



Bonner County
Board of Commissioners

Brian Domke

Asia Williams

Ron Korn

December 23, 2025

CONSENT
AGENDA

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:

- 1) Bonner County Commissioners' Minutes December 16, 2025
- 2) Invoice(s) Over \$5k: Technology (**Confidential**, Software Renewal, **\$145,499.56**)
- 3) Liquor Licenses: Hayden Beverage Co, Sagle; The Mango Tree, Sandpoint; Pearl's on The Lake, Hope; Pack River General Store, Sandpoint; Popeye's Lounge, Priest River; Vicki Rae's Pizza, Priest River; The District Bistro & Wine Shop, Sandpoint

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

Recommendation Acceptance: ☐ Yes ☐ No

Brian Domke, Chair

Date



Bonner County

Board of Commissioners

Brian Domke

Asia Williams

Ron Korn

MINUTES FOR THE BONNER COUNTY BOARD OF COMMISSIONERS' MEETING

December 16, 2025 – 9:00 AM

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

On Tuesday, December 16, 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 Ken Lawrence and the Pledge of Allegiance followed.

ADOPT THE ORDER OF AGENDA AS PRESENTED

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

CONSENT AGENDA – Action Item

- 1) Bonner County Commissioners' Minutes December 9, 2025
- 2) Human Resources: Job Description Updates – HRG Talent Acquisition & HRG Compensation & Benefits
- 3) Final Plat for Approval: SS0004-25, Meadow Ridge
- 3) Liquor Licenses: Stoneridge Golf, Blanchard; B's Beacon, Hope; Clark Fork Chevron, Clark Fork; Monarch Market, Clark Fork; Second Avenue Pizza, Sandpoint; Hoodoo Creek Café and Market, Priest River; Marigold Bistro, Sandpoint; Klondyke Café and Tavern, Laclede; Millie's, Priest River; Cavanaugh's at Priest Lake, Coolin

There was a discussion regarding the HR job description updates including the potential to pay changes. Commissioner Korn made a motion to amend the Consent Agenda by removing both of the HR Job Description Updates. Commissioner Williams seconded the motion.

PUBLIC COMMENT:

- Jonathan Holmgren, HR Director – Wanted clarification if these have been removed and noted that JD's have been approved via Consent Agenda previously. He would like to know what the board wants the process for the Consent Agenda.
- Wayne Martin – Commented on the Meadow Ridge map in the packet
- Jennifer Arn – Also commented on the Meadow Ridge map

A discussion regarding the job descriptions followed regarding budgetary concerns. Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – Yes. The motion carries.

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

EMERGENCY MANAGEMENT – Bob Howard

1) Action Item: Discussion/Decision Regarding Emergency Declaration; Resolution

Commissioner Korn made a motion to approve a disaster declaration for all of Bonner County due to the extreme weather and potential danger to life, property, and structures. Commissioner Williams seconded the motion. Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes. The motion carries.

2) Action Item: Discussion/Decision Regarding Emergency Flood Response Assistance from the United States Army Corps of Engineers

Commissioner Williams made a motion to approve the cooperative agreement for Emergency Flood Response Assistance between the United States Army Corps of Engineers and Bonner County, and to authorize the Chair to sign administratively. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

EXTENSION OFFICE – Jennifer Jensen

1) Action Item: Discussion/Decision Regarding University of Idaho, Extension, County Extension Budget Agreement Updated

Commissioner Korn made a motion to approve the corrected University of Idaho, Cooperative Agreement for University of Idaho Extension Programs and allow the Chairman to sign. No second, the motion dies. Commissioner Williams made a motion that the Board of County Commissioners confirm whether or not the amendments made in this contract were already approved at an earlier date; if it was identified that it was approved that the Board signature reflect that date, if it wasn't approved at that date, I move that the Board approve the corrected University of Idaho Cooperative Agreement as presented on 12/16/2025 and have the Chair sign. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – Yes. The motion carries.

ROAD & BRIDGE – Jason Topp

1) Action Item: Discussion/Decision Regarding Award of Bid, For One Motor Grader Purchases FY26

Commissioner Korn made a motion to accept the bid of \$409,750.00 with a buy back of \$340,000.00 and issue the Notice of Award to Pape Machinery Inc. for the purchase of one (1) 2026 John Deere 772p AWD grader and allow the chairman to sign the Notice of Award. Commissioner Williams seconded the motion. Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes. The motion carries.

2) Action Item: Discussion/Decision Regarding Financial Report 2025

Commissioner Williams made a motion to approve The Fiscal 2025 Annual Road and Street Financial Report and have the Board certify and sign the report administratively. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

CLERK – Michael Rosedale

1) Action Item: Discussion/Decision Regarding FY26 Claims Batch #11; Totaling \$795,608.45

Commissioner Korn made a motion to approve payment of FY26 Claims Batch #11, totaling \$795,608.45. Commissioner Williams seconded the motion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – Yes. The motion carries.

2) Action Item: Discussion/Decision Regarding FY26 Demands Batch #11; Totaling \$80,130.71

Commissioner Williams made a motion to approve payment of FY26 Demands Batch #11, totaling \$80,130.71. Commissioner Korn the motion. Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – 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
 - John DuPree – Asked which roads were affected

- Dimitry Borisov – This is the second time in 20 years that this has happened in the same spot

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
 - Fred Arn – Asked about a clinic for county employees, consider offering that to volunteers and non-paid boards
 - Wayne Martin - Asked about open board positions

DISTRICT 3 COMMISSIONER REPORT

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

PUBLIC COMMENT* Opened at 10:13 a.m.

- Wayne Martin – Discussed ingress/egress and how this can cause destruction when there is not a second avenue of escape and sign offs for planning; commented on the article he provided, AEDs, and culverts
- Dimitry Borisov – He has been affected by the flooding, thanks to R&B, SO, and all the work done to help the community. Discussed the SW fees and charging those who's homes were flooded charging should be reconsidered.

EXECUTIVE SESSION – Litigation: Clerk

At 10:26 a.m. Commissioner Korn made a motion to enter into Executive Session pursuant to Idaho Code § 74-206 (1)(F) Litigation. Commissioner Williams seconded the motion to advance for discussion. There was a brief discussion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Williams – Abstain; Commissioner Domke – Yes. The motion carries.

Reconvene at 10:41 a.m.

No decision was made regarding litigation.

EXECUTIVE SESSION – Records Exempt: Technology

At 10:42 a.m. Commissioner Williams made a motion to enter into Executive Session pursuant to Idaho Code § 74-206 (1)(D) Records Exempt. Commissioner Korn and seconded the motion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Williams – Yes; Commissioner Domke – Yes. The motion carries.

Reconvene at 10:46 a.m.

No decision made. Technology requested approval for hardware purchase in the amount of \$49,885.11. This is a purchase only, no contract. This needs to be done before the cost doubles and it has been budgeted for. A lengthy discussion with the board and Technology followed.

Commissioner Korn made a motion to approve \$49,885.11 for the purchase of Dell computer servers. Commissioner Williams seconded the motion. Commissioner Williams would like to see an assessment on this issue. A brief discussion followed. Roll Call Vote: Commissioner Korn – Yes; Commissioner Williams – Yes; Commissioner Domke – Yes. The motion carries.

EXECUTIVE SESSION – Records Exempt: Sheriff

At 11:30 a.m. Commissioner Korn made a motion to enter into Executive Session pursuant to Idaho Code § 74-206 (1)(D) Records Exempt. Commissioner Williams seconded the motion. Roll Call Vote:

Commissioner Korn – Yes; Commissioner Williams – Yes; Commissioner Domke – Yes. The motion carries.

Reconvened at 11:50 a.m.

Commissioner Korn made a motion to authorize Sheriff's payment of \$11,701.89 for communications critical infrastructure. Commissioner Williams seconded the motion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Williams – Yes; Commissioner Domke – Yes. The motion carries.

Commissioner Williams made a motion to approve the invoice for the clock for dispatch for \$10,185.64. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Williams – Yes; Commissioner Domke – Yes. The motion carries.

The meeting was adjourned at 11:51 a.m.

Clerk: *Alisa Schoeffel*

The following is a summary of the Board of County Commissioners' Special Meetings (including Tax Cancellations, Assistance Meetings, Admin, and other) Executive Sessions, Emergency Meetings, and Hearings held during the week of December 9, 2025 – December 15, 2025. Copies of the complete meeting minutes are available upon request.

On Tuesday, December 9, 2025, a Special Meeting for the BCASD was held pursuant to Idaho Code § 74-204(4)

On Wednesday, December 10, 2025, an Executive Session was held pursuant to Idaho Code § 74-206(1)(D)(F) Records Exempt & Litigation

On Wednesday, December 10, 2025, a Planning Hearing was held pursuant to Idaho Code § 74-204(4)

On Wednesday, December 10, 2025, a Planning Hearing was held pursuant to Idaho Code § 74-204(4)

ATTEST: Michael W. Rosedale

By _____
Commissioner Brian Domke, Chair

By _____
Deputy Clerk

Date



Bonner County

Technology

December 23, 2025

Technology
Item # 1

Consent Agenda Memorandum

To: Commissioners

From: Technology

Re: Enterprise Resource Planning (ERP) Software Support & Maintenance Renewal

Technology would like to request approval for the renewal of Bonner County's Enterprise Resource Planning platform.

This software platform provides critical services for Bonner County and has been approved and budgeted for \$145,499.56 by the Clerk's office.

The amount is within budget, and the vendor has met the requirements for Bonner County's contract addendum as well as the State of Idaho's indemnification agreement.



APPROVED

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.



APPROVED

Risk Review: _____

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

Legal Review: _____

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

Distribution: _____ Original to BOCC

_____ Copy to

A suggested motion would be: **Based on the information before us I move to approve \$145,499.56 for the renewal of Bonner County's Enterprise Resource Planning software platform.**

Recommendation Acceptance: ☐ yes ☐ no

Brian Domke, Chair

Date

2026

BONNER COUNTY
STATE OF IDAHO

No. 2026-083

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT BOISE SALES COMPANY
doing business as HAYDEN BEVERAGE CO
at 469061 HIGHWAY 95, SAGLE, ID 83860
a(n) CORPORATION, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of
Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the
regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of
said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2025

Bottled/canned beer, Consumed off premise	\$25.00
Bottled/canned beer, Consumed on premise	\$0.00
Draft beer, Includes draft, bottled, and/or canned	\$0.00
Wine by the glass	\$0.00
Wine by the bottle	\$0.00
Liquor	\$0.00
Application Fee	\$5.00
Total	\$30.00

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2026.

Witness my hand and seal this 25th of November, 2025.

Chairman

Commissioner

Commissioner

(SEAL)

By: Bridgette Centorbi
Clerk of the Board of County Commissioners



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

FOR OFFICE USE ONLY

Premise No. Z-37821
State Lic No. 37821
Issue Date: 12/01/2025
County No. 2026-083
Total Fees: \$30.00
Deputy Initials: bcentorbi

Retail Alcohol Beverage License Application

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

1. Application Type

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

2. Type of Business

- ☐ Individual
☐ Partnership
☒ Corporation
☐ LLC
☐ LLP

3. Location of Facility

- ☐ Inside city limits
☐ Outside city limits

4. License Type

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

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

County Fee

\$ 25.00
\$ 0.00
\$ 0.00
\$ 0.00
\$ 0.00
\$ 0.00
\$ 5.00
\$ 30.00

**FOR OFFICE
USE ONLY**

Prorated Fee

(If applicable)

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

5. Applicant Information

Doing Business As: HAYDEN BEVERAGE CO

Business Phone Number: (208) 345-4600

Business Physical Address: 469061 HIGHWAY 95

City: SAGLE State: ID Zip Code: 83860

6. Business Information

Business Name: BOISE SALES COMPANY

Primary Contact Name: SPENSER SHAW

Primary Contact Phone Number: (208) 353-4263

Mailing Address: 2910 E AMITY RD

City: BOISE State: ID Zip Code: 83716

Email Address: _____

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

APPLICANT'S SIGNATURE: _____

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

APPROVED: _____ DATE: _____

Board of County Commissioners

2026

BONNER COUNTY
STATE OF IDAHO

No. 2026-143

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT SA6 RESTAURANT GROUP INC
doing business as THE MANGO TREE
at 102 S 1ST AVE #101, SANDPOINT, ID 83864
a(n) CORPORATION, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2025

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

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2026.
Witness my hand and seal this 23rd of December, 2025.

Chairman

Commissioner

Commissioner

(SEAL) By: Bridgette Centorbi
Clerk of the Board of County Commissioners



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

FOR OFFICE USE ONLY

Premise No. 7B-43346
State Lic No. 43346
Issue Date: 12/01/2025
County No. 2026-143
Total Fees: \$230.00
Deputy Initials: bcentorbi

Retail Alcohol Beverage License Application

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

1. Application Type

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

2. Type of Business

- ☐ Individual
☐ Partnership
☒ Corporation
☐ LLC
☐ LLP

3. Location of Facility

- ☐ Inside city limits
☒ Outside city limits

4. License Type

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

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

County Fee

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

**FOR OFFICE
USE ONLY**

Prorated Fee

(If applicable)

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

5. Applicant Information

Doing Business As: THE MANGO TREE

Business Phone Number: (208) 263-0371

Business Physical Address: 102 S 1ST AVE #101

City: SANDPOINT State: ID Zip Code: 83864

6. Business Information

Business Name: SA6 RESTAURANT GROUP INC

Primary Contact Name: CASEY GARLAND

Primary Contact Phone Number: (509) 714-6123

Mailing Address: 14208 E SPRAGUE AVE A

City: SPOKANE VALLEY State: WA Zip Code: 99216

Email Address: garland.casey@outlook.com

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

APPLICANT'S SIGNATURE: _____

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

APPROVED: _____ DATE: _____

Board of County Commissioners call cell

2026

BONNER COUNTY
STATE OF IDAHO

No. 2026-144

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT PEARL'S LAKESIDE LLC
doing business as PEARL'S ON THE LAKE
at 1267 PENINSULA RD, HOPE, ID
a(n) LLC, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of
Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the
regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of
said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2025

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

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2026.
Witness my hand and seal this 23rd of December, 2025.

Chairman

Commissioner

Commissioner

(SEAL)

By Cynthia Brannon

Clerk of the Board of County Commissioners



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

FOR OFFICE USE ONLY

Premise No. 7B-32928
State Lic No. 32928
Issue Date: 12/01/2025
County No. 2026-144
Total Fees: \$180.00
Deputy Initials: cbrannon

Retail Alcohol Beverage License Application

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

1. Application Type

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

2. Type of Business

- ☐ Individual
☐ Partnership
☐ Corporation

- ☒ LLC
☐ LLP

3. Location of Facility

- ☐ Inside city limits
☐ Outside city limits

4. License Type

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

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

County Fee

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

**FOR OFFICE
USE ONLY**

Prorated Fee
(If applicable)

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

5. Applicant Information

Doing Business As: PEARL'S ON THE LAKE

Business Phone Number: (208) 264-0664

Business Physical Address: 1267 PENINSULA RD

City: HOPE State: ID Zip Code: _____

6. Business Information

Business Name: PEARL'S LAKESIDE LLC

Primary Contact Name: BRITTANY JACOBSON

Primary Contact Phone Number: (208) 610-7899

Mailing Address: 1587 RAPID LIGHTNING RD

City: SANDPOINT State: ID Zip Code: 83864

Email Address: _____

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

APPLICANT'S SIGNATURE: Brittany Jacobson

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

APPROVED: _____ DATE: _____
Board of County Commissioners *Mall to Rapid Lightning*

2026

BONNER COUNTY
STATE OF IDAHO

No. 2026-145

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT PACK RIVER STORE LLC
doing business as PACK RIVER GENERAL STORE
at 1587 RAPID LIGHTNING RD, SANDPOINT, ID 83864
a(n) LLC, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of
Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the
regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of
said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2025

Bottled/canned beer, Consumed off premise	\$0.00
Bottled/canned beer, Consumed on premise	\$75.00
Draft beer, Includes draft, bottled, and/or canned	\$0.00
Wine by the glass	\$100.00
Wine by the bottle	\$25.00
Liquor	\$0.00
Application Fee	\$5.00
Total	\$205.00

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2026.
Witness my hand and seal this 23rd of December, 2025.

Chairman

Commissioner

Commissioner

(SEAL)

By Cynthia Brannon

Clerk of the Board of County Commissioners



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

FOR OFFICE USE ONLY

Premise No. 7B-2
State Lic No. 2032
Issue Date: 12/01/2025
County No. 2026-145
Total Fees: \$205.00
Deputy Initials: cbrannon

Retail Alcohol Beverage License Application

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

1. Application Type

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

2. Type of Business

- ☐ Individual
☐ Partnership
☐ Corporation

- ☒ LLC
☐ LLP

3. Location of Facility

- ☐ Inside city limits
☐ Outside city limits

4. License Type

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

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

County Fee

\$ 0.00
\$ 75.00
\$ 0.00
\$ 100.00
\$ 25.00
\$ 0.00
\$ 5.00
\$ \$205.00

**FOR OFFICE
USE ONLY**

Prorated Fee
(If applicable)

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

5. Applicant Information

Doing Business As: PACK RIVER GENERAL STORE

Business Phone Number: (208) 263-2409

Business Physical Address: 1587 RAPID LIGHTNING RD

City: SANDPOINT State: ID Zip Code: 83864

6. Business Information

Business Name: PACK RIVER STORE LLC

Primary Contact Name: BRITTANY JACOBSON

Primary Contact Phone Number: (208) 610-7899

Mailing Address: 1587 RAPID LIGHTNING RD

City: SANDPOINT State: ID Zip Code: 83864

Email Address: _____

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

APPLICANT'S SIGNATURE: Brittany Jacobson

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

APPROVED: _____ DATE: _____
Board of County Commissioners

2026

BONNER COUNTY
STATE OF IDAHO

No. 2026-146

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT MARK LEXA & LORI NACCARATO
doing business as POPEYE'S LOUNGE
at 80 MAIN ST , PRIEST RIVER, ID 83856
a(n) INDIVIDUAL, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2025

Bottled/canned beer, Consumed off premise	\$0.00
Bottled/canned beer, Consumed on premise	\$0.00
Draft beer, Includes draft, bottled, and/or canned	\$100.00
Wine by the glass	\$0.00
Wine by the bottle	\$0.00
Liquor	\$125.00
Application Fee	\$5.00
Total	\$230.00

(SEAL)

By Cynthia Brannon
Clerk of the Board of County Commissioners

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2026.
Witness my hand and seal this 23rd of December, 2025.

Chairman

Commissioner

Commissioner



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

FOR OFFICE USE ONLY

Premise No. 7B-109
State Lic No. 2482
Issue Date: 12/01/2025
County No. 2026-146
Total Fees: \$230.00
Deputy Initials: cbrannon

Retail Alcohol Beverage License Application

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

1. Application Type

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

2. Type of Business

- ☒ Individual
☐ Partnership
☐ Corporation
☐ LLC
☐ LLP

3. Location of Facility

- ☐ Inside city limits
☐ Outside city limits

4. License Type

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

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

County Fee

\$ 0.00
\$ 0.00
\$ 100.00
\$ 0.00
\$ 0.00
\$ 125.00
\$ 5.00
\$ 230.00

**FOR OFFICE
USE ONLY**

Prorated Fee
(If applicable)

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

5. Applicant Information

Doing Business As: POPEYE'S LOUNGE

Business Phone Number: (208) 448-1283

Business Physical Address: 80 MAIN ST

City: PRIEST RIVER

State: ID

Zip Code: 83856

6. Business Information

Business Name: MARK LEXA & LORI NACCARATO

Primary Contact Name: MARK LEXA & LORI NACCARATO

Primary Contact Phone Number: (208) 255-9069

Mailing Address: 188 BODIE CANYON RD

City: PRIEST RIVER

State: ID

Zip Code: 83856

Email Address: _____

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

APPLICANT'S SIGNATURE: Lori Naccarato

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

APPROVED: _____

DATE: _____

Board of County Commissioners

Mailed to 188 Bodie Canyon

2026

BONNER COUNTY
STATE OF IDAHO

No. 2026-147

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT VICKI RAE'S PIZZA GP
doing business as VICKI RAE'S PIZZA
at 6151 US 2, PRIEST RIVER, ID 83856
a(n) CORPORATION, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2025

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

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2026.
Witness my hand and seal this 23rd of December, 2025.

Chairman

Commissioner

Commissioner

(SEAL)

By: Bridgette Centorosi

Clerk of the Board of County Commissioners



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

FOR OFFICE USE ONLY

Premise No. 7B-26081
State Lic No. 26081
Issue Date: 12/01/2025
County No. 2026-147
Total Fees: \$205.00
Deputy Initials: bcentorbi

Retail Alcohol Beverage License Application

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

1. Application Type

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

2. Type of Business

- ☐ Individual
☐ Partnership
☒ Corporation
☐ LLC
☐ LLP

3. Location of Facility

- ☐ Inside city limits
☐ Outside city limits

4. License Type

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

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

County Fee

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

**FOR OFFICE
USE ONLY**

Prorated Fee

(If applicable)

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

5. Applicant Information

Doing Business As: VICKI RAE'S PIZZA

Business Phone Number: (208) 448-2200

Business Physical Address: 6151 US 2

City: PRIEST RIVER State: ID Zip Code: 83856

6. Business Information

Business Name: VICKI RAE'S PIZZA GP

Primary Contact Name: BROOKE LINSLEY

Primary Contact Phone Number: (209) 743-3883

Mailing Address: PO BOX 658

City: PRIEST RIVER State: ID Zip Code: 838356

Email Address: _____

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

APPLICANT'S SIGNATURE: _____

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

APPROVED: _____ DATE: _____

Board of County Commissioners

2026

BONNER COUNTY
STATE OF IDAHO

No. 2026-148

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT SAW SOMETHING SHINY 11 INC
doing business as THE DISTRICT BISTRO & WINE SHOP
at 313 N 1ST AVE, SANDPOINT, ID 83864
a(n) CORPORATION, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2025

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

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2026.
Witness my hand and seal this 23rd of December, 2025.

Chairman

Commissioner

Commissioner

(SEAL)

By: Bridgette Centorbi
Clerk of the Board of County Commissioners



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

FOR OFFICE USE ONLY

Premise No. 7B-89
State Lic No. 1495
Issue Date: 12/01/2025
County No. 2026-148
Total Fees: \$292.50
Deputy Initials: bcentorbi

Retail Alcohol Beverage License Application

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

1. Application Type

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

2. Type of Business

- ☐ Individual
☐ Partnership
☒ Corporation

3. Location of Facility

- ☐ Inside city limits
☐ Outside city limits

4. License Type

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

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

County Fee

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

**FOR OFFICE
USE ONLY**

Prorated Fee

(If applicable)

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

5. Applicant Information

Doing Business As: THE DISTRICT BISTRO & WINE SHOP

Business Phone Number: (208) 265-8653

Business Physical Address: 313 N 1ST AVE

City: SANDPOINT State: ID Zip Code: 83864

6. Business Information

Business Name: SAW SOMETHING SHINY 11 INC

Primary Contact Name: ELIZABETH TURLEY

Primary Contact Phone Number: (208) 946-7882

Mailing Address: 313 N FIRST AVENUE

City: SANDPOINT State: ID Zip Code: 83864

Email Address: _____

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

APPLICANT'S SIGNATURE: _____

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

APPROVED: _____ DATE: _____

Board of County Commissioners



Bonner County

Board of Commissioners

Brian Domke

Asia Williams

Ron Korn

12/23/2025

Memorandum

**EMERGENCY
MANAGEMENT
Item #1**

To: Commissioners

From: Bonner County Emergency Management

Re: Disaster Declaration

Bonner County Emergency Management is requesting the Board of County Commissioners to sign a written disaster declaration during this emergency.

