANY CUSTOMER THAT IS A GOVERNMENT ENTITY TO THE EXTENT SUCH INDEMNIFICATION OBLIGATIONS ARE PROHIBITED UNDER APPLICABLE LAW.
- 9. <u>Limitations of Liability</u>. EXCEPT AS EXPRESSLY OTHERWISE PROVIDED IN THIS SECTION, IN NO EVENT WILL EITHER PARTY BE LIABLE UNDER OR IN CONNECTION WITH THE AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE, FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, ENHANCED, OR PUNITIVE DAMAGES, REGARDLESS OF WHETHER EITHER PARTY WAS ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES OR SUCH LOSSES OR DAMAGES WERE OTHERWISE FORESEEABLE. EXCEPT AS EXPRESSLY OTHERWISE PROVIDED IN THIS SECTION, IN NO EVENT WILL THE AGGREGATE LIABILITY OF DEBTBOOK ARISING OUT OF OR RELATED TO THE AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE EXCEED THE TOTAL AMOUNTS PAID TO DEBTBOOK UNDER THE AGREEMENT IN THE 12-MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO THE CLAIM. THE EXCLUSIONS AND LIMITATIONS IN THIS SECTION DO NOT APPLY TO CLAIMS PURSUANT TO SECTION 8.

10. <u>Term and Termination</u>.

- (a) <u>Term.</u> The Initial Term of the Agreement is set forth in the Order Form. In the event Customer has multiple terms, this Agreement will remain in effect until the expiration or termination of all Order Forms.
- (b) Renewal. Except as the parties may otherwise agree in the Customer Terms, or unless terminated earlier in accordance with the Agreement:
 - (i) the Agreement will automatically renew for successive 12-month Renewal Terms unless either party gives the other party written notice of non-renewal at least 30 days before the expiration of the then-current term; and
 - (ii) each Renewal Term will be subject to the same terms and conditions established under the Agreement, with any Fees determined in accordance with DebtBook's then-current pricing schedule, as provided to Customer at least 60 days before the expiration of the then-current term.
 - (c) <u>Termination</u>. In addition to any other express termination right set forth in the Customer Terms:
 - (i) DebtBook may terminate the Agreement immediately if Customer breaches any of its obligations under Section 2 or Section 5;
 - (ii) Customer may terminate the Agreement in accordance with the SLA;
 - (iii) either party may terminate the Agreement, effective on written notice to the other party, if the other party materially breaches the Agreement, and such breach: (A) is incapable of cure; or (B) being capable of cure, remains uncured 30 days after the non-breaching party provides the breaching party with written notice of such breach;
 - (iv) if Customer is a Government Entity and sufficient funds are not appropriated to pay for the Application Services, then Customer may terminate the Agreement at any time without penalty following 30 days prior written notice to DebtBook; or
 - (v) either party may, to the extent permitted by law, terminate the Agreement, effective immediately on written notice to the other party, if the other party becomes insolvent or is generally unable to pay, or fails to pay, its debts as they become due or otherwise becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law.
- (d) <u>Survival</u>. Only this Section and Section 1 (Definitions), Sections 4 through 6 (Fees; Confidential Information; Intellectual Property), Section 7(c) (Disclaimer of Warranties), and Sections 8, 9 and 12 (Indemnification; Limitations of Liability; Miscellaneous) will survive any termination or expiration of the Agreement.

11. <u>Independent Contractor</u>. The parties to the Agreement are independent contractors. The Agreement does not create a joint venture or partnership between the parties, and neither party is, by virtue of the Agreement, authorized as an agent, employee, or representative of the other party.

12. Miscellaneous.

- (a) <u>Governing Law; Submission to Jurisdiction</u>. The Agreement will be governed by and construed in accordance with the laws of the Governing State, without regard to any choice or conflict of law provisions, and any claim arising out of the Agreement may be brought in the state or federal courts located in the Governing State. Each party irrevocably submits to the jurisdiction of such courts in any such suit, action, or proceeding.
- (b) <u>Entire Agreement; Order of Precedence</u>. The Order Form, the Customer Terms, this Master Services Agreement, and the Incorporated Documents constitute the complete Agreement between the parties and supersede any prior discussion or representations regarding Customer's purchase and use of the Services.

To the extent any conflict exists between the terms of the Agreement, the documents will govern in the following order or precedence: (1) the Customer Terms, (2) Order Form, (3) the Master Services, and (4) the Incorporated Documents. No other purchasing order or similar instrument issued by either party in connection with the Services will have any effect on the Agreement or bind the other party in any way.

- (c) Amendment; Waiver. No amendment to the Order Form, the Master Services Agreement, or the Customer Terms will be effective unless it is in writing and signed by an authorized representative of each party. DebtBook may update the Incorporated Documents from time-to-time following notice to Customer so long as such updates are generally applicable to all users of the Services. No waiver by any party of any of the provisions of the Agreement will be effective unless explicitly set forth in writing and signed by the party so waiving. Except as otherwise set forth in the Agreement, no failure to exercise, delay in exercising, or any partial exercise of any rights, remedy, power, or privilege arising from the Agreement will in any way waive or otherwise limit the future exercise of any right, remedy, power, or privilege available under the Agreement.
- (d) Notices. All notices, requests, consents, claims, demands, and waivers under the Agreement (each, a "Notice") must be in writing and addressed to the recipients and addresses set forth for each party on the Order Form (or to such other address as DebtBook or Customer may designate from time to time in accordance with this Section). All Notices must be delivered by personal delivery, nationally recognized overnight courier (with all fees pre-paid), or email (with confirmation of transmission), or certified or registered mail (in each case, return receipt requested, postage pre-paid). Any Notice delivered under the Agreement will be delivered, if to the Customer, to the address indicated in the Order Form and, if to DebtBook, at the following address: PO Box 667950, Charlotte, NC 28266.
- (e) <u>Force Majeure</u>. In no event will either party be liable to the other party, or be deemed to have breached the Agreement, for any failure or delay in performing its obligations under the Agreement (except for any obligations to make payments), if and to the extent such failure or delay is caused by any circumstances beyond such party's reasonable control, including acts of God, flood, fire, earthquake, pandemic, epidemic, problems with the Internet, shortages in materials, explosion, war, terrorism, invasion, riot or other civil unrest, strikes, labor stoppages or slowdowns or other industrial disturbances, or passage of law or any action taken by a governmental or public authority, including imposing an embargo.
- (f) <u>Severability</u>. If any provision of the Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other term or provision of the Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.
- (g) Assignment. Either party may assign its rights or delegate its obligations, in whole or in part, on 30 days prior written notice to the other party, to an affiliate or an entity that acquires all or substantially all of the business or assets of such party, whether by merger, reorganization, acquisition, sale, or otherwise. Except as stated in this paragraph, neither party may assign any of its rights or delegate any of its obligations under the Agreement without the prior written consent of the other party, which consent may not be unreasonably withheld, conditioned, or delayed. The Agreement is binding on and inures to the benefit of the parties and their permitted successors and assigns.
- (h) <u>Marketing</u>. Neither party may issue press releases related to the Agreement without the other party's prior written consent. Unless otherwise provided in the Customer Terms, either party may include the name and logo of the other party in lists of customers or vendors.

- (i) <u>State-Specific Certifications & Agreements</u>. If Customer is a Government Entity and to the extent required under the laws of the Governing State, DebtBook hereby certifies and agrees as follows:
 - (i) DebtBook has not been designated by any applicable government authority or body as a company engaged in the boycott of Israel under the laws of the Governing State;
 - (ii) DebtBook is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the Agreement by any governmental department or agency of the Governing State;
 - (iii) DebtBook will not discriminate against any employee or applicant for employment because of race, ethnicity, gender, gender identity, sexual orientation, age, religion, national origin, disability, color, ancestry, citizenship, genetic information, political affiliation or military/veteran status, or any other status protected by federal, state, or local law;
 - (iv) DebtBook will verify the work authorization of its employees using the federal E-Verify program and standards as promulgated and operated by the United States Department of Homeland Security and, if applicable, will require its subcontractors to do the same; and
 - (v) Nothing in the Agreement is intended to act as a waiver of immunities that Customer has as a matter of law as a Government Entity under the laws of the Governing State, including but not limited to sovereign or governmental immunity, public officers or official immunity or qualified immunity, to the extent Customer is entitled to such immunities.
- (j) <u>Execution</u>. Any document executed and delivered in connection with the Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. To the extent permitted by applicable law, electronic signatures may be used for the purpose of executing the Order Form or this Agreement, if applicable, by email or other electronic means. Any document delivered electronically and accepted is deemed to be "in writing" to the same extent and with the same effect as if the document had been signed manually.

Fifth Asset, Inc. d/b/a DebtBook	Bonner County, ID
Ву:	By:
Name:	Name:
Title:	Title:
Date:	Date:

CLERK

Item #3

MEMORANDUM

To: Board of County Commissioners

From: Jessica Stephany, Comptroller / Chief Deputy Clerk

Cc: Clerk of the Board; Treasurer; HR; Probation Director; Payroll

Date: August 26, 2025

Subject: FY2025 Budget Adjustment — Transfer from General Fund Contingency (Statutory

Reserve) to Probation for Certification Pay

Purpose

Request approval to move FY2025 appropriation from General Fund Contingency (Statutory Reserve) to Probation personnel lines to cover retroactive certification pay and the estimated amount for the remainder of FY2025.

Requested Transfer (General Fund only)

Decrease (Contingency – Statutory Reserve):

01120-7860 ... \$32,939.00

Increase (Probation):

• 00661-6060 ... \$27,082.00

00661-6120 ... \$3,786.00

00661-6130 ... \$2,072.00

Total Transfer: \$32,939.00

Background

Following a review of certification pay eligibility and timing, Probation requires additional budget capacity in wages and associated taxes/benefits to fund both retroactive payments and projected costs through September 30, 2025. Adequate appropriation exists in the General Fund Statutory Reserve (01120-7860). This action reallocates existing FY2025 authority and does not increase the total adopted budget.

Fiscal Impact

- Reduces General Fund Contingency (Statutory Reserve) by \$32,939.00.
- Increases Probation personnel appropriations (objects 6060, 6120, 6130) by the same amount.
- No change to total FY2025 appropriations (intra-fund reallocation).

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:
f applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This
ncludes new equipment/assets to be insured or contracts requiring insurance for review.
_egal Review:
Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.
Suggested Motion
"I move to approve an FY2025 budget adjustment transferring \$32,939.00 within the
General Fund from 01120-7860 (Contingency – Statutory Reserve) to 00661-6060
(\$27,082.00), 00661-6120 (\$3,786.00), and 00661-6130 (\$2,072.00) in Probation to fund
retroactive and estimated certification pay through September 30, 2025, and to authorize
the Clerk/Auditing to make the appropriate accounting entries."
the oteriorauting to make the appropriate about thing entiries.
Recommendation Acceptance: □ yes □ no
Asia Williams, Chair Date

RESOLUTION NO. 2025-__ GENERAL FUND STATUTORY RESERVE APPROPRIATION

(Probation — Certification Pay, FY2025)

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

WHEREAS, certification pay obligations for the Probation Department have been identified for retroactive payment and for the estimated remainder of FY2025, and sufficient appropriation exists in the General Fund Statutory Reserve to cover these personnel costs; and

WHEREAS, this action reallocates existing FY2025 budget authority within the General Fund and does not increase the total adopted appropriations or the property-tax portion of the budget;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Bonner County, Idaho, hereby authorizes the Clerk to open the FY2025 **General Fund Statutory Reserve bud**get and **decrease** the following line item:

01120-7860 (General Fund Statutory Reserve/Contingency) \$32,939.00

and to open the Probation budget and increase the following line items:

• 00661-6060 (Wages) \$27,082.00

ATTEST: Michael W. Rosedale, Clerk

By: _

Deputy Clerk

- 00661-6120 (FICA/Medicare) \$3,786.00
- 00661-6130 (PERSI/Retirement) \$2,072.00

for a total transfer of \$32,939.00, to fund retroactive and estimated certification pay through September 30, 2025.

The foregoing was duly enacted as a Resolution of the Board of County Commissioners of Bonner County, Idaho, by unanimous vote on the __day of ______, 2025.

BOARD OF BONNER COUNTY COMMISSIONERS

Chair

Commissioner



Bonner County Sheriff's Office

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

Sheriff's Office Item #

August 25, 2025

To: Commissioners

Confidential/Critical Memorandum

From: Sheriff Daryl Wheeler
Re: Tower Lease Agreement

The Bonner County Sheriff's Office would like to enter a five year lease agreement. This lease would provide floor space in the building and space on the tower. The cost is \$2,015.84 with a 3% annual increase thereafter. There are sufficient funds in our 00824 Sheriff's Office Repeater budget to cover this lease.

Auditing Review:

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

Risk 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 accept the Tower Site Lease agreement. I further move for the Chairwoman to sign the agreement administratively.

Recommendation Acceptance:

yes
no
Date:

Commissioner Asia Williams, Chairwoman



Bonner County

Board of Commissioners

Brian Domke

Asia Williams

Ron Korn

August 21, 2025

Memorandum

To: Commissioners

From: Sheriff Daryl Wheeler

Re: Kootenai Tribe of Idaho Inmate Housing Agreement

The Kootenai Tribe of Idaho is entering into an agreement with the Bonner County Sheriff's Office to house their male and female inmates at the Bonner County Detention facility in accordance with Idaho Code Title 20 and rules and regulations of the Idaho Jail Standards. The Tribe will reimburse Bonner County one hundred and twenty-five (\$125.00) per day for each inmate housed in the detention facility. This agreement will be in effect from the date of execution of all parties until November 20, 2026, and may be terminated by either party with at least thirty (30) days. The only change from the previous year is the dates and cost per day. In the past it was ninety (\$90.00) per day.

Auditing Review: N/A
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.

been approved.

A suggested motion would be: Mrs. Chairman, based on the information before us, I move to approve the Adult Detention Agreement between the Kootenai Tribe of Idaho and Bonner County to house male and female inmates at the Bonner County detention facility. The Tribe will reimburse Bonner County \$125 per day per inmate with the agreement being effective from date of execution until November 30, 2026.

Recommendation Acceptance: □ yes □ no	Date:
---------------------------------------	-------

Asia Williams, Chairwoman

ADULT DETENTION AGREEMENT BETWEEN THE KOOTENAI TRIBE OF IDAHO AND BONNER COUNTY, IDAHO

This Agreement is hereby made and executed, by and between Bonner County (hereinafter "County"), a political subdivision of the State of Idaho, whose current address is 1500 Highway 2, Suite 308, Sandpoint, Idaho 83864, and the Kootenai Tribe of Idaho (hereinafter "Tribe"), a federally recognized Indian Tribal government whose current address is P.O. Box 1269, Bonners Ferry, Idaho 83805, as follows:

WHEREAS County is authorized by law to provide adult detention services and accommodations for adults pursuant to the provisions of Title 20, Chapter 6, of the Idaho Code; and

WHEREAS the Tribe carries out provisions of a Self-Governance Compact between the Tribe and the Bureau of Indian Affairs, including law enforcement functions, services, programs and activities;

NOW, THEREFORE, for and in consideration of the mutual promises contained herein, and other good and valuable consideration, it is hereby agreed:

- 1. County will allow male and female adult offenders (hereinafter "Inmates"), under the jurisdiction or control of the Tribe to be housed at the Facility and will treat all such inmates in the same manner as the other inmates housed at the Facility and in accordance with Idaho Code Title 20 and the rules and regulations of the Idaho Jail Standards.
- 2. Prior notification shall be made by the Tribe by contacting Facility they are in route with an Inmate. No Inmates transported to the Facility will be admitted without a Pre-Booking Sheet being properly completed.
- 3. Inmates who are in custody, and require temporary detention, may be housed at Facility pending a hearing. The Tribe will be responsible for assuming custody of and transporting the Inmate to and from the Facility for any and all hearings or court dates.
- 4. The Tribe will be responsible for providing all needed information requested by the Facility's administrative staff. The Tribe (including the Bureau of Indian Affairs and Indian Health Service as required by federal law) will also be responsible for all necessary arrangements for, and costs of, all desired services not normally provided at and by the Facility or its staff, such as, but not limited to, medical care or testing for conditions not directly related to the inmate's detention at the Facility. It is expressly understood that all inmates shall be delivered to the Facility at the Tribe's expense and that the Tribe assumes all responsibility for the inmates under its jurisdiction and control until said inmates are detained within the confines of the Facility and that all inmates shall be delivered by the Tribe to the doors of the Facility.
- 5. The Tribe agrees to pay County the sum of ninety United States dollars (US \$125.00) per day for each inmate housed in the Facility under this Agreement. A "day" will be

- defined as any period of time during which an inmate eats one or more regularly scheduled meals or occupies a bed or holding cell for any portion of a twenty-four-hour period.
- 6. County reserves the right to refuse admittance of any inmate under the jurisdiction of the Tribe when such admittance would unduly burden the Facility or create disadvantage for inmates under the jurisdiction of County. The Administrator of the Facility may also refuse admission, or at any time order the removal of, any inmate whose presence, or continued presence, would be unduly detrimental to the welfare of such inmates or of any inmates in the Facility, or the general operation of the Facility. Said right of refusal shall include, but not be limited to, situations involving Tribal inmates:
 - a. Who are not accompanied by complete and proper documentation to the Facility; or
 - b. Who have medical conditions or injuries requiring immediate medical needs; or
 - c. Who are in such an emotional or distraught state as to be a risk to themselves, other inmates at the Facility, or to County employees at the Facility.
- 7. All Tribal inmates will be assessed using intake criteria. If the inmate does not meet the criteria for intake into the Facility, County reserves the right to refuse admittance of any inmate.
- 8. County agrees to certify to the Tribe at the end of each calendar month the name of each inmate placed as provided in this Agreement, the length of time care was provided, and the rate or rates and total charge in accordance with this Agreement. The Tribe shall submit payment to the County within thirty (30) days of receipt of such certification. For this purpose, County agrees to maintain a current registry of inmates which shall be open to inspection by authorized representatives of the Tribe or its attorney at all reasonable times.
- 9. Neither County nor the Tribe shall discriminate as to inmates placed or cared for because of race, color, creed, or national origin.
- 10. Either party may terminate this Agreement by giving the other party written notice, postmarked or hand delivered, at least thirty (30) days prior to the intended date of termination.
- 11. The Tribe agrees to hold harmless and indemnify County from any and all liability, loss or damage, excluding that arising from gross negligence or intentional acts of County employees that County may suffer arising out of or in connection with the detention of any inmates pursuant to the Agreement. To the extent not covered by the Federal Tort Claims Act, the Tribe further agrees to defend against any claims, demands, action or suits brought against County arising out of or in connection with the detention of any inmates pursuant to the Agreement, excluding those claims that are agreed by the parties

- or proven in a court of law, to have been caused by the gross negligence or intentional acts of County employees or the general conditions of the Facility.
- 12. It is expressly acknowledged and agreed that the parties shall observe the confidentiality of information provisions of the Idaho Code, as well as any county, state and federal regulations pertaining to inmates' records made because of said Inmates' detention under this Agreement.
- 13. Effective Date hereof shall mean the period immediately following execution of this Agreement by all parties.
- 14. This Agreement shall be effective from the Effective Date until November 30, 2026. In the event that this Agreement is not timely renewed and Tribal Inmates are currently incarcerated, its terms and provisions shall continue, and services shall continue to be provided until the Tribe, or the County provides notice of its cancellation. It is agreed that the County shall be reimbursed at the original Agreement rate until such time as a new Agreement has been executed. At that time, the Tribe shall retroactively reimburse County at the new rate, if a higher rate has taken effect.
- 15. If either party is required to enforce a breach of this Agreement, with or without suit, the non-breaching party shall be entitled to recover against the breaching party all reasonable attorneys' fees and costs so incurred.

Dated this	day of		, 2025.
Kootenai Tril	oe of Idaho		
Jennifer Porte	er, Tribal Chair		
Attest:			
BONNER CO	DUNTY BOARD	OF COMMI	SSIONERS
ASIA WILLI	AMS, Chairwoma	ın	_
BRIAN DOM	IKE, Commission	er	

RON KORN, Commissioner
ATTEST:
MICHAEL ROSEDALE, CLERK
By: DEPUTY CLERK
BONNER COUNTY SHERIFF
DARYL WHEELER, Sheriff



Bonner County AIRPORTS

September 2, 2025

Memorandum

AIRPORTS Item #1

Date

To:

Commissioners

From: AIRPORTS

Re:

Lease Lots Survey at Sandpoint Airport

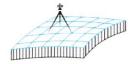
In keeping with our goals, the airport master plan, and FAA grant assurance that the airports continually work towards self-sustainability, we would like to develop more lease lots at Sandpoint Airport. These lots will be leased to tenants who will build hangars on them the title of which reverts to the county at the expiration of leases. The county can then lease out the hangars at considerably more than the initial raw land lease rates. The revenue from these lots when leased is estimated to be \$60,000 per year.

We need to survey the proposed lots so that we can provide legal descriptions for the leases. The cost to survey is \$12,000. This expense was not specifically budgeted for FY2025, but we have funds available due to cost savings in 7501 REPAIRS/MAINTENANCE - NAV EQUIPMENT.

Auditing Review: APPROVED
Risk Review: N/A (no insurance issues) If applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This includes new equipment/assets to be insured or contracts requiring insurance for review.
Legal Review: APPROVED Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.
Distribution: Original to BOCC
Copy to AIRPORTS, AUDITING
A suggested motion would be: Based on the information before us I move that Bonner County enter into this contract for surveying lease lots and that the Chair sign administratively.
Recommendation Acceptance: □ yes □ no

Asia Williams, Chair

GLAHE & ASSOCIATES, INC. Professional Land Surveyors



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

Phone: (208) 265-4474 Fax: (208) 265-0675

E-mail: manager@glaheinc.com Website: www.glaheinc.com

May 21, 2025

Dave Schuck Manager Bonner County Airports

Dear Dave,

Thank you for your inquiry regarding our Professional Land Surveying services. Enclosed is a cost breakdown and our standard Professional Services contract.

Estimate Amount

\$12,000.00

30% Retainer Amount = \$3,600.00

Please call or email if you have any questions.

Sincerely,

Tyson L.A. Glahe, PLS
President
GLAHE & ASSOCIATES, INC.

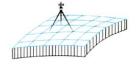
This estimate is valid for 90 days











GLAHE & ASSOCIATES, INC. Professional Land Surveyors

303 Church St. P.O. Box 1863 Sandpoint, ID 83864 Phone: (208) 265-4474

Fax: (208) 265-0675

E-mail: manager@glaheinc.com

Website: www.glaheinc.com

Tax Parcel: RPS00000153307A		••••••
Section 10/15, T57N, R2W, BM		

PROFESSIONAL SERVICES CONTRACT

<u>Description of Services:</u> Lease Lot Surveys (6): Survey of lease lots based on data provided by Bonner County. Assume Six lots will be developed from this scope of work. Lots will be marked with rebar and caps on each corner and legal descriptions will be created off the corner pins. Exhibits will be created to accompany the legal descriptions and a Record of Survey will be filed in Bonner County.

Glahe & Associates agrees to perform the services listed on the attached "Opinion of Probable Cost", at a cost estimate of \$12,000.00 unless unusual and unforeseen circumstances arise, in which case Glahe & Associates agrees to notify the CLIENT prior to incurring any additional expenses.

Should CLIENT change the scope of this work order either in writing or verbally, CLIENT agrees to pay Glahe & Associates for any additional work involved in said change.

In the event that CLIENT institutes a suit against Glahe & Associates because of any failure or an alleged failure to perform, error, omission or negligence, and if such suit is not successfully prosecuted, CLIENT agrees to pay Glahe & Associates any and all costs of defense.

All original papers and documents produced as a result of this contract, except documents which are required to be filed with public agencies, shall remain the property of Glahe & Associates and may be used by Glahe & Associates without the consent of the client. Glahe & Associates reserves the right to terminate the contract.

CLIENT understands that Glahe & Associates will make every effort to complete the work in a timely manner but sometimes unforeseen matters can cause delays in properly completing the project.

CLIENT agrees to pay 30% of the amount of the "Opinion of Probable Cost" to Glahe & Associates prior to commencement of work on this project and to pay any remaining balance due computed as described above to Glahe & Associates upon monthly in-progress billing and then final billing. Any payments not made within 15 days from statement date shall be subject to a 1-1/2% per month penalty.

If, after 30 days from the date of statement from Glahe & Associates, CLIENT has not made payment in full to Glahe & Associates, a Mechanic's Lien may be filed by Glahe & Associates against the subject property. CLIENT agrees to pay costs of such filing and release, along with final settlement, and attorney's fees and costs in pursuing payment on a lien or other remedy.

Date	
	Date

GLAHE & ASSOCIATES, INC. Professional Land Surveyors



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

Phone: (208) 265-4474 Fax: (208) 265-0675

E-mail: manager@glaheinc.com

Website: www.glaheinc.com

Opinion of Probable Cost

Estimate # 4941

Dave Schuck Manager

Bonner County Airports

Project Address:

Date: 5/21/2025

Dave Schuck Manager

Bonner County Airports

dave.schuck@bonnercountyid.gov

Section	Township	Range	Meridian
10/15	57N	2W	BM

Tax Parcel ID	
RPS00000153307A	

Subdivision	Lot & Block

Project: Estimate-SDPT Lease Lots

Item	Description		Total
PLS Time	Professional Land Surveying Services - 6 Lease Lot Surveys Records Research Calculate & Set Corners Provide Legal Descriptions File Record of Survey	@ \$2,000 / Lot	12,000.00
		Total	\$12,000.00







Customer Signature

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.).

Digitally signed by Tyson L.A. Glahe, PLS Date: 2025.05.29 08:25:21 -07'00'

Agent for Contractor

Date



- 521 S. Division Ave, Suite 216 Sandpoint, ID 83864
- Phone: (208) 255-5681ext.6 Email: chase.youngdahl@bonnercountyid.gov
- Website: https://www.bonnercountyid.gov/noxious-weeds

September 2, 2025

Memorandum

NOXIOUS WEEDS Item #1

TO: Commissioners

FROM: Chase Youngdahl, Noxious Weeds Director

RE: Idaho Fish & Wildlife Foundation Grant Award – Noxious Weed Handbooks

The Idaho Fish & Wildlife Foundation's Board of Directors awarded the full \$9,288.00 requested for the publication of a batch of updated local noxious weed handbooks. The funds need to be expended within 16 months of the award. It is projected to be completed in early 2026, following a final round of content edits by the Selkirk Cooperative Weed Management Area steering committee members.

Grant revenue to be deposited into line item 047-4700
Auditing Review: 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.
Division of the National Conference of the Natio
Distribution: Original to Noxious Weeds Office
Copy to BOCC Office
A suggested motion would be: Madam Chair, Based on the information before us, I move to accept the
grant award from the Idaho Fish & Wildlife Foundation in the amount of \$9,288.00 for the publication
of local noxious weed handbooks, and authorize the Chair to sign administratively.
,
Recommendation Acceptance: YES NO Date:
Asia Williams, Chair



August 12, 2025

Chase Youngdahl Bonner County 521 S. Division Avenue, Suite 216 Sandpoint, ID 83864

Dear Chase,

Executive Director

Congratulations! The Idaho Fish & Wildlife Foundation's Board of Directors awarded \$9,288 at the August 2025 Board meeting to Bonner County. The grant award is contingent upon your agreement with the following terms:

- 1. The funds will be used for the purposes outlined in your proposal. The funds will be expended and project completed within 16 months of the award (December 31, 2026). Any funds not expended within the 16-month timeframe will be refunded to the Foundation.
- 2. If an extension is needed to complete the project, a written request for the extension must be sent to the Foundation before the anticipated completion date.
- 3. You agree to submit a final report within 60 days of completion of your project. The final report will contain the following:
 - A narrative of the project's completion (limit to two double-sided pages).
 - A budget outline of how the funds were spent.
 - Email photos to ifwf@idfg.idaho.gov, with photos credits, in .jpeg format. Before-and-after photos are preferred. We like to highlight current projects.
 - Please include in your final report copies of press releases, articles and/or website/social media posts and other publicity about the project.
- 4. If you recognize the Idaho Fish & Wildlife Foundation as a donor, please use the entire name, *Idaho Fish & Wildlife Foundation*, and include the Foundation's logo (a .jpeg, .pdf and .eps formatted logo can be emailed to you). Please notify the Foundation in advance of public events; as time permits we may be able to attend.

Please sign and email/mail this document within ten working days. Note: The authorizing official on your application must sign, and fiscal sponsors must sign for volunteer groups.

IAcceptDecline the Te	erms and Conditions as listed above.	
Signed	Title	
Organization	Date	
Please feel free to call me at (208) 287-2	805 with any questions.	
Best wishes,		
Hilarie Engle		
Hilarie Engle		

Idaho fish & wildlife foundation 2025 GRANT APPLICATION COVER SHEET

Mission: To partner with Idaho Fish and Game to sustain Idaho's fishing, hunting, and wildlife heritage; and improve habitat restoration, public access, conservation education and effectively utilize its resources.

Please fill in this Cover Sheet completely. See Grant Application Guidelines to complete your application. Volunteer organizations must have a tax-exempt fiscal sponsor.

Project Tit	Noxious Weed Handbook	(S			
	Project Title: Bonner County				
Organization: (Only one applicant/lead applicant for partnerships or consortiums may apply.)					
For volunt	teer organizations, please list fiscal sponsor:				
Project Co	ontact Person: Chase Youngdahl				
Mailing	521 S. Division Avenue	Phone:	208-255-5681 ext.6		
Address:	Suite 216		chase.youngdahl@bonnercountyid.gov		
	Sandpoint, ID 83864	E-mail:	Chase. your guarrier county id. gov		
Tax Identi	fication Number: 82-6000285	For 501(c	c)(3) and fiscal sponsors, are you current in		
AMOUNT REQUESTED: 9,288.00 TOTAL PROJECT BUDGET: 16,826.00					
Brief Proposal Summary: Please use only this space provided. Characters are limited. Do not begin your project narrative here or link to other pages. The Selkirk Cooperative Weed Management Area (Selkirk CWMA) is applying as a consortium, with Bonner County as the lead applicant, for funding assistance in publishing an updated version of the Selkirk Cooperative Weed Management Area - Noxious Weed Handbook. This a full color publication on glossy, durable paper that serves as a citizen's and land manager's guide for the identification and control of noxious weeds in northern Idaho.					
	k here to certify that the applicant has obtained a tate, if applicable to the proposed project.	ı Rehabilita	tion Permit or Scientific Collecting Permit		
Project Ma	Anager Name: Chase Youngdahl	A	Title: Director, Bonner County Noxious Weeds		
Required I	Project Manager Signature:	Wille	ams		
Required &	Authorizing Official Name: Asia William	IS	Chair, Board of County Commissioners		
Required	tunorizing Official Name.				



- 521 S. Division Ave, Suite 216 Sandpoint, ID 83864
- Phone: (208) 255-5681ext.6 Email: chase.youngdahl@bonnercountyid.gov
- Website: https://www.bonnercountyid.gov/noxious-weeds

Noxious Weeds Handbook – Project Narrative

A.) Briefly describe the services your organization provides.

Bonner County Noxious Weeds is tasked with carrying out the duties and responsibilities vested in the county under the Idaho Noxious Weed Statute—Title 22, Chapter 24, and rules prescribed by the Idaho State Department of Agriculture (IDAPA Code 02.06.09). This includes examining land in the county to ascertain conditions related to noxious weeds, categorizing levels of infestations for each inventoried noxious weed species, assessing priorities and developing strategies based on the inventories, building treatment plans and maintaining compliance assistance programs for landowners pertaining to noxious weeds.

The Selkirk Cooperative Weed Management Area (Selkirk CWMA) is a geographic area encompassing Bonner and Boundary Counties, where private landowners and public agencies have entered into an agreement (Memorandum of Understanding) to work collaboratively on noxious weed management projects by pooling resources and expertise.

B.) Describe the factors defining the need for the project, project details and the benefits expected on completion.

The Selkirk Cooperative Weed Management Area – Noxious Weed Handbook is undergoing a necessary revision to reflect changes in the noxious weed inventory in Bonner and Boundary Counties, new chemistries (herbicides), clearing up ambiguity with some of the content and basic updates to reflect new members and contacts. Additionally, the stockpile of the existing version (2021) has dwindled to less than a hundred books. There is a need for external funding in order to print a large enough batch to utilize bulk pricing.

Since noxious weed management starts with prevention, education and outreach with the public is a crucial component of overall awareness. These handbooks provide us with a tool to achieve awareness objectives pertaining to noxious weeds. Additionally, the benefits of the handbook extend to control recommendations and best management practices—from both a 30,000 foot view, as well as a focused view on each species showcased.



- 521 S. Division Ave, Suite 216 Sandpoint, ID 83864
- Phone: (208) 255-5681ext.6 Email: chase.youngdahl@bonnercountyid.gov
- Website: https://www.bonnercountyid.gov/noxious-weeds

C.) How will the project be sustained once completed? Who will monitor/operate the project once completed?

Since this project is simply the procurement of a publication, there is little to monitor or operate once printed and distributed to Selkirk CWMA members for disbursement to the public. One way that it can be sustained is by allowing only one booklet per person or family.

D.) Describe the importance of the Foundation's funding to the completion/success of this project.

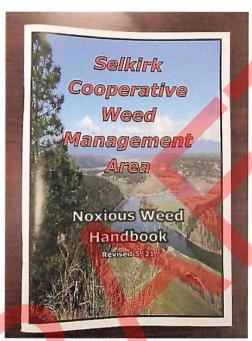
The statutory definition of a noxious weed in Idaho is 'any plant having the potential to cause injury to public health, crops, livestock, land or other property; and which is designated as noxious by the director [of the Idaho State Department of Agriculture]. One of the numerous issues that noxious weeds pose include the degradation of big game habitat, which can alter preferred patterns and feeding ranges. The alteration of natural riparian areas is also an issue with the noxious weeds that can proliferate those environments, leading to negative impacts on waterfowl habitat, and potentially choking off shoreline access points for fishing.

Hunting and fishing are large economic drivers in the state of Idaho, and certainly in northern Idaho. We believe that this project meets the Foundation's listed objectives, especially—'educating Idahoans about protecting wild spaces and wildlife' (from the resource degrading effects of noxious weeds, in this case). With that, the project seems appropriately aligned with the Foundation's purpose in awarding grant funds. While it would be in everyone's best interest to print the minimum number of handbooks to meet the bulk price threshold, which aligns with our request amount, a partial award of funding would be better than no award should it come down to that.

E.) Photograph excerpts of the project (2021 edition) on the following page.



- 521 S. Division Ave, Suite 216 Sandpoint, ID 83864
- Phone: (208) 255-5681ext.6 Email: chase.youngdahl@bonnercountyid.gov
- Website: https://www.bonnercountyid.gov/noxious-weeds







• 521 S. Division Ave, Suite 216 • Sandpoint, ID 83864

• Phone: (208) 255-5681ext.6 • Email: chase.voungdahl@bonnercountyid.gov

NOXIOUS

WEEDS

Item #1

• Website: https://www.bonnercountyid.gov/noxious-weeds

April 1, 2025

Memorandum

TO: Commissioners

FROM: Chase Youngdahl, Noxious Weeds Director

RE: Idaho Fish & Wildlife Foundation Grant Application - Noxious Weed Handbooks

Attached is a grant application packet for submission to the Idaho Fish & Wildlife Foundation for the publication costs of the Selkirk Cooperative Weed Management Area – Noxious Weed Handbook. The amount requested is \$9,288.00 for the printing of 3,000 handbooks. In-Kind contributions will be the time spent by Selkirk CWMA committee members on editing, reviewing and proofing the new edition. Some members have offered cash match. Match is detailed on the budget form.

Auditing Review:
Email is attached verifying that august Bert Fed hat the funds to cover this item are within the budget; this is required for
iny expenditure/budget adjustment \text{Vequest\text{In V (C.)}}
Risk Review: N/A - No insurance nor any risk questions/concerns apply to this grant application
f applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This
ncludes new equipment assets to be insured or contracts requiring insurance for review.
.egal Review: N/A - There's no contract nor agreement to approve or accept at this stage of the grant process
mail is attached verifying that all legal questions/concerns have been resolved and that it has been approved.
Distribution: Original to Noxious Weeds Office
Copy to BOCC Office

A suggested motion would be: Madam Chair, Based on the information before us I move to approve the Noxious Weeds Handbook grant proposal for submission to the Idaho Fish & Wildlife Foundation, and authorize the Chair to sign administratively.

Recommendation Acceptance: YES = NO Asia Williams, Chair Date: 4 1 25



IDAHO DEPARTMENT OF FISH AND GAME

PANHANDLE REGION 2885 West Kathleen Avenue Coeur d'Alene, Idaho 83815

Brad Little / Governor Jim Fredericks / Director

March 14, 2025

Chase Youngdahl
Noxious Weeds Director
Bonner County
521 S. Division Ave, Ste 216
Sandpoint, ID 83864
chase.youngdahl@bonnercountyid.gov

Dear Mr. Youngdahl,

I am writing this letter in support of the Selkirk Cooperative Weed Management Area (CWMA) applying for a grant through the Idaho Fish & Wildlife Foundation to assist with publishing costs for an updated batch of noxious weed handbooks. These handbooks are useful educational tools for citizens and landowners as well as training aids for government employees tasked with controlling noxious weeds. Since the first edition of these handbooks were made available, we have had frequent requests for copies from the public while visiting Idaho Fish and Game Wildlife Management Areas (WMAs). They are useful in educating both the public and our staff about noxious weed identification and the benefits of controlling these species.

As wildlife professionals working in habitat management and restoration, we recognize the importance of educating the public about the how and why of our projects. These noxious weed handbooks contain photographs, descriptions, and common control methods of targeted species in our area and provide the public with a vital source of information. Having a better-informed public helps to generate support for our efforts.

When onboarding new seasonal technicians to work at our Wildlife Management Areas, these handbooks provide a valuable training tool. When learning what weeds are common on the WMAs, the ability to review photographs with physical descriptions coupled with common control methods expedites our training and creates efficiency leaving more time on task rather than in training.

Sincerely.

Carson Watkins

Panhandle Regional Supervisor

CJW:MH:RA

IDAHO FISH & WILDLIFE FOUNDATION 2025 GRANT APPLICATION BUDGET FORM

Follow instructions in the Guidelines to complete this Budget Form. The budget should detail revenues and expenses associated with the entire proposed project or phase of a project, not just the amount associated with the Foundation request. You may attach additional information, if necessary, but **do not attach a budget in another format** or exceed page limits. See Sample Budget in application guidelines.

PROJE	CT BUDGET		
REVENUE SOURCE Please list the sources and amounts of revenues needed to complete the project, either cash and/or in-kind, and whether each revenue is committed or pending. Note: For volunteer labor, you must include an hourly rate in this column and the total in the In-kind column.	Cash	In-kind	\$ Amount Committed or Pending?
Idaho Fish & Wildlife Foundation request	\$9,288	MACON TO SERVICE AND ADDRESS OF THE PARTY OF	Pending
Bonner County	\$1,000	\$1,344	In-Kind Committed, Cash Pendi
Boundary County	\$750	\$2,100	Committed
Idaho Fish & Game		\$168	Committed
Idaho Department of Lands		\$168	Committed
Stimson Lumber Company		\$168	Committed
Kootenai Tribe of Idaho	\$1,000	\$168	Committed
City of Sandpoint		\$168	Committed
Idaho State Department of Agriculture		\$504	Committed
Revenues	\$12,038	\$4,788	\$16,826
PROJECT EXPENSES You may attach additional information, if necessary,		n this form.	\$ Amount
Bulk printing cost for minimum of 3,000 Noxious Weed Handbooks (\$3.10/book) - 3,883 books			\$12,038
Time reviewing, editing & proof-reading new version of handbook (114 hours @ \$42/hour)			\$4,788
	TOTAL PROJE	CT EXPENSES	\$16,826



BONNER COUNTY ROAD & BRIDGE

1500 Hwy 2 Ste 101 • Sandpoint, ID 83864 • Phone: (208) 255-5681 – Fax: (208) 263-9084

E-mail: roads@co.bonner.id.us

ROAD & BRIDGE Item #1

September 2nd, 2025

To: Bonner County Commissioners

From: Matt Mulder, PE Road and Bridge Staff Engineer

Re: Professional Services Agreement – Fed-Aid Bridge Grant - Merritt Bridge Repairs – Design

In December 2023, the Road & Bridge Department submitted a grant application for the *Local Federal Aid Incentive Program: Bridge FY2024*. The application requested a project to repair The Merritt Bridge over the Pend Oreille River (Wisconsin Street) south of the City of Priest River. We have been selected for award of this grant project with an anticipated project cost of \$4,660,000.00, and the BOCC signed the State and Local Agreement committing us to the project on February 18th, 2025.

This bridge is Bonner County's longest bridge and the steel pilings are due for rehabilitation to address corrosion and prevent the substructure from degrading further into the poor condition category. Cleaning and an underwater pile-wrap solution is proposed. Additionally, an epoxy seal coat of the concrete driving surface deck is proposed, as well as other repairs identified in the inspection reports such as cleaning the expansion joints, repairing a badly cracked pile, etc.

HDR Engineers, Inc. was selected as the most qualified design firm through a qualifications-based competitive proposal process. The Local Highway Technical Assistance Council (LHTAC), who serves as a liaison and administrator between local state governments and these federal grant funding projects has forwarded us the attached Professional Services Agreement (PSA) with HDR Engineers which will commit Bonner County to paying the design fee invoices up front and being reimbursed at 92.66% from the grant funding. The total design fee on the PSA is \$389,554.00. Funds would come from 002-9000 – "County Grant Match" in FY2026-2027. The required match has been budgeted for FY2026 which has an allocated amount of \$46,424.00.

Construction is anticipated to occur in FY2028-2029, but is subject to being rescheduled to meet program budget constraints. Bonner County must pay a 7.34% cash match on all project costs, with the total match anticipated to be \$342,044.00. Match payments will be made throughout design expenditures, with a final lump sum match for construction costs due before construction bidding, likely in FY2027.

Auditing Review_	Email Attached	distributions.	TO COLO	St. de
Legal Review: <u>By</u>	LHTAC, standard	agreen	nent	
Risk Review: N/A	No acquisitions of	or activi	ties	

A suggested motion would be: I move the Board of Bonner County Commissioners approve the Professional Services Agreement with HDR Engineers for Project No A024(620) – Key Number 24620 to design repairs to the Merritt Bridge.

Recommendation Acceptance: ☐ yes ☐ no	date:
	Commissioner Asia Williams Chairwoman

Idaho Transportation Department Local Professional Services Agreement

Agreement #: 97342

THIS AGREEMENT is made and entered into this	day of	, , by and between t	he
BONNER COUNTY, whose address is 1500 Hwy 2	, Ste 101 Sandpoint, ID	83864, hereinafter called the "Sponsor," as	nd
HDR Engineering, Inc., whose address is 412 E. Par	kcenter Blvd., Ste 100,	, Boise, ID, 83706, hereinafter called the	
"Consultant."			

RATIFICATION

The Idaho Transportation Department, representing the Federal Highway Administration on all local federal-aid highway projects, is authorized to ratify all agreements for engineering services entered into between sponsoring local agencies and their retained consultants. All references to State used hereafter shall denote the Idaho Transportation Department.

NOW, THEREFORE, the parties hereby agree as follows:

The work covered by this Agreement is for the following project(s):

Project Name	Project #	Key#
STC-5770, MERRITT BRIDGE	A024(620)	24620
REPAIRS, BONNER COUNTY	A024(620)	24620

SUBCONSULTANTS

The State approves the Consultant's utilization of the following Subconsultants:

Marine Solutions, Inc.

TAG Historical Research & Consulting

GeoEngineers, Inc.

AGREEMENT ADMINISTRATOR

This Agreement shall be administered by Amanda LaMott, Safety TAP Engineer, LHTAC; (208) 344-0565; or an authorized representative.

DUTIES AND RESPONSIBILITIES OF CONSULTANT

A. DESCRIPTION OF WORK

The Consultant shall provide professional services as outlined in the attachment(s) and as further described herein.

- 1. The following attachments are made a part of this Agreement:
 - a. Attachment No. 1L is the Consultant Agreement Specifications which are applicable to all agreements.
 - b. Attachment No. 2 is the negotiated Scope of Work, Cost Estimate, and Man-Day Estimate.
 - c. Attachment No. 3 is the approved Consultant DBE Commitment form (ITD-2398) for this Agreement.

In the case of discrepancy, this Agreement shall have precedence over Attachment No. 2, and Attachment No. 2 shall have precedence over Attachment No. 1.

2. Per Diem will be reimbursed at the current approved rates. These rates are listed at http://itd.idaho.gov/business/? target=consultant-agreements.

DUTIES AND RESPONSIBILITIES OF SPONSOR AND/OR STATE

The Sponsor and/or State shall provide to the Consultant, upon request, copies of any records or data on hand which are pertinent to the work under the Agreement.

TIME AND NOTICE TO PROCEED

- A. The Consultant shall start work under this Agreement no later than ten (10) calendar days from the receipt of the written notice to proceed with the work. The Consultant shall complete all work by 7/23/2027.
- B. The Consultant shall remain available to perform additional work for an additional sixty (60) days or until the Agreement is closed out, whichever comes first.

BASIS OF PAYMENT

A. Payment Basis: Cost Plus Fixed Fee

B. Compensation Amount

1. Not-To-Exceed Amount: \$389,554.00

2. Additional Services Amount: \$0.00

3. Total Agreement Amount: \$389,554.00

C. Fixed Fee Amount: \$35,508.00 (This is included in the Total Agreement Amount.)

D. Approved Overhead Rates for Prime Consultant and Subconsultants

HDR Engineering, Inc. 161.23%
Marine Solutions, Inc. 198.98%
TAG Historical Research & Consulting Loaded rates
GeoEngineers, Inc. 208.29%

- E. Reasonable increases in labor rates during the life of this Agreement will be accepted. Payroll additive rate, general administrative overhead rate, and unit prices are subject to adjustment during the life of this Agreement based on audit and negotiations. If the State approves an adjustment to the overhead rate or unit prices, the Consultant must then submit a written request to the Agreement Administrator requesting use of the approved rate(s) on this agreement. If the new rate(s) are accepted by the Agreement Administrator, they shall apply from the date the written request was made to the Agreement Administrator. An adjustment shall not change the Not-To-Exceed amount of the Agreement.
- F. Professional Services Authorization and Invoice Summary (Authorization) No. 1 is issued in the amount of \$200,000.00 to begin the work of this Agreement. The remaining amount will be issued by consecutive Authorizations.

An additional services amount may be included in this Agreement. If so, the Sponsor will determine if additional services is required beyond the services outlined in Attachment No. 2. When additional services are required, the additional services amount of the Agreement will be utilized, and a subsequent Authorization will be issued.

IN WITNESS WHEREOF, the Parties hereto have set their hands on the day and year in this Agreement first written above.

HDR ENGINEERING, INC. Consultant	BONNER COUNTY Local Sponsor
By: Digitally signed by Jon Osier DN: C=US. Enjon.osier@hdrinc.com, O="HDR Engineering.ine", OU=Idaho,	Ву:
Title: Comparison	Title:
	IDAHO TRANSPORTATION DEPARTMENT
	By:
	10 1 10 10 10 10 10 10 10 10 10 10 10 10
	Title:

IDAHO CODE CERTIFICATION FORM

Failure to comply with the terms of the referenced Idaho Code may result in breach of contract.

Anti-Boycott Clauses

Per the provisions of Idaho Code §§ 67-2346, Anti-Boycott Against Israel Act, and Idaho Code §§ 67-2347A, Prohibition on Contracts with Companies Boycotting Certain Sectors the undersigned certifies that it is not currently engaged in and will not for the duration of the contract engage in the following:

- boycott of goods or services from Israel or territories under its control; or
- boycott of any individual or company because the individual or company engages in or supports the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear energy, or agriculture; or
- boycott of any individual or company because the individual or company engages in or supports the manufacture, distribution, sale, or use of firearms, as defined in Idaho Code § 18-3302(2)(d)

Prohibition on Contracts with Companies Owned or Operated by the Government of China

Idaho Code, §§ 67-2359 states "a public entity in this state may not enter into a contract with a company to acquire or dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently owned or operated by the government of China and will not for the duration of the contract be owned or operated by the government of China". Company certifies that it is not owned or operated by the government of China.

By signing below, I certify that this company understands and will comply with the aforementioned requirements

Signature of Company's authorized representative:

Jon Osier DN: C=US,

i.g., E=i.gn.osier@hdrinc.com,
O="HDR Engineering, Inc",
OU=Idaho, CN=Jon Osier
Date: 2025.08.19
09:36:04-06'00'

Company Name

ATTACHMENT NO. 1L

CONSULTANT AGREEMENT SPECIFICATIONS

These specifications supplement Local Professional Services Agreements and shall be attached to said Agreements.

A. DEFINITIONS

- 1. Administrator: Person directly responsible for administering the Professional Services Agreement (Agreement) on behalf of the Local Public Agency.
- 2. Combined Overhead: The sum of the payroll additives and general administrative overhead expressed as a percent of the direct labor cost.
- 3. Cost: Cost is the sum of the hourly charge out rate and other direct costs.
- 4. Cost Plus Fixed Fee: Cost Plus Fixed Fee is the sum of the payroll costs, combined overhead, and other direct costs, plus the fixed fee.
- 5. CPM: Critical Path Scheduling. The CPM will list work tasks, their durations, milestones and their dates, and State/Local review periods.
- 6. Fixed Fee: A dollar amount established to cover the Consultant's profit and business expenses not allocable to overhead. The fixed fee is based on a negotiated percent of direct labor cost and combined overhead and shall take into account the size, complexity, duration, and degree of risk involved in the work. The fee is "fixed," i.e. it does not change. If extra work is authorized, an additional fixed fee can be negotiated, if appropriate.
- 7. General Administrative Overhead (Indirect Expenses): The allowable overhead (indirect expenses) expressed as a percent of the direct labor cost.
- 8. **Hourly Charge Out Rate**: The negotiated hourly rate to be paid to the Consultant which includes all overhead for time worked directly on the project.
- Incentive/Disincentive Clause: Allows for the increase or decrease of total Agreement amount
 paid based on factors established in the Agreement. Normally, these factors will be completion time
 and completion under budget.
- Lump Sum: An agreed upon total amount, that will constitute full payment for all work described in the Agreement.
- 11. Milestones: Negotiated portions of projects to be completed within the negotiated time frame. Normally the time frame will be negotiated as a calendar date, but it could also be "working" or "calendar" days. As many milestones as the Consultant and the State/Sponsor believe necessary for the satisfactory completion of the Agreement will be negotiated.
- 12. Not-To-Exceed Amount: The Agreement amount is considered to be a Not-to-Exceed amount, which amount shall be the maximum amount payable and shall not be exceeded unless adjusted by a Supplemental Agreement.
- 13. Other Direct Costs: The out-of-pocket costs and expenses directly related to the project that are not a part of the normal company overhead expense.
- 14. Payroll Additives: All payroll additives allocable to payroll costs such as FICA, State Unemployment Compensation, Federal Unemployment Compensation, Group Insurance, Workmen's Compensation, Holiday, Vacation, and Sick Leave. The payroll additive is expressed as a percent of the direct labor cost.

- 15. Payroll Costs (Direct Labor Cost): The actual salaries paid to personnel for the time worked directly on the project. Payroll costs are referred to as direct labor cost.
- 16. Per Diem Rates: Per Diem will be reimbursed at actual cost. However, reimbursements shall not exceed the current approved rates. The current rates are listed on the following Web site: http://itd.idaho.gov/business/?target=consultant-agreements.
- 17. **Standard of Care:** The level or quality of service ordinarily provided by normally competent practitioners of good standing in that field, contemporaneously providing similar services in the same locality and under the same circumstances.
- 18. State: Normally "State" refers to the Idaho Transportation Department.
- 19. Sponsor: The "Sponsor" refers to the local public agency.
- 20. **Unit Prices**: The allowable charge out rate for units or items directly related to the project that are not a part of the normal overhead expense.

NOTE: All cost accounting procedures, definitions of terms, payroll cost, payroll additives, general administrative overhead, direct cost, and fixed fee shall comply with Federal Acquisition Regulations, 48 CFR, Part 31, and be supported by audit accepted by the State.

B. STANDARDS OF PERFORMANCE

Except as otherwise specifically provided for in the Consultant's Scope of Work, the Consultant agrees that all work performed under the Agreement will be performed in accordance with Idaho Transportation Department Standards and other appropriate standards with generally acceptable standard of care. When the work is of a nature that requires checking, the checking shall be performed by a qualified person other than the one who performed the work.

C. AGREEMENT ADMINISTRATOR

The Agreement Administrator will administer the Agreement for performance and payment, and will decide all questions which may arise as to quality and acceptability of the work, rate of progress, definition of work to be performed, completion of milestones, and acceptable fulfillment of the Agreement. The Consultant shall address all correspondence, make all requests, and deliver all documents to the Administrator. The Administrator shall be responsible for the timely coordination of all reviews performed by the State or their representatives.

D. PERSONNEL

The Consultant shall provide adequate staff of experienced personnel or Subconsultants capable of and devoted to the successful accomplishment of work to be performed under the Agreement. The specific individuals or Subconsultants listed in this Agreement, including Project Manager, shall be subject to approval by the State and shall not be removed or replaced without the prior written approval of ITD. Replacement personnel submitted for approval must have qualifications, experience and expertise at least equal to those listed in the proposal.

E. SUBCONSULTANTS

The Consultant shall have sole responsibility for the management, direction, and control of each Subconsultant and shall be responsible and liable to the Sponsor for the satisfactory performance and quality of work performed by Subconsultants under the terms and conditions of this Agreement. The Consultant shall include all the applicable terms and conditions of this Agreement in each Subconsultant Agreement between the Consultant and Subconsultant, and provide the State with a copy of each Subconsultant Agreement prior to the Subconsultant beginning work. No other Subconsultant shall be used by the Consultant without prior written consent by the State.

F. PROFESSIONAL SERVICES AUTHORIZATION

- 1. A written PROFESSIONAL SERVICES AUTHORIZATION (PSA) will be issued by the State to authorize the Consultant to proceed with a specific portion of the work under this Agreement. The number of PSAs required to accomplish all the work under this Agreement is one to several. Each PSA will authorize a maximum dollar amount and specify the milestone(s) for which the PSA represents. The Sponsor assumes no obligation of any kind for expenses incurred by the Consultant prior to the issuance of the PSA; for any expenses incurred by the Consultant for services performed outside the work authorized by the PSA; and for any dollar amount greater than authorized by the PSA.
- 2. The Consultant's work of this Agreement will be divided into milestones, each governed by a separate PSA. It is not necessary for a PSA to be completed prior to the issuance of the next PSA. The Consultant shall not perform work which has not been authorized by a PSA. When the money authorized by a PSA is nearly exhausted, the Consultant shall inform the Administrator and shall identify the need for additional authorization via issuance of the next PSA. The Administrator must concur with the Consultant prior to the issuance of the next PSA.
- 3. The Agreement is lump sum, unit cost, or cost plus fixed fee amount as indicated in this Agreement and may include an Additional Services amount for possible extra work not contemplated in the original scope of work. For the Consultant to receive payment for any work under the Additional Services Amount of this Agreement, said work must be authorized and performed under a PSA issued by the State specifically for the extra work. Should the Sponsor request that the Consultant perform additional services, the scope of work and method of payment will be negotiated. The basis of payment for additional work will be set up either as a Lump Sum or Cost Plus Fixed Fee.

G. PROJECT SCHEDULING

All negotiated agreements shall be accompanied by a critical path method schedule (CPM Schedule). The CPM Schedule will list the work tasks for the Agreement, their duration, negotiated milestones and their completion dates, including State/Local review periods. The format of this schedule shall be agreed on prior to signing the Agreement.

Along with the monthly progress report, the Consultant shall provide monthly CPM Schedule updates to the Agreement Administrator for approval. The CPM schedule shall show project percent completed on each task.

H. MONTHLY PROGRESS REPORT

The Consultant shall submit to the State a monthly progress report on Form ITD-771, as furnished by the State. When no work will be performed for a period of time, this requirement can be waived by written notice from the Agreement Administrator. However, at such time as work re-commences, the monthly progress reports shall resume.

The Consultant shall provide monthly progress schedule (CPM) updates to the Agreement Administrator.

The monthly progress report and schedule update will be submitted by the tenth of each month following the month being reported or as otherwise agreed to in the approved scope of work.

The Agreement Administrator will review the progress report and submit approved invoices for payment within two weeks of receiving the invoice, the associated monthly report and the schedule update.

Each progress report shall list invoices by PSA number and reference milestones.

I. PROGRESS AND FINAL PAYMENTS

 Progress payments will be made once a month for services performed which qualify for payment under the terms and conditions of the Agreement. Such payment will be made based on invoices submitted by the Consultant in the format required by the State. The monthly invoice shall be submitted no later than the tenth of each month following the month being invoiced.

Lump Sum

Progress payments will be made based on a percentage of the work or milestones satisfactorily completed.

Cost Plus Fixed Fee

The Consultant shall submit a breakdown of costs by each item of work on the monthly invoice, and shall show the percent complete of each item of work, each milestone and percent complete of the entire Agreement. Progress payments will be made based on the invoice cost less the fixed fee for the work satisfactorily completed for each invoicing period. Said payment shall not exceed the percent complete of the entire Agreement. Upon satisfactory completion of each milestone, full payment for all approved work performed for that milestone will be made, including Fixed Fee.

Cost

The Consultant shall submit a breakdown of costs by each item of work on the monthly invoice, and shall show the percent complete of each item of work and percent complete of the entire Agreement. Progress payments will be made based on the invoiced cost for the work satisfactorily completed for each item of work. Said payment shall not exceed the percent complete of the entire Agreement.

Direct expenses will be reimbursed at actual cost, not to exceed the current approved rates as identified at http://itd.idaho.gov/business/?target=consultant-agreements.

For "Cost Plus Fixed Fee" and "Cost" agreements, invoices must include backup documentation to support expenditures as appropriate, and as requested by the Agreement Administrator. Such support may consist of copies of time sheets or cost accounting system print-out of employee time, and receipts for direct expenses.

- The Sponsor will make full payment for the value of the services performed which qualify for payment. This full payment will apply until 95 percent of the work under each Project Agreement PSA or Supplemental Agreement has been completed. No further progress payments will be made until all work under the Agreement has been satisfactorily accomplished and accepted by the Sponsor. If at any time, the Sponsor determines that the work is not progressing in a satisfactory manner, further payments may be suspended or withheld for sums that are deemed appropriate for unsatisfactory services.
- 3. Final payment of all amounts retained shall be due 60 days after all work under the Agreement has been completed by the Consultant and accepted by the Sponsor. Such final payment will not be made until satisfactory evidence by affidavit is submitted to the State that all indebtedness incurred by the Consultant on this project has been fully satisfied.
- 4. Agreements which include an incentive/disincentive clause will normally have the clause applied only to the completion of the BID OPENING milestone. If the project is deemed by the Sponsor to be ready for advertisement, but advertisement is postponed at no fault of the Consultant, any incentive earned will be paid.

5. Payments to Subconsultants

The Consultant shall pay each subconsultant for satisfactory performance of its contract items no later than twenty (20) calendar days from receipt of each payment the Consultant receives from the State under this Agreement, in accordance with 49 CFR, Part 26. The Consultant shall return retainage payments to each subconsultant within twenty (20) calendar days after the subconsultant's work is satisfactorily completed. The Consultant will verify that payment or retainage has been released to the subconsultant or suppliers within the specified time for each partial payment or partial acceptance by the Department through entries in the Department's online diversity tracking system during the corresponding monthly audits.

Prompt payment will be monitored and enforced through the Consultant's reporting of monthly payments to its subconsultants and suppliers in the online diversity tracking system. Subconsultants, including lower tier subconsultants, suppliers, or both, will confirm the timeliness and the payment

amounts received utilizing the online diversity tracking system. Discrepancies will be investigated by the Contract Compliance Officer and the Contract Administrator. Payments to the subconsultants, including lower tier subconsultants, and including retainage release after the subconsultant or lower tier subconsultant's work has been accepted, will be reported monthly by the Consultant or the subconsultant.

The Consultant will ensure its subconsultants, including lower tier subconsultants, and suppliers meet these requirements.

J. MISCELLANEOUS PROVISIONS

COVENANT AGAINST CONTINGENT FEES

a. The Consultant warrants that they have not:

Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person to solicit or secure this Agreement, other than a bona fide employee of the firm;

agreed, as an expressed or implied condition for obtaining this Agreement, to employ or retain the services of any firm or person in connection with carrying out this Agreement, or;

paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee of the firm) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring out the Agreement.

 The Sponsor warrants that the above Consultant or its representative has not been required, directly or indirectly as an expressed or implied condition in connection with obtaining or carrying out this Agreement.

Employ or retain, or agree to employ or retain, any firm or person, or; pay, or agree to pay to any firm, person or organization, any fee, contribution, donation or consideration of any kind.

2. PROHIBITION AGAINST HIRING PERSONNEL AND WORKING FOR CONTRACTOR

In compliance with the Code of Federal Regulations, (23 CFR, Section 1.33, Conflict of Interest), the Consultant agrees that no one in their employ will work on a part time basis under this Agreement while also in the full-time employ of any Federal Agency, the State, or the Sponsor, without the written consent of the public employer of such person. The Consultant agrees that no one in their employ under any circumstances shall perform any services for the contractor on the construction of this project.

3. CHANGES IN WORK

All changes in work shall conform to one or more of the following conditions and in no instance shall such change in work be undertaken without written order or written approval of the Sponsor.

- Increase in the work required by the Sponsor due to unforeseen circumstances.
- b. Revision in the work required by the Sponsor subsequent to acceptance of such work at the appropriate conference or after revision of such work as outlined at said conference.
- c. Items of work which are beyond the scope of intent of this Agreement and pre-approved by the Sponsor.
- d. Reduction in the work required by the Sponsor due to unforeseen circumstances.

An increase in compensation will be considered when Department Design Standards or expectations have changed from the time of negotiation.

Adjustment in compensation for either an increase or reduction in work shall be on a negotiated basis arrived at by mutual agreement between the Sponsor and the Consultant. During such

negotiations the Sponsor may examine the documented payrolls, transportation and subsistence costs paid employees actively engaged in the performance of a similar item or items of work on the project, and by estimated overhead and profit from such similar items or items of work.

Said mutual agreement for a negotiated increase or reduction in compensation shall be determined prior to commencement of operations for an increase in a specific item or items of work. In the case of Sponsor order for nonperformance, a reduction in the specific item or items of work will be made as soon as circumstances permit. In the event that a mutual agreement is not reached in negotiations for an increase in work, the Sponsor will use other methods to perform such item or items of work.

The mutually agreed amount shall be covered by a Supplemental Agreement and shall be added to or subtracted from the total amount of the original Agreement.

Adjustment of time to complete the work as may pertain to an increase or a reduction in the work shall be arrived at by mutual agreement of the Sponsor and the Consultant after study of the change in scope of the work.

4. DELAYS AND EXTENSIONS

Time adjustment may occur when the negotiated scope of work is increased or reduced through mutual agreement of the State and the Consultant.

Extensions of time may be granted for the following reasons:

- Delays in major portions of the work caused by excessive time used in processing of submittals, delays caused by the State, or other similar items which are beyond the control of the Consultant.
- b) Additional work ordered in writing by the Sponsor.
- Department Design Standards have changed or expectations have changed from the time of negotiation.

5. TERMINATION

The Sponsor may terminate or abandon this Agreement at any time, without further obligation, upon giving notice of termination as hereinafter provided, for any of the following reasons:

- Evidence that progress is being delayed consistently below the progress required in the current approved CPM Schedule.
- b. Continued submission of sub-standard work.
- c. Violation of any of the terms or conditions set forth in the Agreement, other than for the reasons set forth in a. and b. above.
- At the convenience of the Sponsor.

Prior to giving notice of termination for the reasons set forth in a through c above, the Sponsor shall notify the Consultant in writing of any deficiencies or default in performance of the terms of this Agreement, and Consultant shall have ten (10) days thereafter in which to correct or remedy such default or deficiency. Upon their failure to do so within said ten (10) days, or for the reasons set forth in c above, such notice of termination in writing shall be given by the Sponsor. Upon receipt of said notice the Consultant shall immediately discontinue all work and service unless directed otherwise, and shall transfer all documents pertaining to the work and services covered under this Agreement, to the Sponsor. Upon receipt by the Sponsor of said documents, payment shall be made to Consultant as provided herein for all acceptable work and services.

6. DISPUTES

Should any dispute arise as to performance or abnormal conditions affecting the work, such dispute shall be referred to the Sponsor and the Director of the Idaho Transportation Department or his duly authorized representative(s) for determination.

Such determination shall be final and conclusive unless, within thirty (30) days of receipt of the decision Consultant files for mediation or arbitration. Consultant agrees that any mediation or arbitration hearing shall be conducted in Boise, Idaho. Consultant and Sponsor agree to be bound by the mediation agreement or the decision of the arbitration. Expenses incurred due to the mediation or arbitration will be shared equally by the Consultant and the Sponsor.

7. ACCEPTANCE OF WORK

- a. The Consultant represents that all work submitted shall be in accordance with generally accepted professional practices and shall meet tolerances of accuracy required by State practices and procedures.
- b. Acceptance of work will occur at phases appropriate to the terms of the Agreement and level of detail required by the State in its project development procedures.
- c. It is understood by the Consultant that the Sponsor is relying upon the professional expertise and ability of the Consultant in performance of the Agreement. Any examination of the Consultant's work product by the State/Sponsor will not be considered acceptance or approval of the work product which would relieve the Consultant for any liability or expense. Consultant is solely responsible for the propriety and integrity of its work product.