Due to extreme weather conditions, a severe windstorm has caused widespread damage, creating power outages and an imminent threat to structures, infrastructure, public utilities, private and public property, and/or human life within Bonner County. A verbal disaster declaration was made by Bonner County Chairman Brian Domke at 10:26 AM on Thursday, December 18, 2025.

Auditing Review: _____

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

Legal Review: _____

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

Distribution: _____ Original to
_____ Copy to

A suggested motion would be: **Based on the information before us, I move to approve a disaster declaration for all of Bonner County due to the extreme weather and potential danger to life, property, and structures.**

Recommendation Acceptance: ☐ yes ☐ no _____ Date: _____
Brian Domke, Chairman

RESOLUTION 25 - _____
EMERGENCY MANAGEMENT
DECLARATION OF A LOCAL DISASTER EMERGENCY
IN BONNER COUNTY, IDAHO
Windstorms December 23, 2025

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

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

WHEREAS, a powerful windstorm has caused large-scale damage throughout Bonner County; and

WHEREAS, certain power outages resulting from the windstorm are expected to remain for one week or longer; and

WHEREAS, the results of this windstorm are creating an imminent threat to structures, infrastructures, public utilities, private and public property, and/or human life within Bonner County; and

WHEREAS, government and private entities are being taxed in order to provide emergency management services to those areas affected by this windstorm; and

WHEREAS, Bonner County does not have access to sufficient resources to respond to said effects of the windstorm; and

WHEREAS, the Chairman of the Board of County Commissioners may declare a disaster emergency on behalf of the County for seven (7) days as stated in Section 46-1011, Subsection 1, Idaho Code; and

WHEREAS, Brian Domke, Chairman of the Bonner County Board of Commissioners, finds that a disaster emergency, as those terms are defined in Section 46-1002, Idaho Code, is in existence on December 18, 2025, 10:26 AM in Bonner County, which local county and private resources are being taxed to control, and that State assistance is required, pursuant to Title 46, Chapter 10, Idaho Code, and other state laws pertaining to disaster, emergencies and assistance;

NOW, THEREFORE, BE IT RESOLVED and declared by the Chairman of the Bonner County Board of Commissioners, pursuant to the authority granted in Section 46-1011, Idaho Code, as follows:

1. A disaster emergency exists within Bonner County, resulting from existing and imminent danger to structures, infrastructures, public utilities, private and public property, and/or human life.
2. Such a disaster emergency requires state assistance to supplement local emergency management efforts to provide for public safety and the protection of property and to avert and lessen the threat and impact of the disaster.
3. The Chairman of the Bonner County Board of Commissioners requests that the governor of the State of Idaho, together with other appropriate state officials, make such declarations and provide assistance within Bonner County as is required and allowed by law.
4. This temporary disaster declaration may not be renewed or continued in excess of seven (7) days except with the consent of the Bonner County Board of Commissioners as found in Idaho Code Section 46-1011(1).

ADOPTED as a Resolution of the Board of County Commissioners of Bonner County, Idaho, upon a majority vote on the 23rd day of December 2025.

BOARD OF BONNER COUNTY COMMISSIONERS

Brian Domke, Chairman

Asia Williams, Commissioner

Ron Korn, Commissioner

ATTEST: Michael W. Rosedale

By _____
Deputy Clerk



Bonner County

AIRPORTS

December 23, 2025

Memorandum

AIRPORTS
Item #1

To: Commissioners

From: AIRPORTS

Re: Assignment of Lot 20 Lease at Sandpoint Airport

The current Lessee of Lot 20 at Sandpoint Airport wishes to assign the lease to another party as allowed by the lease terms. All other lease terms, conditions, requirements, and obligations remain in force.

I recommend approving this lease assignment.

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 (no changes to the lease) _____

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 (standard lease assignment) _____

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 approve this lease assignment and that the Chair sign administratively.**

Recommendation Acceptance: ☐ yes ☐ no

Brian Domke, Chair

Date

ORIGINAL

ASSIGNMENT OF LEASE

THIS ASSIGNMENT OF LEASE ("Assignment"), dated this 19 day of November, 2025, between Anne M. Sebastian Jackson, as Personal Representative for the Estate of Ken Jackson ("Assignor") and Talent Aviation, LLC, an Idaho Limited Liability Company, of PO Box 841, Sandpoint, ID 83864 ("Assignee").

WITNESSETH:

WHEREAS, KEN JACKSON and Bonner County entered into that certain Lease dated December 14, 1995, (hereinafter referred to as the "Lease") for the vacant land located at the Sandpoint airport, commonly known as Hangar Lot Block 2, Lot 1 (the "Land"); and

WHEREAS, KEN JACKSON passed away on November 30, 2024 while residing in Hillsboro, Oregon; and

WHEREAS, ANNE M. SEBASTIAN JACKSON has been appointed as the Personal Representative of the KENNETH STEVEN JACKSON estate, in Bonner County Case No. CV09-25-1909; and

WHEREAS, ANNE M. SEBASTIAN JACKSON, as the Personal Representative has notified the Board of County Commissioners of Bonner County, Idaho of her desire to assign the lease to Talent Aviation, LLC, which proposed assignment was approved by the Board of County Commissioners of Bonner County on _____, ____.

WHEREAS, Assignor desires to assign all its right, title and interest in the Lease to Assignee.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in the Lease Transfer Agreement between Assignor and Assignee and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Assignment and Assumption. Assignor assigns and transfers to Assignee all its right, title and interest in the Lease, and Assignee accepts the Assignment and assumes and agrees to perform, from the date the Assignment becomes effective, as a direct obligation to Landlord, all the provisions of the Lease. The Assignment shall take effect on the approval of this Assignment by the Board of County Commissioners of Bonner County Idaho, (the "Effective Date") and Assignor shall give possession of the Land to Assignee on that date.
2. Assignee to Hold Assignor Harmless. Assignor warrants that as of the Effective Date, there will be no uncured default under the underlying Lease. If Assignee defaults under the Lease, Assignee shall indemnify and hold Assignor harmless from all damages resulting from the default. If Assignee defaults in its obligations under the Lease and Assignor pays rent to Landlord or fulfills any of

Assignee's other obligations in order to prevent Assignee from being in default, Assignee immediately shall reimburse Assignor for the amount of rent or costs incurred by Assignor of lease.

3. Attorney's Fees. If any party commences an action against any of the parties arising out of or in connection with the Assignment, the prevailing party or parties shall be entitled to recover from the losing party or party's reasonable attorney's fees and cost of suit.
4. Notice. Any notice, demand, request, consent, approval or communication that either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first class mail. Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party shall be addressed to the other party at that Party's residence or business address. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated with 5 days from the date of the mailing if mailed as provided in this paragraph.

ASSIGNOR:

KENNETH STEVEN JACKSON ESTATE

ASSIGNEE:

TALENT AVIATION, LLC



By: ANNE M. SEBASTIAN JACKSON
Personal Representative



By: ANNE MARIE JACKSON_
Manager

Date: 11/19/2025

Date: 11/19/2025

APPROVED BY THE BOARD OF COUNTY COMMISSIONERS FOR BONNER
COUNTY, IDAHO

BY: _____
Chairman

Dated: _____

LESSEE:

TALENT AVIATION, LLC
PO Box 841
Sandpoint, ID 83864
208-290-5864

By: ANNE MARIE JACKSON, Manager

STATE OF OREGON)
) SS
COUNTY OF WASHINGTON)

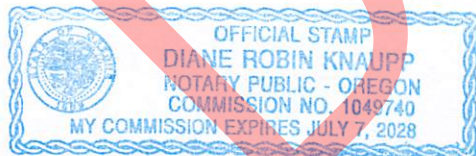
On this 19th day of November, 2025, before me, the undersigned Notary Public in and for the State of Oregon, personally appeared Anne Marie Jackson known or identified to me to be the person(s) whose name(s) is/are subscribed to the within instrument, and being by me first duly sworn, declared that the statements therein are true, and acknowledged to me that he/she/they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year written above.

Diane Robin Knaupp

Diane Robin Knaupp, Notary Public

My Commission Expires: July 7, 2028



RECORD AFTER SIGNED

December 23, 2025

Memorandum

HR
Item #1

To: Commissioners

From: Human Resources

Re: Human Resources Generalist Job Descriptions Update

In accordance with guidance issued by the Board of County Commissioners (BOCC), issued to Human Resources on November 3, 2025, Human Resources is proceeding with comprehensive job description reviews and revisions to ensure clarity and accuracy of Bonner County employee job descriptions.

The revisions to the Human Resources Generalist job descriptions do not add any additional duties or responsibilities beyond the scope of work currently being performed. These revisions clarify and specify, more accurately, the actual tasks that are expected to be performed. The clarification of areas of focus further ensures these job descriptions are not superficial, and reflect the necessary level of professionalism required within the Human Resources Department.

Auditing Review: N/A

This item does not involve any financial impact and does not require Auditing review.

Risk Review: N/A

This item does not involve any property, equipment, vehicles, potential risk, or require a COI.

Legal Review: N/A

This item does not involve any contract, resolution, grant, or MOU.

Distribution: Original to
 Copy to

A suggested motion would be: **Based on the information before us I move to approve the Human Resources Generalist job description revisions.**

Recommendation Acceptance: ☐ yes ☐ no _____ Date: _____
Brian Domke, Chairman

JOB TITLE: HUMAN RESOURCES GENERALIST –



COMPENSATION AND BENEFITS (CB)

Department: Human Resources
Supervisor: Human Resources Director
Supervision Exercised: None
Exempt Status: Exempt
Benefits Eligibility Status: Eligible
Elected Official Approval: 12/16/2025

SUMMARY

Performs a variety of professional and administrative level Human Resources (HR) duties in a strict confidential setting. Performs HR related duties including specialized project work and to answer inquiries and provide information to County employees regarding personnel policies, practices, and procedures. Work includes accepting, processing, and maintenance of employee forms and other personnel documents, and explaining federal and state laws, job requirements, personnel policies, and benefits. Must be able to assist and perform work related to all aspects of HR as needed or requested. The work is performed with limited supervision under the general direction of the Human Resources Director, with the ability to exercise independent judgment and initiative. The principal duties of this job are performed in a general office environment.

Work is typically regular and recurring, involving some degree of complexity where good judgment is required to apply standard practices and decision making within clearly established guidelines. Works independently but under the supervision of the Human Resources Director. Communicates with others throughout the organization and with the general public. Work has a distinct impact on the operations of the department and other departments throughout the County. Work involves a variety of confidential and sensitive information. Work is typically performed in an office environment.

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:

- Provides information and responds to questions regarding personnel policies and procedures; able to effectively communicate and guide managers and employees with personnel policies their application and practices. Knowledgeable of HR Policy and practice. Interprets and applies personnel policy, ensuring consistency and compliance. Makes recommendations for personnel policy changes.

- Responsible for monthly ACA tracking and annual IRS reporting.
- Manages the employee wellness program. Processes incentive contributions, premium discounts and eligibility.
- Works closely with the Technology Department to test, troubleshoot and resolve reporting and system problems related to the Human Resources Information System (HRIS) and other systems.
- Supports the annual budget process with department heads and Elected Officials.
- Manages and maintains accurate budget sheets for all departments.
- Assists the HR Director with maintaining, analyzing, and implementing changes to the overall organizational compensation framework.
- Processes all employee status changes, including new hires, terminations, promotions, transfers, pay changes, etc.
- Collaborates with the HR Director in the creation and revision of policies and job descriptions.
- Advises employees regarding the county benefits program, including availability, family status changes, eligibility requirements, and new enrollment.
- Supports duties related to benefits administration including, claims processing, billing and assisting newly benefit eligibility with enrollment.
- Assists with processing Short Term Disability applications and other voluntary benefits.
- Responsible for managing benefits administration via Employee Navigator, benefits admin system for Bonner County.
- Assists in coordination of annual open enrollment for health benefits.
- Support benefits administration in the development and dissemination of communication and information materials on benefits plans, policies and procedures to promote employee benefits programs.
- Completes special projects assigned by the Human Resources Director.
- Maintains confidential employee personnel and functional files.
- Performs all duties under strict confidentiality requirements; Knowledge of and complies with HIPAA & Hitech privacy and security policies and regulations.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

SECONDARY FUNCTIONS

- Serves as a secondary point of contact for the administration of FMLA and other leaves.
- Works cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity;
- Comprehends, interprets and conveys to others the County's policies, practices, and procedures;
- Maintains records efficiently, accurately and confidentially and to prepare clear and concise reports;
- Establishes and maintains effective working relationships with elected and appointed officials, other County employees, supervisory personnel, insurance carriers, and the public;

- Operates standard office equipment, including a county computer using program applications appropriate to assigned duties;
- Communicates effectively both orally and in writing; Excellent problem-solving abilities.
- Maintains strict confidentiality in all aspects of County Human Resources actions, records, practices, policies, and procedures; demonstrates a high regard for employee data and information under each Elected Official.
- Uses logical and creative thought processes and critical thinking skills to develop solutions according to written specifications and/or oral instructions.

JOB SPECIFICATIONS

- Bachelor's degree from a four-year college or university in Human Resources, Accounting, Finance, Communications or Business or a closely related field preferred; and a minimum of five (5) years related HR generalist recruitment experience and/or training; or equivalent combination of education and experience.
- Public sector HR experience preferred but not required.
- HR Generalist Certification is required within one year of employment.
- IMPA-HR, SPHR, PHR, SHRM-SCP, or SHRM-CP certificate preferred.
- Demonstrates exceptional professionalism and confidentiality
- Proficient with HRIS, Google, MS Office, PowerPoint, Web Based Internet/Intranet, File Management as well as Computer management.
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Must be able to pass a pre-employment background check.

PHYSICAL ABILITIES & WORKING CONDITIONS

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, hear within the normal range of conversation, and communicate in person and by telephone. Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and prepare and review a wide variety of written and electronic text materials;. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate computer equipment and standard office equipment. Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to stand and sit and work at a keyboard for an extended period of time and work in an office environment.

The person in this position is authorized access to such private information as a condition of employment to the extent necessary to perform their duties. As an employee of the county, employees are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. Employees must be very careful not to release this information to the public

or to other individuals, including but not limited to county employees who have not been authorized or who do not have a legitimate organizational, departmental, or business need to know as described in Idaho Code Section 9 et.seq. Any questions regarding release of such information to another person should be directed to their supervisor, elected official, or their designee.

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: HUMAN RESOURCES GENERALIST –



COMPENSATION AND BENEFITS (CB)

~~/RISK MANAGEMENT~~

Department: Human Resources/~~Risk Management~~
Supervisor: ~~HR~~ Human Resources Director/~~Risk Manager~~
Supervision Exercised: None
Exempt Status: Exempt
Benefits Eligibility Status: Eligible
Elected Official Approval: 12/16/2025

SUMMARY

Performs a variety of professional and administrative level Human Resources (HR) ~~/Risk Management~~ duties in a strict confidential setting. ~~and may carry out responsibilities in some or all of the following functional areas: risk management claims tracking and payments, workers compensation, and benefits administration and billing.~~ Performs HR ~~Risk~~ related duties including specialized project work and to answer inquiries and provide information to County employees regarding personnel policies, practices, and procedures. Work includes accepting, processing, and maintenance of employee forms and other personnel documents, and explaining federal and state laws, job requirements, personnel policies, and benefits. ~~Ability~~ Must be able to assist and perform work related to all aspects of HR ~~Risk management~~ as needed or requested. The work is performed with limited supervision under the general direction of the Human Resources Director (~~HRD~~) and ~~Risk Manager~~, with the ability to exercise independent judgment and initiative. The principal duties of this ~~class job~~ are performed in a general office environment.

Work is typically regular and recurring, involving some degree of complexity where good judgment is required to apply standard practices and decision making within clearly established guidelines. Works independently but under the supervision of the ~~department~~ Human Resources Director (~~HRD~~). Communicates with others throughout the organization and with the general public. Work has a distinct impact on the operations of the department and other departments throughout the County. Work involves a variety of confidential and sensitive information. Work is typically performed in an office environment.

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:

- ~~Primary responsibility for workers compensation, and benefit administration.~~
- Provides information and responds to questions regarding personnel policies and procedures; Able to effectively communicate and guide managers and employees with personnel policies their application and practices. Knowledgeable of HR Policy and practice. Interprets and applies personnel policy, ensuring consistency and compliance. Makes recommendations for personnel policy changes.
- Responsible for monthly ACA tracking and annual IRS reporting ~~as well as annual nondiscrimination testing.~~
- Manages the employee wellness program. Processes incentive contributions, premium discounts and eligibility.
- Works closely with the Technology Department to test, troubleshoot and resolve reporting and system problems related to the Human Resources Information System (HRIS) and other systems.
- ~~Processes and tracks employees who are on workers compensation. Works with assigned claims manager.~~
- ~~Processes and tracks risk management claims.~~
- Supports the annual budget process with department heads and Elected Officials.
- Manages and maintains accurate budget sheets for all departments.
- Assists the HR Director with maintaining, analyzing, and implementing changes to the overall organizational compensation framework.
- Processes all employee status changes, including new hires, terminations, promotions, transfers, pay changes, etc.
- Collaborates with the HR Director in the creation and revision of policies and job descriptions.
- Advises employees regarding the county benefits program, including availability, family status changes, eligibility requirements, and new enrollment.
- ~~Performs~~ Supports duties related to benefits administration including, claims processing, billing and assisting newly benefit eligibility with enrollment.
- ~~Assists with~~ processing Short Term Disability applications and other voluntary benefits.
- Responsible for managing benefits administration via Employee Navigator, benefits admin system for Bonner County.
- ~~Administrator for Think Zoom web-based education. Tracks all employee education at both the organizational and department level.~~
- Assists in coordination of annual open enrollment for health benefits.
- ~~Oversight of HR Internet pages.~~
- Support benefits administration in the development and dissemination of communication and information materials on benefits plans, policies and procedures to promote employee benefits programs.
- Completes special projects assigned by the Human Resources Director ~~HRD or Risk Manager.~~
- Maintains confidential employee personnel and functional files.
- Performs all duties under strict confidentiality requirements; Knowledge of and complies with HIPAA & Hitech privacy and security policies and regulations.

- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

SECONDARY FUNCTIONS

- Serves as a secondary point of contact for the administration of FMLA and other leaves.
- Works cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity;
- Comprehends, interprets and conveys to others the County's policies, practices, and procedures;
- Maintains records efficiently, accurately and confidentially and to prepare clear and concise reports;
- Establishes and maintains effective working relationships with elected and appointed officials, other County employees, supervisory personnel, insurance carriers, and the public;
- Operates standard office equipment, including a personal county computer using program applications appropriate to assigned duties;
- Communicates effectively both orally and in writing; Excellent problem-solving abilities.
- Maintains strict confidentiality in all aspects of County Human Resources actions, records, practices, policies, and procedures; demonstrates a high regard for employee data and information under each Elected Official.
- Uses logical and creative thought processes and critical thinking skills to develop solutions according to written specifications and/or oral instructions.

JOB SPECIFICATIONS

- Bachelor's degree from a four-year college or university in Human Resources, Accounting, Finance, Communications or Business or a closely related field preferred; and a minimum of five (5) years related HR generalist recruitment experience and/or training; or equivalent combination of education and experience.
- Public sector HR experience preferred but not required.
- HR Generalist Certification is required within one year of employment.
- IMPA-HR, SPHR, PHR, SHRM-SCP, or SHRM-CP certificate preferred.
- Demonstrates exceptional professionalism and confidentiality
- Proficient with HRIS, Google, MS Office, PowerPoint, Web Based Internet/Intranet, File Management as well as Computer management.
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- ~~Background checks are conducted by Bonner County Sheriff's office.~~
- Must be able to pass a pre-employment background check.

PHYSICAL ABILITIES & WORKING CONDITIONS

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, hear within the normal range of conversation, and communicate in person and by telephone. Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and prepare and review a wide variety of written and electronic text materials;. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate computer equipment and standard office equipment. Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to stand and sit and work at a keyboard for an extended period of time and work in an office environment.

The person in this position is authorized access to such private information as a condition of employment to the extent necessary to perform their duties. As an employee of the county, employees are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. Employees must be very careful not to release this information to the public or to other individuals, including but not limited to county employees who have not been authorized or who do not have a legitimate organizational, departmental, or business need to know as described in Idaho Code Section 9 et.seq. Any questions regarding release of such information to another person should be directed to their supervisor, elected official, or their designee.

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: HUMAN RESOURCES GENERALIST – TALENT ACQUISITION (TA)



Department: Human Resources
Supervisor: Human Resources Director
Supervision Exercised: None
Exempt Status: Exempt
Benefits Eligibility Status: Eligible
Elected Official Approval: 12/16/2025

SUMMARY

Under limited supervision, this position undertakes a diverse range of Human Resources (HR) related responsibilities, with a primary focus on coordinating recruitment to attract and secure top talent. Serving as the key resource for both internal and external applicants, the HR Generalist-TA acts as the initial point of contact for HR inquiries, including recruitment processes, employee orientation, and various employee-related functions.

The role involves performing regular and recurring duties that carry a moderate level of complexity, requiring sound judgment to apply established policies and make decisions within clearly defined guidelines. While working independently, the HR Generalist-TA operates under the guidance and direction of the Human Resources Director. This position requires effective communication and collaboration with individuals across the organization as well as with members of the public.

The work performed has a significant impact on departmental operations and influences cross-departmental functions throughout the County. The position frequently handles confidential and sensitive information, demanding the highest levels of discretion and professionalism. Typically, work is conducted in a professional office environment.

ESSENTIAL FUNCTIONS

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

- Serves as the primary point of contact for employees and the public, leveraging comprehensive knowledge of all HR functions to provide accurate information and ensure timely, appropriate referral and resolution of inquiries.
- Coordinates the end-to-end recruitment requisition process and develops tailored recruitment strategies for regular employees, temporary staff, and interns, ensuring alignment with organizational workforce needs and timely talent acquisition.