Acceptance or approval of any portion of Consultant's work product by the Sponsor for payment, partial or final, shall not constitute a waiver of any rights the Sponsor may have against the Consultant. If due to errors, omissions and negligent acts by the Consultant, or its Subconsultants, agents or employees, in its work product, the Consultant shall make corrections to its work product at no expense to the Sponsor. The Consultant shall respond to the Sponsor's notice of any error or omission within twenty-four hours of receipt, and give immediate attention to any corrections to minimize any delay to the construction contract. This may include, if directed by the Sponsor, visits to the site of the work.

If the Consultant discovers errors or omissions in its work product, it shall notify the State within seven days of discovery. Failure of the Consultant to notify the State shall be grounds for termination of the Agreement.

The Consultant's liability for damages incurred by the Sponsor due to negligent acts, errors or omissions by the Consultant in its work product shall be borne by the Consultant. Increased construction costs resulting from errors, omissions or negligence in Consultant's work product shall not be the Consultant's responsibility unless the additional construction costs were the result of gross negligence of the Consultant.

8. OWNERSHIP OF DOCUMENTS

All material acquired or produced by the Consultant in conjunction with the preparation of the plans, study, or report, shall become the property of, and be delivered to, the Sponsor without restrictions or limitations of their further use. Any use of these materials by the Sponsor for purposes other than intended under this agreement shall be at the risk of the Sponsor. The Consultant has the right to make and retain copies of all data and documents for project files. Documents provided to the State may be public records under the Public Records Act §§ 74-101 through 74-126 and Idaho Code §§ 9-338 et seq, and thus subject to public disclosure unless excepted by the laws of the state of Idaho, otherwise ordered by the courts of the state of Idaho, and/or otherwise protected by relevant state and/or federal law.

9. AERIAL PHOTOGRAPHY

After aerial photography has been flown, processed and checked for coverage, the negatives shall be sent to the State at the address indicated on the Agreement for evaluation, labeling, and prints or diapositives as needed by the District and the Consultant. The negatives shall become the property of the State. Along with the negatives, the Consultant shall also deliver the Report of Calibration for the aerial camera used for the aerial photography, the flight maps, and the flight log. Once complete, a copy of the mapping shall be placed on a CD-ROM and sent to the address specified in the Agreement.

10. CADD SPECIFICATIONS

Two copies of all drawings shall be furnished to the Department upon completion of the contract. One copy shall be a durable reproduction of the drawing stamped and signed by the Engineer. An electronic stamp is acceptable, provided it is registered and approved with the Board of Professional Engineers and Land Surveyors. Roadway plans shall be furnished on 11" x 17" sheets. Structures plans shall be furnished on 22" x 34" sheets. The other copy shall be an electronic drawing file in a MicroStation .DGN file format. Electronic files shall be delivered in one of the following:

- Placed within ITD's ProjectWise DataSource (See CADD Manual for proper locations for file storage
- b. Standard CD/DVD-ROM Format

Files shall be developed with MicroStation software, SS4 Version 8.11X or higher; or converted to the MicroStation .DGN file format with all conversion errors corrected prior to delivery. If the consultant elects to convert files from other CADD software to the .DGN format, the consultant may be required at various times during the contract period to provide proof that all conversion errors can be corrected.

Refer to the CADD Manual for a complete set of CADD Standards. The manual is available at the following website: http://apps.itd.idaho.gov/apps/manuals/manualsonline.html .

11. GEOTECHNICAL AND MATERIALS WORK

If geotechnical and materials work is required under this Agreement, the Consultant must ensure that any Subconsultant performing geotechnical and materials work be involved in the final design review. This does not mean that the geotechnical and materials Subconsultant must attend the actual final design review meeting, but does mean that the Subconsultant, will at a minimum, participate in the final design plans and proposal review to assure that all geotechnical and materials recommendations/issues it raised concerning the project have been addressed, or notify the Consultant of any outstanding issues.

12. HIGHWAY CONSTRUCTION ESTIMATING PROGRAM

The Idaho Transportation Department has adopted the Trns.Port EstimatorTM Highway Construction Cost Estimation software package as the standard for developing all highway construction cost estimates. Consultants who prepare PS&E (Plans, Specifications and Estimate) packages for submittal to ITD are required to use Estimator. Further information is available at the following Web Site: http://itd.idaho.gov/business/?target=consultant-agreements.

13. INDEMNITY

- a. Concerning claims of third parties, the Consultant shall indemnify, and hold harmless and defend the Sponsor from any and all damages of and against any and all suits, actions, claims or losses of every kind, nature and description, including costs, expenses and reasonable attorney fees that may be incurred by reason of any negligent act, error or omission of the Consultant in the prosecution of the work which is the subject of this Agreement.
- b. Concerning claims of the Sponsor, the Consultant shall assume the liability and responsibility for negligent acts, errors or omissions caused by the Consultant or a Subconsultant or their agents or employees to the design, preparation of plans and/or specifications, or other assignments completed under this Agreement, to the standards accepted at the time of the Final Design Review, other established review periods.
- c. Notwithstanding any other provision of this Agreement, the Consultant shall not be responsible for claims arising from the willful misconduct or negligent acts, errors, or omissions of the Sponsor for contamination of the project site which pre-exist the date of this Agreement or subsequent Task Authorizations. Pre-existing contamination shall include but not be limited to any contamination or the potential for contamination, or any risk to impairment of health related to the presence of hazardous materials or substances.

14. INSURANCE

The Consultant, certifying it is an independent contractor licensed in the State of Idaho, shall acquire and maintain commercial general liability insurance in the amount of \$1,000,000.00 per occurrence, professional liability insurance in the amount of \$1,000,000.00, and worker compensation insurance in accordance with Idaho Law.

The professional liability insurance coverage shall remain in force and effect for a minimum of one (1) year after acceptance of the construction project by the State (if applicable), otherwise for one (1) year after acceptance of the work by the State.

Regarding workers' compensation insurance, the Consultant must provide either a certificate of workers' compensation insurance issued by an insurance company licensed to write workers' compensation insurance in the State of Idaho as evidence that the Consultant has a current Idaho workers' compensation insurance policy in effect, or an extraterritorial certificate approved by the Idaho Industrial Commission from a state that has a current reciprocity agreement with the Idaho Industrial Commission.

The Consultant shall provide the State with certificates of insurance within ten (10) days of the Notice to Proceed.

15. ENDORSEMENT BY ENGINEER, ARCHITECT, LAND SURVEYOR, AND GEOLOGIST

Where applicable, the Professional Engineer, Architect, Land Surveyor, or Geologist in direct charge of the work or portion of work shall endorse the same. All plans, specifications, cost summaries, and reports shall be endorsed with the registration seal, signature, and date of the Idaho professional in direct charge of the work. In addition, the firm's legal name and address shall be clearly stamped or lettered on the tracing of each sheet of the plans. This endorsement certifies design responsibility in conformance with Idaho Code, ITD's Design Manual, and acceptance of responsibility for all necessary revisions and correction of any errors or omissions in the project plans, specifications and reports relative to the project at no additional cost to the State based on a reasonable understanding of the project at the time of negotiation.

16. LEGAL COMPLIANCE

The Consultant at all times shall ,as a professional, observe and comply with all Federal, State and local laws, by-laws, safety laws, and any and all codes, ordinances and regulations affecting the work in any manner and in accordance with the general standard of care. The Consultant agrees that any recourse to legal action pursuant to this agreement shall be brought in the District Court of the State of Idaho, situated in Ada County, Idaho.

17. SUBLETTING

The services to be performed under this Agreement shall not be assigned, sublet, or transferred except by written consent of the Sponsor. Written consent to sublet, transfer or assign any portions of the work shall not be construed to relieve the Consultant of any responsibility for the fulfillment of this Agreement or any portion thereof.

18. PERMITS AND LICENSES

The Consultant shall procure all permits and licenses, pay all charges, fees, and taxes and give all notices necessary and incidental to the due and lawful prosecution of the work.

19. PATENTS AND COPYRIGHTS

The Consultant shall hold and save the Sponsor and its agents harmless from any and all claims for infringement by reason of the use of any patented design, device, material process, trademark, and copyright.

20. NONDISCRIMINATION ASSURANCES

1050.20 Appendix A:

During the performance of work covered by this Agreement, the Consultant for themselves, their assignees and successors in interest agree as follows:

- Compliance With Regulations. The Consultant shall comply with all regulations of the
 United States Department of Transportation relative to Civil Rights, with specific reference to
 Title 49 CFR Part 21, Title VI of the Civil Rights Act of 1964 as amended, and Title 23 CFR
 Part 230 as stated in the ITD EEO Special Provisions and Title 49 CFR Part 26 as stated in
 the appropriate ITD DBE Special Provisions. http://apps.itd.idaho.gov/apps/ocr/index.aspx
- 2. Nondiscrimination. The Consultant, with regard to the work performed by them during the term of this Agreement, shall not in any way discriminate against any employee or applicant for employment; subcontractor or solicitations for subcontract including procurement of materials and equipment; or any other individual or firm providing or proposing services based on race, color, sex, national origin, age, disability, limited English proficiency or economic status.
- 3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment. In all solicitations, either by bidding or negotiation, made by the Consultant for work or services performed under subcontract, including procurement of materials and equipment, each potential subcontractor or supplier shall be made aware by the Consultant of the obligations of this Agreement and to the Civil Rights requirements based on race, color, sex, national origin, age, disability, limited English proficiency or economic status.
- 4. Information and Reports. The Consultant shall provide all information and reports required by regulations and/or directives and sources of information, and their facilities as may be determined by the State or the appropriate Federal Agency. The Consultant will be required to retain all records for a period of three (3) years after the final payment is made under the Agreement.
- 5. Sanctions for Noncompliance. In the event the Consultant or a Subconsultant is in noncompliance with the EEO Special Provisions, the State shall impose such sanctions as it or the appropriate Federal Agency may determine to be appropriate, including, but not limited to:
 - Withholding of payments to the Consultant until they have achieved compliance;
 - Suspension of the agreement, in whole or in part, until the Consultant or Subconsultant is found to be in compliance, with no progress payment being made during this time and no time extension made;
 - Cancellation, termination or suspension of the Agreement, in whole or in part;
 - Assess against the Consultant's final payment on this Agreement or any progress
 payments on current or future Idaho Federal-aid Projects an administrative remedy
 by reducing the final payment or future progress payments in an amount equal to
 10% of this agreement or \$7,700, whichever is less.
- 6. Incorporation of Provisions. The Consultant will include the provisions of paragraphs 1 through 5 above in every subcontract of \$10,000 or more, to include procurement of materials and leases of equipment unless exempt by the Acts, the Regulations, and directives pursuant thereto. The Consultant will take such action with respect to any subcontract or procurement as the State or the appropriate Federal Agency may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, that if the Consultant becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Consultant may request the State to enter into any litigation to protect the interest of the State. In addition, the Consultant may request the United States to enter into the litigation to protect the interests of the United States.

1050.20 Appendix E

During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with all non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects):
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of
 disability in the operation of public entities, public and private transportation systems, places of
 public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented
 by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English
 Proficiency, and resulting agency guidance, national origin discrimination includes discrimination
 because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take
 reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed.
 Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U .S.C. 1681 et seq).

21. INSPECTION OF COST RECORDS

The Consultant shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred on the project. They shall make such data available for inspection, and audit, by duly authorized personnel, at reasonable times during the life of this Agreement, and for a period of three (3) years subsequent to date of final payment under this Agreement, unless an audit has been announced or is underway; in that instance, records must be maintained until the audit is completed and any findings have been resolved. Failure to provide access to records may affect payment and may constitute a breach of contract.

22. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

By signing this document the Consultant certifies to the best of his knowledge and belief that except as noted on an attached Exception, the company or its subcontractors, material suppliers, vendors or other lower tier participants on this project:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
- have not within a three-year period preceding this proposal been convicted of or had a civil
 judgment rendered against them for commission of fraud or a criminal offense in connection
 with obtaining, attempting to obtain or performing a public (Federal, State or local)
 transaction or contract under a public transaction; violation of Federal or State antitrust
 statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of
 records making false statements, or receiving stolen property;
- are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NOTE: Exceptions will not necessarily result in denial of award, but will be considered in determining Consultant responsibility. For any exception noted, indicate to whom it applies, initiating agency and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

23. CERTIFICATION CONCERNING LOBBYING ACTIVITIES

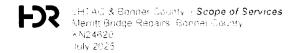
By signing this document, the Consultant certifies to the best of their knowledge and belief that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

The Consultant also agrees that he or she shall require that the language of this certification shall be included in all lower tier subcontracts, which exceed \$100,000, and that all such sub-recipients shall certify and disclose accordingly.

24. EMPLOYEE ELIGIBILITY

The Consultant warrants and takes the steps to verify that it does not knowingly hire or engage persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of person not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties up to five percent (5%) of the contract price, per violation, and/or termination of its contract.



SCOPE OF SERVICES

Merritt Bridge Repairs; KN24620

Project Background and Objectives:

Bonner County and LHTAC desire to rehabilitate the Merritt Bridge (BK 20615), which crosses the Pend Oreille River in Bonner County. The bridge is a 33-span, 1089-ft long steel girder superstructure supported by steel pipe pile bents. The bridge was originally constructed in 1956 and reconstructed in 1988 with a new superstructure. The bridge carries approximately 5,300 vehicles per day and provides one of the only north-south routes over the Pend Orielle Lake/River water bodies. Bonner County and LHTAC anticipate the following structural repairs for the project:

- 1. Substructure pile and bracing wrap
- 2. Epoxy overlay on bridge deck

Additionally, the 2024 Bridge Inspection Report recommends the following additional repairs:

- 1. Crack repair in steel pile at Bent #9
- 2. Clean expansion joints and repair joint seals
- 3. Repair fill settlement at south abutment

The repairs outlined above are based on the Bonner County grant application and the 2024 Bridge Inspection Report and are used as a basis for estimating the level of effort for this Scope of Services. Final selection of repairs will be based on the Bonner County grant application, priority repairs listed in the existing Bridge Inspection Reports, site visits, and discussion with Bonner County and LHTAC. Selection of final repair items are anticipated to occur during the Project Planning & Concept Design phase of the project.

This Scope of Services includes the preparation of a Bridge Concept of Repairs (BCOR) Report, Final Design services, Plans, Specifications, and Estimate (PS&E) services, and Environmental Permitting for the anticipated repairs for the Bridge.

This scope of services is organized into the following tasks:

Task 200 Project Planning & Concept Design	
rask 200 Project Flamming & Concept Design	
Task 300 Environmental Permitting & Documentation	on
Task 400 United States Coast Guard (USCG) Coord	ination
Task 500 Final Bridge Design	
Task 600 Final Roadway and TTC Design	
Task 700 Plans, Specifications, & Estimate (PS&E)	
Task 800 Post PS&E Support	

- 13. Due to the nature of the bridge repair design work, the Preliminary Design Review Submittal will be omitted from the project development process. After BCOR Report approval, HDR will move directly into Final Design.
- 14. Public Involvement, except as specifically noted in this Scope of Services, is not required. A public meeting is not required for the project.

Information and Tasks to be Provided by LHTAC and Bonner County:

- 1. LHTAC will provide copies of previous studies, design, bridge inspection reports, and bridge and roadway as-built drawings.
- 2. LHTAC will prepare the final bid document package.
- 3. LHTAC will provide Design Approval documentation.
- 4. LHTAC will prepare and approve a Public Hearing waiver(s), if required.
- 5. LHTAC will submit required project documentation and plans to ITD Headquarters, FHWA, and other agencies, as required.
- 6. LHTAC will secure necessary permits and approvals stemming from the 404 Joint Application Permit.

100 PROJECT MANAGEMENT

This task is for project management and administration, including maintenance of project records and internal staffing coordination and direction. Project management tasks are estimated based upon an eighteen (18) month total project duration (July 2025 through December 2026).

110 Project Initiation and Project Management Plan

HDR will set up the project files, set up the accounting system, prepare a Project Management Plan for use by the project team, and prepare and execute three (3) subconsultant agreements. The Plan will include key project information such as communication protocols, contract information for key team members, project schedule, project delivery process, quality control procedures, and safety plan, and will be updated as needed during the project development process. HDR will also maintain a system of project management tools, reports, and controls to monitor budget, schedule, and deliverables for the duration of the project. As part of this task, GEO, MSOL, and TAG will prepare individual Health and Safety Plans prior to conducting field services.

120 Project Communications and Meetings

120.10 Project Kickoff Meeting & Site Visit

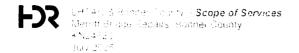
A project kickoff meeting will be held near the project location to outline project objectives, roles and responsibilities, critical success factors, and final scope outline, and to review project schedule, followed by a project site visit. This meeting will include the Project Team: HDR (PM + 3 task leads), and one (1) staff each from GEO, TAG, and MSOL. LHTAC and Bonner County will also attend the site visit.

- 14. The bridge is currently permitted through the USCG (permit number 823-6.16/17). It is assumed that bridge repair actions will not have vertical, horizontal, or navigational impacts, and therefore will not require a new Bridge Permit through the USCG.
- 15. Construction Engineering and Inspection (CE&I) services and Engineering Design Services During Construction (shop drawing reviews, responding to contractor RFI's etc.) are not included in this Scope of Services and if required, will be executed under a separate agreement.
- 16. A Resident's File (RE File) is not required.
- 17. LHTAC will develop and submit the ITD 1500 Form for the project. LHTAC will utilize information from the BCOR (Task 220) to inform the 1500 Form submittal.
- 18. LHTAC will develop and submit the Environmental Re-evaluation for the project.

 Additional HDR effort for the re-evaluation is not required and not included in this Scope of Services.

Design Assumptions:

- 1. Bridge retrofit for seismic loads will not be required and will not be performed.
- 2. Bridge deck condition survey(s) will not be performed, except as specifically noted herein.
- 3. Field reviews are limited to site visits discussed herein.
- 4. Bridge information will be assumed to be correct from as-built plans and will not be field verified.
- Finished grade elevations will be determined based on as-built plans. Survey will not be performed to verify the elevations or geometry of bridges shown in the as-built plans. The elevation and geometry will be verified by the Contractor during the construction phase of the project.
- 6. Material investigation reports are not required.
- 7. ITD average unit prices and past bid results will be used to estimate construction cost and may be adjusted to reflect the nature of the work, or the location of the bridge.
- 8. Improvements to increase the load carrying capacity of existing superstructures or substructures are not required.
- Bridge design will be in accordance with current versions of the following manuals at the time NTP is issued: AASHTO Load and Resistance Factor Design (LRFD) Bridge Design Specifications, ITD Bridge Design LRFD Manual, and Idaho Manual for Bridge Evaluation.
- 10. Bridge Plans will be prepared and detailed in accordance with ITD Bridge CADD Standards, current at the time NTP is issued. Plans will be completed in Bentley OpenRoads Designer (ORD). Bridge plans will be on 11x17 sheets.
- 11. Roadway and Temporary Traffic Control (TTC) Plans will be prepared and detailed in accordance with ITD CADD Standards, current at the time NTP is issued. Plans will be completed in Bentley ORD. Roadway and TTC plans will be on 11x17 sheets.
- 12. Deliverables will be in PDF format, unless specifically noted otherwise in this Scope of Services. HDR will submit design reviews via Bluebeam review sessions, and once complete, will submit PDF documents directly to LHTAC's ProjectWise folder.



- 13. Due to the nature of the bridge repair design work, the Preliminary Design Review Submittal will be omitted from the project development process. After BCOR Report approval, HDR will move directly into Final Design.
- 14. Public Involvement, except as specifically noted in this Scope of Services, is not required. A public meeting is not required for the project.

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- 1. LHTAC will provide copies of previous studies, design, bridge inspection reports, and bridge and roadway as-built drawings.
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- 3. LHTAC will provide Design Approval documentation.
- 4. LHTAC will prepare and approve a Public Hearing waiver(s), if required.
- 5. LHTAC will submit required project documentation and plans to ITD Headquarters, FHWA, and other agencies, as required.
- 6. LHTAC will secure necessary permits and approvals stemming from the 404 Joint Application Permit.

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120 Project Communications and Meetings

120.10 Project Kickoff Meeting & Site Visit

A project kickoff meeting will be held near the project location to outline project objectives, roles and responsibilities, critical success factors, and final scope outline, and to review project schedule, followed by a project site visit. This meeting will include the Project Team: HDR (PM + 3 task leads), and one (1) staff each from GEO, TAG, and MSOL. LHTAC and Bonner County will also attend the site visit.

During the site visit, the HDR team will photo-document existing conditions, compare field conditions with the current inspection reports, measure existing bridge joint widths, and become familiar with the bridge site. Field notes will be completed for the project file and provided to LHTAC and Bonner County. The field review is limited to special areas of interest including bridge joints, bridge decks, approaches, and visible portions of the substructure under the assumption that the review will be performed from ground level and sides of the roadway/bridge deck surface. If required, simplified mapping and approximate quantification of limits of structure deterioration will be completed.

Assumptions:

- One (1) kickoff meeting is expected and will be held in-person, at the project location.
- Kickoff meeting and site visit will be approximately six (6) hours in duration, including travel time on the day of the meeting.
- The meeting will include the HDR PM, HDR Bridge Lead, HDR Roadway/TTC Lead, and HDR Environmental Lead. See notes on travel below.
- Out-of-town travel is required for one (1) HDR staff, one (1) GEO staff, (1) MSOL staff, and one (1) TAG staff.
- For determination of estimated travel costs, the following items are considered direct travel costs for the project kickoff meeting and site visit:
 - Roundtrip mileage from the HDR Coeur d'Alene office to the bridge location.
 - Roundtrip flight (from Boise, Idaho), car rental and fuel, per diem, and one
 (1) night hotel cost for the HDR Environmental Lead, GEO Lead, MSOL Lead, and TAG Lead.
- The HDR PM will prepare an agenda prior to the kickoff meeting and will summarize meeting notes/minutes after the meeting.
- The kickoff meeting is expected to occur in August 2025.
- Temporary Traffic Control during the project site visit is not required. The project team will utilize the existing pedestrian walkway on the west side of the bridge to cross and evaluate the deck surface.
- Excavation (by any means) will not be completed.
- The bridge deck will be visually inspected from the top deck surface and from ground level (as applicable and as safety allows) underneath the bridge. Deck chaining and delamination mapping is not required and will not be performed. Indepth evaluations of the underside of the superstructure will not be completed.
- A summary of site visit findings will be provided in the BCOR Report (Task 220).

Deliverables:

 A meeting agenda will be prepared and distributed for the kickoff via email two (2) business days prior to the meeting.

- Meeting notes will be prepared and distributed for the meeting via email within three (3) business days after the meeting and will highlight key items of discussion and action items.
- Site visit photos and field notes (included in the BCOR Report).

120.20 Team Meetings & Coordination

Internal HDR team coordination calls with the HDR PM, Bridge Lead, Roadway/TTC Lead, Environmental Lead, and project staff will be scheduled bi-weekly throughout the duration of the project. Team leads for GEO, TAG, and MSOL will also attend the calls, as required. Estimated duration is one (1) hour each, for up to thirty-six (36) conference calls. The HDR PM will lead each of the calls.

Regular conference calls/meetings between the HDR PM, LHTAC, Bonner County, and select team leads are also required throughout the project duration. For the purpose of estimating effort, it is assumed that up to twenty-four (24) calls will take place for one (1) hour each over the course of the eighteen (18) month project duration. Discipline leads are assumed to participate in 50% of the calls. These calls are in addition to the internal calls listed above.

Deliverables:

Meeting notes and an action item list following each meeting, if requested

120.30 Internal Management Review Meetings

Internal management review meetings will be conducted to confirm the right resources are available, review the project's progress based on scope, schedule, and budget, evaluate current status of risk, and to provide project support as needed. Each meeting is assumed to be one-half (0.5) hour in duration.

Assumptions:

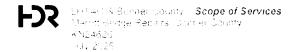
- Four (4) meetings are required throughout the duration of the project, 0%, 30%, 60% and 90%.
- Internal management review meeting attendance includes four (4) personnel, the HDR PM, Principal in Charge, Idaho Area Manager, and Project Accountant.

130 Project Schedule

HDR will develop a baseline project schedule using Microsoft Project. HDR will provide a monthly update to the schedule to track task progress using the Critical Path Method (CPM). The schedule progress updates will be included with monthly invoices and will track project milestones, percent complete, and actual start and finish dates. The schedule will be coordinated with LHTAC's baseline milestone schedule for integration into LHTAC's project management system.

Deliverables:

- Initial project schedule
- Updated monthly project CPM schedule updates with invoices



140 Project Administration, Monthly Invoices, & Progress Reports

HDR will staff and manage the project team to provide project deliverables and monitor the budget and schedule. Invoices and Progress Reports will be submitted on a monthly basis. One (1) invoice will be submitted each month. Monthly progress reports and invoices will include the ITD-0771 form and updated PSA ITD-2761 forms. Upon final billing, a Certificate of Indebtedness (ITD-0060) will be submitted. This task also includes administration and invoicing time for GEO, MSOL, and TAG.

Deliverables:

- Monthly Progress Report, ITD-0771 (18 reports)
- Monthly PSA ITD-2761
- Certificate of Indebtedness, ITD-0060 (final invoice only)

150 Stakeholder Coordination

150.10 Bonner County Road & Bridge/BCATT Meetings

The HDR PM will attend up to three (3) Bonner County Road & Bridge Update meetings or BCATT Meetings to give project updates during the design phase of the project.

Assumptions:

- The HDR PM will attend up to three (3) meetings, in-person at the Bonner County Administrative Building in Sandpoint, Idaho.
- Meetings are assumed to be one (1) hour in duration with two (2) hours of travel time for a total of three (3) hours, each. Roundtrip mileage from Coeur d'Alene to Sandpoint will be charged as a direct expense to the project.
- Formal presentations (PowerPoint) are not required. Updates are assumed to be verbal discussions only.

150.20 Stimson Lumber Mill Coordination

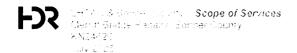
The HDR PM, Bridge Lead, and Roadway/TTC Lead will meet with Stimson Lumber Mill to discuss the project and obtain important operational information from Stimson Lumber, which will inform project phasing requirements.

Assumptions:

- Three (3) HDR staff will attend the in-person meeting with Stimson Lumber at the project location. Only one (1) meeting is required.
- The Stimson Lumber meeting is assumed to be one (1) hour in duration with two
 (2) hours of travel time for a total of three (3) hours. Roundtrip mileage from Coeur d'Alene to the project location will be charged as a direct expense to the project.

Deliverables:

Meeting notes and action item list following the meeting



200 PROJECT PLANNING & CONCEPT DESIGN

210 Review of Existing Information

HDR will review existing Bridge Inspection Reports, original and previous bridge construction and rehabilitation plans, and other pertinent information pertaining to the existing bridge condition, prior to the site visit (Task 120.10).

220 Bridge Concept of Repairs (BCOR) Report

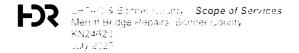
HDR will prepare a brief narrative and data package describing the extent of proposed repairs for the Merritt Bridge. Proposed repairs will be based on desired repairs listed in the Bonner County grant application, site visit, and review of the existing Bridge Inspection Reports, including recommended priority repairs. HDR will also consider repair restrictions/conformance with approved ITD programmatic environmental documents, as applicable. This task includes a detailed production check and an independent review completed by a Senior HDR engineer.

The extent of the repairs may be limited by LHTAC's construction budget. HDR will evaluate the construction cost of the proposed repairs and present them in the Draft BCOR Report.

HDR will estimate whether the repairs can be completed within the construction budget, provide alternative and/or innovative repair recommendations to reduce the cost of construction, or reduce the extent of the repairs to attempt to stay within the allocated construction budget. Final Design and PS&E will be based on this assessment which may include all or only a portion of the intended repairs.

Assumptions:

- The BCOR Report will address the repairs listed in the Project Objectives, HDR recommendations after the site visit, and the anticipated construction cost of each proposed repair. HDR will make a recommendation as to which repairs should be included in Final Design based on the allocated construction budget.
- The BCOR Report will follow the intent of the TS&L procedure outlined in the ITD Bridge
 Design Manual Article 0.07. However, the BCOR Report will not need to follow all of the
 requirements or address all items listed in the ITD BDM Article 0.07.
- Drawings will not be provided in the BCOR Report.
- ITD average unit prices will be used to estimate construction cost and may be adjusted to reflect the nature of the work, or the location of the bridge.
- Concept level costs associated with non-bridge items, such as roadway and traffic
 control, will also be provided and will be included in the BCOR cost estimate to capture
 all costs related to the proposed bridge repairs.
- One (1) Draft BCOR Report submittal will be required. LHTAC and Bonner County will
 review the submittal concurrently via a Bluebeam Review Session. One (1) set of
 consolidated review comments will be provided by LHTAC. To facilitate the project
 delivery schedule, LHTAC and Bonner County's review of the Draft BCOR Report will
 take no more than ten (10) working days.



 HDR will revise/update the Draft BCOR Report based on the consolidated review comments one (1) time and will resubmit the Final BCOR Report (sealed and signed) for final approval.

Deliverables:

- Draft BCOR Report
- Final BCOR Report (sealed and signed)

230 Asbestos & Lead Based Paint Testing

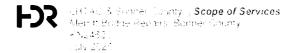
Asbestos: GEO will sample suspect asbestos containing material (ACM) referencing the Environmental Protection Agency (EPA) Regulations 40 CFR Part 763 Subpart E Asbestos Hazard Emergency Response Act (AHERA), and 40 CFR 61 Subpart M, National Emissions Standards for Hazardous Air Pollutants (NESHAPs) to identify ACMs present in the site structure prior to demolition. GEO will prepare a Health and Safety Plan prior to conducting field sampling (included in Task 110). GEO will collect up to 20 total bulk asbestos samples for Polarized Light Microscopy (PLM) analysis. The samples will be submitted under standard chain of custody protocol for a 3- to 5-day turn-around time. In accordance with sampling locations as agreed by LHTAC and Bonner County, GEO will sample locations that are planned or potentially could be disturbed by project repair actions.

Lead Based Paint: Lead based paint (LBP) sampling is intended to evaluate whether painted surfaces contain lead greater than federal regulations under the Occupational Safety and Health Act (OSHA) 29 CFR 1910.1025, Lead. GEO will collect up to 10 paint chip samples for lead flame atomic absorption analysis. The samples will be submitted under standard chain of custody protocol for a 3- to 5-day turn-around time. In accordance with sampling locations as agreed by LHTAC and Bonner County, GEO will sample locations that are planned or potentially could be disturbed by project repair actions.

GEO will review the test results and prepare one (1) report summarizing the findings for the locations tested.

Assumptions:

- Sampling will be conducted by an AHERA-certified asbestos inspector.
- Sampling will occur during the project site visit, after the project kickoff meeting. GEO
 will collect paint samples from the existing piling via small watercraft launched near the
 project site.
- GEO will not repair chips/sample locations to structure (samples will not affect structure integrity).
- One (1) draft and one (1) final report will be completed, including a summary of the analyses for all bridge structures.
- Determination of asbestos and/or lead based paint will be presented in the BCOR Report.



Deliverables:

- Draft Asbestos & Lead Paint Testing Report
- Final Asbestos & Lead Paint Testing Report

300 ENVIRONMENTAL PERMITTING & DOCUMENTATION

Key Understandings & Assumptions:

- It is assumed that the appropriate National Environmental Policy Act (NEPA) document for this project is a C-list Categorical Exclusion (CE, ITD Form 0654). The basis for this assumption is 23 CFR 771.117(c)(28), which includes bridge rehabilitation projects. It is assumed that ITD can provide review and approval of the CE, and FHWA review is not required.
- 2. Anticipated project actions are assumed to not permanently impact wetlands or waters of the U.S. in the area; project actions will not constitute a permanent "fill" within a water of the U.S. Delineation of wetlands or ordinary high-water mark (OHWM) is not required and is not included in this Scope of Services. Accordingly, an Aquatic Resource Delineation Report (ARDR) is not required. A Nationwide Section 404 permit is included in this scope of work to cover temporary impacts within the OHWM during construction. OHWM will be assumed using aerial photography so that temporary impact quantities may be estimated for the permit.
- 3. ESA consultation with the National Marine Fisheries Service (NMFS) is not required, and no listed NMFS resources are present.
- 4. This Scope of Services does not include preparation of an Essential Fish Habitat Assessment pursuant to the requirements of the MSA.
- 5. Noise, air quality, and visual resource evaluations are not required.
- 6. As of the date of this scope of services, the programmatic finding for environmental justice between ITD and FHWA has been revoked. Evaluation for Title VI of the Civil Rights Act for the purposes of completing the ITD-0654 CE form will be limited to researching Limited English Proficiency (LEP) data from the U.S. Census Bureau and reporting that data in the ITD-0654. It is assumed that the LEP data will not exceed the action threshold and that no further analysis will be required.
- Detours during construction will not be required, and therefore separate resource reports
 evaluating economic, cultural resource, and other impacts due to detours will not be
 developed.
- 8. Bridge repair actions will fall within the approved actions listed under ITD's approved Programmatic Biological Assessment (PBA) (September 2021). If final repair actions are not covered by ITD's PBA, a Biological Assessment may be required, which will require a supplemental agreement.
- 9. ITD Form 0289 PBA does not cover North American Wolverine nor Suckley's Cuckoo Bumblebee. Project actions will result in a "No Effect" to Wolverine and Bumblebee; noncovered species (in the PBA) will be addressed through no effect finding in the ITD-0654 CE documentation. If impact determination for Wolverine or Suckley's Cuckoo

Bumblebee is anything other than "No Effect", a BA will be needed and a supplemental agreement will be required.

- 10. The project location is not located within Tribal Reservation boundaries. However, it is in an area of interest for the Kalispel Tribe. Tribal coordination will be required. LHTAC will coordinate directly with the Tribe.
- 11. The project location falls within the Upper Pend Oreille Archaeological District boundaries. Additional cultural resources coordination will be required for the project, as detailed herein.
- 12. It is assumed that the result of the ITD 1500 Form will be a Cultural Resources Review, and that an Archaeological and Historical Survey Report (AHSR) is not required. It is assumed Section 106 will result in a "no adverse effect" and Section 4(f) resource evaluations are not required.
- 13. The project location is located within USACE Section 10 waters. Section 10 permitting will be completed by LHTAC with the Section 404 Joint Permit Application. No additional Section 10 permitting efforts are required by HDR.

310 Cultural Resources

TAG will conduct background research and cultural resources field survey and prepare documentation to assist with compliance with Section 106.

310.10 Sites Record Search and Literature Review

TAG will conduct a literature review through the Idaho Cultural Resource Information System (ICRIS) for previously recorded historic and prehistoric sites identified by the Idaho State Historic Preservation Office (SHPO) within one mile of the project location. TAG will also conduct research in city and county records for information pertaining to prehistoric and historic properties within the area of potential effect (APE). This information will be used to help direct field survey activities and will be summarized in the AHSR.

310.20 Field Investigation and Intensive Survey

TAG will conduct a field investigation for prehistoric and historic archaeological resources over the project area to identify, record, and evaluate cultural resources in or abutting the project APE and to evaluate their eligibility for the National Register of Historic Places (NRHP). The intensive-level survey will include potential material and equipment staging areas and will be conducted per SHPO Guidance implemented January 2024.

310.30 Cultural Resource Review

TAG will prepare a Cultural Resources Review submittal package, which will include a detailed project description, maps, and photos, for submission to LHTAC. LHTAC will submit to ITD HQ and the Idaho SHPO for their review and concurrence. Once concurrence is received, Cultural Resources staff will return a signed ITD form to LHTAC. A draft submittal package will be submitted to LHTAC for review and comment

prior to LHTAC submitting to SHPO. LHTAC Cultural Resources staff will coordinate directly with Tribes, federal agencies, and other stakeholders, as appropriate.

Assumptions:

- Tribal coordination and consultation are anticipated. LHTAC Cultural Resources Staff will coordinate with the Tribes as appropriate. The HDR team will not contact the Tribe(s) unless directed by LHTAC.
- Form ITD-1502 Determination of Significance and Effect will be completed by ITD and SHPO declaring final determination of eligibility and effect for properties in the project area.
- TAG will contact LHTAC/ITD cultural resource staff prior to conducting field survey.
- Cultural Resource Review times are assumed to be nonconcurrent and as follows:
 - LHTAC Environmental Planner: 14 calendar days
 - o ITD Headquarters; 14 calendar days
 - SHPO & Tribe(s); 30 calendar days

Deliverables:

- Draft #1; Cultural Resource Review package LHTAC Environmental Planner review
- Draft #2; Cultural Resource Review package ITD HQ review
- Final Cultural Resource Review package to LHTAC/ITD Cultural Resources staff for distribution to SHPO
- Summary included in the project CE documentation

320 Endangered Species & Biological Resources

320.10 ESA Pre-PBA Coordination

In preparation for the PBA effort, HDR will coordinate with LHTAC & ITD (as required), Idaho Department of Fish and Game (IDFG), and the USFWS regarding anticipated project actions and impacts. The HDR PM, Environmental Lead, and PBA support staff will attend virtual meetings with LHTAC, ITD, IDFG, and USFWS personnel.

Assumptions:

- Up to two (2) early coordination calls/meetings will be required. Meetings will be held virtually (MS Teams). The HDR PM, Environmental Lead, and PBA support staff will be on each of the calls. Calls are assumed to be up to two (2) hours in duration each, and include LHTAC, ITD, IDFG, and USFWS staff.
- No additional PBA-related site visits or surveys are included in this Scope of Services. If additional site visits or surveys are requested, a supplemental agreement will be required.

Deliverables:

Field notes, meeting minutes, and photos of the bridge site.

320.20 Programmatic Biological Assessment

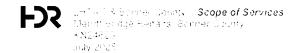
HDR will prepare documentation for a PBA using ITD Form 0289 Pre-Notification for the proposed project actions. HDR environmental staff will use the project description and approved project actions from the approved BCOR Report to support PBA writing. PBA deliverables will be submitted to LHTAC, and after review, LHTAC will send to ITD Headquarters (HQ) for review prior to sending to USFWS for final concurrence.

Assumptions:

- Based on the USFWS's Information for Planning and Consultation (IPaC) lists obtained on June 19, 2025 for areas within one (1) mile of the bridge location, the HDR Team will consider effects to the following species and designated critical habitat:
 - Bull Trout (Salvelinus confluentus) Threatened
 - Bull Trout Critical Habitat
 - North American Wolverine (Gulo gulo luscus) Threatened
 - Monarch Butterfly (Danaus plexippus) Candidate
 - Suckley's Cuckoo Bumble Bee (Bombus suckleyi) Proposed Endangered
- Per the IPaC list, Bald Eagles are within the project area and are federally
 protected by the Migratory Bird Treaty Act. Impacts to Bald Eagles will be
 addressed through CE documentation. It is assumed that no tree removals will
 be required during construction.
- HDR will respond to one set of consolidated review comments for each of the following submittals:
 - o Draft ITD Form 0289 PBA LHTAC review
 - Draft ITD Form 0289 PBA, Rev 1 ITD HQ review
 - Draft ITD Form 0289 PBA, Rev 2 ITD HQ review
 - Final ITD Form 0289 PBA, HQ Approval/USFWS Concurrence
- BA review times are assumed to be nonconcurrent (except as noted below) and as follows:
 - LHTAC; seven (7) calendar days
 - ITD HQ; fourteen (14) calendar days, each

Deliverables:

- Draft #1: ITD Form 0289 PBA LHTAC review
- Draft #2; ITD Form 0289 PBA ITD HQ review
- Draft #3; ITD Form 0289 PBA ITD HQ review
- Final; ITD Form 0289 PBA ITD HQ Approval/USFWS Concurrence



330 Environmental Documentation

330.10 Categorical Exclusion Documentation

HDR will complete the latest version of ITD's Categorical Exclusion Determination (CE, ITD 0654 Form, current at time of NTP). A draft CE document will be compiled and submitted for LHTAC review per the standard operating procedure for environmental document submissions current at the time of NTP. HDR will address comments and resubmit for ITD HQ review. HDR will address HQ comments (see assumptions below) and resubmit the Final CE for ITD HQ for approval.

Assumptions:

- It is assumed that the CE documents will qualify for ITD approval, and that no FHWA review will be required.
- CE reviews are assumed for each entity listed below. CE review times are assumed to be nonconcurrent and as follows:
 - o LHTAC Environmental Planner; fourteen (14) calendar days
 - o ITD HQ; fourteen (14) calendar days

Deliverables:

- CE Draft #1; LHTAC review
- CE Draft #2; ITD HQ review
- CE Draft #3; ITD HQ review
- CE Draft #4; ITD HQ review
- Final CE: ITD HQ Approval

340 Section 404 Joint Permit Application

This is a reserve task if needed; HDR will get LHTAC approval before moving forward with any effort. If required, HDR will prepare and coordinate securing a nationwide permit (NWP), Idaho Department of Water Resources (IDWR) stream alteration permit (if required), and Idaho Department of Lands (IDL) encroachment permit (if required) to support the bridge repair project. To support the NWP, HDR will develop a Pre-Construction Notification (PCN) to be submitted to the USACE. The required information for the notification includes:

- Permittee name and address
- Project location and map
- Project description
- Information on impacts to aquatic resources
- Evaluation of how project has been designed to avoid and minimize impacts to aquatic resources
- List of T&E species and potential project impacts
- Description of historic resources and potential project impacts
- Maps and plans showing project design and estimated temporary impacts to waters of the U.S.

HDR will develop a draft application for LHTAC review and comment. Following receipt of comments, the notification will be submitted to the Corps and the application will be submitted at least 90 days prior to construction.

Assumptions:

- It is assumed project actions will not be considered a "fill" within waters of the U.S., therefore no permanent stream impacts will occur. The purpose of the Section 404 JPA is to cover temporary impacts within the OHWM during construction, and to complete the required PCN for the project. In-water construction work will be achieved by river access through existing boat ramps in the project area, and no bank impacts will occur. No permanent or temporary impacts to wetlands are anticipated. As such, no aquatic resources delineation is included in this scope of services. The bank and OHWM through the project area are well defined, and temporary stream impacts will be estimated using aerial photography.
- 404 Permit review times are assumed to be nonconcurrent and as follows:
 - o LHTAC Environmental Planner; 14 calendar days
 - o ITD HQ; 14 calendar days
 - USACE; 60-90 calendar days
- LHTAC will pay application fees (if applicable) for IDWR and/or IDL permits.

Deliverables:

- Draft Section 404 Joint Application Permit and Pre-Construction Notification
- Final Section 404 Joint Application Permit and Pre-Construction Notification

400 UNITED STATES COAST GUARD (USCG) COORDINATION

The Merritt Bridge is currently permitted through the USCG (permit number 823-6.16/17). It is assumed that bridge repair actions will not have vertical, horizontal, or navigational impacts, and therefore will not require a new Bridge Permit through the USCG. After coordination with the USCG is complete, it is anticipated that the USCG will send a written notice that a new bridge permit is not required for the repair project.

410 USCG Project Initiation

HDR will provide and submit the Project Initiation Request to USCG for LHTAC/Bonner County, which will include the following:

- Brief description of the proposed project, including information about constraints or flexibility with respect to the project.
- A brief description of the purpose and need of the bridge project.
- Approximate proposed schedule, including construction start date and planned project completion date.
- A list of potentially affected Federal and non-Federal entities.
- Based on existing, relevant, and reasonably available information, a description of the known existing major project site conditions, potential changes to the waterway, and other areas of concern.



 Preparation and submittal of an agent authorization letter on behalf of LHTAC/Bonner County.

Based on the Project Initiation Request, the USCG will complete the following:

- · Review of project purpose and need statement.
- Determination if the project is exempt from a Coast Guard Bridge Permit.
- Review of Project Initiation Request and determination of project viability and priority level.

An initial Project Initiation Request meeting will be held with USCG. The HDR PM will attend the meeting, as well as the HDR Bridge Lead, LHTAC PM, and Bonner County. The meeting is assumed to be up to two (2) hours in length.

Deliverables:

- Draft Project Initiation Request (reviewed by LHTAC/Bonner County)
- Final Project Initiation Request
- Agent Authorization Letter (LHTAC/Bonner County to sign)

420 USCG, Bonner County Sherriff, USACE Coordination Meetings

If required after the initial Project Initiation Request meeting, HDR will attend up to three (3) additional coordination meetings with the USCG, US Army Corp of Engineers (USACE), and/or Bonner County Sherriff to discuss project impacts and potential construction specification requirements.

Assumptions:

- Up to three (3) additional coordination calls and/or meetings will be held with USCG, USACE, and/or Bonner County Sherriff, who has patrol jurisdiction of the river.
- Coordination meetings will be virtual via MS Teams. These virtual meetings will take two
 (2) hours each and will include the HDR PM and HDR Bridge Lead.
- LHTAC and Bonner County will also attend the meetings.
- Meeting notes will be prepared and distributed via email within three (3) business days after the meeting and will highlight key items of discussion.

Deliverables:

Meeting Notes

500 FINAL BRIDGE DESIGN

Upon final approval of the BCOR Report as described in Task 220, HDR will prepare Final Bridge Design plans based on the approved repairs. HDR will prepare the following items for the structures package:

- Structure Final Design Calculations and Plans in accordance with the ITD Bridge Design LRFD Manual, as noted herein.
- Structures Special Provisions (bridge specific), as required.

- Bridge-specific bid item quantities and Estimates of Probable Construction Cost.
- Approximate construction contract time for bridge repairs on each structure based on ITD's Contract Time Determination guidance and HDR's previous pile wrap experience.
- The Final Design package will be checked in detail by a qualified HDR engineer. The
 Final Design package will also be QC'd by an independent engineer at HDR. In addition
 to the QC review, HDR will provide a Constructability Review by HDR's local
 Construction Engineering & Inspection Lead.

Additional Final Design tasks are noted herein.

Assumptions:

- ITD average unit prices will be used to estimate construction cost and may be adjusted to reflect the nature of the work, or the location of the bridge.
- Bridge Opinion of Probable Construction Cost will be incorporated and submitted with the project Cost Estimate, as applicable. Stand-alone bridge quantities and Estimates of Probable Construction Cost will be provided for review.
- Structures Special Provisions (bridge specific) will be incorporated and submitted with the project Specifications package, as applicable.
- Bridge construction contract time estimates will be incorporated and submitted with the
 overall project construction time estimate, as applicable. The schedule will be prepared
 in Microsoft Project.
- HDR will set up a Bluebeam review session for the Final Design submittal package.
 LHTAC and Bonner County will review the submittal, as appropriate. Review of the design package will take up to ten (10) working days.
- One (1) set of consolidated LHTAC and Bonner County review comments will be provided.
- Resubmittals of the Final Design package will not be required. Comments will be addressed in the PS&E Submittal.

510 Final Bridge Design

The Final Bridge Design package will include the following design Plans, for a total of up to eleven (11) sheets:

- Bridge Summary (BSUM) Sheet; one (1) sheet
- Situation and Layout; one (1) sheet
- General Notes, Sheet Index, and Quantities; one (1) sheet
- Phased Construction Details; one (1) sheet
- Concrete Repair Details; one (1) sheet
- Pile Preservation Details; four (4) sheets
- Miscellaneous Repair Details; two (2) sheets

Time for the Final Design Review (FDR) Meeting is also included in this task. The HDR PM and HDR Bridge Lead will attend the FDR meeting (virtual via MS Teams). The FDR meeting is assumed to be three (3) hours in length.

Deliverables:

- Final Bridge Plans, as noted above
- Final Design Calculations, as required
- Calculations Quality Control notes and redlines
- Structures Quantity Calculations
- Structures Special Provisions (bridge specific), included in overall project Specifications

520 Final Opinion of Probable Construction Cost

HDR will create the Final Opinion of Probable Construction Cost file in AASHTOWare format and will submit the estimate with the Final Design Review package. HDR will incorporate Roadway and TTC bid items (Task 600) into the final estimate file.

Assumptions:

 The Engineer's Opinion of Probable Construction Cost will be submitted to LHTAC & Bonner County electronically in PDF format for review as part of the Final Design Review package.

Deliverables:

Final Engineer's Opinion of Probable Construction Cost

530 Project Specifications Package

HDR will prepare special provisions and modifications to ITD & LHTAC's standard and supplemental specifications and Contractor Notes. ITD & LHTAC standard specification inserts will be included with the specifications.

Assumptions:

- Up to three (3) special provisions will be written for specific project needs. HDR will coordinate with ITD & LHTAC for current special provisions, as appropriate.
- LHTAC will specify the DBE program requirement percentage for the project and coordinate the ITD 2396 DBE Commitment form.
- The Specifications package will be submitted as part of the Final Design Review package.

Deliverables:

Specifications Package (pdf only)

540 Contract Time Determination

HDR will prepare one (1) Microsoft Project Gantt Chart schedule that covers anticipated construction tasks and sequence. The schedule will be utilized as a tool for project programming and is not intended to represent the Contractor's final schedule.

Assumptions:

- The Contract Time Determination will be submitted as part of the Final Design Review package.
- Roadway and TTC related durations will be included as applicable.



Deliverables:

Microsoft Project Construction Gantt Chart (pdf only)

550 Pre-PS&E Underwater Assessment

MSOL will perform a pre-PS&E underwater assessment to evaluate the condition of submerged structural elements. This assessment will document the condition of the steel piles and steel cross-bracing, channel and waterway conditions, mudline elevations around each pier, and the presence and extent of debris near each pier. The waterline elevation observed during the inspection will be recorded and referenced to a fixed point on the structure.

The inspection will include a Level I "swim-by" examination of 100% of underwater elements, and a Level II inspection of approximately 10% of these elements. The Level II inspection will involve cleaning one-foot-high bands at the mudline, mid-water, and waterline elevations for an in-depth evaluation of the steel condition.

Following the assessment, MSOL will prepare a letter report summarizing the key findings, inspection methods and procedures, recommendations, and representative underwater photographs. The report will also include inspection plan sheet(s) outlining observed conditions and profile sheet(s) documenting mudline elevations at the upstream and downstream fascias.

Deliverables:

- Draft Underwater Assessment Report
- Final Underwater Assessment Report

600 FINAL ROADWAY AND TTC DESIGN

Upon final approval of the BCOR Report as described in Task 220, HDR will prepare Final Roadway and TTC plans (as applicable and noted herein) based on the approved repairs. The design package will be detail checked by a qualified HDR engineer. The design package will also be QC'd by an independent engineer at HDR.

Assumptions:

- Survey Control Plans are not required.
- Existing drainage and stormwater design and conditions will not be evaluated or modified.
- Existing utilities will not be impacted or modified. Accordingly, utility coordination is not required. If proposed rehabilitation measures result in utility impacts triggering the need for utility coordination, a supplemental agreement may be required.
- Due to survey not being collected for the project, Roadway and TTC Plan linework will be approximate and may be drawn over existing Google Earth imagery for illustrative purposes.
- Repairs for the bridge are assumed to occur in two (2) phases. Lane restrictions across
 the bridge will be required for each phase during construction.

610 Final Roadway Design Plans

The Final Roadway Design package will include the following design Plans, for a total of up to four (4) sheets:

- · Project Title Sheet and Vicinity Map; one (1) sheet
- Project Clearance Summary Sheet; one (1) sheet
- Roadway Summary (RSUM) Sheet; one (1) sheet
- Miscellaneous Roadway Plan/Details Sheet; one (1) sheet

Time for the Final Design Review (FDR) Meeting is also included in this task. The HDR Roadway/TTC Design Lead will attend the FDR meeting (virtual via MS Teams).

Deliverables:

Final Roadway Plans, as noted above

620 Final Temporary Traffic Control Plans

Final TTC Plans will address construction staging, traffic control, temporary signing, and temporary pavement markings as required. Traffic is expected to be reduced to one lane with temporary signals or flaggers for each phase. The Final TTC Plan package will include the following Plans, for a total of up to five (5) sheets:

- TTC Notes & Quantities; one (1) sheet
- TTC Plans; two (2) sheets
- TTC Typical Sections; one (1) sheet
- TTC Sign Details; one (1) sheet

Deliverables:

Final TTC Plans, as noted above.

630 Pollution Prevention Plan Template

Since ground disturbance is expected to be less than one acre, Stormwater Pollution Prevention Plans (SWPPP) are not required. Instead, a Pollution Prevention Plan (PPP) is required.

HDR will complete the ITD Form 2788 PPP Template for the project.

Deliverables:

- ITD Form 2788, Draft (submitted with Final Design)
- ITD Form 2788, Final (submitted with PS&E)

700 PLANS, SPECIFICATIONS, & ESTIMATE (PS&E)

HDR will address comments from the Final Design Review. HDR will complete the Structure PS&E in accordance with the ITD Bridge Design LRFD Manual. As part of this task, HDR will perform a detailed check by a qualified Engineer, and an independent review of the Draft PS&E Structures package by a senior engineer not involved with the design and checking process.

Assumptions:

- HDR will set up a Bluebeam review session for the Draft PS&E Design submittal.
 LHTAC and Bonner County will review the submittal, as appropriate. Review of the design package will take up to ten (10) working days.
- A PS&E Design Review Meeting is not required.
- One (1) set of consolidated review comments will be provided by LHTAC and Bonner County.
- HDR will address one (1) round of comments on the Draft PS&E Package. Once the PS&E package has been updated and HDR's quality control process has been completed, the Final PS&E package will be submitted to LHTAC. No additional comments are expected after this final submittal.

710 Draft PS&E Package

HDR will finalize the Plans, Calculations (if required), Specifications, Opinion of Probable Construction Cost, Construction Contract Time Estimate, and Pollution Prevention Plan.

Deliverables:

- Draft Bridge PS&E Plans, as noted in Task 510.
- Draft Roadway and TTC PS&E Plans, as noted in Task 610 and 620, respectively.
- Final Bridge Calculations (sealed and signed), as required.
- Final Opinion of Probable Construction Cost (pdf only).
- Final Project Specifications Package (pdf only).
- Final Construction Contract Time Estimate (pdf only).
- Final Pollution Prevention Plan Template.

720 Final PS&E Package

HDR will address Draft PS&E package comments from LHTAC and Bonner County, as required. The Final PS&E Package, sealed and signed as appropriate, will be submitted to LHTAC. A final QC review will be completed to confirm review comments have been incorporated appropriately.

Deliverables:

- Final Bridge PS&E Plans, as noted in Task 510, sealed and signed.
- Final Roadway and TTC PS&E Plans, as noted in Task 610 and 620, sealed and signed.
- Final Bridge Calculations (sealed and signed), as required.
- Final Opinion of Probable Construction Cost (pdf and AASHTOWare).
- Final Project Specifications Package (pdf and Microsoft Word).
- Final Construction Contract Time Estimate (Microsoft Project).

730 Minimum Testing Requirements (MTRs)

HDR will create project-specific MTRs, based on project bid items. The MTRs show material requirements for each item such as certifications, testing, and testing frequencies. HDR will enter approved material certifications and test results in a project-specific MTR spreadsheet. A



senior HDR construction inspector will independently check MTR entries. HDR will complete the MTRs prior to LHTAC bidding the project. The project-specific MTR spreadsheet will be reviewed by LHTAC during the Draft PS&E Submittal. Final MTRs will be submitted with the Final PS&E Submittal.

Deliverables:

- · Project-specific MTR spreadsheet, draft
- · Project-specific MTR spreadsheet, final

800 POST PS&E SUPPORT

HDR will update the project Construction Cost Estimate up to two (2) times between Final PS&E and when LHTAC advertises the project for bidding. HDR will also provide support to LHTAC during bidding including answering contractor bidding questions. Plan revisions will not be required. Post PS&E Support will be limited to up to 40 total hours of HDR PM, HDR Bridge Lead, or HDR Roadway/TTC Lead effort. Post PS&E Support efforts will not occur without LHTAC approval.

HDR Engineering, Inc. CONSULTANT NAME: Merritt Bridge Repairs PROJECT NAME:

PROJECT NO.: A024(620) KEY NO. 24620

A. SUMMARY ESTIMATED STAFF-DAY COSTS

Staff	Role	Staff-Days		Staff-Hours		2025 Hourly Rate		Raw Labor Cost
Jon Osier	Area Manager	0.25	=	2	@	\$113.22	=	\$226.44
Dan Jones	Project Principal	0.25	=	2	@	\$87.50	=	\$175.00
Daniel Baker	Project Manager / Sr. Bridge	47.38	=	391	@	\$75.97	=	\$29,704.27
Becca Boggan	Bridge Lead	43.50	=	348	@	\$64.22	=	\$22,348.56
Samantha Daniel	Bridge EIT	24.50	=	196	@	\$39.92	=	\$7,824.32
Pete Eschbacher	Bridge QA/QC	7.50	=	60	@	\$76.54	=	\$4,592.40
Jen Culian	Bridge CADD	17.50	=	140	@	\$40.32	=	\$5,644.80
Aaron McCune	Roadway/TTC Lead	19.38	=	155	@	\$58.86	=	\$9,123.30
Williams, Rita	Roadway EIT	11.13	=	89	@	\$39.14	_	\$3,483.46
John McNeese	Roadway QA/QC	3.63	=	29	@	\$76.45	=	\$2,217.05
Corrie Hugaboom	Environmental Lead	34.75	=	278	@	\$58.44	-	\$16,246.32
Katie Krajicek	Environmental, PBA Support	5.25	=	42	@	\$47.44	=	\$1,992.48
Shelby Pace	Environmental QA/QC	3.63	=	29	@ _	\$47.97	=	\$1,391.13
Dustin Lenz	Construction Inspector	0.75	=	6	@	\$47.04	=	\$282,24
Patrick Conro	Construction Inspector QC	0.50		4	@	\$70.02	=	\$280.08
Wendy Rodocker	Project Controller	9.50	=	76	@	\$42.19	=	\$3,206.44
- Vendy Rodocker			otal Hours		<u>@</u>	942.13		Ψ3,200.44
		!	Glai i louis		BANKIA	BOR COST	=	
				TOTAL	KHAA LH	BUR COST	=	\$108,738.29
B BAYBOLL ERINGE	BENEFIT COSTS & OVERHEAD							
B. FATROLL, FRINGE	BENEFII COSIS & OVERHEAD							
	Total Raw Labor Cost			pproved Rate				
		X		161.23%			=	\$175,318.74
	\$108,738.29	^		101.23%	Y		-	4170,010.74
C. NET FEE								
O. NET FEE								
	Total Raw Labor & Overhead	,		Net Fee				
		v					_	\$25 E07 42
	\$284,057. <mark>03</mark>	X		12.5%			=	\$35,507.13
D. FCCM	Total Day Labor Cost							
D. FCCM	Total Raw Labor Cost			0.540/			=	
	\$108,738.29	Х		0.54%			-	\$587.19
E OUT OF BOOKET E	ADENICES CLIMATE DV .							
E. OUT-OF-POCKET EX	RPENSES SUMMARY							
				TOTAL FOR				04 700 00
			אטא	TOTAL EST	MATED	EXPENSE"	=	\$1,786.00
E ECCALATION								
F. ESCALATION								
Anticipated NTP (
Project/Phase Du								
Escalation Period	1: 12 months							
				_				
	Total Raw Labor & Overhead		Esc Ratio		unnual Es	SC .		
Escalation Per 1	\$284,057.05	X	50%	×	4.0%		=	\$5,681.14

						HDR Total	=	\$327,618.49
F. SUBCONSULTANTS								
1	GeoEngineers (GEO)						=	\$14,235.13
2	Marine Solutions (MSOL)						=	\$36,865.76
3	TAG Historical Research (TAG)						=	\$10,833.92
					_			
					1	Total	_	\$200 EE2 2
					1	ı Otal	=	\$389,553.3

^{*} As per the "Federal Per Diem Rates For Idaho"
** See attached HDR - Directs

^{****}See attached Subconsultants' Summaries

CONSULTANT NAME:

PROJECT NAME: KEY NO. HDR Engineering, Inc. Merritt Bridge Repairs 24620

E. OUT-OF-POCKET EXPENSES SUMMARY: HDR

REPRODUCTION Plotting/Printing

Working

Plots - 11x17 (Black and White) Plots - 11x17 (Color) Plots - 8 1/2 X 11 (Black and White)

Plots - 8 1/2 X 11 (Color)

Photocopying

Color Copies - 8 1/2x11 Miscellaneous Copies BW - 8 1/2x11 Photocopying BW 11x17

200	sht(s) @
200	sht(s) @
200	sht(s) @
200	sht(s) @

\$0.25 = \$50.00 \$0.29 = \$58.00 \$0.18 = \$36.00 \$0.20 = \$40.00 Plotting \$184.00

200 sht(s) @ 200 sht(s) @ 200 sht(s) @ \$0.20 = \$40.00 \$0.18 = \$36.00 \$0.25 = \$50.00 Subtotal \$126.00

REPRODUCTION TOTAL

\$310.00

TRAVEL

Task 120.10 Project Kickoff Meeting & Site Visit

150.10 Bonner County Road & Bridge/BCATT Meetings 150.20 Stimson Lumber Mill Coordination 420 USCG, Bonner County Sherriff, USACE Coordination Meetings

Total Rate o. staff out Airfare/Airport Per Diem (\$217 / night + Rental Ca

No. staff out	Airrare/Airport	Per Diem	(\$21//night +	Rental Car /						
of town travel	Parking	(\$74/day)	tax)	Rideshare	Fuel	No. Days	Trips	Mileage*	Total mileage	S/mi
1	\$588	\$130	\$230	\$180	\$22	2	1	0	0	0.70
0	\$0	\$0	\$0	\$0	\$0	1	3	92	276	0.70
0	\$0	\$0	\$0	\$0	\$0	1	1	95	95	0.70
0	\$0	\$0	\$0	\$0	\$0	1	1	95	95	0.70
	\$588	\$130	\$230	\$180	\$22					\$326.20

*Mileage is round-trip and additional cost beyond rental car fuel (mileage does not apply to trips with rental cars), applicable for local CDA staff traveling to/from the bridge site.

TRAVEL TOTAL \$1,476.00

TOTAL DIRECTS \$1,786.00

CONSULTANT NAME: PROJECT NAME:

GeoEngineers (GEO) Merritt Bridge Repairs

PROJECT NO.: KEY NO.

A024(620) 24620

A. SUMMARY ESTIMATED STAFF-DAY COSTS

Staff .	Rote	Ot-# D		Staff-Hours		2025		Raw Labor Cost
Lathen, Scott	Associate	Staff-Days 0.25	=	2	-	Hourly Rate \$72.51		\$145.02
Latnen, Scott Provant, Andrew	Associate Project Manager	0.25 5.00	=	40	@	\$72.51 \$59.75	=	\$145.02 \$2,390.00
· ·	AHERA Inspector	2.50	=	20	@	\$45.19	=	\$2,390.00 \$903.80
Hanson, Bryce Cabrera, Catalena	CAD Technician	2.50 0.50	=	4	@	\$50.32	=	\$201.28
Lebedeva, Natalia	Admin	1.00	=	8	@	\$30.32 \$34.97	=	\$201.28 \$279.76
Lebeueva, Ivalalia	Admin		otal Hours	74	<u>u</u>	कुज्य.चा		Ψ219.10
			Jul Hours		RAW LA	BOR COST	=	\$3,919.86
R PAYROLL FRINGE F	BENEFIT COSTS & OVERHEAD			•				
D. TATROCE, TRINGE								
	Total Raw Labor Cost		Α	pproved Rate	ə			
	\$3,919.86	X		208.29%			=	\$8,164.68
C. NET FEE								
	Total Raw Labor & Overhead			Net Fee				
	\$12,084.54	X		11.5%			=	\$1,389.72
D. FCCM	Total Raw Labor Cost							
2	\$3,919.86	X		0.66%			=	\$25.87
E. OUT-OF-POCKET EX	PENSES SUMMARY *							
	,		GEO	TOTAL EST	TIMATED I	EYDENCE**	=	\$735.00
			GEU	TOTAL EST	INIA I EU I	EXPENSE	-	#135.00
F. ESCALATION								
Anticipated NTP Description Project/Phase Dure Escalation Period	ration: 24 months							
	Total Raw Labor & Overhead		sc Ratio	-	Annual Es	c		
Escalation Per 1	\$12,084.54	X	0%	×	0.0%		=	\$0.00
						GEO Total	=	\$14,235.13

^{*} As per the "Federal Per Diem Rates For Idaho"

** See attached GEO - Directs

CONSULTANT NAME: PROJECT NAME: GeoEngineers, Inc. Merritt Bridge Repairs 24620

KEY NO.

E. OUT-OF-POCKET EXPENSES SUMMARY: GEO

Direct Expenses	Estimated Amount	Unit	Unit Cost	Estimated
Mileage	220	Per Mile	\$0.70	\$154.00
PLM (asbestos) Laboratory sample analysis	20	Each	\$16.50	\$330.00
FAA (lead) laboratory sample analysis	10	Each	\$16.50	\$165.00
Sample shipping to lab	1	Lump Sum	\$86	\$86.00
Total Evapage				\$735.00

110 miles round trip from Spokane to site, one (1) site visit, two GEO staff driving vehicles

Marine Solutions (MSOL) CONSULTANT NAME: **Merritt Bridge Repairs** PROJECT NAME:

A024(620) PROJECT NO.: 24620 KEY NO.