- Leads full-cycle recruitment and selection process, including developing compelling job announcements, strategically advertising vacancies, and identifying the most effective sourcing methods to attract high-quality, best-fit candidates for the organization.
- Collaborates closely with hiring managers to design and implement innovative, cost-effective recruitment strategies tailored to attract top talent for high-level and hard-to-fill positions, ensuring alignment with organizational goals and workforce planning initiatives.
- Conducts in-depth research and analysis of recruitment policies, practices, and emerging trends, while maintaining up-to-date knowledge of relevant laws, regulations, and best practices in human resources management. Utilizes this expertise to support departmental goals, enhance operational efficiency, and ensure compliance across HR functions within the County.
- Conducts comprehensive wage and salary analyses to ensure internal equity, market competitiveness, and alignment with organizational compensation strategies.
- Designs and develops engaging marketing and promotional materials to support recruitment efforts, while actively expanding and diversifying outreach channels and community partnerships. Monitors, analyzes, and optimizes advertising expenditures to maximize return on investment and reach targeted talent pools effectively.
- Provides critical support throughout the recruitment and selection process, including posting job openings and advertisements, managing application intake and tracking, responding to candidate inquiries, and ensuring a seamless and organized applicant experience through effective use of tracking systems.
- Manages employee separation process, including conducting exit interviews, ensuring timely completion of all required documentation, and accurately maintaining separation data to support compliance and organizational insights.
- Assists the Human Resources Director with the systematic development and ongoing revision of job descriptions to accurately reflect roles and responsibilities, while conducting comprehensive job evaluations to determine appropriate pay grades that align with internal equity and market competitiveness.
- Oversees the accurate tracking and comprehensive reporting of Equal Employment Opportunity (EEO) data, while preparing, submitting, and effectively communicating the EEO-4 report and the EEO Plan to ensure compliance with regulatory requirements and promote workforce diversity.
- Serves as the dedicated case administrator for E-Verify, meticulously verifying employee documentation to ensure I-9 compliance, accurately entering data into the Department of Homeland Security system, and managing follow-up procedures for tentative non-confirmations in accordance with federal regulations.
- Prepares, analyzes, and presents a wide range of HR reports, including exit interview insights and turnover metrics. Utilizes data-driven analysis to develop and implement strategic recommendations aimed at reducing employee turnover and enhancing the overall employment experience within the County.
- Diligently maintains and safeguards the accuracy, consistency, and integrity of all HR data and processes, ensuring reliable information is available to support strategic decision-making and uphold compliance with organizational policies and regulatory standards.

- Provides strategic oversight and continuous improvement of HR internet pages to ensure content is accurate, user-friendly, and aligned with organizational branding and communication goals.
- Supports benefits administration by effectively promoting employee benefits programs to new hires and during open enrollment periods to maximize understanding and participation.
- Executes special projects as assigned by the Human Resources Director, applying strategic insight and attention to detail to support organizational goals and drive HR initiatives forward.
- Ensures the secure maintenance and strict confidentiality of employee personnel and functional records, safeguarding sensitive information in compliance with organizational policies and privacy regulations.
- Executes all duties with the utmost discretion and adherence to strict confidentiality standards, demonstrating thorough knowledge of and full compliance with HIPAA and HITECH privacy and security policies and regulations to protect sensitive information.
- Consistently performs all work duties and activities in strict alignment with County policies, procedures, and safety protocols, ensuring a safe, compliant, and efficient work environment.
- Leads end-to-end execution of the annual employee service awards program, including identifying eligible employees, coordinating with vendors for award procurement, organizing award ceremonies, and communicating with leadership to recognize employee achievements. Ensures program completion within budget and enhanced employee engagement.
- Accurately enters invoice data into multiple systems for approval, while collaborating closely with the auditing team to ensure financial accuracy and compliance.
- Performs other related duties as assigned.

SECONDARY FUNCTIONS

- Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity.
- Comprehend, interpret and convey to others the County's policies, practices, and procedures.
- Maintain records efficiently, accurately and confidentially and to prepare clear and concise reports.
- Establish and maintain effective working relationships with elected and appointed officials, other County employees, supervisory personnel, and the public.
- Operate standard office equipment, including a county computer using program applications appropriate to assigned duties.
- Communicate effectively both orally and in writing; Excellent problem solving abilities.
- Maintain strict confidentiality in all aspects of County Human Resources actions, records, practices, policies, and procedures; demonstrates a high regard for employee data and information under each Elected Official.
- Use logical and creative thought processes and critical thinking skills to develop solutions according to written specifications and/or oral instructions.

JOB SPECIFICATIONS

- Bachelor's degree from a four-year college or university in Human Resources, Accounting, Finance, Communications or Business or a closely related field preferred; and a minimum of five (5) years related HR generalist recruitment experience and/or training; or equivalent combination of education and experience.
- Public sector HR experience preferred but not required.
- HR Generalist certification is required within one year of employment.
- IMPA-HR, SPHR, PHR, SHRM-SCP, or SHRM-CP certificate preferred.
- Demonstrates exceptional professionalism and confidentiality
- Proficient with HRIS, Google, MS Office, PowerPoint, Web Based Internet/Intranet, File Management as well as Computer management.
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Must be able to pass a pre-employment background check.

PHYSICAL ABILITIES & WORKING CONDITIONS

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, hear within the normal range of conversation, and communicate in person and by telephone; Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and prepare and review a wide variety of written and electronic text materials; Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate computer equipment and standard office equipment; Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to stand and sit and work at a keyboard for an extended period of time and work in an office environment.

The person in this position is authorized access to such private information as a condition of employment to the extent necessary to perform their duties. As an employee of the county, employees are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. Employees must be very careful not to release this information to the public or to other individuals, including but not limited to county employees who have not been authorized or who do not have a legitimate organizational, departmental, or business need to know as described in Idaho Code Section 9 et.seq. Any questions regarding release of such information to another person should be directed to their supervisor, elected official, or their designee.

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

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

Signature: _____ Date: _____

Please Print Name: _____

DRAFT

JOB TITLE: HUMAN RESOURCES GENERALIST – TALENT ACQUISITION (TA)



Department: Human Resources
Supervisor: ~~HR~~ Human Resources Director
Supervision Exercised: None
Exempt Status: Exempt
Benefits Eligibility Status: Eligible
Elected Official Approval: 12/16/2025

SUMMARY

Under limited supervision, this position undertakes a diverse range of ~~HR~~ Human Resources (HR) related responsibilities, with a primary focus on coordinating recruitment to attract and secure top talent. Serving as the key resource for both internal and external applicants, the HR Generalist-~~TA~~ acts as the initial point of contact for HR inquiries, including recruitment processes, employee orientation, and various employee-related functions.

The role involves performing regular and recurring duties that carry a moderate level of complexity, requiring sound judgment to apply established policies and make decisions within clearly defined guidelines. While working independently, the HR Generalist-~~TA~~ operates under the guidance and direction of the Human Resources Director. This position requires effective communication and collaboration with individuals across the organization as well as with members of the public.

The work performed has a significant impact on departmental operations and influences cross-departmental functions throughout the County. The position frequently handles confidential and sensitive information, demanding the highest levels of discretion and professionalism. Typically, work is conducted in a professional office environment.

ESSENTIAL FUNCTIONS

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

- Serves as the primary point of contact for employees and the public, leveraging comprehensive knowledge of all HR functions to provide accurate information and ensure timely, appropriate referral and resolution of inquiries.
- Coordinates the end-to-end recruitment requisition process and develops tailored recruitment strategies for regular employees, temporary staff, and interns, ensuring alignment with organizational workforce needs and timely talent acquisition.

- Leads full-cycle recruitment and selection process, including developing compelling job announcements, strategically advertising vacancies, and identifying the most effective sourcing methods to attract high-quality, best-fit candidates for the organization.
- Collaborates closely with hiring managers to design and implement innovative, cost-effective recruitment strategies tailored to attract top talent for high-level and hard-to-fill positions, ensuring alignment with organizational goals and workforce planning initiatives.
- Conducts in-depth research and analysis of recruitment policies, practices, and emerging trends, while maintaining up-to-date knowledge of relevant laws, regulations, and best practices in human resources management. Utilizes this expertise to support departmental goals, enhance operational efficiency, and ensure compliance across HR functions within the County.
- Conducts comprehensive wage and salary analyses to ensure internal equity, market competitiveness, and alignment with organizational compensation strategies.
- Designs and develops engaging marketing and promotional materials to support recruitment efforts, while actively expanding and diversifying outreach channels and community partnerships. Monitors, analyzes, and optimizes advertising expenditures to maximize return on investment and reach targeted talent pools effectively.
- Provides critical support throughout the recruitment and selection process, including posting job openings and advertisements, managing application intake and tracking, responding to candidate inquiries, and ensuring a seamless and organized applicant experience through effective use of tracking systems.
- Manages employee separation process, including conducting exit interviews, ensuring timely completion of all required documentation, and accurately maintaining separation data to support compliance and organizational insights.
- Oversees Assists the Human Resources Director with the systematic development and ongoing revision of job descriptions to accurately reflect roles and responsibilities, while conducting comprehensive job evaluations to determine appropriate pay grades that align with internal equity and market competitiveness.
- Oversees the accurate tracking and comprehensive reporting of Equal Employment Opportunity (EEO) data, while preparing, submitting, and effectively communicating the EEO-4 report and the EEO Plan to ensure compliance with regulatory requirements and promote workforce diversity.
- Serves as the dedicated case administrator for E-Verify, meticulously verifying employee documentation to ensure I-9 compliance, accurately entering data into the Department of Homeland Security system, and managing follow-up procedures for tentative non-confirmations in accordance with federal regulations.
- Prepares, analyzes, and presents a wide range of HR reports, including exit interview insights, and turnover metrics, and budget status updates. Utilizes data-driven analysis to develop and implement strategic recommendations aimed at reducing employee turnover and enhancing the overall employment experience within the County.
- Diligently maintains and safeguards the accuracy, consistency, and integrity of all HR data and processes, ensuring reliable information is available to support strategic decision-making and uphold compliance with organizational policies and regulatory standards.

- Provides strategic oversight and continuous improvement of HR internet pages to ensure content is accurate, user-friendly, and aligned with organizational branding and communication goals.
- Supports benefits administration by ~~developing and distributing clear, engaging communication materials on benefits plans, policies, and procedures,~~ effectively promoting employee benefits programs to new hires and during open enrollment periods to maximize understanding and participation.
- Executes special projects as assigned by the Human Resources ~~Department Director,~~ applying strategic insight and attention to detail to support organizational goals and drive HR initiatives forward.
- Ensures the secure maintenance and strict confidentiality of employee personnel and functional records, safeguarding sensitive information in compliance with organizational policies and privacy regulations.
- Executes all duties with the utmost discretion and adherence to strict confidentiality standards, demonstrating thorough knowledge of and full compliance with HIPAA and HITECH privacy and security policies and regulations to protect sensitive information.
- Consistently performs all work duties and activities in strict alignment with County policies, procedures, and safety protocols, ensuring a safe, compliant, and efficient work environment.
- Leads end-to-end execution of the annual employee service awards program, including identifying eligible employees, ~~coordinating with vendors~~ for award procurement, organizing award ceremonies, and ~~communicating with leadership~~ to recognize employee achievements. Ensures program completion within budget and enhanced employee engagement.
- ~~Conducts thorough review and verification of billing records,~~ [A]ccurately enters ~~ing~~ ~~invoice~~ data into multiple systems for approval, while collaborating closely with the auditing team to ensure financial accuracy and compliance.
- Performs other related duties as assigned.

SECONDARY FUNCTIONS

- Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity.
- Comprehend, interpret and convey to others the County's policies, practices, and procedures.
- Maintain records efficiently, accurately and confidentially and to prepare clear and concise reports.
- Establish and maintain effective working relationships with elected and appointed officials, other County employees, supervisory personnel, ~~insurance carriers,~~ and the public.
- Operate standard office equipment, including a ~~personal county~~ computer using program applications appropriate to assigned duties.
- Communicate effectively both orally and in writing; Excellent problem solving abilities.
- Maintain strict confidentiality in all aspects of County Human Resources actions, records, practices, policies, and procedures; demonstrates a high regard for employee data and information under each Elected Official.

- Use logical and creative thought processes and critical thinking skills to develop solutions according to written specifications and/or oral instructions.

JOB SPECIFICATIONS

- Bachelor's degree from a four-year college or university in Human Resources, Accounting, Finance, Communications or Business or a closely related field preferred; and a minimum of five (5) years related HR generalist recruitment experience and/or training; or equivalent combination of education and experience.
- Public sector HR experience preferred but not required.
- HR Generalist certification is required within one year of employment.
- IMPA-HR, SPHR, PHR, SHRM-SCP, or SHRM-CP certificate preferred.
- Demonstrates exceptional professionalism and confidentiality
- Proficient with HRIS, Google, MS Office, PowerPoint, Web Based Internet/Intranet, File Management as well as Computer management.
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- ~~Background Check for hires are conducted by Bonner County Sheriff Office.~~
- Must be able to pass a pre-employment background check.

PHYSICAL ABILITIES & WORKING CONDITIONS

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, hear within the normal range of conversation, and communicate in person and by telephone; Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and prepare and review a wide variety of written and electronic text materials; Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate computer equipment and standard office equipment; Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to stand and sit and work at a keyboard for an extended period of time and work in an office environment.

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~~Background checks are conducted by Bonner County Sheriff's office~~

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

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

Signature: _____ Date: _____

Please Print Name: _____

DRAFT

December 23, 2025

Memorandum

HR
Item #2

To: Commissioners

From: Human Resources

Re: Human Resources Generalist Certification Pay

In accordance with Bonner County Personnel Policy Manual Policy 600.13 Certification Pay, the Human Resources (HR) Department is requesting a two-step pay increase, within the current pay grade, for the two HR Generalists who have obtained the required certification listed in their job description. The HR Generalists both obtained this professional certification in 2023.

This will result in both HR Generalists moving from Grade 10, Step 10 to Grade 10, Step 12. The financial impact to the HR Department's A-Budget for the rest of FY26 will depend on the effective date approved for the application of the certification pay:

1. Effective beginning of FY26 (10/17/25 paycheck): \$3,515.20 each for a total of a \$7,030.40 HR, A-Budget increase for the rest of the fiscal year.
2. Effective current pay period (12/26/25 paycheck): \$2,839.20 each for a total of a \$5,678.40 HR, A-Budget increase for the rest of the fiscal year.
3. Effective next pay period (01/09/26 paycheck): \$2,704.00 each for a total of a \$5,408.00 HR, A-Budget increase for the rest of the fiscal year.

Auditing Review: X

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

Risk Review: N/A

This item does not involve any property, equipment, vehicles, potential risk, or require a COI.

Legal Review: N/A

This item does not involve any contract, resolution, grant, or MOU.

Distribution: Original to
 Copy to

A suggested motion would be: **Based on the information before us I move to approve the certification pay for the two Human Resources Generalists effective for the pay day occurring on _____.**

Recommendation Acceptance: ☐ yes ☐ no _____ Date: _____

Brian Domke, Chairman

CERTIFICATE of TRAINING

This Acknowledges That

Rosemary Flynn

Has Successfully Completed HRcertification.com's

Certificate Program for HR Generalists

May 15 - 17, 2023 | Virtual



Mary Gormandy White, M.A., SHRM-SCP, SPHR

Certificate Program for HR Generalists provides 18 re-certification credits for the PHR/SPHR (612594) and SHRM (23-A45PK) designations. This Certificate of Training indicates that the individual named above has shown command of the materials presented in the program; it does not ensure nor guarantee that the individual named above will handle all real-life HR Generalist situations correctly or accurately.

CERTIFICATE of TRAINING

This Acknowledges That

Alysha Poteet

Has Successfully Completed HRcertification.com's

Certificate Program for HR Generalists

July 17-19, 2023 | VIRTUAL


Trisha A. Textor-Gerrity

Certificate Program for HR Generalists provides 18 re-certification credits for the PHR/SPHR (612594) and SHRM (23-A4SPK) designations. This Certificate of Training indicates that the individual named above has shown command of the materials presented in the program; it does not ensure nor guarantee that the individual named above will handle all real-life HR Generalist situations correctly or accurately.



Jonathan Holmgren <jonathan.holmgren@bonnercountyid.gov>

Auditing Review of HR Agenda Item for 12/23/25

3 messages

Jonathan Holmgren <jonathan.holmgren@bonnercountyid.gov>
To: Jessica Stephany <jessica.stephany@bonnercountyid.gov>

Tue, Dec 16, 2025 at 1:07 PM

Good afternoon, Jessica,

Per our conversation after the BOCC business meeting this morning, please see attached for the proposed HR agenda item for next Tuesday's BOCC meeting. This item is for requesting the BOCC approval of certification pay in accordance with the current Policy 600.13.

I've outlined three possible options for the BOCC for the approval/effective date of the application of the certification pay, and I've listed what the financial impact would be for the rest of FY26 for the HR Dept A-Budget.

I'd appreciate your feedback as to whether or not there are funds available for this item within the current overall county budget.

My goal is to get this item to the BOCC Staff by their agenda item submission deadline of 3:00 pm today.

Please let me know if you have any questions.

Best regards,
Jonathan Holmgren
Director
Bonner County, Human Resources Department
o: (208) 265-1456
c: (208) 597-3066
jonathan.holmgren@bonnercountyid.gov



CONFIDENTIALITY NOTICE. The information contained in this email may be privileged, confidential, or otherwise protected from disclosure. It is intended only for the use of the person(s) named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution, or duplication of this communication is strictly prohibited, and you are asked to notify the sender and destroy all copies of the original message. In addition, be advised that any message addressed to this agency's domain is subject to archiving and review by persons other than the intended recipient.



HR Dept Agenda Item 2 Memo 23DEC25.docx
31K

Jessica Stephany <jessica.stephany@bonnercountyid.gov>
To: Jonathan Holmgren <jonathan.holmgren@bonnercountyid.gov>

Tue, Dec 16, 2025 at 1:25 PM

Auditing can identify available funds within the benchmarking money that was set aside. Since these positions were a part of that, it seems reasonable to use those funds for this adjustment if approved by the BOCC.

Jessica Stephany

Comptroller - Chief Deputy Clerk

12/16/25, 1:27 PM

Bonner County Mail - Auditing Review of HR Agenda Item for 12/23/25

Bonner County

1500 Highway 2, Suite 336

Sandpoint, ID 83864

Phone: 208-265-1437 ext 1313

[Quoted text hidden]

Jonathan Holmgren <jonathan.holmgren@bonnercountyid.gov>
To: Jessica Stephany <jessica.stephany@bonnercountyid.gov>

Tue, Dec 16, 2025 at 1:27 PM

Hello Jessica,

Received; thank you!

Best regards,
Jonathan Holmgren
Director
Bonner County, Human Resources Department
o: (208) 265-1456
c: (208) 597-3066
jonathan.holmgren@bonnercountyid.gov



CONFIDENTIALITY NOTICE. The information contained in this email may be privileged, confidential, or otherwise protected from disclosure. It is intended only for the use of the person(s) named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution, or duplication of this communication is strictly prohibited, and you are asked to notify the sender and destroy all copies of the original message. In addition, be advised that any message addressed to this agency's domain is subject to archiving and review by persons other than the intended recipient.

[Quoted text hidden]



Bonner County

Board of Commissioners

Brian Domke

Asia Williams

Ron Korn

December 23, 2025

Memorandum

Risk
Item #1

To: Commissioners

From: Risk

Re: SIF workers compensation renewal

The Risk Department seeks to renew the 1/1/26 to 12/31/26 workers compensation insurance with State Insurance Fund.

The base premium is \$356,818 but is subject to change when the hour and pay audit is completed and the premium is adjusted to actual payroll. The tort fund has a budget of \$500,000 for workers compensation insurance.

Historically, our premiums have been over \$450,000-\$600,000 a year. For 2026, Bonner County is paying a reduced premium with the Drug and Alcohol program credit (\$20,606) and a premium discount (\$39,883) due to a lower Mod Rate of 0.87 from the current 1.17 Mod rate.

Auditing Review: ☒

APPROVED

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

Risk Review: ☒

APPROVED

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

Legal Review: _____

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

Distribution: _____ Original to risk
_____ Copy to Auditing

A suggested motion would be: **Based on the information before us I move to approve renewal of workers compensation insurance with the State Insurance Fund.**

Recommendation Acceptance: ☐ yes ☐ no _____ Date: _____

Brian Domke, Chairman



December 1, 2025

Bonner County
521 S Division Ave Ste 202
Sandpoint, ID 83864-2092

Policy # 37050

Workers' Compensation Policy Renewal

Your workers' compensation policy is scheduled to renew on 01/01/2026. Please review the enclosed renewal documents for accuracy. If there are no changes to report, your policy will renew as scheduled.

Please note:

- No payment is due at this time. Any balance due will be invoiced after the policy is renewed.
- The payroll shown on the following Extension of Information is an estimate only. Any adjustments will be made once the annual payroll is collected for the policy term.
- To update any information, please contact us with any changes as soon as possible. Changes may include information like employee payroll, contact information, ownership changes, etc.

If you have any questions, please contact our Customer Relations Team.

Sincerely,

Customer Relations Team
(208) 332-2137
CRT@idahosif.org



Workers Compensation and Employers Liability Insurance Policy

Policy Number: 37050

Policy Period: 01/01/2026 - 01/01/2027

Information Page			
1. Named Insured and Address Bonner County 521 S Division Ave Ste 202 Sandpoint, ID 83864-2092		Agency Information Direct Policy	
Carrier No.	FEIN	Risk ID	Entity Type
19992	82-6000285	915116388	Public Entity
Additional Workplaces not shown above: Refer to Schedule of Locations Endorsement WC 99 06 02 (01-06)			

2. The Policy Period is from 01/01/2026 to 01/01/2027 12:01 A.M. at the insured's mailing address.
3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: IDAHO
- B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3.A. The limits of our liability under part Two are:
- | | | |
|---------------------------|--------------|---------------|
| Bodily Injury by Accident | \$500,000.00 | each accident |
| Bodily Injury by Disease | \$500,000.00 | policy limit |
| Bodily Injury by Disease | \$500,000.00 | each employee |
- C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here: NONE
- D. This policy includes these endorsements and schedules: SEE ATTACHED SCHEDULE OF ENDORSEMENTS
4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All Information required below is subject to verification and change by audit.