A. SUMMARY ESTIMATED STAFF-DAY COSTS

a		0. 55		O. 511		2025		Raw Labor
Staff	Role	Staff-Days		Staff-Hours		Hourly Rate		Cost
Furlan, Jordan	Project Manager	3.25	=	26	@	\$92.50	=	\$2,405.00
Koch, Brad	Team Leader	6.00	=	48	@	\$55.00	=	\$2,640.00
Felton, Dillon	Engineer	6.00	=	48	@	\$42.58	=	\$2,043.84
Touze, Chloe	Engineer-Diver	6.00	=	48	@	\$41.00	_=	\$1,968.00
			otal Hours	170				********
				TOTAL	. RAW LA	BOR COST	=	\$9,056.84
B. PAYROLL, FRINGE	BENEFIT COSTS & OVERHEAD							
	Total Raw Labor Cost		Δ	pproved Rate				
	\$9,056.84	x	7	198.98%			_	\$18,021.30
	Ψ3,030.0 4	^		130.30 /6				\$ 10,02 1.30
C. NET FEE								
V								
	Total Raw Labor & Overhead			Net Fee				
	\$27,078.14	X		11.5%			=	\$3,113.99
	420,000.00	•						40,
D. FCCM	Total Raw Labor Cost		Ì					
	\$9,056.84	X		1.54%			=	\$139.48
	40,000.0							V.00.10
E. OUT-OF-POCKET E	EXPENSES SUMMARY *							
			MSOL	TOTAL EST	IMATED I	EXPENSE**	=	\$5,992.58
F. ESCALATION								
Anticipated NTP Project/Phase D Escalation Perio	uration: 24 months							
	Total Raw Labor & Overhead		Esc Ratio		Annual Es	С		\$541.57
Escalation Per 1	\$27,078.14	X	50%	x	4.0%		=	φυ 4 1.υ <i>1</i>
						ISOL Total	=	\$36,865.76
					P	NOUL IUM	-	400,000.70

^{*} As per the "Federal Per Diem Rates For Idaho"

** See attached MSOL - Directs

CONSULTANT NAME: PROJECT NAME: KEY NO.

Marine Solutions Merritt Bridge Repairs 24620

E. OUT-OF-POCKET EXPENSES SUMMARY: MSOL

Direct Expenses:	Units	Quantity	C	ost/Unit		Total
Crew Cab or Tow Vehicle	Mi.	1010	\$	1.500	\$	1,515.00
Lodging (4-person/GSA Rate Kootenai \$142)	Day	3	\$	568.00	\$	1,704.00
Meals and Incidentals (4-person/(GSA Rate Kootenai \$74))	Day	2	\$	296.00	\$	592.00
Meals and Incidentals (4-person/(75% GSA Rate Kootenai \$74))	Day	2	\$	222.00	\$	444.00
Expendable Field Equipment	Day	1	\$	235.58	\$	235.58
Harbor Dive/Crew Boat	Day	2	\$	200.00	69	400.00
Underwater Photographic Equipment Camera	Day	2	\$	75.00	\$	150.00
Underwater Ultrasonic Thickness Gauge	Day	2	\$	150.00	\$	300.00
Rental Car (Coeur d'Alene)	Day	3	\$	84.00	\$	252.00
Airfare (Round Trip Boise to Coeur d'Alene)	Ea.	1	\$	400.00	\$	400.00
			S	ubtotal		\$5,992.58



CONSULTANT NAME: TAG

PROJECT NAME: Merritt Bridge Repairs

PROJECT NO.: A024(620) KEY NO. 24620

TAG Summary

A. SUMMARY ESTIMATED STAFF-DAY COSTS

		Staff-Days		Staff-Hours	3	Loaded Hourly Rate		Loaded Labor Cost
Bauer/Elizabeth Jacox	TAG Principal / Historian	11.50		92	@	\$102.47	=	\$9,427.24
Claudia Taylor Walsworth	Archaeologist	0.00	=	0	@	\$109.25	=	\$0.00
Ellen Jacox	Clerical	1.00	=	8	@	\$32.11	=	\$256.88
		Ţ	otal Hours	100		477		
					TOTAL LA	BOR COST	=	\$9,684.12

E. OUT-OF-POCKET EXPENSES SUMMARY *

TAG TOTAL ESTIMATED EXPENSE** \$1,149.80

F. ESCALATION

Anticipated NTP Date: July 2025 Project/Phase Duration: 18 months Escalation Period 1: 0 months

> Total Labor Esc Ratio Annual Esc \$9,684.12 \$0.00 Х 0% 0.0% **TAG Total** \$10,833.92

^{*} As per the "Federal Per Diem Rates For Idaho"
** See attached TAG Direct Expenses

CONSULTANT NAME: TAG Historical Research (TAG) PROJECT NAME: Merritt Bridge Repairs

KEY NO. 24620

E. OUT-OF-POCKET EXPENSES SUMMARY: TAG

TRAVEL

	Airfare/Airport	Per Diem	(\$217 / night +			Duration	#			
Task	Parking	(\$74/day)	tax)	Rental Car	Fuel	Days	Trips	Mileage*	Total mileage	S/mi
120.10 Project Kickoff Meeting & Site Visit	\$588	\$130	\$230	\$180		\$22	2	1	0 0	0.70
Total	\$588	\$130	\$230	\$180)	\$22				\$0.00

*Mileage is round-trip and additional cost beyond rental car fuel (mileage does not apply to trips with rental cars)

Travel Total \$1,149.80

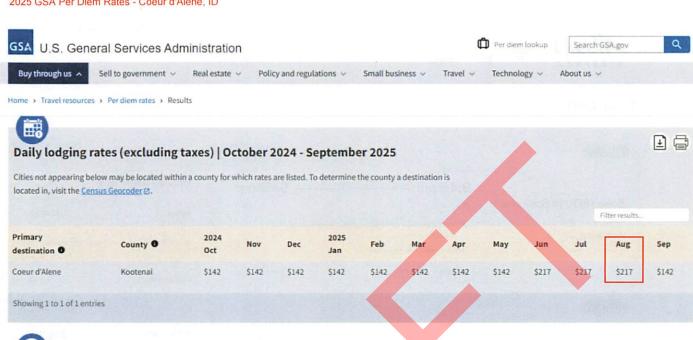
TOTAL DIRECTS \$1,149.80

				117	Project Manager,					Roadway/TTC
ASK		DESCRIPTION	Area Manager	Project Principal	Sr. Bridge	Bridge Lead	Bridge EIT	Bridge QA/QC	Bridge CADD	Roadway/110
100	PROJEC'	TMANAGEMENT	Mark Section		No.					TO VALUE OF THE PARTY OF THE PA
	110	Project Initiation and Project Management Plan		0	28	0	0	0	0	I /ottesteen
NAME OF	120	Project Communications and Meetings	PARTY DESCRIPTION							
	120.10	Project Kickoff Meeting & Site Visit	Industrial control) 0	10	12	0	0	0	
	120.20	Team Meetings & Coordination	Contract and the Contract of t	0		48	36	o o	0	
	120.30	Internal Management Review Meetings	SCHOOL STREET	2 2	2	0	0	0	0	
	130	Project Schedule				The second secon			A ST. ST. LEWIS CO., LANSING, MICH.	
	140		The same of the sa	0 0		1	0	0	0	
		Project Administration, Monthly Invoices, & Progress Reports	A CONTRACTOR OF THE PARTY OF TH	U	27	0	0	0	0	
220	150	Stakeholder Coordination	Mark Branch							
	150.10	Bonner County Road & Bridge/BCATT Meetings		0		0	0	0	0	
	150.20	Stimson Lumber Mill Coordination		0	3	3	0	0	0	
		Subtotal		2 2	140	64	36	0	0	
		1								
		T PLANNING & CONCEPT DESIGN								
	210	Review of Existing Information		0 0		12	0	0	0	
	220	Bridge Concept of Repairs (BCOR) Report		0	16	30	60	16	0	CECES :
	230	Asbestos & Lead Based Paint Testing	The state of the s	0		4	0	0	0	
		Subtotal		0		46	60	16	0	
						-	- 00	.0		
300	ENVIRON	MENTAL PERMITTING & DOCUMENTATION	STREET, STREET, STREET,		SCHOOL STREET	CHECK PROPERTY AND ADDRESS.	SEASON STATE	MINE OF THE STATE OF		DESCRIPTION OF THE PARTY OF THE
	310	Cultural Resources					ALEXANDER OF THE PARTY OF THE P			
	310.10	Sites Record Search and Literature Review	Access to the second	0 0	0	0	0	0	0	
	310.20	Field Investigation and Intensive Survey		0		ŏ	0	0	0	
	310.30	Cultural Resources Review		0		Ö	0	0	0	
	320	Endangered Species & Biological Resources	AND THE RESERVE OF THE PARTY OF	THE RESERVE OF THE PARTY OF THE	STATISTICS OF THE PARTY OF		ALCOHOL: N			
	320.10	ESA Pre-PBA Coordination	ALCOHOL: SECURITION STATES	0 0		0	HUBBER	- Committee		
			The second second	the white better the committee			0	0	0	
	320.20	Programmatic Biological Assessment		0	20	0	0	0	0	
	330	Environmental Documentation								
	330.10	Categorical Exclusion Documentation		0	14	6	0	0	8	
	330.20	Environmental Re-evaluation	#945W43019W	0	0	0	0	0	. 0	
- 40	340	Section 404 Joint Permit Application		0	40	0	0	0	0	
		Subtotal		0	82	6	0	0	8	
				Commence of the					On- contract of the	
400	UNITED S	STATES COAST GUARD (USCG) COORDINATION	THE RESIDENCE			SA COMPANY AND A SECOND	AND DESCRIPTION OF THE PERSON	MANUFACTURES.		
	410	USCG Project Initiation		0 0	12	8	0	4	0	
	420	USCG, Bonner County Sherriff, USACE Coordination Meetings		00	10	6	0	0	0	
		Subtotal		0		14	0	4	0	
500	FINAL BE	RIDGE DESIGN	STOCK STOCK STOCK	A STATE OF THE PARTY OF THE PAR	THE REAL PROPERTY.	THE RESERVE				
	510	Final Bridge Design		0	33	110	44	22	88	
	520	Final Opinion of Probable Construction Cost		0	4	12	24	4	0	
	530	Project Specifications Package	Control of the last of		10	20	0	2	0	
	540	Contract Time Determination		0		16	0	2	0	
	550	Pre-PS&E Underwater Assessment	- March 1997			8	0	0		
	330	Subtotal		0 0	63	166	68	30	88	
		Jubiotal		0	63	166	68	30	88	
600	FINAL DO	DADWAY AND TTC DESIGN	STATES SAN SOCIETY	Actions - United	Mark Statement of the last	NAME OF TAXABLE PARTY.	NAME OF TAXABLE PARTY.		Name and Address of the Owner, where the Owner, which the	
		Final Roadway Design Plans	CALLED STATE OF THE STATE OF TH						MARKET PRINCIPLE	
	610			0		0	0	0	0	
	620	Final Temporary Traffic Control Plans		0		0	0	0	0	
	630	Pollution Prevention Plan Template		0		0	0	0	0	
		Subtotal		0	22	0	0	0	0	
					1.1					The state of
700	PLANS, S	SPECIFICATIONS, & ESTIMATE (PS&E)	AND DESCRIPTION OF THE PERSON NAMED IN	THE RESERVE	OF THE PERSON		Link to the same	Name and Address of	ALC: UNKNOWN	THE PERSON NAMED IN
	710	Draft PS&E Package		0	8	24	28	6	40	
	720	Final PS&E Package		0	4	8	4	4	4	
	730	Minimum Testing Requirements (MTRs)		0		0	ō	0	0	
	750	Subtotal		0		32	32	10	44	
		Junioral		-	14	32	32	10	44	
			A STATE OF THE PARTY OF THE PAR	A CHARLES THE REAL PROPERTY.	Name and Address of the Owner, where	HISTORY CO. DOWNSON	DESTRUCTION OF THE PARTY OF THE	evrision in the second		CHICAGO CHICAGO
	POST PS	RESUPPORT								
800		B&E SUPPORT	STATE OF THE PARTY	1	40	20			Section 1	
800	POST PS 800	Post PS&E Support		0		20	0	0	0	No. of Concession, Name of Street, or other Designation, Name of Street, Name
800				0 0		20 20	0	0	0	No. of Concession, Name of Street, or other party of the Concession, Name of Street, or other pa

		HDR					velation.			
				Environmental	Environmental,	Environmental	Construction	Construction		
ASK	DESCRIPTION	Roadway EIT	Roadway QA/QC	Lead	PBA Support	QA/QC	Inspector	Inspector QC	Project Controller	SUBTOTAL
	CT MANAGEMENT		MANAGEMENT	PEN PEN PEN						
110	Project Initiation and Project Management Plan		0 0	0	(0	0		0 20	3
120	Project Communications and Meetings									
120.10	Project Kickoff Meeting & Site Visit	THE RESERVE	0 0				0		0 0	4
120.20	Team Meetings & Coordination	The state of the s	0 0				0		0 0	24
120.30	Internal Management Review Meetings		0 0	0		Company of the last of the las	0		0 2	
130	Project Schedule		0 0			A STATE OF THE PARTY OF THE PAR	0		0 0	1
140	Project Administration, Monthly Invoices, & Progress Reports		0 0	0	(0	0		0 54	3
150	Stakeholder Coordination									
150.10	Bonner County Road & Bridge/BCATT Meetings		0 0	0	(0	0	THE REAL PROPERTY.	0 0	
150.20	Stimson Lumber Mill Coordination		0 0	0	(0	0		0 0	
	Subtotal		0 0	61		0	0		0 76	44
		Control Street, Street	Annual Control				And the second			
	CT PLANNING & CONCEPT DESIGN	TOTAL DESCRIPTION OF THE PERSON NAMED IN				A CONTRACT A				
210	Review of Existing Information		0 0				0		0 0	2
220	Bridge Concept of Repairs (BCOR) Report		5 2				0		0 0	14
230	Asbestos & Lead Based Paint Testing		0 0				0		0 0	1
	Subtotal		5 2	14		0	0		0 0	18
200 ENDER	DIMENTAL PERMITTING & DOCUMENTATION	normalia managamenta	-		-	No.	The second second	NAME OF TAXABLE PARTY.		
310 ENVIRC	Cultural Resources	CONTRACTOR OF THE PARTY OF THE			PISTONE S				No. of Street,	
		STREET, SQUARE, SQUARE,	0 0			0		The state of the	0 0	
310.10	Sites Record Search and Literature Review		0 0						0 0	
310.20	Field Investigation and Intensive Survey									
310.30	Cultural Resources Review	CONTRACTOR OF THE PARTY OF THE	0 0	6		0	0		0 0	1
320	Endangered Species & Biological Resources	STATE OF THE OWNER, WHEN		PROPERTY OF THE PARTY.						DESCRIPTION OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN COLUMN TW
320.10	ESA Pre-PBA Coordination	THE RESERVE AND ADDRESS OF THE PARTY OF THE	0 0	4	A PARTY MANAGEMENT				0 0	1
320.20	Programmatic Biological Assessment	TO SERVICE AND ADDRESS.	0 0	30	30	16	0		0 0	9
330	Environmental Documentation									
330.10	Categorical Exclusion Documentation	AND ADDRESS OF THE PARTY OF THE	0 0	CONTRACTOR OF THE PARTY OF THE			C		0 0	15
330.20	Environmental Re-evaluation		0 0			0	0		0 0	
340	Section 404 Joint Permit Application		0 0				0		0 0	80
	Subtotal		0 0	189	41	2 29	0		0 0	356
400 UNITED	STATES COAST GUARD (USCG) COORDINATION	over the believe to the party	NAME AND ADDRESS OF THE OWNER, WHEN	Charles and the Control of the Contr	-		THE RESERVE TO SHARE			
410	USCG Project Initiation	STATE OF THE PARTY	0 0	0		0	0		0 0	2
420	USCG, Bonner County Sherriff, USACE Coordination Meetings		0 0				0		0 0	1
420	Subtotal		0 0				0		0 0	4
	BRIDGE DESIGN		CONSTRUCTION OF STREET		100				CONTRACTOR OF THE PARTY OF THE	
510	Final Bridge Design		0 0	The second second second			0		0 0	29
520	Final Opinion of Probable Construction Cost	A DOT COME	0 0	Table 10 to			0		0 0	4
530	Project Specifications Package		0 0				0		0 0	3
540	Contract Time Determination		0 0	0	PERSONAL AND	0	0		0 0	2
550	Pre-PS&E Underwater Assessment		0 0	0		0	0		0 0	2
	Subtotal		0 0	2		0	0		0 0	42
	DOADWAY AND TTO DEGICAL	SHOOL STATE OF THE SAME			and the last of th					
	ROADWAY AND TTC DESIGN		4 8			0 0				Name of Street
610	Final Roadway Design Plans	24							0 0	5
620	Final Temporary Traffic Control Plans	40							0 0	9
630	Pollution Prevention Plan Template Subtotal	70		0			0		0 0	16
	Subtotal	1	19	0		0			0	16
700 PLANS	, SPECIFICATIONS, & ESTIMATE (PS&E)	CHILD STREET, THUS	STATE VALUE OF	d demonstrate		NAME OF TAXABLE PARTY.		STATE OF THE PARTY	and the latest of the latest o	
710	Draft PS&E Package	10	0 4	8	(0		0 0	14
720	Final PS&E Package		4 4	4	(0	0		0 0	4
730	Minimum Testing Requirements (MTRs)		0 0	0	(6		4 0	1
	Subtotal	14	4 8			0	6		4 0	19
	PS&E SUPPORT		0 0			0 0	ATTACH PRINTS			
800	Post PS&E Support			The second second second	The second secon				0 0	4
	Subtotal		0 0	0		0	0		0 0	4
DTAL		8:	9 29	278	42	2 29	6		4 76	1,83
		-		210		20		The second second	10	1,00

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01/	araerinties.	5				100000						100000000000000000000000000000000000000
SK DDO IE	DESCRIPTION CT MANAGEMENT	Associate	Project Manager	AHERA Inspector	CAD Technician	Admin	SUBTOTAL	Project Manager	Team Leader	Engineer	Diver	SUBTOTAL
110	Project Initiation and Project Management Plan	THE RESIDENCE	0 0	0	0		STATE OF THE PARTY	0	0			
120	Project Communications and Meetings	THE PARTY NAMED IN	0 0	U				U	0		0	
120.10		THE RESERVE OF THE PARTY OF THE	0 12		0		12	12				
120.10			0 4	0	0	0	12	6	0			
120.20			0 0	0	00	0	4	0	0			
130	Project Schedule	200000000000000000000000000000000000000	0 0	0	0	0		U	0		0	
140	Project Scriedule Project Administration, Monthly Invoices, & Progress Reports		0 0	0				o o	0		0	
150	Stakeholder Coordination	The state of the s	-	0	Strategic Street	Service of the least of the lea	0	U	0		, ,	
150.10	Bonner County Road & Bridge/BCATT Meetings		0 0	0	0		THE REAL PROPERTY.			The state of the s		MISSENSY
150.10		CONTRACTOR OF THE PARTY OF THE	0 0	0	And the second second second second	0		0	0			
150.20	Subtotal		0 20	0		0	24					
-	Subtotal		20		U	4	24	10	U		0	
A PRO IE	CT PLANNING & CONCEPT DESIGN	and the same of th	-		Maria Constitution	-		Second second	-			
210	Review of Existing Information	THE RESERVE OF THE PERSON NAMED IN	0 0	0	0	0	Manager and	0	0	STREET,		
220	Bridge Concept of Repairs (BCOR) Report		0 0	0				0	0		0	
230	Asbestos & Lead Based Paint Testing	Marin and Property of the Person	2 20	20			50		0			
230	Subtotal		2 20	20		1	50		0			
-	Subtotal		2 20	20	4	4	50	0	0		0	
O ENVIR	ONMENTAL PERMITTING & DOCUMENTATION	CONTRACTOR OF THE PARTY	Name and Address of the Owner, where		-	Name and Publishers	-		The same of the sa		L	
310	Cultural Resources											
310.10			0 0		0		APPLICATION OF THE PERSON NAMED IN					E SETTING
310.10			0 0	0		0	0	0	0			
310.20		The result of the second of th	0 0			0	0				0	
		Te printed the same	0 0	0	0	0	0	0	0		0	
320	Endangered Species & Biological Resources	THE REAL PROPERTY.		THE REAL PROPERTY.		MC2UVA NO.		THE RESERVE				
320.10		509 CC 100 P	0 0	0		of the second	0	0	0			
	Programmatic Biological Assessment		0 0	U	0	0	0	0	0		0	
330	Environmental Documentation	THE SERVICE STREET	CONTRACTOR OF THE PARTY.			THE RESERVE OF THE REAL PROPERTY.	ALCOHOL: UNK					ASSESSED FOR
330.10		Service State Service Service	0 0	0		0	0	0	0		A STATE OF THE PARTY OF THE PAR	
330.20		Charles And Control of the Control o	0 0	0		The second second	0	0	0			
340	Section 404 Joint Permit Application	Married Street, or Street,	0 0	0			0	0	0	The second second second	0	
	Subtotal		0 0	0	0	0	0	0	0		0	
	D STATES COAST GUARD (USCG) COORDINATION	HE SHELL WILL		HOUSE .				THE RESERVE				
410	USCG Project Initiation	SCHOOL STREET, ST. LEWIS CO., LANSING, MICH.	0 0	0	Alte	0	C	0	0		0 0	
420	USCG, Bonner County Sherriff, USACE Coordination Meetings	ACTUAL TO SELECT	0 0	0				0	0			
	Subtotal		0 0	0	0	0		0	0		0	
	BRIDGE DESIGN						ALPEN STREET	STATE OF THE PARTY.				
510	Final Bridge Design		0 0	0		0	0	0	0			
520	Final Opinion of Probable Construction Cost		0 0	0	THE REAL PROPERTY AND ADDRESS OF THE PARTY AND	0		0	0			
530	Project Specifications Package	A STATE OF THE PARTY OF THE PAR	0 0	0	The second secon	0	0	0	0	(Committee of the latest and the late	
540	Contract Time Determination		0 0	0		0	0	0	0			
550	Pre-PS&E Underwater Assessment	The second second second	0 0	0		0	0	8	48	48		1
-	Subtotal		0 0	0	0	0	0	8	48	41	48	1
		The same of the sa					1					
	ROADWAY AND TTC DESIGN	REAL PROPERTY.	Accellate	THE PERSON NAMED IN	AND PARTY OF THE P			THE REAL PROPERTY.				STATE OF THE
610	Final Roadway Design Plans	THE RESIDENCE AND ADDRESS OF THE PARTY OF TH	0 0	0		0	0	0	0		THE RESERVE OF THE PERSON NAMED IN	
620	Final Temporary Traffic Control Plans		0 0	0		0	0	0	0		0	
630	Pollution Prevention Plan Template	100	0 0	0		0	0	0	0			
	Subtotal		0 0	0	0	0	0	0	0	- (0	
	, SPECIFICATIONS, & ESTIMATE (PS&E)		THE REAL PROPERTY.				SCHOOL STAN	NO. SSISSEE			No contracts	NOTE THE PARTY
710	Draft PS&E Package		0 0	0		0	0	0	0		0	
720	Final PS&E Package	ATTENDED TO SELECT ON THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAM	0 0	0	0	0	0	0	0		0	
730	Minimum Testing Requirements (MTRs)	The second second	0 0	0		0	0	0	0		0	
	Subtotal		0 0	0	0	0	0	0	0		0	
O POST P	PS&E SUPPORT	STATE OF THE PERSON NAMED IN	Carlo Section	Miles and Miles and	MITSELF BUILDING		SENTAX DE	SALES SERVE	CONTRACTOR OF		Commission and Commission of the Commission of t	THE RESERVE
800	Post PS&E Support		0 0	0	0	0	0	0	0		0 0	
	Subtotal	1989	0 0	0		0	0	0	0			
	Outstall								-			

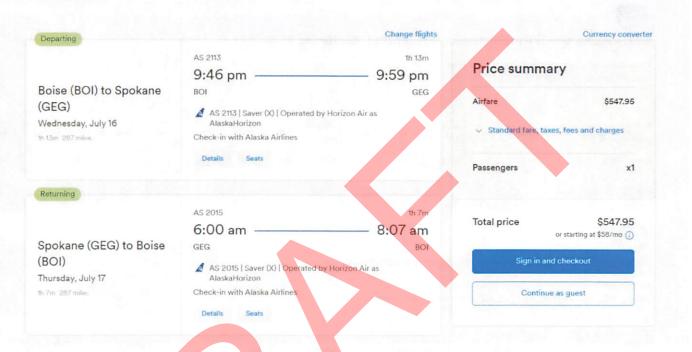
				TA	G		
ASK		DESCRIPTION	TAG Principal	Archeologist	Clerical	SUBTOTAL	GRAND TOTAL
100		TMANAGEMENT	THE REAL PROPERTY.				
	110	Project Initiation and Project Management Plan	. 0	0	0	0	
	120	Project Communications and Meetings			Mark Street		
	120.10	Project Kickoff Meeting & Site Visit	12	0	0	12	
	120.20	Team Meetings & Coordination	12	0	0	12	2
	120.30	Internal Management Review Meetings	0	0	0	0	
	130	Project Schedule	0	0	0	0	
	140 150	Project Administration, Monthly Invoices, & Progress Reports Stakeholder Coordination	12	0	0	12	1
	150.10	Bonner County Road & Bridge/BCATT Meetings	0	0	0	0	A PROPERTY OF THE PARTY OF THE
	150.20	Stimson Lumber Mill Coordination	0	0	0	0	
		Subtotal	36	0	0	36	5
200	PPO IEC	T PLANNING & CONCEPT DESIGN	THE RESERVE OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN COLUMN TW	-	AND STREET, ST	managa and managa and	
200	210	Review of Existing Information	0	0	0	0	
_	220		0	0	0	0	1
		Bridge Concept of Repairs (BCOR) Report					
	230	Asbestos & Lead Based Paint Testing	0	0	0	0	
		Subtotal	0	0	0	0	2
300	ENVIRO	NMENTAL PERMITTING & DOCUMENTATION	NAME OF TAXABLE PARTY.	V 100 ET	WEST STORY	ALCOHOL: NAME OF TAXABLE PARTY.	ACCUSED 181
	310	Cultural Resources				THE STATE OF THE S	10 C
	310.10	Sites Record Search and Literature Review	8	0	0	8	
	310.20	Field Investigation and Intensive Survey	8	0	0	8	
	310.30	Cultural Resources Review	40	0	8	48	
	320	Endangered Species & Biological Resources	articles and a second second		A REPORT OF THE PARTY OF THE PA	ALCOHOLD VALUE OF THE PARTY OF	ESCHALL VIEWE
	320.10	ESA Pre-PBA Coordination	0	0	0	0	-
	320.20	Programmatic Biological Assessment	0	0	0	0	
	330	Environmental Documentation	STATE OF THE PARTY	A CONTRACTOR OF THE PARTY OF TH		WALL BOTH STATE OF THE PARTY OF	31510110404055555
	330.10	Categorical Exclusion Documentation	0	0	0	0	1
-	330.20	Environmental Re-evaluation	0	0	0	0	
-	340	Section 404 Joint Permit Application	0	0	0	0	
	340	Subtotal Subtotal	56	0	8	64	4.
220							
400	UNITED 410	STATES COAST GUARD (USCG) COORDINATION USCG Project Initiation	0	0	0		
_	420		0	0	0	0	
_	420	USCG, Bonner County Sherriff, USACE Coordination Meetings	0	0		0	
-		Subtotal	U	0	0	U	
500	FINAL B	RIDGE DESIGN		MACHINE DE LA COMPANION DE LA		CEA THE D	THE OWNER
	510	Final Bridge Design	0	0	0	0	2
	520	Final Opinion of Probable Construction Cost	0	0	0	0	
	530	Project Specifications Package	0	0	0	0	
	540	Contract Time Determination	0	0	0	0	
	550	Pre-PS&E Underwater Assessment	0	0	0	0	1
		Subtotal	0	0	0	0	5
600	EINIAL D	OADWAY AND TTC DESIGN		-	and the name of		Name and Street
300	610	Final Roadway Design Plans	0	0	0	0	ETHORSOMER
	620	Final Temporary Traffic Control Plans	0	0	0	0	
	630	Pollution Prevention Plan Template	0	0	0	0	
_	630	Subtotal Subtotal	0	0	0	0	1
-		Sublotal	0	0	0	0	1
700		SPECIFICATIONS, & ESTIMATE (PS&E)	DESCRIPTION OF THE PERSON OF T	STEVENSON OF	Migration by	EXECUTE:	SERVICE SERVICE
	710	Draft PS&E Package	0	0	0	0	1
	720	Final PS&E Package	0	0	0	0	
	730	Minimum Testing Requirements (MTRs) Subtotal	0	0	0	0	- 1
		Juniotal	- 0	U	U	U	
800		S&E SUPPORT	AND DESCRIPTION OF THE PERSON	SUPPLIES NO.			
	800	Post PS&E Support	0	0	0	0	
		Subtotal	0	0	0	0	



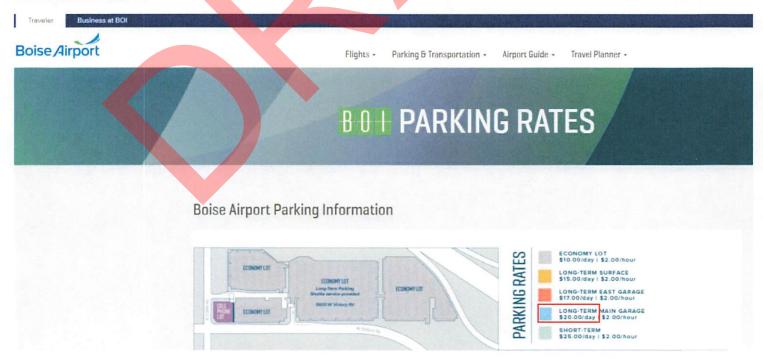




Your cart



Boise Airport Parking Rates





Review & Reserve

KEY FACTS & POLIC

Vehicle Details Modify €

Mitsubishi Mirage or similar Automatic



PICK UP & RETURN LOCATION Modify &

Spokane International Airport (GEG)

PICK UP DATE & TIME Modify &

RETURN DATE & TIME Modify &

Tue, Aug 19 at 12:00 PM Counter 0

Wed, Aug 20 at 12:00 PM

ADD ONS Modify €

None

Estimated Total

\$ 180.33 USD *

PRICE BREAKDOWN .

RENTAL RATE

TIME & DISTANCE (1 day @ \$ 136.26)

\$ 136.26 *

MILEAGE

Unlimited Mileage

Included

FEES View Details

CONCESSION RECOVERY FEE (11, 11%)	\$ 15.22 *
CUSTOMER FACILITY CHARGE 1 Day(s) @ \$3.75 / Day	\$ 3.75 *
RENTAL TAX (6.9%)	\$ 10.50 *
VEHICLE LICENSE FEE RECOVERY 1 Day(s) @ \$0.75 / Day	\$ 0.75 *
SALES TAX (9.1%)	\$ 13.85 *

ESTIMATED TOTAL

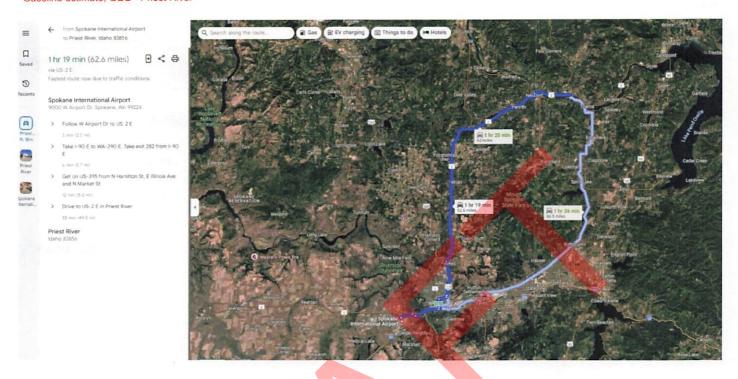
\$ 180.33 *

PRODUCT CODE (NW1)

Estimated Total

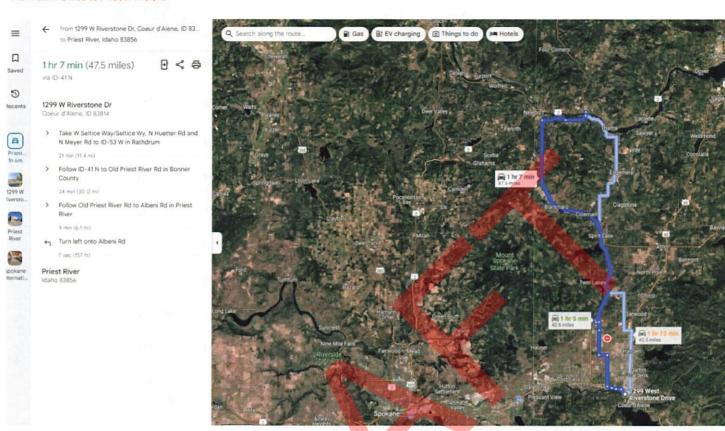
\$ 180.33

Gasoline estimate; GEG - Priest River

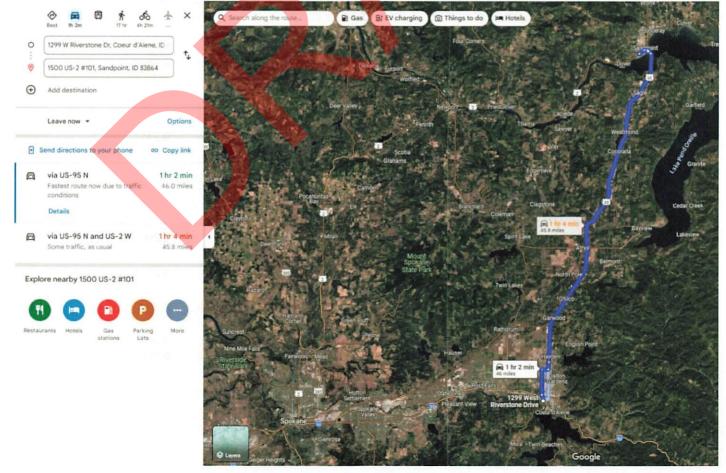


62.6 miles * 2 (roundtrip) / 20 miles per gallon * \$3.50/gal = \$21.91

HDR CDA Office to Priest River, ID







	Fleet Devices - U.S.		4/6/2023
Product Code	Description	Units	HDR CPC
	Rates are inclusive of 30% recycled 20lb white paper stock, any specialty paper is charged separately		Rate
	DAWARA DEGUCED AS IN	E . C.	0.0055
6000	B&W 30% RECYCLED 8.5xl1 per image	EACH	0.0857
6002	B&W 30% RECYCLED 8.5x14 per image	EACH	0.0974
6004	B&W 30% RECYCLED 11 x 17 per image	EACH	0.1228
6005	B&W 12 x 18 per image	EACH	0.2652
6006	COLOR 30% RECYCLED 8.5x 11 per image	EACH	0.1801
6008	COLOR 30% RECYCLED 8.5x l4 per image	EACH	0.1918
6010	COLOR 30% RECYCLED 11 x 17 per image	EACH	0.2397
6011	COLOR 12 x 18 per image	EACH	0.3821
6012	WF COLOR 30% RECYCLED BOND	SF	0.5500
6013	WF B&W 30% RECYCLED BOND	SF	0.3113
	Staffed Print Room Services - US		
Product Code	Description Rates are inclusive of 30% recycled 20lb white paper stock, any specialty paper is charged separately. Finishing	Units	
	options are included in rates below, only if finishing options are available in center.		
3000	B&W 30% RECYCLED 8.5x11 per image	EACH	0.1759
3002	B&W 30% RECYCLED 8.5x14 per image	EACH	0.1876
3004	B&W 30% RECYCLED 11 x 17 per image	EACH	0.2452
3006	B&W 12 x 18 per image	EACH	0.3554
3008	COLOR 30% RECYCLED 8.5x 11 per image	EACH	0.1980
3010	COLOR 30% RECYCLED 8.5x 14 per image	EACH	0.2097
3012	COLOR 30% RECYCLED 11 x 17 per image	EACH	0.2898
3014	COLOR 12 x 18 per image	EACH	0.4000
3016	WideFormat COLOR 30% RECYCLED BOND - 36in roll	SF	0.5500
3017	WideFormat B&W 30% RECYCLED BOND- 36in roll	SF	0.3113

rates are subject to change and confidential for HDR only



Chris Watkins 5/11/2023
Chris Bishop

GeoEngineers

Redmond, Washington

Dear Mr. Watkins

Thank you very much for the opportunity to bid for your environmental testing needs. Please refer to the following fee schedule:

Silica NIOSH 7500 3-5 day turnaround Silica NIOSH 7500 24-hour turnaround	\$85.00 \$127.50
PLM 1-3 day turnaround PLM RUSH turnaround	\$16.50 \$24.75
PCM 24-hour turnaround PCM RUSH turnaround	\$9.00 \$13.50
TEM air 24-hour turnaround TEM air RUSH turnaround	\$100.00 \$150.00
FAA lead analysis 1-3 day turnaround FAA lead analysis RUSH turnaround	\$16.50 \$24.75

Point counting is included for friable samples containing <1% to keep your clients in compliance with NESHAP.

Thank you again and please let me know if I can accommodate you further.

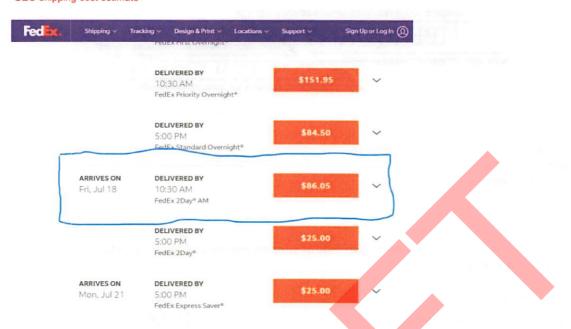
Sincerely,

Michael Breu Technical Manager

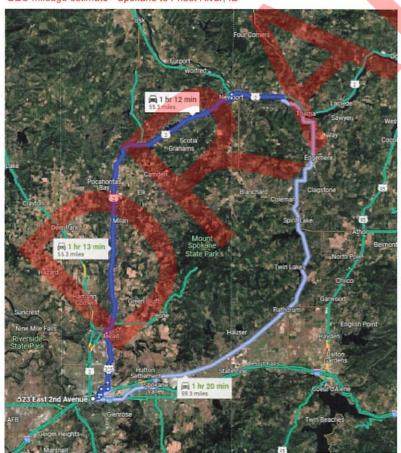
Fiberquant Analytical Services

michal Bru

GEO shipping cost estimate



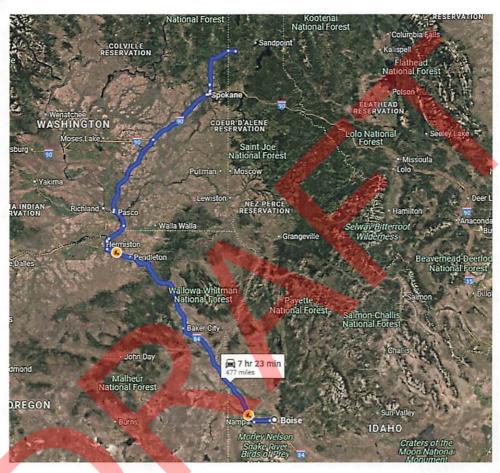
GEO mileage estimate - Spokane to Priest River, ID





Mileage

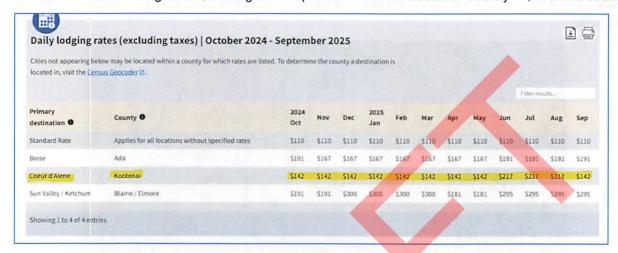
Boise to Merritt Bridge -954 miles round trip + 56 miles for daily traveling to and from hotel = 1010 miles total



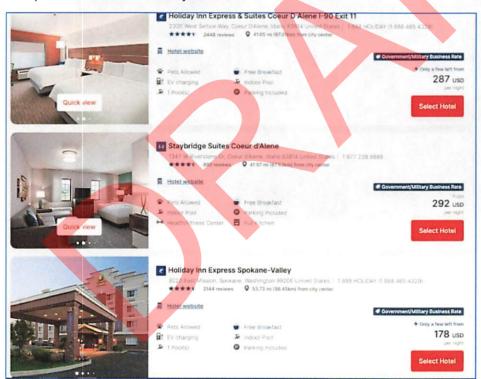


Lodging (GSA)

4 Person Team for 3 nights at \$142/night GSA per diem rate for Kootenai County = \$1704.00 total:



Comparable Rates for Nearby Hotels:





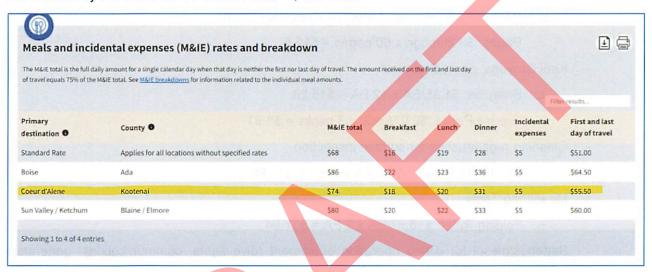
Meals and Incidentals

Full Day Per Diem (MI&E) = \$74

2 x Full Day Per Diem for 4 Person Team = \$592 Total

Travel Day Per Diem (MI&E) = \$55.50

2 x Travel Day Per Diem for 4 Person Team = \$444 Total





Expendable Field Equipment

Total: \$235.58

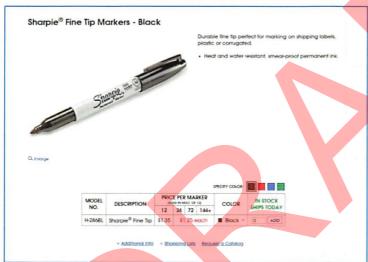
Includes expendable equipment such as:

- Personal Protective Equipment (PPE) Cut resistant gloves, coveralls...etc
 - Gloves: \$70/dozen x 1 dozen = \$70
- Field Notebooks and Printed Inspection Checklists/Forms
 - o Pages: \$0.25/page x 50 pages = \$12.5
- Keel Crayons, pens, Sharpies
 - o Sharpies: \$1.35/EA x 12 EA = \$16.20
 - o Grease Pencil: \$2.97/pack x 3 packs = \$8.91
- Cleaning rags/brushes for surface inspection
 - Steel Wire Brush: \$5.98/EA x 2 EA = \$11.96
- Measuring Tools
 - o Folding Ruler: \$18.97/EA x 2 EA = \$37.94
- Batteries/diesel for diving operation equipment (dive lights, communications, generators, compressors..etc)
 - o C-Batteries for Dive Lights and Communication Radio: \$14.87/pack x 1 pack = \$14.87
 - Gasoline for compressors, hot water machine, generator: \$3.16/gallon x 20 gallons = \$63.20



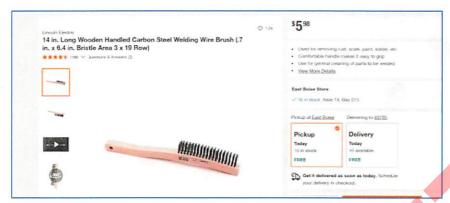


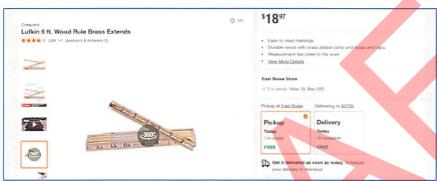






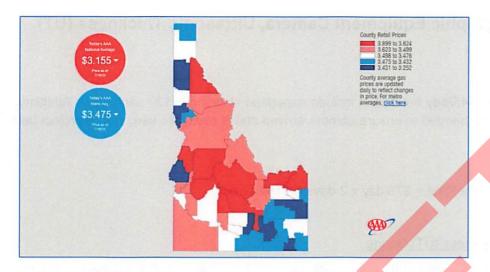












Harbor/Dive Crew Boat

Dive crew boats are not commercially available for rental near the project site. Pontoon boat rentals are the nearest comparable option.

Rates for pontoon boats begin at ~\$50/hour.

Boat is needed for 2 x 12 hour days = \$1200 Total

Marine Solutions Inc. Boat Rate = \$200/day x 2 days = \$400 Total





Underwater Photographic Equipment Camera, Ultrasonic Thickness (UT) Gauge

<u>Camera</u>

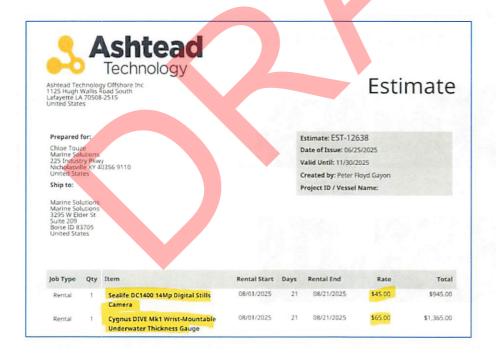
Comparable rates begin at \$45/day but do not include expedited shipping (~\$30 each way). Additional days of rental would also be needed to ensure camera arrived and is ready for use prior to project field days.

Marine Solutions, Inc. Camera Rate = \$75/day x 2 days = \$150 Total

Underwater Ultrasonic Thickness (UT) Gauge

Comparable rates begin at \$65/day but do not include expedited shipping (~\$50 each way). Additional days of rental would also be needed to ensure D-meter arrived and is calibrated and ready for use prior to project field days.

Marine Solutions, Inc. Underwater Ultrasonic Thickness (UT) Gauge Rate = \$150/day x 2 days = \$300 Total

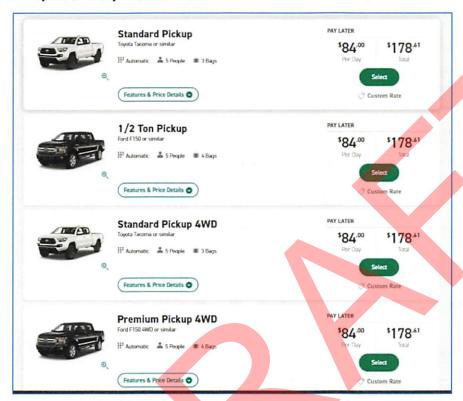




Rental Truck for Additional Team Member and Equipment

Rates begin at ~\$84/day

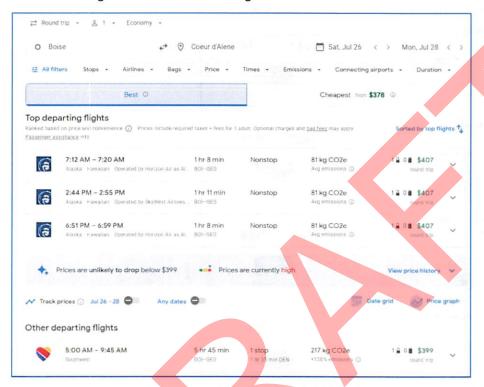
3 Days x \$84/day = **\$252 Total**





Airfare (Round Trip Boise to Coeur D'Alene)

Airfares average at ~\$400 not including taxes and fees





Schedule of Fees Marine Solutions

Effective Date: January 1, 2024

	e.	Bathycorrometer	\$ 150.00 /day
	f.	Inspection Data Application	\$ 100.00 /day
	g.	General Inspection Tool Box	\$ 25.00 /day
Si	irve	eying, Bathymetric, and Underwater Imaging Equipment:	
	a.	Single-Beam Hydrographic Survey Equipment	\$ 325.00 /day
	b.	Multi-Beam Hydrographic Survey Equipment	\$ 1500.00 /day
	C.	2D Imaging Sonar	\$ 325.00 /day
	d.	3D Imaging Sonar (Blue View)	\$ 1500.00 /day
	e.	Unmanned Aerial Vehicle	\$ 150.00 /day
	f.	Survey Processing Software Key	\$ 75.00 /day
	g.	Survey Rover Unit.	\$ 150.00 /day
	h.	Survey Base Station	\$ 250.00 /day
Ve	sse	els, Vehicles, & Trailers:	
	a.	Coastal Dive/Crew Boat	\$ 800.00 /day
	b.	Harbor Dive/Crew Boat	\$ 200.00 /day
	C.	Barge Push Boat	\$ 350.00 /day
	d.	Jon Boat	\$ 75.00 /day
	e.	Mobile Diving Locker	\$ 60.00 /day
	f.	Equipment & Supply Trailer	\$ 50.00 /day
	g.	Crew Cab or Tow Vehicle	\$ 1.50 /mile
	h.	Automobile	\$ 0.625 /mile
		in a City of Francisco	
PE		iem & Other Expenses:	10.00
	a.	Per Diem – Meals ⁵	\$ 40.00 /day/person
	b.	Per Diem – Lodging ⁵	\$ 150.00 /day/person
	C.	Consumables & Other Direct Costs Page 3 of 4	Actual Cost + 15%



Consultant DBE Commitment

ITD 2398 (Rev. 01-18) itd.idaho.gov

Idaho Transportation Department

If goals are not met, it is mandatory that pages 2 and 3, titled "Summary of DBE

Key Number	Project Number	Project Name		Property of the second	
24620	A024(620)	Merritt Bridge Repairs, Bor	nner County		
Consultant Fir	m	Consultant EEO Officer	Phone #	Email	
HDR Engineering, Inc.		William J. Manhart, Chief HD Director & Corp. EEO Office	402.399.1411	Bill.Manhart@hdrinc.co m	
Preparer's Sig	nature TIBL	Date 5/16/2025	DBE Goal for	this Project: 5 %	

Good Faith Effort," be completed. Failure to complete these forms will prevent agreement award. Refer to Disadvantaged Business Enterprise Special Provisions for Race/Gender-Conscious Projects, for more detail. Award of the agreement is contingent on Good Faith Efforts to provide opportunity for DBE participation in this project. ITD currently has an annual DBE goal of 10%.

Each commitment must be accompanied by written confirmation from the listed DBE firm that it is participating in the contract as stated in the prime consultant's commitment.

Name and Contact Information of DBE Subconsultant	Scope of Work to be Performed by DBE Sub-consultant	Utilization Percentage of Overall Work Scope
Big Sky Public Relations; Stephanie Sampson; 406.890.0000	Public Involvement	0.5 %
TAG - Barbara Perry Bauer; 208.338.1014	Cultural Resources	0.5 %
Marine Solutions - Jordan Furlan; 208.730.6971	Underwater survey	4.0 %
	200 100	%
		%
		%
		%
		%
A 15		%

Total DBE 5.0 %

100% DBE Credit is given on Professional, Technical, Consultant, or Managerial Services

Do Not Write In Box - For Department Use Only

Approved	☐ Not Approved	Ву	DDE Drogram Coordinator, Idaha Transportation Department	Date
			DBE Program Coordinator, Idaho Transportation Department	Date

Page 1 of 3



BONNER COUNTY ROAD & BRIDGE

1500 Hwy 2 Ste 101 • Sandpoint, ID 83864 • Phone: (208) 255-5681 – Fax: (208) 263-9084 E-mail: roads@bonnercountyid.gov

September 2, 2025

To:

Commissioners

From: Matt Mulder, PE - Road and Bridge Staff Engineer

Re: FY2024 Local Highway Safety Improvement Program - Spirit

Lake Cutoff Curves

R&B Item # 2

In January 2022 Road & Bridge submitted a Local Highway Safety Improvement Program (LHSIP) safety grant application requesting funding for improvements to curves on Spirit Lake Cutoff and was selected for \$1.5M in funding.

We have seen a trend of roadway departure accidents, including 2 fatal accidents in the last 5 years, at corners which are too sharp for the 45mph speed limit, especially in adverse conditions. This grant project proposes to re-align the sharpest of the corners to substantially increase its radius, add guardrail to the outside edges of the two sharpest 90° corners, and improve the "Curve Ahead" and chevron signage around all corners in the corridor.

In July 2023, BOCC approved Phase 1 design PSA with JUB Engineers in the amount of \$235,926.00. Since then, we have designed the alignment of the project to a point that the County could begin acquiring the additional right of way necessary, which is in progress. JUB is now ready to move towards the final design phase and prepare the project for construction bidding. LHTAC has forwarded the attached Professional Services Agreement (PSA) in the amount of \$102,781.00 with JUB Engineers, Inc. for the Board's approval. This agreement would commit us to paying the consultant's invoices up front and getting reimbursed at a rate of 92.66% from ITD. Funds will come from 002-9000- "Grant-County Match" which has a remaining balance of \$606,347.18 and will be carried forward into FY2026 to continue covering this project.

The total project cost is estimated to be \$2,067,000.00, of which the maximum award through the LHSIP Program is \$1.5M. Bonner County would pay 7.34% match on the \$1.5M in the amount of \$110,100 and cover any additional costs over the \$1.5M from Bonner County funds, for a total anticipated contribution of up to \$677,100.00, most of which would be paid in fiscal year 2026.

Legal Review: <u>By LHTAC</u>	4	EDDD 0.00
Accounting Review:_Email attached	V	APPROVE
Risk Review: N/A – no acquisitions or activities		

A suggested motion would be: I move the Board of Bonner County
Commissioners approve the Professional Services Agreement #97349 with
JUB Engineers for the final design of the Spirit Lake Curves safety project in
the amount of \$102,781.00.

Recommendation Acceptance: yes no	date:	
	Commissioner Asia Williams, Chairwomar	

Idaho Transportation Department Local Professional Services Agreement

Agreement #: 97349

THIS AGREEMENT is made and entered into this	day of	,	, by and between the
Bonner County, whose address is , hereinafter called	the "Sponsor," and JU	JB Engineers, Inc.	, whose address is 2760 W.
Excursion Ln., Ste. 400, , Meridian, ID, 83642, herei	nafter called the "Cor	nsultant."	

RATIFICATION

The Idaho Transportation Department, representing the Federal Highway Administration on all local federal-aid highway projects, is authorized to ratify all agreements for engineering services entered into between sponsoring local agencies and their retained consultants. All references to State used hereafter shall denote the Idaho Transportation Department.

NOW, THEREFORE, the parties hereby agree as follows:

The work covered by this Agreement is for the following project(s):

Project Name	Project #	Key#
STC-5769, SPIRIT LAKE CUTOFF CURVES	A023(880)	23880

SUBCONSULTANTS

The State approves the Consultant's utilization of the following Subconsultants:

N/A

AGREEMENT ADMINISTRATOR

This Agreement shall be administered by Brian Wright, Safety Engineer, LHTAC; (208) 344-0565; or an authorized representative.

DUTIES AND RESPONSIBILITIES OF CONSULTANT

A. DESCRIPTION OF WORK

The Consultant shall provide professional services as outlined in the attachment(s) and as further described herein.

- 1. The following attachments are made a part of this Agreement:
 - a. Attachment No. 1L is the Consultant Agreement Specifications which are applicable to all agreements.
 - b. Attachment No. 2 is the negotiated Scope of Work, Cost Estimate, and Man-Day Estimate.

In the case of discrepancy, this Agreement shall have precedence over Attachment No. 2, and Attachment No. 2 shall have precedence over Attachment No. 1.

2. Per Diem will be reimbursed at the current approved rates. These rates are listed at http://itd.idaho.gov/business/? target=consultant-agreements.

DUTIES AND RESPONSIBILITIES OF SPONSOR AND/OR STATE

The Sponsor and/or State shall provide to the Consultant, upon request, copies of any records or data on hand which are pertinent to the work under the Agreement.

TIME AND NOTICE TO PROCEED

A. The Consultant shall start work under this Agreement no later than ten (10) calendar days from the receipt of the written notice to proceed with the work. The Consultant shall complete all work by 3/31/2027.

B. The Consultant shall remain available to perform additional work for an additional sixty (60) days or until the Agreement is closed out, whichever comes first.

BASIS OF PAYMENT

- A. Payment Basis: Specific Rates of Compensation (Loaded hourly rates [labor, OH & fee] plus direct expenses). Consultant agrees to accept as full compensation for all services rendered to the satisfaction of the State for completion of the work, the actual cost or Not-To-Exceed amount of the Agreement, whichever is lesser.
- B. Compensation Amount

1. Not-To-Exceed Amount: \$102,781.00

2. Additional Services Amount: \$0.00

3. Total Agreement Amount: \$102,781.00

- C. The rates identified in Attachment No. 2 were negotiated and agreed upon by both parties to this Agreement. These rates will be fixed for the period of this Agreement.
- D. Professional Services Authorization and Invoice Summary (Authorization) No. 1 is issued in the amount of \$1,000.00 to begin the work of this Agreement. The remaining amount will be issued by consecutive Authorizations.

An additional services amount may be included in this Agreement. If so, the Sponsor will determine if additional services is required beyond the services outlined in Attachment No. 2. When additional services are required, the additional services amount of the Agreement will be utilized, and a subsequent Authorization will be issued.

IN WITNESS WHEREOF, the Parties hereto have set their hands on the day and year in this Agreement first written above.

JUB ENGINEERS, INC. Consultant	BONNER COUNTY Local Sponsor
By: <u>Gazalusse</u>	By:
Title: Program Manager	Title:
	IDAHO TRANSPORTATION DEPARTMENT
	By:
2 4 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	Title:

IDAHO CODE CERTIFICATION FORM

Failure to comply with the terms of the referenced Idaho Code may result in breach of contract.

Anti-Boycott Clauses

Per the provisions of Idaho Code §§ 67-2346, Anti-Boycott Against Israel Act, and Idaho Code §§ 67-2347A, Prohibition on Contracts with Companies Boycotting Certain Sectors the undersigned certifies that it is not currently engaged in and will not for the duration of the contract engage in the following:

- boycott of goods or services from Israel or territories under its control; or
- boycott of any individual or company because the individual or company engages in or supports the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear energy, or agriculture; or
- boycott of any individual or company because the individual or company engages in or supports the manufacture, distribution, sale, or use of firearms, as defined in Idaho Code § 18-3302(2)(d)

Prohibition on Contracts with Companies Owned or Operated by the Government of China

Idaho Code, §§ 67-2359 states "a public entity in this state may not enter into a contract with a company to acquire or dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently owned or operated by the government of China and will not for the duration of the contract be owned or operated by the government of China". Company certifies that it is not owned or operated by the government of China.

By signing below, I certify that this co	mpany understands and wi	vill comply with the aforementioned requirements

Signature of Company's authorized representative:

J-U-B Engineers, Inc.

Company Name

ATTACHMENT NO. 1L

CONSULTANT AGREEMENT SPECIFICATIONS

These specifications supplement Local Professional Services Agreements and shall be attached to said Agreements.

A. DEFINITIONS

- 1. Administrator: Person directly responsible for administering the Professional Services Agreement (Agreement) on behalf of the Local Public Agency.
- 2. Combined Overhead: The sum of the payroll additives and general administrative overhead expressed as a percent of the direct labor cost.
- 3. Cost: Cost is the sum of the hourly charge out rate and other direct costs.
- 4. Cost Plus Fixed Fee: Cost Plus Fixed Fee is the sum of the payroll costs, combined overhead, and other direct costs, plus the fixed fee.
- 5. CPM: Critical Path Scheduling. The CPM will list work tasks, their durations, milestones and their dates, and State/Local review periods.
- 6. Fixed Fee: A dollar amount established to cover the Consultant's profit and business expenses not allocable to overhead. The fixed fee is based on a negotiated percent of direct labor cost and combined overhead and shall take into account the size, complexity, duration, and degree of risk involved in the work. The fee is "fixed," i.e. it does not change. If extra work is authorized, an additional fixed fee can be negotiated, if appropriate.
- 7. General Administrative Overhead (Indirect Expenses): The allowable overhead (indirect expenses) expressed as a percent of the direct labor cost.
- 8. Hourly Charge Out Rate: The negotiated hourly rate to be paid to the Consultant which includes all overhead for time worked directly on the project.
- Incentive/Disincentive Clause: Allows for the increase or decrease of total Agreement amount
 paid based on factors established in the Agreement. Normally, these factors will be completion time
 and completion under budget.
- Lump Sum: An agreed upon total amount, that will constitute full payment for all work described in the Agreement.
- 11. **Milestones**: Negotiated portions of projects to be completed within the negotiated time frame.

 Normally the time frame will be negotiated as a calendar date, but it could also be "working" or "calendar" days. As many milestones as the Consultant and the State/Sponsor believe necessary for the satisfactory completion of the Agreement will be negotiated.
- 12. **Not-To-Exceed Amount**: The Agreement amount is considered to be a Not-to-Exceed amount, which amount shall be the maximum amount payable and shall not be exceeded unless adjusted by a Supplemental Agreement.
- 13. Other Direct Costs: The out-of-pocket costs and expenses directly related to the project that are not a part of the normal company overhead expense.
- 14. Payroll Additives: All payroll additives allocable to payroll costs such as FICA, State Unemployment Compensation, Federal Unemployment Compensation, Group Insurance, Workmen's Compensation, Holiday, Vacation, and Sick Leave. The payroll additive is expressed as a percent of the direct labor cost.

- 15. Payroll Costs (Direct Labor Cost): The actual salaries paid to personnel for the time worked directly on the project. Payroll costs are referred to as direct labor cost.
- 16. **Per Diem Rates:** Per Diem will be reimbursed at actual cost. However, reimbursements shall not exceed the current approved rates. The current rates are listed on the following Web site: http://itd.idaho.gov/business/?target=consultant-agreements.
- 17. **Standard of Care:** The level or quality of service ordinarily provided by normally competent practitioners of good standing in that field, contemporaneously providing similar services in the same locality and under the same circumstances.
- 18. State: Normally "State" refers to the Idaho Transportation Department.
- 19. Sponsor: The "Sponsor" refers to the local public agency.
- 20. **Unit Prices**: The allowable charge out rate for units or items directly related to the project that are not a part of the normal overhead expense.

NOTE: All cost accounting procedures, definitions of terms, payroll cost, payroll additives, general administrative overhead, direct cost, and fixed fee shall comply with Federal Acquisition Regulations, 48 CFR, Part 31, and be supported by audit accepted by the State.

B. STANDARDS OF PERFORMANCE

Except as otherwise specifically provided for in the Consultant's Scope of Work, the Consultant agrees that all work performed under the Agreement will be performed in accordance with Idaho Transportation Department Standards and other appropriate standards with generally acceptable standard of care. When the work is of a nature that requires checking, the checking shall be performed by a qualified person other than the one who performed the work.

C. AGREEMENT ADMINISTRATOR

The Agreement Administrator will administer the Agreement for performance and payment, and will decide all questions which may arise as to quality and acceptability of the work, rate of progress, definition of work to be performed, completion of milestones, and acceptable fulfillment of the Agreement. The Consultant shall address all correspondence, make all requests, and deliver all documents to the Administrator. The Administrator shall be responsible for the timely coordination of all reviews performed by the State or their representatives.

D. PERSONNEL

The Consultant shall provide adequate staff of experienced personnel or Subconsultants capable of and devoted to the successful accomplishment of work to be performed under the Agreement. The specific individuals or Subconsultants listed in this Agreement, including Project Manager, shall be subject to approval by the State and shall not be removed or replaced without the prior written approval of ITD. Replacement personnel submitted for approval must have qualifications, experience and expertise at least equal to those listed in the proposal.

E. SUBCONSULTANTS

The Consultant shall have sole responsibility for the management, direction, and control of each Subconsultant and shall be responsible and liable to the Sponsor for the satisfactory performance and quality of work performed by Subconsultants under the terms and conditions of this Agreement. The Consultant shall include all the applicable terms and conditions of this Agreement in each Subconsultant Agreement between the Consultant and Subconsultant, and provide the State with a copy of each Subconsultant Agreement prior to the Subconsultant beginning work. No other Subconsultant shall be used by the Consultant without prior written consent by the State.

F. PROFESSIONAL SERVICES AUTHORIZATION

- 1. A written PROFESSIONAL SERVICES AUTHORIZATION (PSA) will be issued by the State to authorize the Consultant to proceed with a specific portion of the work under this Agreement. The number of PSAs required to accomplish all the work under this Agreement is one to several. Each PSA will authorize a maximum dollar amount and specify the milestone(s) for which the PSA represents. The Sponsor assumes no obligation of any kind for expenses incurred by the Consultant prior to the issuance of the PSA; for any expenses incurred by the Consultant for services performed outside the work authorized by the PSA; and for any dollar amount greater than authorized by the PSA.
- 2. The Consultant's work of this Agreement will be divided into milestones, each governed by a separate PSA. It is not necessary for a PSA to be completed prior to the issuance of the next PSA. The Consultant shall not perform work which has not been authorized by a PSA. When the money authorized by a PSA is nearly exhausted, the Consultant shall inform the Administrator and shall identify the need for additional authorization via issuance of the next PSA. The Administrator must concur with the Consultant prior to the issuance of the next PSA.
- 3. The Agreement is lump sum, unit cost, or cost plus fixed fee amount as indicated in this Agreement and may include an Additional Services amount for possible extra work not contemplated in the original scope of work. For the Consultant to receive payment for any work under the Additional Services Amount of this Agreement, said work must be authorized and performed under a PSA issued by the State specifically for the extra work. Should the Sponsor request that the Consultant perform additional services, the scope of work and method of payment will be negotiated. The basis of payment for additional work will be set up either as a Lump Sum or Cost Plus Fixed Fee.

G. PROJECT SCHEDULING

All negotiated agreements shall be accompanied by a critical path method schedule (CPM Schedule). The CPM Schedule will list the work tasks for the Agreement, their duration, negotiated milestones and their completion dates, including State/Local review periods. The format of this schedule shall be agreed on prior to signing the Agreement.

Along with the monthly progress report, the Consultant shall provide monthly CPM Schedule updates to the Agreement Administrator for approval. The CPM schedule shall show project percent completed on each task.

H. MONTHLY PROGRESS REPORT

The Consultant shall submit to the State a monthly progress report on Form ITD-771, as furnished by the State. When no work will be performed for a period of time, this requirement can be waived by written notice from the Agreement Administrator. However, at such time as work re-commences, the monthly progress reports shall resume.