SEE ATTACHED CLASSIFICATIONS OF OPERATIONS

Minimum Premium \$475.00

Total Written Premium \$356,818.00

Deposit Premium/Initial Installment \$89,205.00

Underwriter: Chris Edwards
Policy Declaration Number: 36835165

Katie Farnell
Authorized Representative



Workers Compensation and Employers Liability Insurance Policy

Policy Number: 37050

Named Insured: Bonner County

Agency Name: Direct Policy

Extension of Information Page Classification of Operations

Class Description	Class Code	Exposure	Rate Per \$100 of Remuneration	Estimated Written Premium
Period - 01/01/2026 to 01/01/2027				
INSURED: Bonner County				
Bonner County 521 S Division Ave Ste 202 Sandpoint				
TREE PRUNING, SPRAYING, REPAIRING -- ALL OPERATIONS & DRIVERS	0106	\$48,522	8.098	\$3,929
STREET OR ROAD CONSTRUCTION: PAVING OR REPAVING & DRIVERS	5506	\$2,510,347	3.959	\$99,385
LANDFILLS	6217	\$940,334	3.688	\$34,680
AVIATION: ALL OTHER EMPLOYEES & DRIVERS	7403	\$169,850	2.399	\$4,075
AVIATION - TRANSPORTATION OF PERSONNEL IN CONDUCT OF EMPLOYER'S BUSINESS - FLYING CREW	7421	0	0.442	\$0
SEARCH & RESCUE PAID UNDER \$300/YR	7711	0	4.115	\$0
POLICE OFFICERS & DRIVERS	7720	\$7,737,659	3.335	\$258,051
VOLPOLICE-PAID UNDER \$300/YR PER PERSON	7720	0	3.335	\$0
JURORS	8742	0	0.220	\$0
CLERICAL OFFICE EMPLOYEES NOC	8810	\$7,060,677	0.117	\$8,261
ELECTION OFFICIALS	8810	\$233,780	0.117	\$274
COUNTY COMMISSIONERS	8811	\$285,932	0.087	\$249
COMMUNITY SERVC WORKERS/HOURS X MIN WAGE	8818	0	2.583	\$0
ATTORNEY-ALL EMPLOYEES & CLERICAL, MESSENGERS, DRIVERS	8820	\$2,539,019	0.112	\$2,844
CORONERS-NOT EMPLOYED BY POLICE DEPT	8832	\$85,704	0.285	\$244
OFFICE BUILDING JANITORS	9015	\$256,044	2.622	\$6,713
PARK NOC-ALL EMPLOYEES & DRIVERS	9102	\$265,160	2.475	\$6,563
MUNICIPAL, TOWNSHIP, COUNTY OR STATE EMPLOYEE NOC	9410	\$2,880,519	1.283	\$36,957
Bonner County Fair Association 521 S Division Ave Ste 202 Sandpoint				
FAIR BOARD COMMISSIONERS	8811	0	0.087	\$0
FAIRGROUND OPERATIONS	9016	\$431,621	1.787	\$7,713
Total Manual Premium				\$469,938
Employers Liability Limits			0.008	\$3,760
Experience Modification Premium			0.87	(\$61,581)
Drug and Alcohol Free Workplace Credit Premium			0.95	(\$20,606)



Workers Compensation and Employers Liability Insurance Policy

Policy Number: 37050

Named Insured: Bonner County

Agency Name: Direct Policy

Total Standard Premium		\$391,511
Premium Discount	0.1019	(\$39,883)
Expense Constant		\$100
Terrorism	0.010	\$2,545
Catastrophe (Other Than Certified Acts of Terrorism)	0.010	\$2,545
Total Written Premium		\$356,818

DRAFT



Workers Compensation and Employers Liability Insurance Policy

Policy Number: 37050
Named Insured: Bonner County
Agency Name: Direct Policy

Schedule of Endorsements

State	Form Number	Form Title
ID	UW645	Schedule of Endorsements
ID	UW646	Schedule of Locations
ID	UW521	Terrorism Endorsement
ID	UW644	Extension of Information Page Classification of Operations
ID	UW519	Drug Free Workplace Endorsement
ID	UW413	Policy Information Page
ID	UW547	Premium Discount Endorsement
ID	UW665	Schedule of Billing/Reporting
ID	UW558	Premium Amendatory Endorsement
ID	UW556	Volunteer Endorsement Public Policy
ID	UW557	Catastrophe Premium Endorsement
ID	UW648	Renewal Cover Letter
ID	UW555	90 Day Reporting Requirement-Ownership
ID	UW508	Experience Modifier Change



Workers Compensation and Employers Liability Insurance Policy

Policy Number: 37050

Named Insured: Bonner County

Agency Name: Direct Policy

Schedule of Locations

Location Address

4002 Samuelson Ave, Sandpoint ID 83864

65 N Riley Creek Rd, Laclede ID 83841

521 S Division Ave Ste 202, Sandpoint ID 83864-2092

521 S Division Ave Ste 202, Sandpoint ID 83864-2092

215 S 1st Ave, Sandpoint ID 83864

1501 Hwy 2, Sandpoint ID 83864

4203 N Boyer Ave, Sandpoint ID 83864

4001 N Boyer Ave, Sandpoint ID 83864

DRAFT



Policy Number: 37050 - 01/01/2026

INSURED

Bonner County
521 S Division Ave Ste 202
Sandpoint, ID 83864-2092

ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY TO WHICH IT IS ATTACHED AND IS
EFFECTIVE ON THE DATE ISSUED UNLESS OTHERWISE STATED

Volunteer Endorsement

This policy provides workers compensation coverage under the Idaho Workers Compensation Act for individuals who volunteer for a public employer as defined by Idaho Code § 72-205.

DISCLAIMER: Although SIF is extending workers' compensation coverage for volunteers, the Idaho Supreme Court has not ruled that the exclusive remedy as stated in Idaho Code § 72-201 applies to volunteers.

Endorsement Effective: 01/01/2026

Policy No: 37050

Endorsement No.
Premium

Insured: Bonner County

Insurance Company: State Insurance Fund

WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY
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WC990315



Workers Compensation and Employers Liability Insurance Policy

Policy Number: 37050
Named Insured: Bonner County
Agency Name: Direct Policy

Schedule of Billing/Reporting

Number of Installments	Bill Date	Premium Amount
1	01/01/2026	\$89,205.00
2	03/11/2026	\$89,204.00
3	05/11/2026	\$89,204.00
4	07/11/2026	\$89,205.00

Issue Date: Dec 1, 2025

WC 99 06 03



Policy Number: 37050 - 01/01/2026

INSURED

Bonner County
521 S Division Ave Ste 202
Sandpoint, ID 83864-2092

ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY TO WHICH IT IS ATTACHED AND IS EFFECTIVE ON THE DATE ISSUED UNLESS OTHERWISE STATED

TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT DISCLOSURE ENDORSEMENT

This endorsement addresses the requirements of the Terrorism Risk Insurance Act of 2002 as amended and extended by the Terrorism Risk Insurance Program Reauthorization Act of 2019. It serves to notify you of certain limitations under the Act, and that your insurance carrier is charging premium for losses that may occur in the event of an Act of Terrorism.

Your policy provides coverage for workers compensation losses caused by Acts of Terrorism, including workers compensation benefit obligations dictated by state law. Coverage for such losses is still subject to all terms, definitions, exclusions, and conditions in your policy, and any applicable federal and/or state laws, rules, or regulations.

Definitions

The definitions provided in this endorsement are based on and have the same meaning as the definitions in the Act. If words or phrases not defined in this endorsement are defined in the Act, the definitions in the Act will apply.

"Act" means the Terrorism Risk Insurance Act of 2002, which took effect on November 26, 2002, and any amendments thereto, including any amendments resulting from the Terrorism Risk Insurance Program Reauthorization Act of 2019.

"Act of Terrorism" means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States as meeting all of the following requirements:

- a. The act is an act of terrorism.
- b. The act is violent or dangerous to human life, property or infrastructure.
- c. The act resulted in damage within the United States, or outside of the United States in the case of the premises of United States missions or certain air carriers or vessels.
- d. The act has been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.



"Insured Loss" means any loss resulting from an act of terrorism (and, except for Pennsylvania, including an act of war, in the case of workers compensation) that is covered by primary or excess property and casualty insurance issued by an insurer if the loss occurs in the United States or at the premises of United States missions or to certain air carriers or vessels.

"Insurer Deductible" means, for the period beginning on January 1, 2021, and ending on December 31, 2027, an amount equal to 20% of our direct earned premiums, during the immediately preceding calendar year.

Limitation of Liability

The Act limits our liability to you under this policy. If aggregate Insured Losses exceed \$100,000,000,000 in a calendar year and if we have met our Insurer Deductible, we are not liable for the payment of any portion of the amount of Insured Losses that exceeds \$100,000,000,000; and for aggregate Insured Losses up to \$100,000,000,000, we will pay only a pro rata share of such Insured Losses as determined by the Secretary of the Treasury.

Policyholder Disclosure Notice

1. Insured Losses would be partially reimbursed by the United States Government. If the aggregate industry Insured Losses occurring in any calendar year exceed \$200,000,000, the United States Government would pay 80% of our Insured Losses that exceed our Insurer Deductible.
2. Notwithstanding item 1 above, the United States Government will not make any payment under the Act for any portion of Insured Losses that exceed \$100,000,000.
3. The premium charge for the coverage your policy provides for Insured Losses is indicated in the amount shown in Item 4 of the Information Page or in the Schedule below.

Schedule		
State	Rate	Premium
ID	0.01	\$2,545.00

Endorsement Effective: 01/01/2026

Policy No: 37050

Endorsement No.

Insured: Bonner County

Premium

Insurance Company: State Insurance Fund

WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY
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WC 00 04 22 C



Policy Number: 37050 - 01/01/2026

INSURED

Bonner County
521 S Division Ave Ste 202
Sandpoint, ID 83864-2092

ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY TO WHICH IT IS ATTACHED AND IS EFFECTIVE ON THE DATE ISSUED UNLESS OTHERWISE STATED

CATASTROPHE (OTHER THAN CERTIFIED ACTS OF TERRORISM) PREMIUM ENDORSEMENT

This endorsement is notification that we are charging premium to cover the losses that may occur in the event of a Catastrophe (Other Than Certified Acts of Terrorism) as that term is defined below. Your policy provides coverage for workers compensation losses caused by a Catastrophe (Other Than Certified Acts of Terrorism). Coverage for such losses is subject to all terms, definitions, exclusions, and conditions in your policy, and any applicable federal and/or state laws, rules, or regulations. This premium charge does not provide funding for Certified Acts of Terrorism contemplated under the Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement attached to this policy.

For purposes of this endorsement, Catastrophe (Other Than Certified Acts of Terrorism) is defined as: A single event or peril resulting in a group of claims with aggregate workers compensation losses in excess of \$50 million. This \$50 million threshold applies per occurrence, across all states for which claims arise from a single event or peril.

The premium charge for the coverage your policy provides for workers compensation losses caused by a Catastrophe (Other Than Certified Acts of Terrorism) is shown in Item 4 of the Information Page or in the Schedule below.

Schedule

State	Rate	Premium
ID	0.01	\$2545.00

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective: 01/01/2026

Policy No: 37050

Endorsement No.

Insured: Bonner County

Premium

Insurance Company: State Insurance Fund

WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY
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WC 00 04 21 F



Policy Number: 37050 - 01/01/2026

INSURED

Bonner County
521 S Division Ave Ste 202
Sandpoint, ID 83864-2092

ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY TO WHICH IT IS ATTACHED AND IS
EFFECTIVE ON THE DATE ISSUED UNLESS OTHERWISE STATED

PART FIVE - PREMIUM AMENDATORY ENDORSEMENT

This endorsement amends Part Five --Premium of the policy as follows:

Part Five - Premium, Section A. (Our Manuals) is replaced by the following provision:

A. Our Manuals

All premium for this policy will be determined by our manuals of rules, rates and loss costs (as applicable), rating plans, forms, endorsements, and classifications, and such manuals are expressly incorporated by reference into, and apply to, this policy and any renewals (our manuals). As used in this policy and any renewals, our manuals means manuals that have been:

1. Developed in any format and filed by the state-designated workers compensation rating or advisory organization on our behalf with the appropriate state insurance regulatory authority; or
2. Developed in any format and filed by the respective state rating bureau on our behalf with the appropriate state insurance regulatory authority; or
3. Developed in any format and filed by us with the appropriate state insurance regulatory authority; and
4. For each or any of the three scenarios above, the manuals also must be approved for use by the appropriate state insurance regulatory authority, or as otherwise authorized by law as applicable.

We may change our manuals and apply the changes to this policy and any renewals if such manual changes are approved for use by the appropriate state insurance regulatory authority, or as otherwise authorized by law as applicable.

Part Five - Premium, Section D. (Premium Payments) is replaced by the following provision:

D. Premium Payments

You will pay all premium when due. You will pay the premium even if part or all of a workers compensation law is not valid. The due date for audit and retrospective premiums is the due date specified in the billing for the policy.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective: 01/01/2026

Policy No: 37050

Endorsement No.
Premium

Insured: Bonner County

Insurance Company: State Insurance Fund



Policy Number: 37050 - 01/01/2026

INSURED

Bonner County
521 S Division Ave Ste 202
Sandpoint, ID 83864-2092

ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY TO WHICH IT IS ATTACHED AND IS EFFECTIVE ON THE DATE ISSUED UNLESS OTHERWISE STATED

PREMIUM DISCOUNT ENDORSEMENT

The premium for this policy and the policies, if any, listed in Item 3 of the Schedule may be eligible for a discount. This endorsement shows your estimated discount in Items 1 or 2 of the Schedule. The final premium discount will be determined by our manuals and your premium basis as determined by audit. Premium subject to retrospective rating is not subject to premium discount.

Schedule

1. State

Estimated Eligible Premium

ID	0	0.091	0.113	0.123
	First \$10,000.00	Next \$190,000.0	Next \$1,550,000	Balance

2. Average percentage discount: 10 %

3. Other policies: 648526

4. If there are no entries in Items 1, 2 and 3 of the Schedule, see the Premium Discount Endorsement attached to your policy number:

Endorsement Effective: 01/01/2026

Policy No: 37050

Endorsement No.
Premium

Insured: Bonner County

Insurance Company: State Insurance Fund

WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY
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WC000406A



Policy Number: 37050 - 01/01/2026

INSURED

Bonner County
521 S Division Ave Ste 202
Sandpoint, ID 83864-2092

ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY TO WHICH IT IS ATTACHED AND IS
EFFECTIVE ON THE DATE ISSUED UNLESS OTHERWISE STATED

EXPERIENCE MODIFICATION CHANGE ENDORSEMENT

The experience modifier on this policy period has changed. The following is the new
experience modifier information for the policy period

Effective Date	Expiration Date	Factor	Anniversary Rating Date	NCCI Risk
01/01/2026	01/01/2027	0.87	01/01/2026	915116388

Endorsement Effective: 01/01/2026

Policy No: 37050

Endorsement No.

Insured: Bonner County

Premium

Insurance Company: State Insurance Fund

WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY
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WC890406



Policy Number: 37050 - 01/01/2026

INSURED

Bonner County
521 S Division Ave Ste 202
Sandpoint, ID 83864-2092

ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY TO WHICH IT IS ATTACHED AND IS EFFECTIVE ON THE DATE ISSUED UNLESS OTHERWISE STATED

IDAHO ALCOHOL AND DRUG-FREE WORKPLACE PREMIUM CREDIT ENDORSEMENT

This endorsement provides notice that the premium for your policy may be affected by the Idaho Alcohol and Drug-Free Workplace Premium Credit program.

The Idaho Department of Insurance has approved the use of up to a 5% premium credit in the voluntary market and a flat 5% premium credit in the assigned risk market if you have established and maintain a qualifying alcohol and drug-free workplace program.

We will determine your eligibility for this premium credit either during the policy period or at the time your final premium audit is processed.

To allow a credit, we must receive a written statement from you certifying that you have established and maintain an alcohol and drug-free workplace program. Your program must meet the requirements of Sections 72-1701 through 72-1715 of the Idaho Code. We have the right to require additional information to verify that you have established and maintain a qualifying program.

The determination that you have a qualifying program must be made each year that you receive the premium credit.

Minimum premium policies are not eligible for this premium credit.

Endorsement Effective: 01/01/2026

Policy No: 37050

Endorsement No.
Premium

Insured: Bonner County

Insurance Company: State Insurance Fund

WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY
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WC110402



Policy Number: 37050 - 01/01/2026

INSURED

Bonner County
521 S Division Ave Ste 202
Sandpoint, ID 83864-2092

ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY TO WHICH IT IS ATTACHED AND IS
EFFECTIVE ON THE DATE ISSUED UNLESS OTHERWISE STATED

90-DAY REPORTING REQUIREMENT - NOTIFICATION OF CHANGE IN OWNERSHIP ENDORSEMENT

You must report any change in ownership to us in writing within 90 days of the date of the change. Change in ownership includes sales, purchases, other transfers, mergers, consolidations, dissolutions, formations of a new entity, and other changes provided for in the applicable experience rating plan. Experience rating is mandatory for all eligible insureds. The experience rating modification factor, if any, applicable to this policy, may change if there is a change in your ownership or in that of one or more of the entities eligible to be combined with you for experience rating purposes.

Failure to report any change in ownership, regardless of whether the change is reported within 90 days of such change, may result in revision of the experience rating modification factor used to determine your premium.

This reporting requirement applies regardless of whether an experience rating modification is currently applicable to this policy.

Endorsement Effective: 01/01/2026

Policy No: 37050

Endorsement No.

Insured: Bonner County

Premium

Insurance Company: State Insurance Fund



Bonner County
Board of Commissioners

Brian Domke

Asia Williams

Ron Korn

December 23, 2025

CLERK
Item #1

MEMORANDUM

To: Bonner County Commissioners

Re: FY26 Claims in Batch #12

The Auditor's Office presented the FY26 Claims Batch #12, **Totaling \$214,875.60**

A suggested Motion would be: Based on the information before us, I move to approve payment of the FY26 Claims in Batch #12, totaling \$214,875.60

Recommendation Acceptance: ☐ Yes ☐ No

Brian Domke, Chair

Date

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 12/18/2025 WARRANT: boc1226 AMOUNT: \$ 214,875.60

COMMISSIONER'S APPROVAL REPORT

DRAFT

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: boc1226 12/18/2025

DUE DATE: 01/31/2026

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
4960 ACCESS	1 006 7860	00001		INV	12/16/2025	11927434	185401	
		DISTCT		MISCEXPENS		129.60		
		Invoice Net				129.60		
				CHECK		TOTAL 129.60		-----
6499 AIRGAS INC	1 002 7750	00001		INV	12/16/2025	9167508385	185357	
	2 002 7422	RD&BR GEN		SHIPANDFRT		28.90		
		RD&BR GEN		REPHEQUIP		100.02		
		Invoice Net				128.92		
				CHECK		TOTAL 128.92		-----
79 ALLWEST TESTING AND EN	1 002 8510	00001		INV	12/16/2025	243732	185356	
		RD&BR GEN		BST SURFAC		184.00		
		Invoice Net				184.00		
				CHECK		TOTAL 184.00		-----
1817 ALSCO	1 006 7430	00001		INV	12/12/2025	LSPO2892628	185251	
		DISTCT		REPBLDGS		257.54		
		Invoice Net				257.54		
				CHECK		TOTAL 257.54		-----
4700 AMAZON CAPITAL SERVICE	1 03462 6610	00001		INV	12/15/2025	1FDD-FGCX-XPXX	185261	
		JAILKITCH		KITCHEN		39.96		
		Invoice Net				39.96		
4700 AMAZON CAPITAL SERVICE	1 03461 6530	00001		INV	12/15/2025	1W17-KFFL-RLL7	185262	
		JAILDETENT		OFFICE		31.86		
		Invoice Net				31.86		
4700 AMAZON CAPITAL SERVICE	1 03462 6610	00001		INV	12/15/2025	1LF9-G61C-FD94	185263	
		JAILKITCH		KITCHEN		20.96		
		Invoice Net				20.96		
4700 AMAZON CAPITAL SERVICE	1 03461 6530	00001		INV	12/15/2025	1FVQ-M6R4-3NR3	185271	
		JAILDETENT		OFFICE		28.99		
		Invoice Net				28.99		
4700 AMAZON CAPITAL SERVICE	1 005 6530	00001		INV	12/12/2025	1KKL-7GH9-RPNP	185273	
	2 00608 8590	DRUGCT		OFFICE		12.68		
	3 006 6530	DISTCTSECU		EQUIPMENT		41.46		
		DISTCT		OFFICE		591.48		
		Invoice Net				645.62		
4700 AMAZON CAPITAL SERVICE	1 00823 6530	00001		INV	12/15/2025	1RY4-RDRK-J447	185331	
		911TECH		OFFICE		69.99		
		Invoice Net				69.99		
4700 AMAZON CAPITAL SERVICE	1 03457 8650	00001		INV	12/15/2025	1CHL-MNG3-F6X4	185333	
		SHERAUTO		TOOLSSML		597.91		
		Invoice Net				597.91		
4700 AMAZON CAPITAL SERVICE	1 03461 6530	00001		CRM	12/15/2025	17ML-T7HV-JCTV	185334	
		JAILDETENT		OFFICE		-37.99		
		Invoice Net				-37.99		

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: boc1226 12/18/2025

DUE DATE: 01/31/2026

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
4700	AMAZON CAPITAL SERVICE	00001		INV	12/15/2025	1XH4-4WXC-CFHF	185335	
	1 03479 7040		MARINE PTR	REPAIR		10.39		
			Invoice Net			10.39		
4700	AMAZON CAPITAL SERVICE	00001		INV	12/15/2025	1LRT-G4C7-KHCP	185337	
	1 03461 6530		JAILDETENT	OFFICE		63.96		
			Invoice Net			63.96		
4700	AMAZON CAPITAL SERVICE	00001		INV	12/16/2025	1JVM-Y17T-MNGM	185351	
	1 03450 7430		SHERADMIN	REPLDGS		9.34		
			Invoice Net			9.34		
4700	AMAZON CAPITAL SERVICE	00001		INV	12/16/2025	1XVG-73MR-N719	185361	
	1 03457 8650		SHERAUTO	TOOLSSML		179.95		
			Invoice Net			179.95		
4700	AMAZON CAPITAL SERVICE	00001		INV	12/16/2025	1GRJ-WVJJ-ND6T	185363	
	1 03451 6530		SHERCLCREC	OFFICE		117.72		
			Invoice Net			117.72		
4700	AMAZON CAPITAL SERVICE	00001		INV	12/16/2025	1WGN-HFQG-NRV1	185395	
	1 03479 6530		MARINE PTR	OFFICE		39.88		
			Invoice Net			39.88		
			CHECK TOTAL			1,818.54		-----
5077	AMERICAN WEST INDUSTRI	00001		INV	12/16/2025	31402	185393	
	1 002 7750		RD&BR GEN	SHIPANDFRT		9.73		
	2 002 7418		RD&BR GEN	REPHTRUCKS		278.07		
			Invoice Net			287.80		
			CHECK TOTAL			287.80		-----
5109	AMERIGAS PROPANE LP	00001		INV	12/17/2025	3184607561	185428	
	1 002 6880		RD&BR GEN	FUELFORHEA		2,447.75		
			Invoice Net			2,447.75		
			CHECK TOTAL			2,447.75		-----
4980	AT&T MOBILITY	00002		INV	12/10/2025	EDQ112025	185131	
	1 02381 6980		LOCAL	OTHER UTIL		257.60		
	2 01110 6900		EMERGMGT	CELL PHONE		110.40		
			Invoice Net			368.00		
			CHECK TOTAL			368.00		-----
6228	AVERTEST	00001		INV	12/16/2025	S-INV059345	185425	
	1 005 6820		DRUGCT	DRUGTESTIN		60.00		
			Invoice Net			60.00		
			CHECK TOTAL			60.00		-----
1900	AVISTA UTILITIES	00001		INV	12/15/2025	5066940000Dec25	185348	
	1 038 6930		WATER	ELECTRIC		21.67		
			Invoice Net			21.67		
1900	AVISTA UTILITIES	00001		INV	12/16/2025	7479400000Dec25	185355	
	1 002 6930		RD&BR GEN	ELECTRIC		654.42		