The Consultant shall provide monthly progress schedule (CPM) updates to the Agreement Administrator.

The monthly progress report and schedule update will be submitted by the tenth of each month following the month being reported or as otherwise agreed to in the approved scope of work.

The Agreement Administrator will review the progress report and submit approved invoices for payment within two weeks of receiving the invoice, the associated monthly report and the schedule update.

Each progress report shall list invoices by PSA number and reference milestones.

I. PROGRESS AND FINAL PAYMENTS

 Progress payments will be made once a month for services performed which qualify for payment under the terms and conditions of the Agreement. Such payment will be made based on invoices submitted by the Consultant in the format required by the State. The monthly invoice shall be submitted no later than the tenth of each month following the month being invoiced.

Lump Sum

Progress payments will be made based on a percentage of the work or milestones satisfactorily completed.

Cost Plus Fixed Fee

The Consultant shall submit a breakdown of costs by each item of work on the monthly invoice, and shall show the percent complete of each item of work, each milestone and percent complete of the entire Agreement. Progress payments will be made based on the invoice cost less the fixed fee for the work satisfactorily completed for each invoicing period. Said payment shall not exceed the percent complete of the entire Agreement. Upon satisfactory completion of each milestone, full payment for all approved work performed for that milestone will be made, including Fixed Fee.

Cost

The Consultant shall submit a breakdown of costs by each item of work on the monthly invoice, and shall show the percent complete of each item of work and percent complete of the entire Agreement. Progress payments will be made based on the invoiced cost for the work satisfactorily completed for each item of work. Said payment shall not exceed the percent complete of the entire Agreement.

Direct expenses will be reimbursed at actual cost, not to exceed the current approved rates as identified at http://itd.idaho.gov/business/?target=consultant-agreements.

For "Cost Plus Fixed Fee" and "Cost" agreements, invoices must include backup documentation to support expenditures as appropriate, and as requested by the Agreement Administrator. Such support may consist of copies of time sheets or cost accounting system print-out of employee time, and receipts for direct expenses.

- The Sponsor will make full payment for the value of the services performed which qualify for payment. This full payment will apply until 95 percent of the work under each Project Agreement PSA or Supplemental Agreement has been completed. No further progress payments will be made until all work under the Agreement has been satisfactorily accomplished and accepted by the Sponsor. If at any time, the Sponsor determines that the work is not progressing in a satisfactory manner, further payments may be suspended or withheld for sums that are deemed appropriate for unsatisfactory services.
- 3. Final payment of all amounts retained shall be due 60 days after all work under the Agreement has been completed by the Consultant and accepted by the Sponsor. Such final payment will not be made until satisfactory evidence by affidavit is submitted to the State that all indebtedness incurred by the Consultant on this project has been fully satisfied.
- 4. Agreements which include an incentive/disincentive clause will normally have the clause applied only to the completion of the BID OPENING milestone. If the project is deemed by the Sponsor to be ready for advertisement, but advertisement is postponed at no fault of the Consultant, any incentive earned will be paid.

Payments to Subconsultants

The Consultant shall pay each subconsultant for satisfactory performance of its contract items no later than twenty (20) calendar days from receipt of each payment the Consultant receives from the State under this Agreement, in accordance with 49 CFR, Part 26. The Consultant shall return retainage payments to each subconsultant within twenty (20) calendar days after the subconsultant's work is satisfactorily completed. The Consultant will verify that payment or retainage has been released to the subconsultant or suppliers within the specified time for each partial payment or partial acceptance by the Department through entries in the Department's online diversity tracking system during the corresponding monthly audits.

Prompt payment will be monitored and enforced through the Consultant's reporting of monthly payments to its subconsultants and suppliers in the online diversity tracking system. Subconsultants, including lower tier subconsultants, suppliers, or both, will confirm the timeliness and the payment

amounts received utilizing the online diversity tracking system. Discrepancies will be investigated by the Contract Compliance Officer and the Contract Administrator. Payments to the subconsultants, including lower tier subconsultants, and including retainage release after the subconsultant or lower tier subconsultant's work has been accepted, will be reported monthly by the Consultant or the subconsultant.

The Consultant will ensure its subconsultants, including lower tier subconsultants, and suppliers meet these requirements.

J. MISCELLANEOUS PROVISIONS

1. COVENANT AGAINST CONTINGENT FEES

a. The Consultant warrants that they have not:

Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person to solicit or secure this Agreement, other than a bona fide employee of the firm:

agreed, as an expressed or implied condition for obtaining this Agreement, to employ or retain the services of any firm or person in connection with carrying out this Agreement, or;

paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee of the firm) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the Agreement.

 The Sponsor warrants that the above Consultant or its representative has not been required, directly or indirectly as an expressed or implied condition in connection with obtaining or carrying out this Agreement.

Employ or retain, or agree to employ or retain, any firm or person, or; pay, or agree to pay to any firm, person or organization, any fee, contribution, donation or consideration of any kind.

2. PROHIBITION AGAINST HIRING PERSONNEL AND WORKING FOR CONTRACTOR

In compliance with the Code of Federal Regulations, (23 CFR, Section 1.33, Conflict of Interest), the Consultant agrees that no one in their employ will work on a part time basis under this Agreement while also in the full-time employ of any Federal Agency, the State, or the Sponsor, without the written consent of the public employer of such person. The Consultant agrees that no one in their employ under any circumstances shall perform any services for the contractor on the construction of this project.

3. CHANGES IN WORK

All changes in work shall conform to one or more of the following conditions and in no instance shall such change in work be undertaken without written order or written approval of the Sponsor.

- a. Increase in the work required by the Sponsor due to unforeseen circumstances.
- b. Revision in the work required by the Sponsor subsequent to acceptance of such work at the appropriate conference or after revision of such work as outlined at said conference.
- Items of work which are beyond the scope of intent of this Agreement and pre-approved by the Sponsor.
- d. Reduction in the work required by the Sponsor due to unforeseen circumstances.

An increase in compensation will be considered when Department Design Standards or expectations have changed from the time of negotiation.

Adjustment in compensation for either an increase or reduction in work shall be on a negotiated basis arrived at by mutual agreement between the Sponsor and the Consultant. During such

negotiations the Sponsor may examine the documented payrolls, transportation and subsistence costs paid employees actively engaged in the performance of a similar item or items of work on the project, and by estimated overhead and profit from such similar items or items of work.

Said mutual agreement for a negotiated increase or reduction in compensation shall be determined prior to commencement of operations for an increase in a specific item or items of work. In the case of Sponsor order for nonperformance, a reduction in the specific item or items of work will be made as soon as circumstances permit. In the event that a mutual agreement is not reached in negotiations for an increase in work, the Sponsor will use other methods to perform such item or items of work.

The mutually agreed amount shall be covered by a Supplemental Agreement and shall be added to or subtracted from the total amount of the original Agreement.

Adjustment of time to complete the work as may pertain to an increase or a reduction in the work shall be arrived at by mutual agreement of the Sponsor and the Consultant after study of the change in scope of the work.

4. DELAYS AND EXTENSIONS

Time adjustment may occur when the negotiated scope of work is increased or reduced through mutual agreement of the State and the Consultant.

Extensions of time may be granted for the following reasons:

- Delays in major portions of the work caused by excessive time used in processing of submittals, delays caused by the State, or other similar items which are beyond the control of the Consultant.
- b) Additional work ordered in writing by the Sponsor.
- c) Department Design Standards have changed or expectations have changed from the time of negotiation.

5. TERMINATION

The Sponsor may terminate or abandon this Agreement at any time, without further obligation, upon giving notice of termination as hereinafter provided, for any of the following reasons:

- Evidence that progress is being delayed consistently below the progress required in the current approved CPM Schedule.
- b. Continued submission of sub-standard work.
- c. Violation of any of the terms or conditions set forth in the Agreement, other than for the reasons set forth in a. and b. above.
- d. At the convenience of the Sponsor.

Prior to giving notice of termination for the reasons set forth in a through c above, the Sponsor shall notify the Consultant in writing of any deficiencies or default in performance of the terms of this Agreement, and Consultant shall have ten (10) days thereafter in which to correct or remedy such default or deficiency. Upon their failure to do so within said ten (10) days, or for the reasons set forth in c above, such notice of termination in writing shall be given by the Sponsor. Upon receipt of said notice the Consultant shall immediately discontinue all work and service unless directed otherwise, and shall transfer all documents pertaining to the work and services covered under this Agreement, to the Sponsor. Upon receipt by the Sponsor of said documents, payment shall be made to Consultant as provided herein for all acceptable work and services.

6. DISPUTES

Should any dispute arise as to performance or abnormal conditions affecting the work, such dispute shall be referred to the Sponsor and the Director of the Idaho Transportation Department or his duly authorized representative(s) for determination.

Such determination shall be final and conclusive unless, within thirty (30) days of receipt of the decision Consultant files for mediation or arbitration. Consultant agrees that any mediation or arbitration hearing shall be conducted in Boise, Idaho. Consultant and Sponsor agree to be bound by the mediation agreement or the decision of the arbitration. Expenses incurred due to the mediation or arbitration will be shared equally by the Consultant and the Sponsor.

7. ACCEPTANCE OF WORK

- a. The Consultant represents that all work submitted shall be in accordance with generally accepted professional practices and shall meet tolerances of accuracy required by State practices and procedures.
- b. Acceptance of work will occur at phases appropriate to the terms of the Agreement and level of detail required by the State in its project development procedures.
- c. It is understood by the Consultant that the Sponsor is relying upon the professional expertise and ability of the Consultant in performance of the Agreement. Any examination of the Consultant's work product by the State/Sponsor will not be considered acceptance or approval of the work product which would relieve the Consultant for any liability or expense. Consultant is solely responsible for the propriety and integrity of its work product.

Acceptance or approval of any portion of Consultant's work product by the Sponsor for payment, partial or final, shall not constitute a waiver of any rights the Sponsor may have against the Consultant. If due to errors, omissions and negligent acts by the Consultant, or its Subconsultants, agents or employees, in its work product, the Consultant shall make corrections to its work product at no expense to the Sponsor. The Consultant shall respond to the Sponsor's notice of any error or omission within twenty-four hours of receipt, and give immediate attention to any corrections to minimize any delay to the construction contract. This may include, if directed by the Sponsor, visits to the site of the work.

If the Consultant discovers errors or omissions in its work product, it shall notify the State within seven days of discovery. Failure of the Consultant to notify the State shall be grounds for termination of the Agreement.

The Consultant's liability for damages incurred by the Sponsor due to negligent acts, errors or omissions by the Consultant in its work product shall be borne by the Consultant. Increased construction costs resulting from errors, omissions or negligence in Consultant's work product shall not be the Consultant's responsibility unless the additional construction costs were the result of gross negligence of the Consultant.

8. OWNERSHIP OF DOCUMENTS

All material acquired or produced by the Consultant in conjunction with the preparation of the plans, study, or report, shall become the property of, and be delivered to, the Sponsor without restrictions or limitations of their further use. Any use of these materials by the Sponsor for purposes other than intended under this agreement shall be at the risk of the Sponsor. The Consultant has the right to make and retain copies of all data and documents for project files. Documents provided to the State may be public records under the Public Records Act §§ 74-101 through 74-126 and Idaho Code §§ 9-338 et seq, and thus subject to public disclosure unless excepted by the laws of the state of Idaho, otherwise ordered by the courts of the state of Idaho, and/or otherwise protected by relevant state and/or federal law.

9. AERIAL PHOTOGRAPHY

After aerial photography has been flown, processed and checked for coverage, the negatives shall be sent to the State at the address indicated on the Agreement for evaluation, labeling, and prints or diapositives as needed by the District and the Consultant. The negatives shall become the property of the State. Along with the negatives, the Consultant shall also deliver the Report of Calibration for the aerial camera used for the aerial photography, the flight maps, and the flight log. Once complete, a copy of the mapping shall be placed on a CD-ROM and sent to the address specified in the Agreement.

CADD SPECIFICATIONS

Two copies of all drawings shall be furnished to the Department upon completion of the contract. One copy shall be a durable reproduction of the drawing stamped and signed by the Engineer. An electronic stamp is acceptable, provided it is registered and approved with the Board of Professional Engineers and Land Surveyors. Roadway plans shall be furnished on 11" x 17" sheets. Structures plans shall be furnished on 22" x 34" sheets. The other copy shall be an electronic drawing file in a MicroStation .DGN file format. Electronic files shall be delivered in one of the following:

- Placed within ITD's ProjectWise DataSource (See CADD Manual for proper locations for file storage
- Standard CD/DVD-ROM Format

Files shall be developed with MicroStation software, SS4 Version 8.11X or higher; or converted to the MicroStation .DGN file format with all conversion errors corrected prior to delivery. If the consultant elects to convert files from other CADD software to the .DGN format, the consultant may be required at various times during the contract period to provide proof that all conversion errors can be corrected.

Refer to the CADD Manual for a complete set of CADD Standards. The manual is available at the following website: http://apps.itd.idaho.gov/apps/manuals/manualsonline.html.

11. GEOTECHNICAL AND MATERIALS WORK

If geotechnical and materials work is required under this Agreement, the Consultant must ensure that any Subconsultant performing geotechnical and materials work be involved in the final design review. This does not mean that the geotechnical and materials Subconsultant must attend the actual final design review meeting, but does mean that the Subconsultant, will at a minimum, participate in the final design plans and proposal review to assure that all geotechnical and materials recommendations/issues it raised concerning the project have been addressed, or notify the Consultant of any outstanding issues.

12. HIGHWAY CONSTRUCTION ESTIMATING PROGRAM

The Idaho Transportation Department has adopted the Trns.Port EstimatorTM Highway Construction Cost Estimation software package as the standard for developing all highway construction cost estimates. Consultants who prepare PS&E (Plans, Specifications and Estimate) packages for submittal to ITD are required to use Estimator. Further information is available at the following Web Site: http://itd.idaho.gov/business/?target=consultant-agreements.

13. INDEMNITY

- a. Concerning claims of third parties, the Consultant shall indemnify, and hold harmless and defend the Sponsor from any and all damages of and against any and all suits, actions, claims or losses of every kind, nature and description, including costs, expenses and reasonable attorney fees that may be incurred by reason of any negligent act, error or omission of the Consultant in the prosecution of the work which is the subject of this Agreement.
- b. Concerning claims of the Sponsor, the Consultant shall assume the liability and responsibility for negligent acts, errors or omissions caused by the Consultant or a Subconsultant or their agents or employees to the design, preparation of plans and/or specifications, or other assignments completed under this Agreement, to the standards accepted at the time of the Final Design Review, other established review periods.
- c. Notwithstanding any other provision of this Agreement, the Consultant shall not be responsible for claims arising from the willful misconduct or negligent acts, errors, or omissions of the Sponsor for contamination of the project site which pre-exist the date of this Agreement or subsequent Task Authorizations. Pre-existing contamination shall include but not be limited to any contamination or the potential for contamination, or any risk to impairment of health related to the presence of hazardous materials or substances.

14. INSURANCE

The Consultant, certifying it is an independent contractor licensed in the State of Idaho, shall acquire and maintain commercial general liability insurance in the amount of \$1,000,000.00 per occurrence, professional liability insurance in the amount of \$1,000,000.00, and worker compensation insurance in accordance with Idaho Law.

The professional liability insurance coverage shall remain in force and effect for a minimum of one (1) year after acceptance of the construction project by the State (if applicable), otherwise for one (1) year after acceptance of the work by the State.

Regarding workers' compensation insurance, the Consultant must provide either a certificate of workers' compensation insurance issued by an insurance company licensed to write workers' compensation insurance in the State of Idaho as evidence that the Consultant has a current Idaho workers' compensation insurance policy in effect, or an extraterritorial certificate approved by the Idaho Industrial Commission from a state that has a current reciprocity agreement with the Idaho Industrial Commission.

The Consultant shall provide the State with certificates of insurance within ten (10) days of the Notice to Proceed.

15. ENDORSEMENT BY ENGINEER, ARCHITECT, LAND SURVEYOR, AND GEOLOGIST

Where applicable, the Professional Engineer, Architect, Land Surveyor, or Geologist in direct charge of the work or portion of work shall endorse the same. All plans, specifications, cost summaries, and reports shall be endorsed with the registration seal, signature, and date of the Idaho professional in direct charge of the work. In addition, the firm's legal name and address shall be clearly stamped or lettered on the tracing of each sheet of the plans. This endorsement certifies design responsibility in conformance with Idaho Code, ITD's Design Manual, and acceptance of responsibility for all necessary revisions and correction of any errors or omissions in the project plans, specifications and reports relative to the project at no additional cost to the State based on a reasonable understanding of the project at the time of negotiation.

16. LEGAL COMPLIANCE

The Consultant at all times shall ,as a professional, observe and comply with all Federal, State and local laws, by-laws, safety laws, and any and all codes, ordinances and regulations affecting the work in any manner and in accordance with the general standard of care. The Consultant agrees that any recourse to legal action pursuant to this agreement shall be brought in the District Court of the State of Idaho, situated in Ada County, Idaho.

17. SUBLETTING

The services to be performed under this Agreement shall not be assigned, sublet, or transferred except by written consent of the Sponsor. Written consent to sublet, transfer or assign any portions of the work shall not be construed to relieve the Consultant of any responsibility for the fulfillment of this Agreement or any portion thereof.

18. PERMITS AND LICENSES

The Consultant shall procure all permits and licenses, pay all charges, fees, and taxes and give all notices necessary and incidental to the due and lawful prosecution of the work.

19. PATENTS AND COPYRIGHTS

The Consultant shall hold and save the Sponsor and its agents harmless from any and all claims for infringement by reason of the use of any patented design, device, material process, trademark, and copyright.

20. NONDISCRIMINATION ASSURANCES

1050.20 Appendix A:

During the performance of work covered by this Agreement, the Consultant for themselves, their assignees and successors in interest agree as follows:

- Compliance With Regulations. The Consultant shall comply with all regulations of the
 United States Department of Transportation relative to Civil Rights, with specific reference to
 Title 49 CFR Part 21, Title VI of the Civil Rights Act of 1964 as amended, and Title 23 CFR
 Part 230 as stated in the ITD EEO Special Provisions and Title 49 CFR Part 26 as stated in
 the appropriate ITD DBE Special Provisions. http://apps.itd.idaho.gov/apps/ocr/index.aspx
- 2. **Nondiscrimination**. The Consultant, with regard to the work performed by them during the term of this Agreement, shall not in any way discriminate against any employee or applicant for employment; subcontractor or solicitations for subcontract including procurement of materials and equipment; or any other individual or firm providing or proposing services based on race, color, sex, national origin, age, disability, limited English proficiency or economic status.
- 3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment. In all solicitations, either by bidding or negotiation, made by the Consultant for work or services performed under subcontract, including procurement of materials and equipment, each potential subcontractor or supplier shall be made aware by the Consultant of the obligations of this Agreement and to the Civil Rights requirements based on race, color, sex, national origin, age, disability, limited English proficiency or economic status.
- 4. Information and Reports. The Consultant shall provide all information and reports required by regulations and/or directives and sources of information, and their facilities as may be determined by the State or the appropriate Federal Agency. The Consultant will be required to retain all records for a period of three (3) years after the final payment is made under the Agreement.
- 5. Sanctions for Noncompliance. In the event the Consultant or a Subconsultant is in noncompliance with the EEO Special Provisions, the State shall impose such sanctions as it or the appropriate Federal Agency may determine to be appropriate, including, but not limited to:
 - Withholding of payments to the Consultant until they have achieved compliance;
 - Suspension of the agreement, in whole or in part, until the Consultant or Subconsultant is found to be in compliance, with no progress payment being made during this time and no time extension made;
 - Cancellation, termination or suspension of the Agreement, in whole or in part;
 - Assess against the Consultant's final payment on this Agreement or any progress
 payments on current or future Idaho Federal-aid Projects an administrative remedy
 by reducing the final payment or future progress payments in an amount equal to
 10% of this agreement or \$7,700, whichever is less.
- Incorporation of Provisions. The Consultant will include the provisions of paragraphs 1 through 5 above in every subcontract of \$10,000 or more, to include procurement of materials and leases of equipment unless exempt by the Acts, the Regulations, and directives pursuant thereto. The Consultant will take such action with respect to any subcontract or procurement as the State or the appropriate Federal Agency may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, that if the Consultant becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Consultant may request the State to enter into any litigation to protect the interest of the State. In addition, the Consultant may request the United States to enter into the litigation to protect the interests of the United States.

1050.20 Appendix E

During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with all non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of
 disability in the operation of public entities, public and private transportation systems, places of
 public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented
 by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English
 Proficiency, and resulting agency guidance, national origin discrimination includes discrimination
 because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take
 reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed.
 Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U .S.C. 1681 et seq).

21. INSPECTION OF COST RECORDS

The Consultant shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred on the project. They shall make such data available for inspection, and audit, by duly authorized personnel, at reasonable times during the life of this Agreement, and for a period of three (3) years subsequent to date of final payment under this Agreement, unless an audit has been announced or is underway; in that instance, records must be maintained until the audit is completed and any findings have been resolved. Failure to provide access to records may affect payment and may constitute a breach of contract.

22. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

By signing this document the Consultant certifies to the best of his knowledge and belief that except as noted on an attached Exception, the company or its subcontractors, material suppliers, vendors or other lower tier participants on this project:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
- b. have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records making false statements, or receiving stolen property;
- c. are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NOTE: Exceptions will not necessarily result in denial of award, but will be considered in determining Consultant responsibility. For any exception noted, indicate to whom it applies, initiating agency and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

23. CERTIFICATION CONCERNING LOBBYING ACTIVITIES

By signing this document, the Consultant certifies to the best of their knowledge and belief that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

The Consultant also agrees that he or she shall require that the language of this certification shall be included in all lower tier subcontracts, which exceed \$100,000, and that all such sub-recipients shall certify and disclose accordingly.

24. EMPLOYEE ELIGIBILITY

The Consultant warrants and takes the steps to verify that it does not knowingly hire or engage persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of person not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties up to five percent (5%) of the contract price, per violation, and/or termination of its contract.

J-U-B Team Proposed Scope of Work – Phase II KN23880 Spirit Lake Cutoff Curves, Bonner County

Contents

Task 1 - Project Management

Task 8 - Final Design

Task 9 – Plans, Specifications, and Estimate (PS&E)

Project Description

The design of this project was phased since there were too many unknowns to scope the entire project. Phase I of the design under ITD Agreement 96652 covered the preliminary layout, roadway materials reports, environmental clearance and right-of-way plans. Phase II of the design will cover the final design and PS&E submittals.

Task 1 - Project Management

The purpose of this task is to provide project management by J-U-B for project delivery.

Task #	Task Name and Description	Assumptions	Deliverables
1.3	Bi-Monthly Internal Design Team Meetings	 Up to 12 bi-monthly meetings (6 months) will be scheduled with the internal design team to check in on project status and work through design elements. 	
1.4	Administration of Team Includes time for J-U-B PM to coordinate and oversee the day to day activities of the project team and communicate with PFHD/LHTAC as required to keep the project on task and on schedule.	This effort is estimated at 5% of the oveall hours of staff and subconsultants.	
1.5	Project CPD Schedule	The project schedule will be updated	
1.6	Monthly Progress Report (0771 form) and Invoice	1. Up to 6 invoices will be prepared	

Tasks 2 through 7 are already contracted, as defined in the SOW for Agreement 96652.

Task 8 – Final Design

The purpose of this task is to develop a complete Final Design package for review and hold a formal final design review meeting.

Task #	Task Name and Description	Assumptions	Deliverables			
.1	Final Layout and Model	3D model will not be refined to the level nec Contractor GPS-grading techniques	essary for			
	JUB design team will develop a final layout of the roadway and will create a 3D model that will identify the project footprint and estimate earthwork quantities.					
2	Prepare Final Plans	The following table includes the estimated n sheets for the final design package:	umber of plan			
	JUB design team will create final plan sheets, using the preliminary plans sheets as a basis. Revisions to the	Sheet Name	# of Sheets			
	sheets will be made based on	Title Sheet	1			
	preliminary design review and to add	Key Map	1			
	the necessary detail to a final plans	Legend Sheet	1			
	level.	Total Ownership Map*	1			
		Topographic Survey and Control (1" =40')*	4			
		Project Clearance Summary	1			
		Typical Sections	2			
		Roadway Summary	1			
		Pipe Culvert Summary	1			
		Removal Plans	2			
		Guardrail Layout and Utility (1"=40') – Curve 4 & 5	2			
		Plan, Profile, and Super Sheets (1"=40') – Curve 2	4			
		Signing Plans (1" = 100') – Curve 1, 3, 6-9	6			
		Guardrail Details	2			
		Roadway Details	2			
		Traffic Control/Detour Plan	2			
		Pollution Prevention Plans	2			
		Right of Way Plans (1"=40')*	2			
		Total	37			
		Signing and pavement markings will be show profile sheets.	n on plan and			
		Traffic control plans will show closure of a sir	ngle lane with			
		flaggers for guardrail installation.				
		4. No staging plans are included in this scope of	f work. Spirit			
		Lake Cutoff Road is anticipated to be closed	for the			
		construction of Curve #2 while tie-in's to the existing are				
	Y	constructed. Detour plans showing routing the Clagstone Road to Kelso Lake Road are antical				
		effect for a 3-week period.				
		5. *Total Ownership Map, Topographic Survey				
		and Right of Way Plans to be completed und				
		Survey. Sheets are shown here to estimate t package sheet quantity, but hours are allocated to the state of the same of the s				
		– Survey.				

8.3	Prepare Engineer's Opinion of Probable Cost JUB design team will calculate quantities and prepare two separate cost estimates using ITD Estimator.		Final Engineer's Opinion of Probable Cost
8.4	Prepare Special Provisions JUB will prepare draft special provisions for submittal with the final design package	Up to 2 special provision items are anticipated	Draft Special Provisions
8.5	Prepare Working Day Estimate/Construction Schedule JUB will prepare a draft working day estimate and construction schedule for submittal with the final design package.		Construction Schedule and Phasing Estimate
8.6	QC Review JUB QC leads will provide an internal QC of the final design package.		1. QC Checklist
8.8	Final Design Assembly and Submittal JUB team will address internal QC comments and prepare preliminary plans submittal package.	Final design package will include 37 plan sheets, cost estimate, draft special provisions, final hydraulics memorandum, working day estimate, construction schedule, and QC checklist	Final design package Final design checklist
8.7	Final Design Review Meeting JUB will plan, coordinate, and hold a final design review meeting.	 Final design review will be held using BlueBeam JUB will receive and address review comments via BlueBeam (comment resolution will be in BlueBeam) A 2-hour final design review meeting will be held via MS Teams or at J-U-B's office if deemed appropriate. Attendees from JUB will include PM, PE, and Roadway Engineer. Changes to the design resulting from final design review will be made during draft PS&E Draft PS&E development will commence directly after the final design review meeting is conducted 	BlueBeam comment resolution form

Task 9 – Plans, Specifications, and Estimate (PS&E)

The purpose of this task is to produce a complete a draft and final PS&E package for the project.

Task #	Task Name and Description	Assumptions	Deliverables
9.1	Revise Final Design JUB will revise the final design to address the comments received at the final design review meeting.	This task includes updating plans, specifications, and estimate after final design review is held.	Strengthen until general
9.2	Draft PS&E Package JUB will prepare, assemble, and QC a draft PS&E package for review.	 It is assumed that design comments were addressed in previous submittals and that any comments from this point forward are minor "clean up" comments. 	Draft PS&E package PS&E checklist QC documentation
9.3	Final PS&E Package JUB will prepare, assemble, and QC a final PS&E package, addressing comments for approval.		 Final PS&E package PS&E checklist QC documentation Final Project Charter
9.4	Resident Engineer Package JUB will prepare a RE package for LHTAC review and approval.		 RE Package uploaded to ProjectWise RE Checklist
9.5	Draft Minimum Testing Requirements JUB will prepare draft MTRs for LHTAC's use in the CE&I project phase	1. Up to 50 items are anticipated for the project	1. Draft MTRs

J-U-B FEE SUMMARY

KN 23880 Spirit Lake Cutoff Curves - Phase II Bonner County

Date of Print - August 14, 2025

Status: Final

A. SUMMARY ESTIMATED COSTS

						Raw Labor
		Labor-Hours		Hourly Rate		Cost
1	Project Manager	55	@	\$83.83	=	\$ 4,610.65
2	Project Engineer	150	@	\$80.69	=	\$ 12,103.50
3	Quality Control	40	@	\$65.18	=	\$ 2,607.20
4	Roadway Designer	208	@	\$40.67	=	\$ 8,459.36
5	CAD Drafter	82	@	\$54.51	=	\$ 4,469.82
6	Accounting	6	@	\$35.87	=	\$ 215.22
1.4		TOTAL RAW LABOR	COST		=	\$32,465.75

B. PAYROLL, FRINGE BENEFIT COSTS & OVERHEAD

	Total Raw Labor Cost \$32,465.75	X	Approved Overhead Rate 179.86%	, 	\$58,392.90
C.	NET PROFIT				
	Total Raw Labor & Overhead		NET PROFIT		
	\$90,858.65	X	12.5%	=	\$11,357.33

D. FCCM

Total Raw Labor	Cost	Approved FCCM Rate	
\$32,465.75	X	1.74%	\$564.90

TOTAL LABOR \$102,780.88

E. REIMBURSABLE EXPENSES

					Estimated
	Descrption	Estimated Amount	Unit Cost		Expense
1		@	N.	=	\$ -
2		@	0	=	\$
		TOTAL ESTIN	ATED EXPENSE	=	\$

TOTAL = \$102,780.88



LABOR HOUR ESTIMATE

KN 23880 Spirit Lake Cutoff Curves - Phase II Bonner County

Date of Print - August 13, 2025

Statu	ıs: Final	J-U-B Engineers, Inc.								
TASK	SUBTASK	Project Manager	Project Engineer	Quality Control	Roadway Designer	CAD Drafter	Accounting			
1.0	Project Management									
	1.3 Bi-Monthly Internal Design Team Meetings	6	6		6	2				
	1.4 Administration of Team	25								
	1.5 Project CPD Schedule	6	4							
	1.6 Monthly Progress Report (0771 form) and Invoice	6					6			
8.0	Final Design									
	8.1 Prepare Final Plans		30		60	20				
	8.2 Engineer's Opinion of Probable Cost		20		20	10				
	8.3 Prepare Special Provisions		30		20					
	8.4 Prepare Working Day Estimate/Construction Schedule		6							
	8.5 QC Review			24						
	8.6 Final Design Assembly and Submittal		4		4					
	8.7 Final Design Review Meeting	4	2		2					
9.0	Plans, Specifications, and Estimate (PS&E)									
	9.1 Revise Final Design		20		30	20				
	9.2 Draft PS&E Package		6	8	30	10				
	9.3 Final PS&E Package		20	8	20	20				
	9.4 Resident Engineer Package		2		16					
	9.5 Draft Minimum Testing Requirements	8								
Suk	ototal	55	150	40	208	82	6			

BONNER COUNTY ROAD & BRIDGE

1500 Highway 2, Suite 101 • Sandpoint, ID 83864 • Phone: (208) 255-5681 - Fax: (208) 263-9084 E-mail: roads@bonnercountyid.gov

> ROAD & BRIDGE Item #3

September 2, 2025

To:

Commissioners

From: Matt Mulder, PE, Road & Bridge Staff Engineer

Updated Resolution for Selecting Professional Services from ITD Term Agreement List

In 2017, Bonner County adopted Resolution 17-67 in accordance with state code IC:67-2320 allowing County Departments to select professional services from the ITD Term Agreement List, such as hiring an engineering or surveying firm with a particular expertise. Design work of this type is selected based on the qualifications of a particular firm instead of the lowest cost. After the qualified firm has been selected, then a price is negotiated.

IC67-2320 was updated in 2021 to double the dollar limits, and IC67-2803, 2805, and 2806 dealing with contracts for public works construction and acquiring goods and services were updated in 2025 to double the dollar limits of every category to keep the limits relevant as construction costs have increased over the last decade. Where before the limits for professional services started at \$25,000, they have now been increased to \$50,000.

I have prepared an updated Resolution which also doubles the cost limits for when County Departments may make selections from the ITD Term Agreement List, to continue to allow the option to stay financially relevant and for efficient selection without lengthy qualifications and selection processes. The prior resolution set the limit at \$60,000, and I've updated it to reflect a doubling to \$120,000, for consideration by The Board.