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TREASURER ACCT/WARRANT ACCT

WARRANT: boc1226 12/18/2025

DUE DATE: 01/31/2026

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	2 002 6880		RD&BR GEN	FUELFORHEA		737.94		
			Invoice Net			1,392.36		
1900 AVISTA UTILITIES		00001	INV	12/16/2025		855520000DEC25	185402	
1 00118 6930		GENEXP	ELECTRIC			2,700.06		
2 00118 6980		GENEXP	OTHER UTIL			536.29		
		Invoice Net				3,236.35		
1900 AVISTA UTILITIES		00001	INV	12/16/2025		8099830000DEC25	185404	
1 030 6980		PARKS	OTHER UTIL			37.43		
		Invoice Net				37.43		
1900 AVISTA UTILITIES		00001	INV	12/16/2025		3404270000DEC25	185405	
1 00118 6930		GENEXP	ELECTRIC			267.17		
2 00118 6980		GENEXP	OTHER UTIL			239.50		
		Invoice Net				506.67		
		CHECK TOTAL				5,194.48		-----
5238 BARBED K CUSTOM ETCHIN		00001	INV	12/17/2025		2114	185441	
1 03461 6530		JAILDETENT	OFFICE			45.00		
		Invoice Net				45.00		
		CHECK TOTAL				45.00		-----
6143 WARREN RESORT HOTELS O		00001	INV	12/15/2025		83147	185346	
1 03473 7700		JUST-PA	CONTINGENC			110.00		
		Invoice Net				110.00		
		CHECK TOTAL				110.00		-----
5130 BLUE TO GOLD		00001	INV	12/15/2025		BTG-PFLLS-1540471	185269	
1 03453 6490		SHERPATROL	EDUCATION			395.00		
		Invoice Net				395.00		
		CHECK TOTAL				395.00		-----
3830 BONNER COUNTY DAILY BE		00001	INV	12/15/2025		0000043078-11122025	185326	
1 00119 7690		PERSONNEL	ADVERTISE			225.00		
		Invoice Net				225.00		
3830 BONNER COUNTY DAILY BE		00001	INV	12/15/2025		224512DEC25	185341	
1 03473 6520		JUST-PA	DUES			280.02		
		Invoice Net				280.02		
		CHECK TOTAL				505.02		-----
111 BONNER MALL LLC		00001	INV	12/12/2025		JAN26	185222	
1 01261 7660		MOTVEHSDP	RTOTHER			1,418.71		
		Invoice Net				1,418.71		
		CHECK TOTAL				1,418.71		-----
2103 BROWN'S NORTHSIDE		00001	INV	12/12/2025		S172193	185235	
1 00355 7420		AIRSANDPT	REPEQUIP			149.07		
		Invoice Net				149.07		
2103 BROWN'S NORTHSIDE		00001	INV	12/12/2025		S172246	185236	

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TREASURER ACCT/WARRANT ACCT

WARRANT: boc1226 12/18/2025

DUE DATE: 01/31/2026

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	1 00355 7420		AIRSANDPT	REPEQUIP		213.80		
			Invoice Net			213.80		
2103 BROWN'S NORTHSIDE	00001		INV	12/12/2025		5172197	185238	
1 00355 7420		AIRSANDPT	REPEQUIP			224.82		
		Invoice Net				224.82		
2103 BROWN'S NORTHSIDE	00001		INV	12/16/2025		5172260	185358	
1 002 7422		RD&BR GEN	REPHEQUIP			931.58		
		Invoice Net				931.58		
			CHECK TOTAL			1,519.27		-----
965 CANON FINANCIAL SERVIC	00001		INV	12/12/2025		42328086	185305	
1 023 9350		SOL WASTE	CAP - LEAS			95.50		
2 023 6530		SOL WASTE	OFFICE			101.60		
		Invoice Net				197.10		
965 CANON FINANCIAL SERVIC	00001		INV	12/15/2025		42328074	185328	
1 00119 9350		PERSONNEL	CAP - LEAS			262.00		
2 00119 6530		PERSONNEL	OFFICE			51.21		
3 00127 6530		RISK MGMT	OFFICE			14.63		
		Invoice Net				327.84		
965 CANON FINANCIAL SERVIC	00001		INV	01/01/2026		42328078	185329	
1 01261 9350		MOTVEHSDP	CAP - LEAS			142.00		
2 01261 6790		MOTVEHSDP	COPY MACH			3.40		
3 01261 6790		MOTVEHSDP	COPY MACH			6.42		
		Invoice Net				151.82		
965 CANON FINANCIAL SERVIC	00001		INV	01/01/2026		42328079	185339	
1 01262 9350		MOTVEHPR	CAP - LEAS			39.00		
2 01262 6790		MOTVEHPR	COPY MACH			4.61		
		Invoice Net				43.61		
965 CANON FINANCIAL SERVIC	00001		INV	12/16/2025		42328088	185362	
1 020 9350		REVAL	CAP - LEAS			377.00		
2 020 6790		REVAL	COPY MACH			149.15		
		Invoice Net				526.15		
965 CANON FINANCIAL SERVIC	00001		INV	12/16/2025		42328089	185418	
1 004 9350		ELECTIONS	CAP - LEAS			164.00		
2 004 7420		ELECTIONS	REPEQUIP			42.47		
		Invoice Net				206.47		
965 CANON FINANCIAL SERVIC	00001		INV	12/17/2025		42328074(2)	185443	
1 027 6530		WEEDS	OFFICE			7.32		
		Invoice Net				7.32		
			CHECK TOTAL			1,460.31		-----
966 CANON USA INC	00001		INV	12/11/2025		6014164519	185212	
1 03473 7410		JUST-PA	REPOFFICE			108.05		
		Invoice Net				108.05		
966 CANON USA INC	00001		INV	12/12/2025		6014166459	185252	
1 006 7410		DISTCT	REPOFFICE			17.27		
		Invoice Net				17.27		

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TREASURER ACCT/WARRANT ACCT

WARRANT: boc1226 12/18/2025

DUE DATE: 01/31/2026

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
966 CANON USA INC		00001		INV	12/12/2025	6014162892	185253	
1 006	7410	DISTCT		REPOFFICE		87.74		
		Invoice Net				87.74		
966 CANON USA INC		00001		INV	12/30/2025	6014112234	185413	
1 00106	7860	CORONER		MISCEXPENS		5.10		
		Invoice Net				5.10		
				CHECK TOTAL		218.16		-----
6423 CDA EQUIPMENT COMPANY		00001		INV	12/16/2025	3817	185397	
1 047	8994	GRANT		DEMGRANTS		7,695.00		
		Invoice Net				7,695.00		
6423 CDA EQUIPMENT COMPANY		00001		INV	12/16/2025	3818	185403	
1 047	8994	GRANT		DEMGRANTS		9,100.00		
		Invoice Net				9,100.00		
				CHECK TOTAL		16,795.00		-----
186 CINTAS CORPORATION #60		00001		INV	12/15/2025	4252850626	185268	
1 03451	7110	SHERCLREC		OTHER		69.77		
		Invoice Net				69.77		
186 CINTAS CORPORATION #60		00001		INV	12/16/2025	4252985016	185359	
1 002	6560	RD&BR GEN		LAUNDRY		85.08		
		Invoice Net				85.08		
186 CINTAS CORPORATION #60		00001		INV	12/16/2025	4252377047	185360	
1 002	6560	RD&BR GEN		LAUNDRY		85.08		
		Invoice Net				85.08		
186 CINTAS CORPORATION #60		00001		INV	12/16/2025	4252702005	185364	
1 002	6560	RD&BR GEN		LAUNDRY		65.41		
		Invoice Net				65.41		
186 CINTAS CORPORATION #60		00001		INV	12/16/2025	4252705542	185365	
1 002	6560	RD&BR GEN		LAUNDRY		88.55		
		Invoice Net				88.55		
186 CINTAS CORPORATION #60		00001		INV	12/18/2025	4252985016.2	185462	
1 038	7010	WATER		DIESEL		13.23		
		Invoice Net				13.23		
186 CINTAS CORPORATION #60		00001		INV	12/18/2025	4252377047.2	185465	
1 038	7010	WATER		DIESEL		16.50		
		Invoice Net				16.50		
				CHECK TOTAL		423.62		-----
5496 CONNELL OIL INCORPORAT		00001		INV	12/16/2025	CL74435	185410	
1 002	7000	RD&BR GEN		GASOLINE		941.88		
2 002	7010	RD&BR GEN		DIESEL		6,824.28		
3 002	7010	RD&BR GEN		DIESEL		-105.87		
		Invoice Net				7,660.29		
5496 CONNELL OIL INCORPORAT		00001		INV	12/17/2025	CL75375	185431	
1 023	7040	SOL WASTE		REPAIR		168.88		
		Invoice Net				168.88		

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CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: boc1226 12/18/2025

DUE DATE: 01/31/2026

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	7,829.17	-----
2592	CO-OP GAS AND SUPPLY C	00001	CRM	12/12/2025	40702		185225	
	1 00355 6540	AIRSANDPT	SHOP		-385.92			
		Invoice Net			-385.92			
2592	CO-OP GAS AND SUPPLY C	00001	INV	12/12/2025	76613		185226	
	1 00355 6540	AIRSANDPT	SHOP		219.79			
		Invoice Net			219.79			
2592	CO-OP GAS AND SUPPLY C	00001	INV	12/12/2025	76983		185227	
	1 00355 6540	AIRSANDPT	SHOP		173.54			
		Invoice Net			173.54			
2592	CO-OP GAS AND SUPPLY C	00001	INV	12/12/2025	76974		185228	
	1 00355 6540	AIRSANDPT	SHOP		159.06			
		Invoice Net			159.06			
2592	CO-OP GAS AND SUPPLY C	00001	INV	12/16/2025	33581		185396	
	1 03479 7040	MARINE PTR	REPAIR		30.44			
		Invoice Net			30.44			
2592	CO-OP GAS AND SUPPLY C	00001	INV	12/17/2025	76790		185430	
	1 02381 7330	LOCAL	OPERATIONS		14.90			
		Invoice Net			14.90			
2592	CO-OP GAS AND SUPPLY C	00001	INV	12/17/2025	33700		185434	
	1 03479 7040	MARINE PTR	REPAIR		16.20			
		Invoice Net			16.20			
2592	CO-OP GAS AND SUPPLY C	00001	INV	12/17/2025	33199		185437	
	1 03457 7040	SHERAUTO	REPAIR		5.58			
		Invoice Net			5.58			
						CHECK TOTAL	233.59	-----
2544	COLEMAN OIL COMPANY	00001	INV	12/16/2025	CP-0339425		185366	
	1 002 7000	RD&BR GEN	GASOLINE		509.64			
	2 002 7010	RD&BR GEN	DIESEL		2,206.07			
		Invoice Net			2,715.71			
2544	COLEMAN OIL COMPANY	00001	INV	12/16/2025	INV-340625		185368	
	1 002 7418	RD&BR GEN	REPHTRUCKS		1,094.50			
		Invoice Net			1,094.50			
2544	COLEMAN OIL COMPANY	00001	INV	12/16/2025	INV-341734		185423	
	1 002 7030	RD&BR GEN	LUBRICANT		182.14			
		Invoice Net			182.14			
						CHECK TOTAL	3,992.35	-----
4318	COMPASS MECHANICAL CON	00001	INV	12/10/2025	7743		185127	
	1 023 7040	SOL WASTE	REPAIR		2,233.50			
		Invoice Net			2,233.50			
4318	COMPASS MECHANICAL CON	00001	INV	12/11/2025	7742		185180	
	1 023 7040	SOL WASTE	REPAIR		1,889.92			
		Invoice Net			1,889.92			
						CHECK TOTAL	4,123.42	-----

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CASH ACCOUNT: 000

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TREASURER ACCT/WARRANT ACCT

WARRANT: boc1226 12/18/2025

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
2564	COMPUNET INC.	00002		INV	12/16/2025	312613	185350	
	1 34180 8950	JUST-GENEX		SOFTWARE		23,824.00		
		Invoice Net				23,824.00		
				CHECK TOTAL		23,824.00		-----
1962	CORPORATE PAYMENT SYST	00001		INV	12/11/2025	5137NOV25	185213	
	1 047 8990	GRANT		GNT EXPEND		73.35		
	2 03473 7700	JUST-PA		CONTINGENC		11.00		
		Invoice Net				84.35		
				CHECK TOTAL		84.35		-----
1962	CORPORATE PAYMENT SYST	00001		INV	12/11/2025	5389NOV25	185214	
	1 03471 6900	JUST-CIVIL		CELL PHONE		120.00		
	2 03471 6440	JUST-CIVIL		TRAVEL		13.95		
	3 03471 6440	JUST-CIVIL		TRAVEL		6.95		
	4 03471 6440	JUST-CIVIL		TRAVEL		14.95		
	5 03471 6440	JUST-CIVIL		TRAVEL		34.00		
	6 03471 6440	JUST-CIVIL		TRAVEL		40.00		
	7 03471 6440	JUST-CIVIL		TRAVEL		1,056.74		
		Invoice Net				1,286.59		
				CHECK TOTAL		1,286.59		-----
1962	CORPORATE PAYMENT SYST	00001		INV	12/11/2025	3560NOV25	185215	
	1 047 8990	GRANT		GNT EXPEND		199.97		
	2 047 8990	GRANT		GNT EXPEND		45.84		
	3 047 8990	GRANT		GNT EXPEND		210.00		
	4 047 8990	GRANT		GNT EXPEND		167.85		
		Invoice Net				623.66		
				CHECK TOTAL		623.66		-----
1962	CORPORATE PAYMENT SYST	00001		INV	12/11/2025	7219NOV25	185216	
	1 047 8990	GRANT		GNT EXPEND		134.85		
	2 03473 6530	JUST-PA		OFFICE		58.98		
	3 03473 6530	JUST-PA		OFFICE		19.98		
	4 03473 6530	JUST-PA		OFFICE		240.12		
	5 03473 7700	JUST-PA		CONTINGENC		673.56		
	6 03473 7700	JUST-PA		CONTINGENC		673.56		
	7 03473 6530	JUST-PA		OFFICE		10.47		
		Invoice Net				1,811.52		
				CHECK TOTAL		1,811.52		-----
1962	CORPORATE PAYMENT SYST	00001		INV	12/15/2025	4328NOV25	185347	
	1 03473 6490	JUST-PA		EDUCATION		55.00		
		Invoice Net				55.00		
				CHECK TOTAL		55.00		-----
1972	COUNTRY LANE	00001		INV	12/15/2025	12172	185265	

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CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: boc1226 12/18/2025

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	1 00822 7710	9110PS		UNIFORMS		216.65		
		Invoice Net				216.65		
				CHECK TOTAL		216.65		-----
1067 DELL MARKETING L.P.	00001	INV	01/25/2026			10852687447	185217	
1 047 8990	GRANT	GNT EXPEND				3,282.81		
	Invoice Net					3,282.81		
				CHECK TOTAL		3,282.81		-----
1089 DIRECT AUTOMOTIVE DIST	00001	INV	12/15/2025			01JB9166	185272	
1 03457 7040	SHERAUTO	REPAIR				662.40		
	Invoice Net					662.40		
1089 DIRECT AUTOMOTIVE DIST	00001	INV	12/16/2025			01JC0237	185394	
1 03457 7040	SHERAUTO	REPAIR				176.17		
	Invoice Net					176.17		
1089 DIRECT AUTOMOTIVE DIST	00001	INV	12/17/2025			01JC1214	185433	
1 03457 7040	SHERAUTO	REPAIR				176.17		
	Invoice Net					176.17		
				CHECK TOTAL		1,014.74		-----
6325 EBERLE BERLIN ATTORNEY	00001	INV	12/15/2025			85901	185332	
1 024 6870	TORT	INS - DEDU				11,520.00		
	Invoice Net					11,520.00		
				CHECK TOTAL		11,520.00		-----
3030 EVANS CRAVEN & LACKIE	00001	INV	12/15/2025			141128	185336	
1 024 6870	TORT	INS - DEDU				2,594.50		
	Invoice Net					2,594.50		
3030 EVANS CRAVEN & LACKIE	00001	INV	12/15/2025			141127	185338	
1 024 6870	TORT	INS - DEDU				116.00		
	Invoice Net					116.00		
				CHECK TOTAL		2,710.50		-----
3188 EVERGREEN SUPPLY	00001	INV	12/16/2025			425509	185369	
1 002 6540	RD&BR GEN	SHOP				52.99		
	Invoice Net					52.99		
3188 EVERGREEN SUPPLY	00001	INV	12/16/2025			425564	185370	
1 002 6540	RD&BR GEN	SHOP				17.99		
	Invoice Net					17.99		
3188 EVERGREEN SUPPLY	00001	INV	12/16/2025			425729	185407	
1 002 7580	RD&BR GEN	REPSMPART				170.17		
	Invoice Net					170.17		
				CHECK TOTAL		241.15		-----
4114 EVO STUDIOS INC	00001	INV	12/31/2025			0019568	185258	
1 00115 8950	TECHNOLOG	SOFTWARE				350.00		
	Invoice Net					350.00		

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CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: boc1226 12/18/2025

DUE DATE: 01/31/2026

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	350.00	-----
5790 EXCESS DISPOSAL INC	00001	INV	12/10/2025			6669	185344	
1 02380 7390	LONGHAUL	COMM COLL				1,415.34		
	Invoice Net					1,415.34		
						CHECK TOTAL	1,415.34	-----
306 MIKE RAYMOND GAGNON	00000	INV	12/15/2025			DEC25	185284	
1 03452 6440	SHERDETECT	TRAVEL				174.00		
	Invoice Net					174.00		
						CHECK TOTAL	174.00	-----
2190 GRANITE AVIATION LLC	00001	INV	12/12/2025			JAN26	185223	
1 00355 7661	AIRSANDPT	OFFICERNT				450.00		
	Invoice Net					450.00		
						CHECK TOTAL	450.00	-----
2219 GRIZZLY GLASS CENTER	00001	INV	12/16/2025			H0178366	185371	
1 002 7418	RD&BR GEN	REPHTRUCKS				620.00		
	Invoice Net					620.00		
						CHECK TOTAL	620.00	-----
3930 GUTHRIE-BLUEMER, SARAH	00000	INV	12/18/2025			JAN26	185461	
1 00661 6460	PROBSVCS	PER DIEM				117.00		
	Invoice Net					117.00		
						CHECK TOTAL	117.00	-----
3804 HAUG, DARCI	00000	INV	12/18/2025			JAN26	185455	
1 00661 6460	PROBSVCS	PER DIEM				117.00		
	Invoice Net					117.00		
						CHECK TOTAL	117.00	-----
6517 HDR ENGINEERING INC	00001	INV	12/16/2025			1200773992	185408	
1 047 8993	GRANT	RBGRANTS				20,915.67		
2 002 9000	RD&BR GEN	GRNTCOUNTY				1,656.82		
	Invoice Net					22,572.49		
						CHECK TOTAL	22,572.49	-----
6371 NF IV-VA SSCI BOISE LL	00001	INV	12/12/2025			1765508479	185219	
1 020 6460	REVAL	PER DIEM				567.00		
	Invoice Net					567.00		
						CHECK TOTAL	567.00	-----
3462 IDAHO DEPT OF LANDS	00001	INV	12/16/2025			E100007Nov25	185374	
1 002 8430	RD&BR GEN	CRUSHROCK				800.00		
	Invoice Net					800.00		
						CHECK TOTAL	800.00	-----

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CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc1226 12/18/2025 DUE DATE: 01/31/2026

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
3648 IDAHO NOXIOUS WEED CON	1 027 6490	00001 WEEDS		INV 12/15/2025		3323-1197	185266	
		Invoice Net		EDUCATION		180.00		
						180.00		
						CHECK TOTAL	180.00	-----
3672 INTERMOUNTAIN SIGN & S	1 002 8460	00001 RD&BR GEN		INV 12/16/2025		21551	185375	
		Invoice Net		SIGNS		1,611.00		
						1,611.00		
						CHECK TOTAL	1,611.00	-----
4885 JD POWER	1 01261 7830	00001 MOTVEHSDP		INV 01/01/2026		ordus368711	185063	
		Invoice Net		PUBLICATIO		950.00		
						950.00		
						CHECK TOTAL	950.00	-----
6526 TERI MCCUNE	1 03461 6440	00000 JAILDETENT		INV 12/18/2025		DEC25	185453	
		Invoice Net		TRAVEL		1,211.00		
						1,211.00		
						CHECK TOTAL	1,211.00	-----
6519 ELENA MCGIVERN	1 006 7110	00001 DISTCT		INV 12/12/2025		ISC-019	185254	
		Invoice Net		OTHER		140.00		
						140.00		
						CHECK TOTAL	140.00	-----
2568 CONCEPT COMM CORP.	1 00115 8950	00001 TECHNOLOG		INV 01/01/2026		242322	185259	
		Invoice Net		SOFTWARE		154.95		
2568 CONCEPT COMM CORP.	1 00356 6980	00001 AIRPRRIVR		INV 12/15/2025		154.95	185260	
		Invoice Net		OTHER UTIL		241153		
						119.95		
2568 CONCEPT COMM CORP.	1 00118 6890	00001 GENEXP		INV 12/16/2025		241712	185406	
		Invoice Net		INTERNET		94.95		
						94.95		
						CHECK TOTAL	369.85	-----
6238 YELLOW DOG VENTURES LL	1 038 7040	00001 WATER		INV 12/18/2025		19973	185477	
		Invoice Net		REPAIR		59.45		
						59.45		
6238 YELLOW DOG VENTURES LL	1 038 7040	00001 WATER		INV 12/18/2025		19970	185478	
		Invoice Net		REPAIR		108.46		
						108.46		
						CHECK TOTAL	167.91	-----
5695 DRUG TESTING EXPERTS	1 00119 6820	00001 PERSONNEL		INV 12/15/2025		345585	185321	
		Invoice Net		DRUGTESTIN		342.00		
						342.00		

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: boc1226 12/18/2025

DUE DATE: 01/31/2026

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	342.00	-----
6018	GENUINE PARTS COMPANY	00001	INV	12/12/2025		259794	185233	
	1 00355 7420	AIRSANDPT	REPEQUIP			55.58		
		Invoice Net				55.58		
6018	GENUINE PARTS COMPANY	00001	INV	12/16/2025		260752	185376	
	1 002 7418	RD&BR GEN	REPHTRUCKS			7.00		
		Invoice Net				7.00		
6018	GENUINE PARTS COMPANY	00001	INV	12/16/2025		260394	185377	
	1 002 7040	RD&BR GEN	REPAIR			36.50		
		Invoice Net				36.50		
6018	GENUINE PARTS COMPANY	00001	INV	12/16/2025		260449	185378	
	1 002 7040	RD&BR GEN	REPAIR			33.66		
		Invoice Net				33.66		
6018	GENUINE PARTS COMPANY	00001	INV	12/16/2025		261018	185379	
	1 002 7040	RD&BR GEN	REPAIR			48.94		
		Invoice Net				48.94		
6018	GENUINE PARTS COMPANY	00001	INV	12/16/2025		260928	185380	
	1 002 7418	RD&BR GEN	REPHTRUCKS			14.00		
		Invoice Net				14.00		
6018	GENUINE PARTS COMPANY	00001	INV	12/16/2025		261581	185420	
	1 03457 7040	SHERAUTO	REPAIR			503.34		
		Invoice Net				503.34		
6018	GENUINE PARTS COMPANY	00001	INV	12/16/2025		261540	185439	
	1 03457 7040	SHERAUTO	REPAIR			71.72		
		Invoice Net				71.72		
6018	GENUINE PARTS COMPANY	00001	INV	12/17/2025		261038	185440	
	1 03457 7040	SHERAUTO	REPAIR			8.33		
		Invoice Net				8.33		
6018	GENUINE PARTS COMPANY	00001	INV	12/18/2025		261556	185476	
	1 038 7040	WATER	REPAIR			56.00		
		Invoice Net				56.00		
						CHECK TOTAL	835.07	-----
3978	NATIONAL MEDICAL SERVI	00001	INV	12/30/2025		1293788	185414	
	1 00106 8300	CORONER	AUTOP. LAB			158.00		
		Invoice Net				158.00		
						CHECK TOTAL	158.00	-----
2320	NORTH 40 OUTFITTERS	00001	INV	12/12/2025		50680/B	185240	
	1 00355 7420	AIRSANDPT	REPEQUIP			159.99		
		Invoice Net				159.99		
2320	NORTH 40 OUTFITTERS	00001	INV	12/16/2025		50769/B	185419	
	1 03457 8650	SHERAUTO	TOOLSSML			59.98		
		Invoice Net				59.98		
2320	NORTH 40 OUTFITTERS	00001	INV	12/16/2025		050768/B	185421	
	1 037 6720	EBSNOW	SM ASSETS			860.70		
		Invoice Net				860.70		

DETAIL INVOICE LIST

CASH ACCOUNT: 000

1002

TREASURER ACCT/WARRANT ACCT

WARRANT: boc1226 12/18/2025

DUE DATE: 01/31/2026

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
2320	NORTH 40 OUTFITTERS 1 030 7010	00001		INV	12/16/2025	050770/B 39.96 39.96 Invoice Net	185422	
2320	NORTH 40 OUTFITTERS 1 037 7040	00001		INV	12/18/2025	50519/B 129.98 129.98 Invoice Net	185466	
2320	NORTH 40 OUTFITTERS 1 037 7040	00001		INV	12/18/2025	50518/B 219.13 219.13 Invoice Net	185469	
				CHECK	TOTAL	1,469.74		-----
2326	NORTH IDAHO LOCK & KEY 1 03450 7430	00001		INV	12/15/2025	62598 10.00 10.00 Invoice Net	185267	
				CHECK	TOTAL	10.00		-----
2345	NORTHSTAR CLEAN CONCEP 1 027 7430	00001		INV	12/15/2025	54172 21,533.31 21,533.31 Invoice Net	185270	
				CHECK	TOTAL	21,533.31		-----
2771	O'REILLY AUTOMOTIVE IN 1 03454 7420	00001		INV	12/16/2025	3456-272136 39.47 39.47 Invoice Net	185409	
				CHECK	TOTAL	39.47		-----
2788	OXARC 1 00355 6540	00001		INV	12/12/2025	0032473120 48.28 48.28 Invoice Net	185241	
				CHECK	TOTAL	48.28		-----
6498	ADAM DONOHOE 1 002 7040	00001		INV	12/16/2025	INV-000080 160.00 160.00 RD&BR GEN Invoice Net	185383	
				CHECK	TOTAL	160.00		-----
2798	PACIFIC STEEL & RECYCL 1 002 7418	00001		INV	12/16/2025	9198016 73.90 73.90 RD&BR GEN Invoice Net	185391	
2798	PACIFIC STEEL & RECYCL 1 002 7422	00001		INV	12/16/2025	9206576 113.22 113.22 RD&BR GEN Invoice Net	185392	
				CHECK	TOTAL	187.12		-----
2815	PANHANDLE AREA COUNCIL 1 00118 7660	00001		INV	12/12/2025	JAN26 7,020.01 7,020.01 GENEXP Invoice Net	185224	

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: boc1226 12/18/2025

DUE DATE: 01/31/2026

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	7,020.01	-----
5203	PAPE MACHINERY INC	00001		INV	12/10/2025	16563281	185345	
	1 023 7040			SOL WASTE REPAIR		68.38		
				Invoice Net		68.38		
5203	PAPE MACHINERY INC	00001		INV	12/16/2025	16571546	185381	
	1 002 7580			RD&BR GEN REPSMPART		128.40		
				Invoice Net		128.40		
5203	PAPE MACHINERY INC	00001		INV	12/12/2025	16563295	185432	
	1 023 7040			SOL WASTE REPAIR		28.58		
				Invoice Net		28.58		
				CHECK TOTAL		225.36		-----
1479	PATRIOT FIRE PROTECTIO	00001		INV	12/18/2025	31174	185452	
	1 00110 7460			BLDGGRD REPELEVAT		377.50		
				Invoice Net		377.50		
				CHECK TOTAL		377.50		-----
1494	PEAK1 ADMINISTRATION L	00000		INV	12/15/2025	169707	185340	
	1 024 6220			TORT COBRA ADM		352.44		
	2 082 6155			SI MEDICAL SI ADMINFE		121.51		
				Invoice Net		473.95		
				CHECK TOTAL		473.95		-----
6511	PHOENIX EXCESS RISK UN	00001		INV	12/15/2025	GER-P24-1415R	185342	
	1 024 6850			TORT INS - LIAB		22,776.00		
				Invoice Net		22,776.00		
				CHECK TOTAL		22,776.00		-----
6201	7B RESTAURANTS INC	00001		INV	12/12/2025	12.02.2025 Jury Meal	185249	
	1 006 8360			DISTCT JURY MEALS		91.25		
				Invoice Net		91.25		
				CHECK TOTAL		91.25		-----
6206	PREMIER TIRE LLC	00001		INV	12/16/2025	105335	185382	
	1 002 7020			RD&BR GEN TIRES		50.00		
				Invoice Net		50.00		
				CHECK TOTAL		50.00		-----
3696	REDWOOD TOXICOLOGY LAB	00001		INV	12/12/2025	015063202511	185255	
	1 006 6820			DISTCT DRUGTESTIN		23.51		
				Invoice Net		23.51		
				CHECK TOTAL		23.51		-----
3904	MICHAEL ROSEDALE	00000		INV	12/16/2025	JAN26	185399	
	1 004 6440			ELECTIONS TRAVEL		220.00		
				Invoice Net		220.00		

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: boc1226 12/18/2025

DUE DATE: 01/31/2026

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
3904	MICHAEL ROSEDALE 1 00101 6440	00000 CLERK Invoice Net		INV TRAVEL	12/16/2025	JAN26-2 256.00 256.00 CHECK TOTAL 476.00	185400	-----
775	SANDPOINT BUILDING SUP 1 00355 7430	00001 AIRSANDPT Invoice Net		INV REPBLDGS	12/12/2025	2517559 616.49 616.49 CHECK TOTAL 616.49	185229	-----
5304	SANDPOINT FAMILY MEDIC 1 00119 6820	00001 PERSONNEL Invoice Net		INV DRUGTESTIN	12/15/2025	56756DEC25 250.00 250.00 CHECK TOTAL 250.00	185324	-----
4573	SCHULTZ, TERESA 1 004 6440	00000 ELECTIONS Invoice Net		INV TRAVEL	12/16/2025	DEC2025 256.00 256.00 CHECK TOTAL 256.00	185415	-----
6334	SECURE COURT SOLUTIONS 1 005 6820	00001 DRUGCT Invoice Net		INV DRUGTESTIN	12/16/2025	P-100582 210.00 210.00 CHECK TOTAL 210.00	185426	-----
2456	SELKIRK ASSOCIATION OF 1 020 6520	00001 REVAL Invoice Net		INV DUES	12/16/2025	48260 30.00 30.00 CHECK TOTAL 30.00	185367	-----
2459	SELKIRK PRESS INC. 1 00122 6530	00001 VETS SVCS Invoice Net		INV OFFICE	12/16/2025	23117 100.00 100.00 CHECK TOTAL 100.00	185398	-----
3824	SHADOW TRACKERS 1 00119 6830	00001 PERSONNEL Invoice Net		INV BACKGR CHK	12/15/2025	RDK224071 360.00 360.00 CHECK TOTAL 360.00	185325	-----
5782	DEVIN SIMMONS 1 03475 6440	00000 JUSTJUVDCT Invoice Net		INV TRAVEL	12/18/2025	JAN26 117.00 117.00 CHECK TOTAL 117.00	185456	-----
2879	SIX ROBBLEES' INC 1 002 7750	00001 RD&BR GEN		INV SHIPANDFRT	12/16/2025	05P83915 69.65	185384	-----

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: boc1226 12/18/2025

DUE DATE: 01/31/2026

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	2 002 7418	RD&BR GEN		REPHTRUCKS		1,521.86		
		Invoice Net				1,591.51		
						CHECK TOTAL	1,591.51	-----
6527 THEODORE SMITH	00000	INV	12/18/2025			DEC25	185454	
1 03461 6440	JAILDETENT	TRAVEL				1,211.00		
	Invoice Net					1,211.00		
						CHECK TOTAL	1,211.00	-----
1611 SNAP ON TOOLS	00001	INV	12/16/2025			120925168164	185411	
1 03457 8650	SHERAUTO	TOOLSSML				253.70		
	Invoice Net					253.70		
						CHECK TOTAL	253.70	-----
1663 SPOKANE HOUSE OF HOSE	00001	INV	12/16/2025			INV3630	185385	
1 002 7418	RD&BR GEN	REPHTRUCKS				68.64		
	Invoice Net					68.64		
1663 SPOKANE HOUSE OF HOSE	00001	INV	12/16/2025			INV3644	185386	
1 002 7418	RD&BR GEN	REPHTRUCKS				282.84		
	Invoice Net					282.84		
						CHECK TOTAL	351.48	-----
4322 STELLA, PHILLIP	00000	INV	12/15/2025			DEC25A	185280	
1 03452 6440	SHERDETECT	TRAVEL				174.00		
	Invoice Net					174.00		
						CHECK TOTAL	174.00	-----
3753 STONEWAY ELECTRIC SUPP	00001	INV	12/12/2025			S104807898.001	185242	
1 00355 7430	AIRSANDPT	REPBLDGS				35.52		
	Invoice Net					35.52		
						CHECK TOTAL	35.52	-----
5113 SUMMIT SAFETY LLC	00001	INV	12/16/2025			HINV025034	185372	
1 002 7750	RD&BR GEN	SHIPANDFRT				13.99		
2 002 6640	RD&BR GEN	SAFETY				119.98		
	Invoice Net					133.97		
5113 SUMMIT SAFETY LLC	00001	INV	12/16/2025			HINV025742	185373	
1 002 7750	RD&BR GEN	SHIPANDFRT				26.66		
2 002 6640	RD&BR GEN	SAFETY				233.63		
	Invoice Net					260.29		
5113 SUMMIT SAFETY LLC	00001	INV	12/16/2025			HINV025992	185424	
1 002 6640	RD&BR GEN	SAFETY				46.99		
	Invoice Net					46.99		
						CHECK TOTAL	441.25	-----
3129 SUPER 1 FOODS	00001	INV	12/12/2025			06-4756018	185250	
1 006 8360	DISTCT	JURY MEALS				37.52		
	Invoice Net					37.52		

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: boc1226 12/18/2025

DUE DATE: 01/31/2026

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	37.52	-----
3162 TAYLOR & SONS CHEVROLE	00001	INV	12/17/2025			152455	185438	
1 03457 7040	SHERAUTO	REPAIR				136.39		
	Invoice Net					136.39		
						CHECK TOTAL	136.39	-----
5189 THE PUBLIC SAFETY GROU	00001	INV	12/18/2025			8676	185444	
1 00822 6490	9110PS	EDUCATION				549.00		
	Invoice Net					549.00		
						CHECK TOTAL	549.00	-----
3357 TIFCO INDUSTRIES	00001	INV	12/15/2025			72150620	185318	
1 03457 7040	SHERAUTO	REPAIR				417.75		
2 03457 8650	SHERAUTO	TOOLSSML				119.95		
	Invoice Net					537.70		
3357 TIFCO INDUSTRIES	00001	INV	12/16/2025			72152495	185387	
1 002 6540	RD&BR GEN	SHOP				293.70		
	Invoice Net					293.70		
3357 TIFCO INDUSTRIES	00001	INV	12/16/2025			72152962	185388	
1 002 6540	RD&BR GEN	SHOP				467.46		
	Invoice Net					467.46		
3357 TIFCO INDUSTRIES	00001	CRM	12/16/2025			72132032.C	185389	
1 002 6540	RD&BR GEN	SHOP				-62.66		
	Invoice Net					-62.66		
						CHECK TOTAL	1,236.20	-----
5364 TRINITY SERVICES GROUP	00001	INV	12/18/2025			3028800293	185445	
1 03462 7630	JAILKITCH	FOOD				7,288.29		
	Invoice Net					7,288.29		
						CHECK TOTAL	7,288.29	-----
1698 TYLER TECHNOLOGIES INC	00001	INV	12/31/2025			045-537976	185352	
1 00115 8570	TECHNOLOG	SOFTWARE				1,096.20		
	Invoice Net					1,096.20		
						CHECK TOTAL	1,096.20	-----
1708 UNITED DATA SECURITY	00001	INV	12/18/2025			150337	185457	
1 00661 7110	PROBSVCS	OTHER				45.50		
	Invoice Net					45.50		
						CHECK TOTAL	45.50	-----
1714 UNITED PARCEL SERVICE	00001	INV	12/15/2025			00001Y2V32505	185264	
1 03451 6750	SHERCLREC	POSTAGE				53.09		
	Invoice Net					53.09		
						CHECK TOTAL	53.09	-----

DETAIL INVOICE LIST

CASH ACCOUNT: 000

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TREASURER ACCT/WARRANT ACCT

WARRANT: boc1226 12/18/2025

DUE DATE: 01/31/2026

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
6437 VSP VISION CARE INC	1 082 6156	00001		INV	12/17/2025	824231255	185435	
		SI MEDICAL		SIMEDCLAIM		343.21		
		Invoice Net				343.21		
6437 VSP VISION CARE INC	1 082 6156	00001		INV	12/17/2025	824231256	185436	
		SI MEDICAL		SIMEDCLAIM		3,909.68		
		Invoice Net				3,909.68		
				CHECK TOTAL		4,252.89		-----
6524 DAVID C BARTH	1 047 8992	00001		INV	12/18/2025	2649	185458	
		GRANT		JSGRANTS		140.00		
		Invoice Net				140.00		
6524 DAVID C BARTH	1 047 8992	00001		INV	12/18/2025	2624	185459	
		GRANT		JSGRANTS		140.00		
		Invoice Net				140.00		
6524 DAVID C BARTH	1 047 8992	00001		INV	12/18/2025	2614	185460	
		GRANT		JSGRANTS		140.00		
		Invoice Net				140.00		
				CHECK TOTAL		420.00		-----
4870 WESTERN INTEGRATED TEC	1 002 7750	00001		INV	12/16/2025	5966429	185390	
	2 002 7422	RD&BR GEN		SHIPANDFRT		21.98		
		RD&BR GEN		REPHEQUIP		724.50		
		Invoice Net				746.48		
				CHECK TOTAL		746.48		-----
5930 ASIA WILLIAMS	1 00118 6451	00000		INV	12/18/2025	2025DEC	185450	
	2 00105 6450	GENEXP		TRAVEL		20.00		
		COMMISS		MILEAGE		29.02		
		Invoice Net				49.02		
				CHECK TOTAL		49.02		-----
6374 EMILY WOHALI	1 004 6440	00000		INV	12/16/2025	DEC2025	185417	
		ELECTIONS		TRAVEL		256.00		
		Invoice Net				256.00		
				CHECK TOTAL		256.00		-----
5284 NORTHWEST FIBER LLC	1 00115 6920	00001		INV	12/12/2025	208-265-5640DEC25	185220	
		TECHNOLOG		TELEPHONE		72.48		
		Invoice Net				72.48		
5284 NORTHWEST FIBER LLC	1 00115 6920	00001		INV	12/12/2025	208-263-0644DEC25	185221	
		TECHNOLOG		TELEPHONE		69.29		
		Invoice Net				69.29		
5284 NORTHWEST FIBER LLC	1 00823 6920	00001		INV	12/18/2025	208-189-0160DEC25	185446	
		911TECH		TELEPHONE		2,810.36		
		Invoice Net				2,810.36		
5284 NORTHWEST FIBER LLC	1 00823 6920	00001		INV	12/18/2025	208-197-1279DEC25	185447	
		911TECH		TELEPHONE		4,716.75		
		Invoice Net				4,716.75		

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: boc1226 12/18/2025

DUE DATE: 01/31/2026

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
5284 NORTHWEST FIBER LLC	00001	INV	12/18/2025	208-265-4256	DEC25	185448		
1 00115 6920	TECHNOLOG	TELEPHONE		24.58				
	Invoice Net			24.58				
5284 NORTHWEST FIBER LLC	00001	INV	12/18/2025	208-266-0196	DEC25	185449		
1 00115 6920	TECHNOLOG	TELEPHONE		99.53				
	Invoice Net			99.53				
5284 NORTHWEST FIBER LLC	00001	INV	12/18/2025	208-266-1608	DEC25	185451		
1 00115 6920	TECHNOLOG	TELEPHONE		192.70				
	Invoice Net			192.70				
	CHECK TOTAL			7,985.69				-----
190 INVOICES	WARRANT TOTAL			214,875.60		214,875.60		

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WARRANT: boc1226 12/18/2025

DUE DATE: 01/31/2026

Report generated: 12/18/2025 15:08
User: njanes
Program ID: apwarrnt

WARRANT SUMMARY

WARRANT: boc1226 12/18/2025

DUE DATE: 01/31/2026

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
FUND TOTAL			26,772.98		
003	00355	AIRPORT - SANDPOIN 003-55-00-000-6540-	SUPPLIES - SHOP	214.75	48,889.85
003	00355	AIRPORT - SANDPOIN 003-55-00-000-7420-	REPAIRS/MAINT - EQUIPM	803.26	48,889.85
003	00355	AIRPORT - SANDPOIN 003-55-00-000-7430-	REPAIRS/MAINT - BLDGS/	652.01	48,889.85
003	00355	AIRPORT - SANDPOIN 003-55-00-000-7661-	OFFICE RENT	450.00	48,889.85
003	00356	AIRPORT - PRIEST R 003-56-00-000-6980-	UTILITIES - OTHER	119.95	11,179.86
FUND TOTAL			2,239.97		
004	004	ELECTIONS 004-00-00-000-6440-	TRAVEL	732.00	136,413.20
004	004	ELECTIONS 004-00-00-000-7420-	REPAIRS/MAINT - EQUIPM	42.47	136,413.20
004	004	ELECTIONS 004-00-00-000-9350-	CAPITAL - LEASE EXPEND	164.00	46.45
FUND TOTAL			938.47		
005	005	DRUG COURT 005-00-00-000-6530-	SUPPLIES - OFFICE	12.68	16,625.18
005	005	DRUG COURT 005-00-00-000-6820-	DRUG TESTING	270.00	16,625.18
FUND TOTAL			282.68		
006	006	DISTRICT COURT 006-00-00-000-6530-	SUPPLIES - OFFICE	591.48	69,286.69
006	006	DISTRICT COURT 006-00-00-000-6820-	DRUG TESTING	23.51	69,286.69
006	006	DISTRICT COURT 006-00-00-000-7110-	PROF. SVCS - OTHER	140.00	69,286.69
006	006	DISTRICT COURT 006-00-00-000-7410-	REPAIRS/MAINT - OFFICE	105.01	69,286.69
006	006	DISTRICT COURT 006-00-00-000-7430-	REPAIRS/MAINT - BLDGS/	257.54	69,286.69
006	006	DISTRICT COURT 006-00-00-000-7860-	MISCELLANEOUS EXPENSES	129.60	69,286.69
006	006	DISTRICT COURT 006-00-00-000-8360-	JURY - MEALS	128.77	69,286.69
006	006	DISTRICT CT - CT S 006-00-08-000-8590-	EQUIPMENT	41.46	69,286.69
006	00608	PROBATION SERVICES 006-61-00-000-6460-	TRAVEL - MEALS/PER DIE	234.00	10,173.04
006	00661	PROBATION SERVICES 006-61-00-000-7110-	PROF. SVCS - OTHER	45.50	10,173.04
FUND TOTAL			1,696.87		
008	00822	911 OPERATIONS 008-00-22-000-6490-	EDUCATION	549.00	41,504.05
008	00822	911 OPERATIONS 008-00-22-000-7710-	UNIFORMS	216.65	41,504.05
008	00823	911 TECHNOLOGY 008-00-23-000-6530-	SUPPLIES - OFFICE	69.99	215,621.17
008	00823	911 TECHNOLOGY 008-00-23-000-6920-	UTILITIES - TELEPHONE	7,527.11	215,621.17
FUND TOTAL			8,362.75		
020	020	REVALUATION 020-00-00-000-6460-	TRAVEL - MEALS/PER DIE	567.00	16,057.25
020	020	REVALUATION 020-00-00-000-6520-	DUES/MEMBERSHIP/LICENS	30.00	16,057.25
020	020	REVALUATION 020-00-00-000-6790-	COPY MACHINE USE/MAINT	149.15	16,057.25
020	020	REVALUATION 020-00-00-000-9350-	CAPITAL - LEASE EXPEND	377.00	53.00
FUND TOTAL			1,123.15		
023	023	SOLID WASTE 023-00-00-000-6530-	SUPPLIES - OFFICE	101.60	532,298.62