Legal Review: Email attached N/A – No acquisitions or activities	
Auditing Review: Email attached APPROVED	
A suggested motion would be: I move to approve Resolution #25 authors Bonner County Departments to make selections from the ITD Term Agreement design work valued up to \$120,000.	
Recommended Acceptance? _yes _no	Dateoman

RESOLUTION NO. 25 -

Departments of Bonner County Selecting Professional Services from ITD Term Agreement List

WHEREAS, professional services such as engineering and surveying are selected based on qualifications and not based on bidding prices; and

WHEREAS, Idaho Code § 67-2320(2)(i) allows for selection of professional services using a pre-approved list in lieu of separate requests for qualifications (RFQs) for each project over \$50,000, which is an updated dollar amount which the state legislature doubled in 2021; and

WHEREAS, in establishing a pre-approved list, notice shall be publicly posted with the same requirements as bidding a public works construction project per I.C. 67-2805; and

WHEREAS, Idaho Transportation Department's Consultant Administration Unit currently maintains a pre-approved list of professional services they refer to as "term agreements," that is well established in the industry and well organized for all types of public works related projects; and

WHEREAS, Idaho Transportation Department uses this pre-approved list to select professional services; and

WHEREAS, Bonner County desires to make qualified selections of professional services up to \$120,000 from the Idaho Transportation Department's list from time to time to facilitate projects being completed quickly and without lengthy preparation and review of Statement of Qualifications

for each project; and

WHEREAS, this resolution will replace Resolution 17-67 which previously set the dollar limit at half of this amount.

NOW, THEREFORE, BE IT RESOLVED that Bonner County Road and Bridge is directed to post public notice pursuant to the notice provisions of I.C. 67-2805. This notice will state the BOCC will make professional service selections from the Idaho Transportation Department's pre-approved list when it is in the best interest of the public (as determined by each Department's Director), on professional service agreements not expected to exceed \$120,000.

ine foregoing was duly	enacted as a Reso	nution of the Board	of County (commissioners
of Bonner County, Idaho, on the	day of	, 2025.		
BOARD OF BONNER COUN	TY COMMISSION	ONERS		

Asia Williams, Chairwoman ATTEST: Michael Rosedale Brian Domke, Commissioner By Deputy Clerk Ron Korn, Commissioner

RESOLUTION NO. 17 - 67

Departments of Bonner County Selecting Professional Services from ITD Term Agreement List

WHEREAS, professional services such as engineering and surveying are selected based on qualifications and not based on bidding prices; and

WHEREAS, Idaho Code 67-2320-2i allows for selection of professional services using a pre-approved list in lieu of separate requests for qualifications (RFQ's) for each project over \$25,000; and

WHEREAS, in establishing a pre-approved list, notice shall be publicly posted with the same requirements as bidding a public works construction project per I.C. 67-2805; and

WHEREAS, Idaho Transportation Department's Consultant Administration Unit currently maintains a pre-approved list of professional services they refer to as "term" agreements," that is well established in the industry and well organized for all types of road related projects; and

WHEREAS, Idaho Transportation Department uses this pre-approved list to select professional services up to \$150,000; and

WHEREAS, all departments of Bonner County desire to be able to make qualified selections of professional services up to \$60,000 from the Idaho Transportation Department's list from time to time to facilitate projects being completed quickly and without lengthy preparation and review of Statement of Qualifications for each project; and

WHEREAS, this resolution will replace Resolution 15-48 for the Road & Bridge Department and Resolution 16-54 for the Public Works Department. These resolutions previously authorized only these departments to utilize the ITD Term Agreement List and this resolution allows all Bonner County Departments to utilize this list.

NOW, THEREFORE, BE IT RESOLVED that all departments of Bonner County are directed to post public notice pursuant to the notice provisions of I.C. 67-2805. This notice will state the BOCC will make professional service selections from the Idaho Transportation Department's pre-approved list when it is in the best interest of the public (as determined by each Department's Director), on professional service agreements not expected to exceed \$60,000.

The foregoing was duly enacted as a Resolution of the Board of County Commissioners of Bonner County, Idaho, on the 25th day of July, 2017.

BOARD OF BONNER COUNTY COMMISSIONERS

Dan McDonald, Commissioner

ATTEST: Michael Rosedale

By <u>fessellebster</u> Deputy Clerk



FACILITIES & RECREATION DEPARTMENT

1500 Highway 2, Suite 101 • Sandpoint, ID 83864 • Phone: (208) 255-5681 Ext. 4

Memorandum

Facilities & Recreation Item #2

To: Commissioners

From: Steve Klatt, Facilities & Recreation Director

Re: Resolution Authorizing All Departments of Bonner County to Select Professional Services

from the ITD Agreement List

The attached resolution seeks to change the policy for selection of professional services, such as hiring an engineering or surveying firm with a particular expertise. Design work of this type is selected based on the qualifications of a particular firm instead of the lowest cost. After the qualified firm has been selected, then a price is negotiated.

State law also allows for a list of pre-qualified professional services to be maintained, so that a professional firm may be selected from the list without a lengthy review process for each project. This saves everyone involved significant time and money.

ITD maintains such a list of pre-qualified professional services, which they call the "Term Agreement List". Their list is well organized and divided in districts and different types of professional work. Professional design firms who can show that they have expertise in that particular area can apply to be added to the list for potential selection. ITD's policies are to make selections from this list on design projects up to \$150,000.

Previously the Road & Bridge Department (Resolution 15-48) and Public Works (Resolution 16-54) were authorized to change our policy to allow selections from the ITD Term Agreement List for design work valued up to \$50,000. With internal changes amongst departments Bonner County really does not have a Public Works Department and the Facilities & Recreation Department is asking that this policy be modified to include all departments in Bonner County. This resolution would replace Resolutions 15-48 and 16-54.

Legal review: Steve Klatt vetted with Scott Bauer on 7/17/17

Distribution: Original to BOCC

Email copy to Steve Klatt, Jennifer Ralls and Rick Dreier

A suggested motion would be: Mr. Chairman based on the information before us I move to that the County approve Resolution # 17- Authorizing All Departments of Bonner County to Select Professional Services from the ITD Agreement List for design work valued to up \$60,000.

Commissioner Glen Bailey, Chairman

Date: 7/25/17



BONNER COUNTY PUBLIC WORKS ROAD & BRIDGE

1500 Highway 2, Suite 101 · Sandpoint, ID 83864 · Phone: (208) 255-5681 - Fax: (208) 263-9084 E-mail: roads@co.bonner.id.us

July 14, 2015

Memorandum

ROAD & BRIDGE Item #1

To:

Commissioners

From: Matt Mulder, PE, Public Works Staff Engineer

Resolution for Selecting Professional Services from ITD Term Agreement List

The attached resolution seeks to change the policy in the Public Works Department for selection of professional services, such as hiring an engineering or surveying firm with a particular expertise. Design work of this type is selected based on the qualifications of a particular firm instead of the lowest cost. After the qualified firm has been selected, then a price is negotiated.

The current policy is in accordance with state law, where if the proposed design work is under \$25,000 Public Works may select anyone without any advertising requirements. However, if the proposed design work is over \$25,000, we must do a lengthy Request for Qualifications (RFQ) process, including advertising and assembling a committee to read and review statements of qualifications from interested firms. It has been brought to our attention by several professional firms that the time and costs involved in this selection process is wasteful on projects that are not significantly over \$25,000. Many professional firms will choose to not even participate because of the significant costs (around \$3000 minimum) to be considered and potentially not be selected. The profits are not high enough for them to take the risk.

State law also allows for a list of pre-qualified professional services to be maintained, so that a professional firm may be selected from the list without a lengthy review process for each project. This saves everyone involved significant time and money.

ITD maintains such a list of pre-qualified professional services, which they call the "Term Agreement List." Their list is well organized and divided in districts and different types of professional work. Professional design firms who can show that they have expertise in that particular area can apply to be added to the list for potential selection. ITD's policies are to make selections from this list on design projects up to \$150,000.

Public Works is seeking to change our policy to allow us to also make selections from the ITD Term Agreement List for design work valued up to \$50,000. This higher cap would allow us to facilitate design work faster on small projects, save significant staff time, and keep costs down, and remain in compliance with Idaho law.

Approved by legal: Legal Review: Yes - Scott Bauer Distribution: 1 Copy to Matt Mulder in Public Works

A suggested motion would be: I move to approve Resolution #15-48 authorizing Bonner County Public Works to change their policy to allow for selections from the ITD Term Agreement List for design work valued up to \$50,000

Recommended Acceptance? yes no

Date 7-14-15

Commissioner Cary Kelly, Chairman

Page 1 of 1

RESOLUTION NO. 15 - 48

Road and Bridge Selecting Professional Services from ITD Term Agreement List

WHEREAS, professional services such as engineering and surveying are selected based on qualifications and not based on bidding prices; and

WHEREAS, Idaho Code 67-2320-2h allows for selection of professional services using a pre-approved list in lieu of separate requests for qualifications (RFQ's) for each project over \$25,000; and

WHEREAS, in establishing a pre-approved list, notice shall be publicly posted with the same requirements as bidding a public works construction project per I.C. 67-2805; and

WHEREAS, Idaho Transportation Department's Consultant Administration Unit currently maintains a pre-approved list of professional services they refer to as "term agreements," that is well established in the industry and well organized for all types of road related projects; and

WHEREAS, Idaho Transportation Department uses this pre-approved list to select professional services up to \$150,000; and

WHEREAS, Bonner County Road and Bridge desires to make qualified selections of professional services up to \$50,000 from the Idaho Transportation Department's list from time to time to facilitate projects being completed quickly and without lengthy preparation and review of Statement of Qualifications for each project.

NOW, THEREFORE, BE IT RESOLVED that Bonner County Road and Bridge is directed to post public notice pursuant to the notice provisions of LC. 67-2805. This notice will state the BOCC will make professional service selections from the Idaho Transportation Department's pre-approved list when it is in the best interest of the public (as determined by the Road and Bridge Director), on professional service agreements not expected to exceed \$50,000.

The foregoing was duly enacted as a Resolution of the Board of County Commissioners of Bonner County, Idaho, on the 14th day of July, 2015.

BOARD OF BONNER COUNTY COMMISSIONERS

Cary Kelly, Chairman

Todd Sudick, Commissioner

Glen Bailey, Commissioner

ATTEST: Michael Rosedale

Deputy Clerk



BONNER COUNTY PUBLIC WORKS SOLID WASTE DEPARTMENT

1500 Highway 2, Suite 101 . Sandpoint, ID 83864 . Phone: (208) 255-5681

July 19, 2016

Memorandum

PUBLIC WORKS Item #1

To:

Commissioners

From: Matt Klingler, Public Works Director

Re:

Resolution for Selecting Professional Services from ITD Term Agreement List

The attached resolution seeks to change the policy in the Public Works Department for selection of professional services, such as hiring an engineering or surveying firm with a particular expertise. Design work of this type is selected based on the qualifications of a particular firm instead of the lowest cost. After the qualified firm has been selected, then a price is negotiated.

The current policy is in accordance with state law, where if the proposed design work is under \$25,000 Public Works may select anyone without any advertising requirements. However, if the proposed design work is over \$25,000, we must do a lengthy Request for Qualifications (RFQ) process, including advertising and assembling a committee to read and review statements of qualifications from interested firms. It has been brought to our attention by several professional firms that the time and costs involved in this selection process is wasteful on projects that are not significantly over \$25,000. Many professional firms will choose to not even participate because of the significant costs (around \$3000 minimum) to be considered and potentially not be selected. The profits are not high enough for them to take the risk.

State law also allows for a list of pre-qualified professional services to be maintained, so that a professional firm may be selected from the list without a lengthy review process for each project. This saves everyone involved significant time and money.

ITD maintains such a list of pre-qualified professional services, which they call the "Term Agreement List." Their list is well organized and divided in districts and different types of professional work. Professional design firms who can show that they have expertise in that particular area can apply to be added to the list for potential selection. ITD's policies are to make selections from this list on design projects up to \$150,000.

Public Works is seeking to change our policy to allow the Public Works Department (Building & Grounds, Solid Waste and Weeds) to make selections from the ITD Term Agreement List for design work valued up to \$50,000. This higher cap would allow us to facilitate design work faster on small projects, save significant staff time, and keep costs down, and remain in compliance with Idaho law.

Resolution 15-48 was previously approved and was specific to Road & Bridge. The Public Works Department would like all departments under Public Works (Buildings & Grounds, Solid Waste and Weeds) to be included in this policy.
This has been reviewed/approved by legal:Scott Bauer
Distribution: Original to BOCC Email copy to Matt Klingler, Jennifer Ralls
A suggested motion would be: Mr. Chairman based on the information before us I move that the County approve Resolution 16-54 authorizing Bonner County Public Works (Buildings & Grounds, Solid Waste and Weeds) to change their policy to allow for selections from the ITD Term Agreement List for design work valued up to \$50,000.
Recommendation Acceptance: yes no Commissioner Cary Kelly, Chairman Date: 07/19/16

RESOLUTION NO. 16 - 54

PUBLIC WORKS

Selecting Professional Services from ITD Term Agreement List

WHEREAS, professional services such as engineering and surveying are selected based on qualifications and not based on bidding prices; and

WHEREAS, Idaho Code 67-2320-2h allows for selection of professional services using a pre-approved list in lieu of separate requests for qualifications (RFQ's) for each project over \$25,000; and

WHEREAS, in establishing a pre-approved list, notice shall be publicly posted with the same requirements as bidding a public works construction project per I.C. 67-2805; and

WHEREAS, Idaho Transportation Department's Consultant Administration Unit currently maintains a pre-approved list of professional services they refer to as "term agreements," that is well established in the industry and well organized for all types of road related projects; and

WHEREAS, Idaho Transportation Department uses this pre-approved list to select professional services up to \$150,000; and

WHEREAS, Bonner County Road and Bridge makes qualified selections of professional services up to \$50,000 from the Idaho Transportation Department's list from time to time to facilitate projects being completed quickly and without lengthy preparation and review of Statement of Qualifications for each project; and

WHEREAS, Bonner County Public Works also desires to make qualified selections of professional services up to \$50,000 from the Idaho Transportation Department's list from time to time to facilitate projects being completed quickly and without lengthy preparation and review of Statements of Qualifications for each project.

NOW, THEREFORE, BE IT RESOLVED that Bonner County Public Works is directed to post public notice pursuant to the notice provisions of I.C. 67-2805. This notice will state the BOCC will make professional service selections from the Idaho Transportation Department's pre-approved list when it is in the best interest of the public (as determined by the Public Works Director), on professional service agreements not expected to exceed \$50,000.

ADOPTED as a Resolution of the Board of County Commissioners of Bonner County, Idaho upon a majority vote on the 12th day of July, 2016.

BONNER COUNTY BOARD OF COMMISSIONERS

Cary Kelly, Chairman

Attest: Michael W. Rosedale

Glen Bailey, Commissioner

Deputy Clerk

Todd Sudick, Commissioner

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Idaho Statutes

TITLE 67 STATE GOVERNMENT AND STATE AFFAIRS

CHAPTER 23 MISCELLANEOUS PROVISIONS

67-2320. PROFESSIONAL SERVICE CONTRACTS WITH DESIGN PROFESSIONALS, CONSTRUCTION MANAGERS AND PROFESSIONAL LAND SURVEYORS. Notwithstanding any other provision of law to the contrary, it shall be the policy of this state that all public agencies and political subdivisions of the state of Idaho and their agents shall make selections for professional engineering, architectural, landscape architecture, construction management and professional land surveying services, including services by persons licensed pursuant to chapters 3, 12, 30 and 45, title 54, Idaho Code, on the basis of qualifications and demonstrated competence and shall negotiate contracts or agreements for such services on the basis of demonstrated competence and qualifications for the type of services required at fair and reasonable prices.

- (2) In carrying out this policy, public agencies and political subdivisions of the state shall use the following minimum guidelines in securing contracts for engineering, architectural, landscape architecture, construction management and land surveying services on projects for which the professional service fee is anticipated to exceed the total sum of twenty-five thousand dollars (\$25,000), excluding professional services contracts previously awarded for an associated or phased project, and the expenditure is otherwise exempt from the bidding process provided by law:
 - (a) Encourage persons or firms engaged in the services being solicited to submit statements of qualifications and performance data;
 - (b) Establish and make available to the public the criteria and procedures used for the selection of qualified persons or firms to perform such services;
 - (c) Select the persons or firms whom the public agency or political subdivision determines to be best qualified to provide the required services, ranked in order of preference, pursuant to the public agency or political subdivision's established criteria and procedures;
 - (d) Negotiate with the highest ranked person or firm for a contract or agreement to perform such services at a price determined by the public agency or political subdivision to be reasonable and fair to the public after considering the estimated value, the scope, the complexity and the nature of the services;
 - (e) When unable to negotiate a satisfactory contract or agreement, formally terminate negotiations and undertake negotiations with the next highest ranked person or firm, following the procedure prescribed in subsection (2)(d) of this section;
 - (f) When unable to negotiate a satisfactory contract or agreement with any of the selected persons or firms, continue with the selection and negotiation process provided in this section until a contract or agreement is reached;

- (g) When public agencies or political subdivisions solicit proposals for engineering, architectural, landscape architecture, construction management or land surveying services for which the professional service fee is anticipated to exceed the total sum of twenty-five thousand dollars (\$25,000), they shall publish public notice in the same manner as required for bidding of public works construction projects.
- (h) In fulfilling the requirements of subsections (2) (a) through (2) (g) of this section, a public agency or political subdivision may limit its selection from a list of three (3) persons or firms selected and preapproved for consideration by the public agency or political subdivision. In establishing a preapproved list a public agency or political subdivision shall publish notice as set forth in subsection (2) (g) of this section. When selecting from such list, no notice shall be required.
- (i) In fulfilling the requirements of subsections (2) (a) through (2) (g) of this section, a public agency or political subdivision may request information concerning a person's or firm's rates, overhead and multipliers, if any, however such information shall not be used by the public agency or political subdivision for the purpose of ranking in order of preference as required in subsection (2) (c) of this section.
- (3) In securing contracts for engineering, architectural, landscape architecture, construction management or land surveying services on projects for which the professional service fee is anticipated to be less than the total sum of twenty-five thousand dollars (\$25,000), the public agency or political subdivision may use the guidelines set forth in paragraphs (a) through (g) of subsection (2) of this section or establish its own guidelines for selection based on demonstrated competence and qualifications to perform the type of services required, followed by negotiation of the fee at a price determined by the public agency or political subdivision to be fair and reasonable after considering the estimated value, the scope, the complexity and the nature of services.
- (4) When a public agency or political subdivision of the state has previously awarded a professional services contract to a person or firm for an associated or phased project the public agency or political subdivision may, at its discretion, negotiate an extended or new professional services contract with that person or firm.
 - (5) (a) For the purposes of this section, "public agency" shall mean the state of Idaho and any departments, commissions, boards, authorities, bureaus, universities, colleges, educational institutions or other state agencies which have been created by or pursuant to statute other than courts and their agencies and divisions, and the judicial council and the district magistrate's commission;
 - (b) For the purposes of this section, "political subdivision" shall mean a county, city, airport, airport district, school district, health district, road district, cemetery district, community college district, hospital district, irrigation district, sewer district, fire protection district, or any other district or municipality of any nature whatsoever having the power to levy taxes or assessment, organized under any general or special law of this state. The enumeration of certain districts herein shall not be construed to exclude other districts or municipalities from this definition.

History:

[67-2320, added 1984, ch. 188, sec. 1, p. 438; am. 1998, ch. 410, sec. 4, p. 1273.]



Idaho Statutes

TITLE 67 STATE GOVERNMENT AND STATE AFFAIRS

CHAPTER 28 PURCHASING BY POLITICAL SUBDIVISIONS

67-2805. PROCUREMENT OF PUBLIC WORKS CONSTRUCTION. (1) For any contemplated public works construction project with an estimated total cost of less than fifty thousand dollars (\$50,000), where the political subdivision determines that there may be a lack of available licensed contractors, a political subdivision may publish a notice of intent to procure in its official newspaper, concurrently sending such notice to the public works contractors license board, in order to solicit statements of interest from licensed public works contractors to determine whether one (1) or more licensed contractors is interested in submitting bids. Such notice of intent to procure shall be provided by the same means required for published solicitation of competitive bids and shall contain essentially the same information as such published notice. If no licensed public works contractor submits a statement of interest, the political subdivision may purchase public works construction from other than a licensed public works contractor by using the same procurement procedures otherwise specified herein.

- (2) When a political subdivision contemplates an expenditure to procure public works construction valued in excess of twenty-five thousand dollars (\$25,000) but not to exceed one hundred thousand dollars (\$100,000), the procurement procedures of this subsection (2) shall apply:
 - (a) The solicitation for bids for the public works construction to be performed shall be supplied to no fewer than three (3) owner-designated licensed public works contractors by written means, either by electronic or physical delivery. The solicitation shall describe the construction work to be completed in sufficient detail to allow an experienced public works contractor to understand the construction project the political subdivision seeks to build.
 - (b) The solicitation for bids shall describe the electronic or physical delivery method or methods authorized to submit a bid, the date and time by which a bid proposal must be received by the clerk, secretary or other authorized official of the political subdivision, and shall provide a reasonable time to respond to the solicitation, provided that except in the event of an emergency, such time shall not be less than three (3) business days.
 - (c) Written objections to specifications or bid procedures must be received by the clerk, secretary or other authorized official of the political subdivision at least one (1) business day before the date and time upon which bids are scheduled to be received.
 - (d) When written bids have been received, by either physical or electronic delivery, they shall be submitted to the governing board or governing board-authorized official which shall approve the responsive bid proposing the lowest procurement price or reject all bids and publish notice for bids, as before.
 - (e) If the political subdivision finds that it is impractical or

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impossible to obtain three (3) bids for the proposed public works procurement, the political subdivision may acquire the work in any manner the political subdivision deems best from a qualified public works contractor quoting the lowest price. When fewer than three (3) bids are considered, a description of the efforts undertaken to procure at least three (3) bids shall be documented by the political subdivision and such documentation shall be maintained for at least six (6) months after the procurement decision is made. If two (2) or more price quotations offered by different licensed public works contractors are the same and the lowest responsive bids, the governing board or governing-board authorized official may accept the one (1) it chooses.

- (3) When a political subdivision contemplates an expenditure to purchase public works construction valued in excess of one hundred thousand dollars (\$100,000), the procurement procedures of this subsection (3) shall apply. The purchase of construction services shall be made pursuant to a competitive sealed bid process with the purchase to be made from the qualified public works contractor submitting the lowest bid price complying with bidding procedures and meeting the prequalifications, if any are provided, established by the bid documents. Competitive bidding for public works may proceed through either of two (2) alternative procedures as set forth below:
 - (a) Category A. Competitive bidding procedures shall be open to receipt of bids from any licensed public works contractor desiring to bid upon a public works project. For a category A bid, the political subdivision may only consider the amount bid, bidder compliance with administrative requirements of the bidding process, and whether the bidder holds the requisite license, and shall award the bid to the qualified bidder submitting the lowest responsive bid.
 - (i) The request for bids for a category A procurement shall set a date and place for the public opening of bids. Two (2) notices soliciting bids shall be published in the official newspaper of the political subdivision. The first notice shall be published at least two (2) weeks before the date for opening bids, with the second notice to be published in the succeeding week at least seven (7) days before the date that bids are scheduled to be opened. The notice shall succinctly describe the project to be constructed. Copies of specifications, bid forms, bidder's instructions, contract documents, and general and special instructions shall be made available upon request and payment of a reasonable plan copy fee by any interested bidder.
 - (ii) Written objections to specifications or bidding procedures must be received by the clerk, secretary or other authorized official of the political subdivision at least three (3) business days before the date and time upon which bids are scheduled to be opened. The administrative officer or governing board supervising the bidding process shall respond to any such objection in writing and communicate such response to the objector and all other plan holders, adjusting bidding timeframes if necessary.
 - (iii) All bids shall be presented or otherwise delivered under sealed cover to the clerk of the political subdivision or other authorized agent of the political subdivision designated by the information provided to bidders by the political subdivision with a concise statement marked on the outside generally identifying the expenditure to which the bid pertains.
 - (iv) If the political subdivision deems it is in the political subdivision's best interest, it may require the bidder to provide bid security in an amount equal to at least five percent (5%) of the amount bid. If required, a bid shall not be considered unless one (1) of the forms of bidder's security is

enclosed with it, and unless the bid is submitted in a form which substantially complies with the form provided by the political subdivision. The political subdivision may require that the bid security be in one (1) of the following forms:

- (A) Cash;
- (B) A cashier's check made payable to the political subdivision;
- (C) A certified check made payable to the political subdivision; or
- (D) A bidder's bond executed by a qualified surety company, made payable to the political subdivision.
- (v) Any bid received by the political subdivision may not be withdrawn after the date and time set in the notice for opening of bids. When sealed bids have been received, they shall be opened in public at a designated place and time, thereafter to be compiled and submitted to the governing board for award.
- (vi) If the successful bidder fails to execute the contract, the amount of his bidder's security may be forfeited to the political subdivision at the sole discretion of the political subdivision and the proceeds shall be deposited in a designated fund out of which the expenses of procuring substitute performance are paid.
- (vii) The political subdivision may, on the refusal or failure of the successful bidder to execute the contract, award the contract to the qualified bidder submitting the next lowest responsive bid. If the governing board awards the contract to the next lowest qualified bidder, the amount of the lowest qualified bidder's security may be applied by the political subdivision to the difference between the lowest responsive bid and the next lowest responsive bid, and the surplus, if any, shall be returned to the lowest bidder if cash or check is used, or to the surety on the bidder's bond if a bond is used, less reasonable administrative costs not to exceed twenty-five percent (25%) of the amount of the bidder's security to the owner.
- (viii) In its discretion, the governing board may reject all bids presented and re-bid, or the governing board may, after finding it to be a fact, pass a resolution declaring that the project sought to be accomplished by the expenditure can be performed more economically by purchasing goods and services on the open market. If identical bids are received, the governing board may choose the bidder it prefers. If no bids are received, the governing board may procure the goods or services without further competitive bidding procedures.
- (ix) If the governing board of any political subdivision chooses to award a competitively bid contract involving the procurement of public works construction to a bidder other than the apparent low bidder, the political subdivision shall declare its reason or reasons on the record and shall communicate such reason or reasons in writing to all persons who have submitted a competing bid.
- (x) If any participating bidder objects to such award, such bidder shall respond in writing to the notice from the political subdivision within seven (7) calendar days of the date of transmittal of the notice, setting forth in such response the express reason or reasons that the award decision of the governing board is in error. Thereafter, staying performance of any procurement until after addressing the contentions raised by the objecting bidder, the governing board shall review its decision and determine whether to affirm its prior award, modify the award, or choose to re-bid, setting forth its reason or

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reasons therefor. After completion of the review process, the political subdivision may proceed as it deems to be in the public interest.

- (b) Category B. Competitive bidding procedures shall be open to licensed public works contractors only after meeting preliminary supplemental qualifications established by the political subdivision. The solicitation for bids in a category B procurement shall consist of two (2) stages, an initial stage determining supplemental prequalifications for licensed contractors, either prime or specialty contractors, followed by a stage during which bid prices will be accepted only from prequalified contractors.
 - (i) Notice of the prequalification stage of the category B competitive bidding process shall be given in the same manner that notice of competitive bidding is provided for a category A competitive bid request, providing a specific date and time by which qualifications statements must be received. Political subdivisions may establish prequalification standards premised upon demonstrated technical competence, experience constructing similar facilities, prior experience with the political subdivision, available nonfinancial resources, equipment and personnel as they relate to the subject project, and overall performance history based upon a contractor's entire body of work. Such request must include the standards for evaluating the qualifications of prospective bidders.
 - (ii) During the initial stage of the category B bidding process, licensed contractors desiring to be prequalified to bid on a project must submit a written response to a political subdivision's request for qualifications.
 - (iii) Written objections to prequalification procedures must be received by the clerk, secretary or other authorized official of the political subdivision at least three (3) business days before the date and time upon which prequalification statements due. The administrative officer or governing board supervising the bidding process shall respond to any such objection in writing and communicate such response to the objector and all other contractors seeking to prequalify, adjusting bidding timeframes if necessary. After a review of qualification submittals, the political subdivision may select licensed contractors that meet the prequalification standards. If any licensed contractor submits a statement of qualifications but is not selected as a qualified bidder, the political subdivision shall supply a written statement of the reason or reasons why the contractor failed to meet prequalification standards.
 - Any licensed contractor that fails the prequalification (iv) stage can appeal any such determination to the governing board within seven (7) days after transmittal of the prequalification results to contest the determination. If the governing board sustains the decision that a contractor fails to prequalification standards, it shall state its reason or reasons the record. A governing board decision concerning prequalification may be appealed to the public works contractors license board no more than fourteen (14) days following any decision on appeal made by the governing board. The public works contractors license board shall decide any such appeal within thirty-five (35) days of the filing of a timely appeal. The public works contractors license board shall allow participation, written or oral, by the appealing contractor and the political subdivision, either by employing a hearing officer or otherwise. The public works contractors license board shall not substitute its judgment for that of the political

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subdivision, limiting its review to determining whether the decision of the governing board is consistent with the announced prequalification standards, whether the prequalification standards comport with the law and whether the governing board's decision is supported by the entirety of the record. decision of the public works contractors license board shall be written and shall state the reason or reasons for the decision. Category B prequalification procedures that are appealed shall be stayed during the pendency of the prequalification appeal until the public works contractors license board completes its review, but in no instance more than forty-nine (49) days after appellate decision of the governing board regarding prequalification. Any licensed public works contractor affected by a decision on appeal by the public works contractors license board may, within twenty-eight (28) days of the final decision, seek judicial review as provided by chapter 52, title 67, Idaho Code.

- (v) Following the conclusion of the prequalification administrative procedures, the bidding stage shall proceed by the setting of a time, date and place for the public opening of bids. In circumstances involving prequalified prime contractors, a notice soliciting bids shall be transmitted to prequalified bidders at least fourteen (14) days before the date of opening the bids. In circumstances involving prequalified specialty or subordinate contractors, the notice soliciting bids shall be published in the same manner applicable to category A bids. The notice shall succinctly describe the project to be constructed. Copies of specifications, bid forms, bidder's instructions, contract documents, and general and special instructions shall be made available upon request and payment of a reasonable plan copy fee by any eligible bidder.
- (vi) Written objections to specifications or bidding procedures must be received by the clerk, secretary or other authorized official of the political subdivision at least three (3) business days before the date and time upon which bids are scheduled to be opened.
- (vii) All category B bids shall be presented or otherwise delivered under sealed cover to the clerk or other authorized agent of the political subdivision designated by the instructions to bidders with a concise statement marked on the outside generally identifying the expenditure to which the bid pertains.
- (viii) If the political subdivision deems it is in the political subdivision's best interest, it may require the bidder to provide bid security in an amount equal to at least five percent (5%) of the amount bid. If required, a bid shall not be considered unless one (1) of the forms of bidder's security is enclosed with it, and unless the bid is submitted in a form which substantially complies with the form provided by the political subdivision. The political subdivision may require that the bid security be in one (1) of the following forms:
 - (A) Cash;
 - (B) A cashier's check made payable to the political subdivision;
 - (C) A certified check made payable to the political subdivision; or
 - (D) A bidder's bond executed by a qualified surety company, made payable to the political subdivision.
- (ix) Any category B bid received by a political subdivision may not be withdrawn after the date and time set in the notice for opening of bids. When sealed bids have been received, they

shall be opened in public at a designated place and time, thereafter to be compiled and submitted to the governing board for award. If identical bids are received, the governing board may choose the bidder it prefers. If the successful bidder fails to execute the contract, the amount of his bidder's security may be forfeited to the political subdivision, in the sole discretion of the political subdivision, and the proceeds shall be deposited in a designated fund out of which the expenses for procuring substitute performance are paid.

- (x) The political subdivision may, on the refusal or failure of the successful bidder to execute the contract, award the contract to the qualified bidder submitting the next lowest responsive bid. If the governing board awards the contract to the next lowest qualified bidder, the amount of the lowest qualified bidder's security, if forfeited, shall be applied by the political subdivision to the difference between the lowest responsive bid and the next lowest responsive bid, and the surplus, if any, shall be returned to the lowest bidder if cash or check is used, or to the surety on the bidder's bond if a bond is used, less reasonable administrative costs not to exceed twenty-five percent (25%) of the amount of the bidder's security.
- (xi) In its discretion, the governing board may reject all bids presented and re-bid, or the governing board may, after finding it to be a fact, pass a resolution declaring that the project sought to be accomplished by the expenditure can be performed more economically by purchasing goods and services on the open market. If no bids are received, the governing board may make the expenditure without further competitive bidding procedures.
- (xii) If the governing board of any political subdivision chooses to award a competitively bid contract involving the procurement of public works construction to a bidder other than the apparent low bidder, the political subdivision shall declare its reason or reasons on the record and shall communicate such reason or reasons in writing to all persons who have submitted a competing bid.

(xiii) If any participating bidder objects to such award, such bidder shall respond in writing to the notice from the political subdivision within seven (7) calendar days of the date of transmittal of the notice, setting forth in such response the express reason or reasons that the award decision of the governing board is in error. Thereafter, staying performance of any procurement until after addressing the contentions raised by the objecting bidder, the governing board shall review its decision and determine whether to affirm its prior award, modify the award, or choose to re-bid, setting forth its reason or reasons therefor. After completion of the review process, the political subdivision may proceed as it deems to be in the public interest.

History:

[67-2805, added 2005, ch. 213, sec. 37, p. 669; am. 2005, ch 295, sec. 2, p. 935.]