WARRANT SUMMARY

WARRANT: boc1226 12/18/2025

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FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
023	023	SOLID WASTE 023-00-00-000-7040-	VEHICLES - REPAIR/MAIN 4,389.26	532,298.62	
023	023	SOLID WASTE 023-00-00-000-9350-	CAPITAL - LEASE EXPEND 95.50	1,915,080.47	
023	02380	SW - LONGHAUL 023-00-80-000-7390-	COMMERCIAL COLLECTION 1,415.34	532,298.62	
023	02381	SW - LOCAL 023-00-81-000-6980-	UTILITIES - OTHER 257.60	532,298.62	
023	02381	SW - LOCAL 023-00-81-000-7330-	OPERATIONS 14.90	532,298.62	
		FUND TOTAL	6,274.20		
024	024	TORT 024-00-00-000-6220-	COBRA ADMINISTRATION 352.44	191,079.00	
024	024	TORT 024-00-00-000-6850-	INSURANCE - LIABILITY 22,776.00	-5,492.68	
024	024	TORT 024-00-00-000-6870-	INSURANCE - DEDUCTIBLE 14,230.50	-5,492.68	
		FUND TOTAL	37,358.94		
027	027	WEEDS 027-00-00-000-6490-	EDUCATION 180.00	11,603.63	
027	027	WEEDS 027-00-00-000-6530-	SUPPLIES - OFFICE 7.32	11,603.63	
027	027	WEEDS 027-00-00-000-7430-	REPAIRS/MAINT - BLDGS/ 21,533.31	11,603.63	
		FUND TOTAL	21,720.63		
030	030	PARKS & RECREATION 030-00-00-000-6980-	UTILITIES - OTHER 37.43	3,908.79	
030	030	PARKS & RECREATION 030-00-00-000-7010-	VEHICLES - FUEL, DIESE 39.96	3,908.79	
		FUND TOTAL	77.39		
034	03450	SHERIFF - ADMINIST 034-72-50-000-7430-	REPAIRS/MAINT - BLDGS/ 19.34	56,904.68	
034	03451	SHERIFF - CLERICAL 034-72-51-000-6530-	SUPPLIES - OFFICE 117.72	56,904.68	
034	03451	SHERIFF - CLERICAL 034-72-51-000-6750-	POSTAGE 53.09	56,904.68	
034	03451	SHERIFF - CLERICAL 034-72-51-000-7110-	PROF. SVCS - OTHER 69.77	56,904.68	
034	03452	SHERIFF - DETECTIV 034-72-52-000-6440-	TRAVEL 348.00	56,904.68	
034	03453	SHERIFF - PATROL 034-72-53-000-6490-	EDUCATION 395.00	56,904.68	
034	03454	SHERIFF - SEARCH & 034-72-54-000-7420-	REPAIRS/MAINT - EQUIPM 39.47	56,904.68	
034	03457	SHERIFF - AUTO SHO 034-72-57-000-7040-	VEHICLES - REPAIR/MAIN 2,157.85	56,904.68	
034	03457	SHERIFF - AUTO SHO 034-72-57-000-8650-	TOOLS & SMALL EQUIPMEN 1,211.49	56,904.68	
034	03461	JAIL - DETENTION 034-78-61-000-6440-	TRAVEL 2,422.00	37,167.63	
034	03461	JAIL - DETENTION 034-78-61-000-6530-	SUPPLIES - OFFICE 131.82	37,167.63	
034	03462	JAIL - KITCHEN 034-78-62-000-6610-	SUPPLIES - KITCHEN 60.92	37,167.63	
034	03462	JAIL - KITCHEN 034-78-62-000-7630-	FOOD 7,288.29	37,167.63	
034	03471	JUSTICE - CIVIL LI 034-71-00-000-6440-	TRAVEL 1,166.59	283,805.80	
034	03471	JUSTICE - CIVIL LI 034-71-00-000-6900-	UTILITIES - CELLULAR T 120.00	283,805.80	
034	03473	JUSTICE - PROSECUT 034-73-00-000-6490-	EDUCATION 55.00	66,543.64	
034	03473	JUSTICE - PROSECUT 034-73-00-000-6520-	DUES/MEMBERSHIP/LICENS 280.02	66,543.64	
034	03473	JUSTICE - PROSECUT 034-73-00-000-6530-	SUPPLIES - OFFICE 329.55	66,543.64	
034	03473	JUSTICE - PROSECUT 034-73-00-000-7410-	REPAIRS/MAINT - OFFICE 108.05	66,543.64	
034	03473	JUSTICE - PROSECUT 034-73-00-000-7700-	CONTINGENCY ACCOUNT 1,468.12	66,543.64	
034	03475	JUSTICE - JUVENILE 034-75-00-000-6440-	TRAVEL 117.00	217.83	
034	03479	JUSTICE - MARINE P 034-79-00-000-6530-	SUPPLIES - OFFICE 39.88	2,073.93	
034	03479	JUSTICE - MARINE P 034-79-00-000-7040-	VEHICLES - REPAIR/MAIN 57.03	2,073.93	
034	34180	JUSTICE - GENERAL 034-18-00-000-8950-	SOFTWARE AND SOFTWARE S 23,824.00	948,651.21	

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FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
FUND TOTAL			41,880.00		
037	037	EAST BONNER SNOWMO 037-00-00-000-6720-	SMALL ASSETS AND EQUIP	860.70	15,031.35
037	037	EAST BONNER SNOWMO 037-00-00-000-7040-	VEHICLES - REPAIR/MAIN	349.11	15,031.35
FUND TOTAL			1,209.81		
038	038	WATERWAYS 038-00-00-000-6930-	UTILITIES - ELECTRICIT	21.67	32,243.03
038	038	WATERWAYS 038-00-00-000-7010-	VEHICLES - FUEL, DIESE	29.73	32,243.03
038	038	WATERWAYS 038-00-00-000-7040-	VEHICLES - REPAIR/MAIN	223.91	32,243.03
FUND TOTAL			275.31		
047	047	GRANTS 047-00-00-000-8990-	GRANT EXPENDITURES	4,114.67	857,406.85
047	047	GRANTS 047-00-00-000-8992-	JUSTICE SERVICES GRANT	420.00	857,406.85
047	047	GRANTS 047-00-00-000-8993-	ROAD & BRIDGE GRANTS	20,915.67	857,406.85
047	047	GRANTS 047-00-00-000-8994-	EMERGENCY MNGT GRANTS	16,795.00	857,406.85
FUND TOTAL			42,245.34		
082	082	SELF INSURED MEDIC 082-00-00-000-6155-	SELF INSURED ADMIN FEE	121.51	-795,588.30
082	082	SELF INSURED MEDIC 082-00-00-000-6156-	SELF INSURED MEDICAL C	4,252.89	-3,383,877.30
FUND TOTAL			4,374.40		
WARRANT SUMMARY TOTAL			214,875.60		
GRAND TOTAL			214,875.60		

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VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
185063	4885	JD POWER	ordus368711		INV	01/01/2026	950.00	NADA books
185127	4318	COMPASS MECHANICAL CONSULTI	7743		INV	12/10/2025	2,233.50	SW SW008 BRAKES, CALIP
185131	4980	AT&T MOBILITY	EDQ112025		INV	12/10/2025	368.00	SW EM WIFI
185180	4318	COMPASS MECHANICAL CONSULTI	7742		INV	12/11/2025	1,889.92	SW SW015 FR BRAKE ROTO
185212	966	CANON USA INC	6014164519		INV	12/11/2025	108.05	Ser. #JWH02449 Inv. #6
185213	1962	CORPORATE PAYMENT SYSTEMS	5137NOV25		INV	12/11/2025	84.35	Nov. 2025 Visa charges
185214	1962	CORPORATE PAYMENT SYSTEMS	5389NOV25		INV	12/11/2025	1,286.59	Nov. 2025 Visa Charges
185215	1962	CORPORATE PAYMENT SYSTEMS	3560NOV25		INV	12/11/2025	623.66	Nov. 2025 Visa Charges
185216	1962	CORPORATE PAYMENT SYSTEMS	7219NOV25		INV	12/11/2025	1,811.52	Nov 2025 Visa Charges
185217	1067	DELL MARKETING L.P.	10852687447		INV	01/25/2026	3,282.81	Inv. #10852687447 Cust
185219	6371	NF IV-VA SSCI BOISE LLC	1765508479		INV	12/12/2025	567.00	HOTEL FOR CLASS - C. G
185220	5284	NORTHWEST FIBER LLC	208-265-5640DEC25		INV	12/12/2025	72.48	COURTHOUSE PHONES
185221	5284	NORTHWEST FIBER LLC	208-263-0644DEC25		INV	12/12/2025	69.29	COURT CLERKS CC MACHIN
185222	111	BONNER MALL LLC	JAN26		INV	12/12/2025	1,418.71	MOTOR VEHICLES OFFICE
185223	2190	GRANITE AVIATION LLC	JAN26		INV	12/12/2025	450.00	AIRPORT DIRECTOR'S OFF
185224	2815	PANHANDLE AREA COUNCIL	JAN26		INV	12/12/2025	7,020.01	ADMIN BLDG LEASE 01/01
185225	2592	CO-OP GAS AND SUPPLY CO	40702		CRM	12/12/2025	-385.92	CREDIT ON RETURNS
185226	2592	CO-OP GAS AND SUPPLY CO	76613		INV	12/12/2025	219.79	SHOP SUPPLIES
185227	2592	CO-OP GAS AND SUPPLY CO	76983		INV	12/12/2025	173.54	SHOP SUPPLIES
185228	2592	CO-OP GAS AND SUPPLY CO	76974		INV	12/12/2025	159.06	SHOP SUPPLIES
185229	775	SANDPOINT BUILDING SUPPLY	2517559		INV	12/12/2025	616.49	TILLBERG SHED
185233	6018	GENUINE PARTS COMPANY	259794		INV	12/12/2025	55.58	TRUCK PARTS
185235	2103	BROWN'S NORTHSIDE	S172193		INV	12/12/2025	149.07	HYDRAULICS
185236	2103	BROWN'S NORTHSIDE	S172246		INV	12/12/2025	213.80	AUTOCAR #18
185238	2103	BROWN'S NORTHSIDE	S172197		INV	12/12/2025	224.82	PLOW TRUCKS

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VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
185240	2320 NORTH 40	OUTFITTERS	50680/B		INV	12/12/2025	159.99	AUTOCAR #`18
185241	2788 OXARC		0032473120		INV	12/12/2025	48.28	TANK
185242	3753 STONEWAY ELECTRIC SUPPLY CO		S104807898.001		INV	12/12/2025	35.52	OFFICE LIGHTS
185249	6201 7B RESTAURANTS INC		12.02.2025 Jury Meal		INV	12/12/2025	91.25	Jury Meal
185250	3129 SUPER 1 FOODS		06-4756018		INV	12/12/2025	37.52	Jury Food
185251	1817 ALSCO		LSP02892628		INV	12/12/2025	257.54	Entry Mat Maintenance
185252	966 CANON USA INC		6014166459		INV	12/12/2025	17.27	Copier Maintenance Cou
185253	966 CANON USA INC		6014162892		INV	12/12/2025	87.74	Copier Maintenance Dis
185254	6519 ELENA MCGIVERN		ISC-019		INV	12/12/2025	140.00	Interpreter CV09-24-13
185255	3696 REDWOOD TOXICOLOGY LABORATO		015063202511		INV	12/12/2025	23.51	Drug Testing
185258	4114 EVO STUDIOS INC		0019568		INV	12/31/2025	350.00	JSTORMS-EvoGov-WebHost
185259	2568 CONCEPT COMM CORP.		242322		INV	01/01/2026	154.95	JSTORMS-MiFiber-PR-DMV
185260	2568 CONCEPT COMM CORP.		241153		INV	12/15/2025	119.95	PRIEST RIVER AIRPORT I
185261	4700 AMAZON CAPITAL SERVICES INC		1FDD-FGCX-XPXX		INV	12/15/2025	39.96	Cookie Scoops
185262	4700 AMAZON CAPITAL SERVICES INC		1W17-KFFL-RLL7		INV	12/15/2025	31.86	Day planner, Calendar
185263	4700 AMAZON CAPITAL SERVICES INC		1LF9-G61C-FD94		INV	12/15/2025	20.96	Dish Soap, Dish Sponge
185264	1714 UNITED PARCEL SERVICE		00001Y2V32505		INV	12/15/2025	53.09	Shipping Charges
185265	1972 COUNTRY LANE		12172		INV	12/15/2025	216.65	Uniform Shirts & Embro
185266	3648 IDAHO NOXIOUS WEED CONTROL		3323-1197		INV	12/15/2025	180.00	Idaho Noxious Weed Con
185267	2326 NORTH IDAHO LOCK & KEY		62598		INV	12/15/2025	10.00	Duplicate Keys
185268	186 CINTAS CORPORATION #606		4252850626		INV	12/15/2025	69.77	BCSO Mats
185269	5130 BLUE TO GOLD		BTG-PFLLS-1540471		INV	12/15/2025	395.00	Adv. Search & Seizure,
185270	2345 NORTHSTAR CLEAN CONCEPTS		54172		INV	12/15/2025	21,533.31	Shop Furnace Replaceme
185271	4700 AMAZON CAPITAL SERVICES INC		1FVQ-M6R4-3NR3		INV	12/15/2025	28.99	Desk Calendar

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VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
185272	1089	DIRECT AUTOMOTIVE DISTRIBUT	01JB9166		INV	12/15/2025	662.40	Mag 1 Multi-vehicle tr
185273	4700	AMAZON CAPITAL SERVICES INC	1KKL-7GH9-RPNP		INV	12/12/2025	645.62	Mouse/Keyboard,Supplie
185280	4322	STELLA, PHILLIP	DEC25A		INV	12/15/2025	174.00	Per Diem for Military
185284	306	MIKE RAYMOND GAGNON	DEC25		INV	12/15/2025	174.00	Per Diem for Military
185305	965	CANON FINANCIAL SERVICES IN	42328086		INV	12/12/2025	197.10	SW COPIER LEASE
185318	3357	TIFCO INDUSTRIES	72150620		INV	12/15/2025	537.70	Tape, Spray Paint, whe
185321	5695	DRUG TESTING EXPERTS	345585		INV	12/15/2025	342.00	Drug Testing
185324	5304	SANDPOINT FAMILY MEDICINE	56756DEC25		INV	12/15/2025	250.00	Drug Testing
185325	3824	SHADOW TRACKERS	RDK224071		INV	12/15/2025	360.00	Background Checks
185326	3830	BONNER COUNTY DAILY BEE	0000043078-11122025		INV	12/15/2025	225.00	Employment Advertising
185328	965	CANON FINANCIAL SERVICES IN	42328074		INV	12/15/2025	327.84	2XK11626 Contract Char
185329	965	CANON FINANCIAL SERVICES IN	42328078		INV	01/01/2026	151.82	Ponderay copier
185331	4700	AMAZON CAPITAL SERVICES INC	1RY4-RDRK-J447		INV	12/15/2025	69.99	Gaming Headset
185332	6325	EBERLE BERLIN ATTORNEYS AND	85901		INV	12/15/2025	11,520.00	Legal bill for 2023071
185333	4700	AMAZON CAPITAL SERVICES INC	1CHL-MNG3-F6X4		INV	12/15/2025	597.91	Hex Bit Ratchet, Power
185334	4700	AMAZON CAPITAL SERVICES INC	17ML-T7HV-JCTV		CRM	12/15/2025	-37.99	Return of plastic fork
185335	4700	AMAZON CAPITAL SERVICES INC	1XH4-4WXC-CFHF		INV	12/15/2025	10.39	wrench socket
185336	3030	EVANS CRAVEN & LACKIE	141128		INV	12/15/2025	2,594.50	Attorney for claim 202
185337	4700	AMAZON CAPITAL SERVICES INC	1LRT-G4C7-KHCP		INV	12/15/2025	63.96	Laptop Bags
185338	3030	EVANS CRAVEN & LACKIE	141127		INV	12/15/2025	116.00	Attorney for claim 202
185339	965	CANON FINANCIAL SERVICES IN	42328079		INV	01/01/2026	43.61	Priest River copier
185340	1494	PEAK1 ADMINISTRATION LLC	169707		INV	12/15/2025	473.95	Peak One Cobra, FSA, D
185341	3830	BONNER COUNTY DAILY BEE	224512DEC25		INV	12/15/2025	280.02	Acct. #224512 Subscrip
185342	6511	PHOENIX EXCESS RISK UNDERWR	GER-P24-1415R		INV	12/15/2025	22,776.00	Inmate Medical Insuran
185344	5790	EXCESS DISPOSAL INC	6669		INV	12/10/2025	1,415.34	SW BILLING FEE NOV25

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VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
185345	5203	PAPE MACHINERY INC	16563281		INV	12/10/2025	68.38	SW AIR FILTERS
185346	6143	WARREN RESORT HOTELS OF PON	83147		INV	12/15/2025	110.00	Acct. BCP - Witness lo
185347	1962	CORPORATE PAYMENT SYSTEMS	4328NOV25		INV	12/15/2025	55.00	November 2025 Visa Cha
185348	1900	AVISTA UTILITIES	5066940000Dec25		INV	12/15/2025	21.67	PR Nav Lights
185350	2564	COMPUNET INC.	312613		INV	12/16/2025	23,824.00	Endpoint software rene
185351	4700	AMAZON CAPITAL SERVICES INC	1JVM-Y17T-MNGM		INV	12/16/2025	9.34	Cage Nuts
185352	1698	TYLER TECHNOLOGIES INC.	045-537976		INV	12/31/2025	1,096.20	JSTORMS-Tyler-EPL-Read
185355	1900	AVISTA UTILITIES	7479400000Dec25		INV	12/16/2025	1,392.36	D3 shop electric, gas
185356	79	ALLWEST TESTING AND ENGINEE	243732		INV	12/16/2025	184.00	Project 125-170L Larch
185357	6499	AIRGAS INC	9167508385		INV	12/16/2025	128.92	1TR50, wire
185358	2103	BROWN'S NORTHSIDE	S172260		INV	12/16/2025	931.58	D3, CAT 318, Hose and
185359	186	CINTAS CORPORATION #606	4252985016		INV	12/16/2025	85.08	D3 Laundry
185360	186	CINTAS CORPORATION #606	4252377047		INV	12/16/2025	85.08	D3 Laundry
185361	4700	AMAZON CAPITAL SERVICES INC	1XVG-73MR-N719		INV	12/16/2025	179.95	Car Detailing Kit
185362	965	CANON FINANCIAL SERVICES IN	42328088		INV	12/16/2025	526.15	CANON LEASE PRINTERS
185363	4700	AMAZON CAPITAL SERVICES INC	1GRJ-WVJJ-ND6T		INV	12/16/2025	117.72	Telephone Shoulder res
185364	186	CINTAS CORPORATION #606	4252702005		INV	12/16/2025	65.41	D1 Laundry
185365	186	CINTAS CORPORATION #606	4252705542		INV	12/16/2025	88.55	D2 Laundry
185366	2544	COLEMAN OIL COMPANY	CP-0339425		INV	12/16/2025	2,715.71	R&B Vehicle Fuel
185367	2456	SELKIRK ASSOCIATION OF REAL	48260		INV	12/16/2025	30.00	SELKIRK REALTORS MLS
185368	2544	COLEMAN OIL COMPANY	INV-340625		INV	12/16/2025	1,094.50	D2 Trucks, Coolant
185369	3188	EVERGREEN SUPPLY	425509		INV	12/16/2025	52.99	D3 - CF, Sawhorse
185370	3188	EVERGREEN SUPPLY	425564		INV	12/16/2025	17.99	D3 - CF, Shovel
185371	2219	GRIZZLY GLASS CENTER	H0178366		INV	12/16/2025	620.00	2TK36, windshield Rep1

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VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
185372	5113	SUMMIT SAFETY LLC	HINV025034		INV	12/16/2025	133.97	D3, Hivis Sweatshirts
185373	5113	SUMMIT SAFETY LLC	HINV025742		INV	12/16/2025	260.29	Hivis Rain Jackets and
185374	3462	IDAHO DEPT OF LANDS	E100007Nov25		INV	12/16/2025	800.00	Jack Pine Pit E100007
185375	3672	INTERMOUNTAIN SIGN & SAFETY	21551		INV	12/16/2025	1,611.00	Signs, Bump, 15 MPH, E
185376	6018	GENUINE PARTS COMPANY	260752		INV	12/16/2025	7.00	D3 Trucks, Filter Stoc
185377	6018	GENUINE PARTS COMPANY	260394		INV	12/16/2025	36.50	3PU26, Gasket Set
185378	6018	GENUINE PARTS COMPANY	260449		INV	12/16/2025	33.66	3PU26, Gasket Set Retu
185379	6018	GENUINE PARTS COMPANY	261018		INV	12/16/2025	48.94	1PU22, Replacement Lig
185380	6018	GENUINE PARTS COMPANY	260928		INV	12/16/2025	14.00	D1 Trucks, Filter Stoc
185381	5203	PAPE MACHINERY INC	16571546		INV	12/16/2025	128.40	D1 Chainsaws, Saw Mix
185382	6206	PREMIER TIRE LLC	105335		INV	12/16/2025	50.00	2TK39, Sipe
185383	6498	ADAM DONOHOE	INV-000080		INV	12/16/2025	160.00	2PU22, Battery
185384	2879	SIX ROBBLEES' INC	05P83915		INV	12/16/2025	1,591.51	2TK24, Abs Assembly
185385	1663	SPOKANE HOUSE OF HOSE	INV3630		INV	12/16/2025	68.64	2TK26, Bolt/Nut Sets
185386	1663	SPOKANE HOUSE OF HOSE	INV3644		INV	12/16/2025	282.84	1TK47, Couplers
185387	3357	TIFCO INDUSTRIES	72152495		INV	12/16/2025	293.70	D1, Pins, Bits, Washer
185388	3357	TIFCO INDUSTRIES	72152962		INV	12/16/2025	467.46	D2, Washers, Nuts, Cap
185389	3357	TIFCO INDUSTRIES	72132032.C		CRM	12/16/2025	-62.66	D3, Credit for Defecti
185390	4870	WESTERN INTEGRATED TECHNOLO	5966429		INV	12/16/2025	746.48	D2 Sander 29, Couplers
185391	2798	PACIFIC STEEL & RECYCLING	9198016		INV	12/16/2025	73.90	1TK32, 10' Chunk of st
185392	2798	PACIFIC STEEL & RECYCLING	9206576		INV	12/16/2025	113.22	1TK49 Plow, Metal
185393	5077	AMERICAN WEST INDUSTRIES	31402		INV	12/16/2025	287.80	1TK49, Tie Rod Cyl
185394	1089	DIRECT AUTOMOTIVE DISTRIBUT	01JC0237		INV	12/16/2025	176.17	Front Brake Calipers
185395	4700	AMAZON CAPITAL SERVICES INC	1WGN-HFQG-NRV1		INV	12/16/2025	39.88	Double sided Idaho Sta
185396	2592	CO-OP GAS AND SUPPLY CO	33581		INV	12/16/2025	30.44	Eye Lag Bolts, Screws

WARRANT LIST BY VOUCHER

WARRANT: boc1226 12/18/2025

DUE DATE: 01/31/2026

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
185397	6423	CDA EQUIPMENT COMPANY LLC	3817		INV	12/16/2025	7,695.00	EM Bonfire Little Blac
185398	2459	SELKIRK PRESS INC.	23117		INV	12/16/2025	100.00	2,500 business cards -
185399	3904	MICHAEL ROSEDALE	JAN26		INV	12/16/2025	220.00	PER DIEM FOR IACRC ELE
185400	3904	MICHAEL ROSEDALE	JAN26-2		INV	12/16/2025	256.00	PER DIEM - IAC MIDWINT
185401	4960	ACCESS	11927434		INV	12/16/2025	129.60	COURTHOUSE SHREDDING
185402	1900	AVISTA UTILITIES	8555200000DEC25		INV	12/16/2025	3,236.35	COURTHOUSE ELECTRIC/GA
185403	6423	CDA EQUIPMENT COMPANY LLC	3818		INV	12/16/2025	9,100.00	EM Bonfire Little Blac
185404	1900	AVISTA UTILITIES	8099830000DEC25		INV	12/16/2025	37.43	BONNER PARK WEST BOAT
185405	1900	AVISTA UTILITIES	3404270000DEC25		INV	12/16/2025	506.67	PUBLIC DEFENDER ELECTR
185406	2568	CONCEPT COMM CORP.	241712		INV	12/16/2025	94.95	INTERNET @ 75 EASTSIDE
185407	3188	EVERGREEN SUPPLY	425729		INV	12/16/2025	170.17	D3 - CF, Battery, Saw
185408	6517	HDR ENGINEERING INC	1200773992		INV	12/16/2025	22,572.49	Merritt Br A024(620) 9
185409	2771	O'REILLY AUTOMOTIVE INC	3456-272136		INV	12/16/2025	39.47	Glass Cleaner, Microfi
185410	5496	CONNELL OIL INCORPORATED	CL74435		INV	12/16/2025	7,660.29	D2 Biweekly Fuel
185411	1611	SNAP ON TOOLS	120925168164		INV	12/16/2025	253.70	Insert Bit, Door & Tri
185413	966	CANON USA INC	6014112234		INV	12/30/2025	5.10	Canon invoice for Nove
185414	3978	NATIONAL MEDICAL SERVICES I	1293788		INV	12/30/2025	158.00	NMS invoice for labs o
185415	4573	SCHULTZ, TERESA	DEC2025		INV	12/16/2025	256.00	Per diem for Elections
185417	6374	EMILY WOHALI	DEC2025		INV	12/16/2025	256.00	Per diem for Elections
185418	965	CANON FINANCIAL SERVICES IN	42328089		INV	12/16/2025	206.47	2YJ45260 Contract and
185419	2320	NORTH 40 OUTFITTERS	50769/B		INV	12/16/2025	59.98	Plastic Utility Jugs 5
185420	6018	GENUINE PARTS COMPANY	261581		INV	12/16/2025	503.34	Batteries & Core Depos
185421	2320	NORTH 40 OUTFITTERS	050768/B		INV	12/16/2025	860.70	Chain Saw and Chain Oi
185422	2320	NORTH 40 OUTFITTERS	050770/B		INV	12/16/2025	39.96	Diesel

WARRANT LIST BY VOUCHER

WARRANT: boc1226 12/18/2025

DUE DATE: 01/31/2026

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
185423	2544	COLEMAN OIL COMPANY	INV-341734		INV	12/16/2025	182.14	2TH01, Grease
185424	5113	SUMMIT SAFETY LLC	HINV025992		INV	12/16/2025	46.99	HiVis Rain Pants
185425	6228	AVERTEST	S-INV059345		INV	12/16/2025	60.00	Drug testing
185426	6334	SECURE COURT SOLUTIONS LLC	P-100582		INV	12/16/2025	210.00	CAM Bracelet CR09-24-3
185428	5109	AMERIGAS PROPANE LP	3184607561		INV	12/17/2025	2,447.75	D2 Propane for Heating
185430	2592	CO-OP GAS AND SUPPLY CO	76790		INV	12/17/2025	14.90	SW KEYS
185431	5496	CONNELL OIL INCORPORATED	CL75375		INV	12/17/2025	168.88	SW FUEL
185432	5203	PAPE MACHINERY INC	16563295		INV	12/12/2025	28.58	SW FILTERS
185433	1089	DIRECT AUTOMOTIVE DISTRIBUT	01JC1214		INV	12/17/2025	176.17	Front Brake Calipers
185434	2592	CO-OP GAS AND SUPPLY CO	33700		INV	12/17/2025	16.20	Clamp, Screw, Washer
185435	6437	VSP VISION CARE INC	824231255		INV	12/17/2025	343.21	EMS VSP January 2026
185436	6437	VSP VISION CARE INC	824231256		INV	12/17/2025	3,909.68	County VSP January 202
185437	2592	CO-OP GAS AND SUPPLY CO	33199		INV	12/17/2025	5.58	Distilled Water
185438	3162	TAYLOR & SONS CHEVROLET	152455		INV	12/17/2025	136.39	Clamp, Seals, Nut
185439	6018	GENUINE PARTS COMPANY	261540		INV	12/16/2025	71.72	Trailer Break Away Sys
185440	6018	GENUINE PARTS COMPANY	261038		INV	12/17/2025	8.33	Hyd Filter
185441	5238	BARBED K CUSTOM ETCHING	2114		INV	12/17/2025	45.00	Retirement Award - The
185443	965	CANON FINANCIAL SERVICES IN	42328074(2)		INV	12/17/2025	7.32	2XK11626 December Prin
185444	5189	THE PUBLIC SAFETY GROUP LLC	8676		INV	12/18/2025	549.00	When Seconds Count Onl
185445	5364	TRINITY SERVICES GROUP INC	3028800293		INV	12/18/2025	7,288.29	Inmate/Juvenile Meals
185446	5284	NORTHWEST FIBER LLC	208-189-0160DEC25		INV	12/18/2025	2,810.36	RADIO COMMUNICATION CI
185447	5284	NORTHWEST FIBER LLC	208-197-1279DEC25		INV	12/18/2025	4,716.75	9-1-1 TRUNK LINES
185448	5284	NORTHWEST FIBER LLC	208-265-4256DEC25		INV	12/18/2025	24.58	VAST FAX LINE
185449	5284	NORTHWEST FIBER LLC	208-266-0196DEC25		INV	12/18/2025	99.53	CLARK FORK SW SITE
185450	5930	ASIA WILLIAMS	2025DEC		INV	12/18/2025	49.02	Travel Reimbursement -

WARRANT LIST BY VOUCHER

WARRANT: boc1226 12/18/2025

DUE DATE: 01/31/2026

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
185451	5284	NORTHWEST FIBER LLC	208-266-1608DEC25		INV	12/18/2025	192.70	CLARK FORK R&B SHOP
185452	1479	PATRIOT FIRE PROTECTION	31174		INV	12/18/2025	377.50	FAC HORN STROBE REPAIR
185453	6526	TERI MCCUNE	DEC25		INV	12/18/2025	1,211.00	Per Diem for Detention
185454	6527	THEODORE SMITH	DEC25		INV	12/18/2025	1,211.00	Per Diem for Detention
185455	3804	HAUG, DARCI	JAN26		INV	12/18/2025	117.00	Haug IACJJA Conference
185456	5782	DEVIN SIMMONS	JAN26		INV	12/18/2025	117.00	Simmons IACJJA Confere
185457	1708	UNITED DATA SECURITY	150337		INV	12/18/2025	45.50	Shredding Service
185458	6524	DAVID C BARTH	2649		INV	12/18/2025	140.00	N.O. 12/9 Counseling
185459	6524	DAVID C BARTH	2624		INV	12/18/2025	140.00	N.O. 12/2 Counseling
185460	6524	DAVID C BARTH	2614		INV	12/18/2025	140.00	N.O. 11/28 Counseling
185461	3930	GUTHRIE-BLUEMER, SARAH	JAN26		INV	12/18/2025	117.00	Guthrie IACJJA Confere
185462	186	CINTAS CORPORATION #606	4252985016.2		INV	12/18/2025	13.23	Uniform
185465	186	CINTAS CORPORATION #606	4252377047.2		INV	12/18/2025	16.50	Uniform
185466	2320	NORTH 40 OUTFITTERS	50519/B		INV	12/18/2025	129.98	Chain
185469	2320	NORTH 40 OUTFITTERS	50518/B		INV	12/18/2025	219.13	Paint Supplies
185476	6018	GENUINE PARTS COMPANY	261556		INV	12/18/2025	56.00	oil Filter/Air Filter
185477	6238	YELLOW DOG VENTURES LLC	19973		INV	12/18/2025	59.45	Oil Change
185478	6238	YELLOW DOG VENTURES LLC	19970		INV	12/18/2025	108.46	Filter and oil change
WARRANT TOTAL							214,875.60	

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



Bonner County
Board of Commissioners

Brian Domke

Asia Williams

Ron Korn

December 23, 2025

CLERK
Item #2

MEMORANDUM

To: Bonner County Commissioners

Re: FY26 Demands in Batch #12

The Auditor's Office presented the FY26 Demands Batch #12, **Totaling \$55,965.90**

A suggested Motion would be: Based on the information before us, I move to approve payment of the FY26 Demands in Batch #12, totaling \$55,965.90

Recommendation Acceptance: ☐ Yes ☐ No

Brian Domke, Chair

Date

ACCOUNTS PAYABLE WARRANT REPORT

Demands
DATE: 12/18/2025 WARRANT: d1226 AMOUNT: \$ 55,965.90

COMMISSIONER'S APPROVAL REPORT

DRAFT

PREPAID INVOICE LIST

WARRANT: d1226 12/18/2025

VENDOR	VENDOR NAME	R	INVOICE	PO	TYPE	DUE DATE	AMOUNT	VOUCHER	CHECK	COMMENT
CASH ACCOUNT: 000		1002	TREASURER ACCT/WARRANT ACCT							
2553	COLUMBIA BANK	00001	97748363740DEC25		INV	12/16/2025	32,201.00	185354	176471	Grader Lease 83637
6438	REGENCE BLUESHI	00001	253500003765		INV	12/17/2025	23,764.90	185442	176472	Regence Medical &
CASH ACCOUNT 000		1002					55,965.90			TOTAL



Bonner County Sheriff's Office

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

Sheriff's Office
Item # 1

December 15, 2025

Memorandum

To: Commissioners
From: Sheriff Daryl Wheeler
Re: Annual Maintenance Agreement - Fingerprint Printer/Scanner

The Bonner County Sheriff's Office would like approval to renew an agreement with NEC Corporation of America for maintenance on their fingerprint printer and scanners. The maintenance coverage shall be effective from February 7, 2026-February 6, 2027 and will be a rate of \$3,975.80. The Bonner County Sheriff's Office Jail has adequate funds in its 03461/7420 Jail/Repair Maintain Equipment budget account to pay for this agreement.



APPROVED

Auditing Review: _____

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

Risk Review: N/A

Legal Review: _____

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



APPROVED

Distribution: Original to Sheriff's Office
Copy to Auditors

A suggested motion would be: Based on the information before us, I move to approve the annual maintenance agreement renewal from NEC Corporation of America for the Bonner County Sheriff's Jail fingerprint printer and scanners and allow the Chairman to sign administratively.

Recommendation Acceptance: ☐ yes ☐ no _____ Date: _____
Commissioner Brian Domke, Chairman

December 11, 2025

Marcus Robbins
Bonner County Sheriff's Office
4001 N. Boyer Rd.
Sandpoint, ID 83864
Marcus.robbsins@bonnercountyid.gov

Dear Mr. Robbins:

The term of your maintenance agreement on your NEC Ruggedized & Desktop SmartScan equipment is due. The annual maintenance charges (AMC) for 2026-27 are \$3,975.80. Please accept this letter as notification of the renewal of your NEC Ruggedized & Desktop SmartScan maintenance coverage effective February 7, 2026, through February 6, 2027.

Solution	AMC	AMC Adjustment	Adjusted AMC
Ruggedized & Desktop SmartScan	\$3,860.00	\$115.80	\$3,975.80
Total Annual Amount			\$3,975.80

This is a quotation for annual maintenance charges and does not constitute an invoice. Invoices will be sent separately from our billing team upon receipt of a purchase order.

Please note in the event Bonner County Sheriff's Office does not renew by February 6, 2026, NEC may charge a late fee equal to the lesser of 1.5% per month [18% per annum] or the maximum rate allowed by law. If the contract is not renewed within 90 days of contract expiration, NEC may deactivate support services and charge a 15% reactivation fee if Bonner County Sheriff's Office elects to restart support services.

This quotation for annual maintenance charges is governed, in NEC's discretion, by one of the following: (1) NEC's General Terms and Conditions – Hardware and/or Software Maintenance Services; (2) a previously executed contract between the parties for the maintenance services; or (3) a separate mutually agreed upon contract. If the parties have previously entered into a contract, and the terms and conditions of that contract remain valid, it will govern this Purchase Order. Purchase orders shall not be accepted by NEC until a mutually agreed upon contract has been executed between the parties.

The NEC team is proud of our history supporting national, state, and local law enforcement in their crucial roles and we are committed to providing you excellent service and support. NEC appreciates your past business, and we look forward to fulfilling your future SmartScan needs.

Sincerely,

Maria Hansen

Maria Hansen
Project Specialist
NEC Corporation of America
Ph: 612-242-8038
maria.hansen@necam.com

General Terms and Conditions – Hardware and/or Software Maintenance Services

1. **GENERAL** The General Terms and Conditions ("Agreement") contained herein shall apply to all quotations, renewals and offers made by and purchase orders accepted by NEC Corporation of America ("NEC"). These terms, including terms referenced in any Appendices and/or Exhibit, if any, apply to all NEC Maintenance Services which customer acquires from NEC, except to the extent that terms conflict with an existing contract where those terms and conditions (signed by NEC and customer) shall take precedence over this document. As used herein, "NEC Maintenance Service(s)" means, as applicable, preventive, remedial, repair, special and/or on-site maintenance services relating to NEC equipment, software and/or hardware provided by NEC under this Agreement. The General Terms and Conditions shall take precedence over any terms referenced in customer's purchase order and shall become binding irrespective of whether the customer accepts these conditions by a written acknowledgement, by implication, or acceptance and payment of products ordered hereunder. NEC's failure to object to provisions contained in any communication from customer shall not be deemed a waiver of the provisions herein. Any changes in the terms contained herein, or any additional or different terms must specifically be agreed to in writing, and signed by an authorized representative of NEC before becoming binding on either party. For the purposes of this Agreement, an "Order(s)" means a written binding document outlining additional or different terms covering a specific transaction; such terms shall be contained in a Statement of Work ("SOW"), purchase order, NEC quotation or addendum (together, either collectively or individually), with this Agreement, referred to as an "Order". NEC reserves the right to reject any Order which is not credit-approved or does not conform to the provisions of this Agreement.
2. **SCOPE OF THE AGREEMENT** It is the intent of this AGREEMENT that NEC will maintain the hardware and/or software, as applicable, covered in the applicable Order, (the "PRODUCTS") in good working condition, furnish Remedial Maintenance during the Principal Period of Maintenance Coverage and be responsible to the maintenance needs of the CUSTOMER subject to the conditions herein. As used herein, the "Principal Period of Maintenance Coverage" is the period between 8:00 A.M. and 5:00 P.M. (US Pacific time) Monday through Friday, excluding US holidays with next day response for each incident.

As used herein, "Remedial Maintenance" shall mean maintenance performed by the NEC which results from system failure and which is performed as required, on an unscheduled basis.
3. **TERM OF AGREEMENT** Unless otherwise specified in the applicable Order, this Agreement shall be effective from the date specified in the applicable Order, and shall continue for a period of one (1) year ("Initial Term"). Unless one party notifies the other of its intent to terminate the AGREEMENT at least thirty (30) days prior to the expiration of the Initial Term (or at the end of any one-year Renewal Term,) the AGREEMENT shall automatically renew thereafter for additional twelve (12) month terms, upon the same terms and conditions contained herein ("Renewal Term(s)"), except NEC may adjust its service rates to conform to NEC's prevailing local service rates for the renewal term. After the Initial Term, either party may terminate this AGREEMENT at any time upon ninety (90) days written notice.
4. **ELIGIBLE EQUIPMENT** NEC supplied PRODUCTS in good working order are eligible for inclusion under this AGREEMENT. The CUSTOMER may, subject to written acceptance by NEC, add additional PRODUCTS under the terms and conditions of this AGREEMENT by executing an Addendum to this AGREEMENT. Upon NEC's written acceptance, the maintenance and support service charges will be adjusted and/or a CUSTOMER-issued purchase order will be provided to NEC for the additional PRODUCTS being requested. NEC maintenance prices then in effect shall apply and the term of such Addendum shall be the same as this AGREEMENT.
5. **RESPONSIBILITIES OF NEC** For the charges stated herein, NEC shall maintain the covered PRODUCTS in compliance with manufacturing specifications by providing unscheduled, on-call emergency remedial maintenance as required during the Principal Period of Maintenance Coverage. NEC will provide and bear the cost during the Principal Period of Maintenance Coverage of all labor. NEC will install, without charge, during the Principal Period of Maintenance Coverage, all mandatory engineering changes and such other engineering changes that NEC deems necessary.
6. **SERVICE LIMITATIONS** Charges for maintenance service resulting from CUSTOMER-Requested NEC performance outside the Principal Period of Maintenance Coverage or for reasons other than normal wear and tear, will be invoiced separate from the maintenance contract invoicing. Such charges will be invoiced at the current NEC Special Maintenance Service Rates as set forth in the applicable Order. NEC Special Maintenance Service Rates are subject to change without prior notice. CUSTOMER agrees to pay for such services within thirty (30) days after invoice date.

The following are examples of causes other than normal wear and tear: unauthorized attempts by other than NEC personnel to repair, maintain, modify or move the PRODUCTS; catastrophe, accidents or acts of God; failure of equipment not maintained by NEC or failure due to use of non-NEC recommended supplies or media; fault or negligence of CUSTOMER; CUSTOMER error; improper use or misuse of the PRODUCTS; causes external to the PRODUCTS such as, but not limited to, fluctuations or failure of electrical power, air conditioning, or humidity control.

Maintenance services do not include operating supplies or accessories, cleaning supplies necessary for CUSTOMER preventive maintenance of the PRODUCTS.

To permit continuity of service, the CUSTOMER shall give NEC at least thirty (30) days prior written notice of its intent to move and/or re-configure the PRODUCTS listed herein. This provision expressly excludes re-configuration of any NEC provided software without NEC's express written consent in advance. In the event the new PRODUCTS location is

more than ten (10) miles from the existing installation, NEC reserves the right to increase maintenance rates for the new location. Charges for services and material furnished by NEC to dismantle, prepare for shipment, and install PRODUCTS in the new location will be at the then current NEC Special Maintenance Service Rates. Shipment of PRODUCTS and associated cost is the responsibility of the CUSTOMER.

7. **TERMINATION** If either party neglects to perform any of its obligations under this AGREEMENT, and such failure continues for a period of thirty (30) days after written notice thereof, the other party shall have the right to terminate this AGREEMENT. Non-payment of duly presented invoices shall constitute a material breach and shall give rise to a unilateral cancellation sixty (60) days after the invoice date.
8. **RESPONSIBILITIES OF CUSTOMER** The CUSTOMER shall notify NEC immediately of PRODUCTS failure and will allow NEC prompt and free access to the PRODUCTS. CUSTOMER agrees to allow NEC use of necessary data communication equipment at no charge subject only to CUSTOMER security regulations, which shall be provided to NEC in advance for review. The CUSTOMER will provide a single contact for all aspects of this engagement, including scheduling, defining and requirements and ensuring delivery of necessary information. The CUSTOMER shall perform level one support on all related equipment which includes rebooting of servers, clearing of logs, maintaining Database queue sizes, stopping and starting of services and performing the role of smart hands when service is being performed.
9. **HARDWARE AND/OR SOFTWARE SUPPORT AND MAINTENANCE** NEC shall support all hardware and/or software, as applicable, licensed to CUSTOMER for use with NEC equipment in accordance with NEC's standard hardware and software support procedures. NEC hardware and software support and maintenance provided under this AGREEMENT is contingent upon the CUSTOMER maintaining all files at revision levels prescribed by NEC and upon the CUSTOMER fully protecting all NEC proprietary or confidential information. CUSTOMER agrees not to (i) rent, lease, or loan the maintenance and support services or any part thereof, or provide or use the maintenance and support services on a third party's behalf; (ii) permit third parties to benefit from the use of the maintenance and support services; (iii) reverse engineer, decompile, or disassemble any NEC provided software that provides the maintenance and support services, or otherwise attempt to derive the source code of such software; or (iv) download, export, or re-export any NEC provided software or technical data received hereunder, regardless of the manner in which received, without all required United States and foreign government licenses.
10. **CHARGES** Under the terms of this AGREEMENT, CUSTOMER will pay NEC as set forth in the applicable Order, for maintenance and support services covered under this AGREEMENT. CUSTOMER will pay CONTRACTOR for services rendered prior to the execution of this AGREEMENT within thirty (30) days of execution thereof. The monthly charge for Preventive and Repair Maintenance Services shall be as specified in applicable Order. NEC may change the monthly charges after the Initial Term or at the end of any Renewal Term by giving the CUSTOMER ninety (90) days prior written notice. The increased charges shall not exceed NEC's established charges for maintenance and support services or three (3%) percent annually, from the effective date of the adjustment. The charges for additional PRODUCTS added by CUSTOMER to this AGREEMENT will be the current established rates at the time the PRODUCTS is added.
11. **METHOD OF PAYMENT** Invoice documentation furnished by NEC under this AGREEMENT, unless advance payment is requested, shall be invoiced in arrears. Payment for maintenance and support services shall be made (as more fully described in the Order) by remittance to the account of NEC in a bank designated by NEC. Monthly charges for fractional parts of a calendar month shall be computed at the rate of one thirtieth (1/30) of the monthly rate for each day or fraction thereof.

In addition to the charges due under this AGREEMENT, the CUSTOMER agrees to pay or reimburse NEC any taxes or charges resulting from this AGREEMENT which are levied by a taxing authority, except for taxes based upon NEC net income. If claiming a sales tax or similar exemption, CUSTOMER must provide NEC with tax exemption certificates where deliveries are to be made or services performed.

Payment is due within thirty (30) days from the date of invoice. Any invoices not paid within sixty (60) days shall incur a service charge of one and one-half percent (1 1/2%) per month on any outstanding, overdue balance. If payment is not made within sixty (60) days, NEC reserves the right to suspend maintenance and support services until such invoices are paid.

Purchase Order means a CUSTOMER-issued document used for ordering services under this AGREEMENT. All Purchase Orders are subject to review and acceptance by an authorized representative of NEC. No preprinted Purchase Order terms shall be binding upon NEC, unless otherwise expressly agreed to in writing by an authorized representative of NEC.

Remittance shall be sent to the following address unless otherwise direct by written instruction:

NEC Corporation of America
Lock Box 22529
22529 Network Place
Chicago, IL 60673-1225

12. **LIMITATION OF LIABILITY. THE MAXIMUM LIABILITY OF NEC TO THE CUSTOMER OR ANY PERSON WHATSOEVER ARISING OUT OF OR IN CONNECTION WITH ANY SALE, SERVICE OR USE OR OTHER EMPLOYMENT OF ANY PRODUCT UNDER THIS AGREEMENT, WHETHER SUCH LIABILITY ARISES FROM ANY CLAIM BASED ON CONTRACT, WARRANTY, TORT OR OTHERWISE, SHALL IN NO CASE EXCEED THE ACTUAL AMOUNT PAID TO NEC BY REASON OF THIS AGREEMENT. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS FOR**

PERSONAL INJURY SHOWN TO HAVE BEEN CAUSED DIRECTLY BY NEC'S GROSS NEGLIGENCE.

NEITHER NEC NOR CUSTOMER SHALL INSTITUTE ANY ACTION IN ANY FORM ARISING OUT OF THIS AGREEMENT MORE THAN EIGHTEEN (18) MONTHS AFTER THE CAUSE OF ACTION HAS ARISEN, OR IN THE CASE OF NON-PAYMENT, MORE THAN EIGHTEEN (18) MONTHS FROM THE DATE OF LAST PAYMENT OR PROMISE TO PAY. THIS LIMITATION DOES NOT APPLY TO ANY ACTION FOR NON-PAYMENT OF TAXES.

IN NO EVENT SHALL NEC BE LIABLE TO CUSTOMER FOR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OR FOR ANY DAMAGES OR EXPENSES DIRECTLY OR INDIRECTLY ARISING OR RESULTING FROM LOSS OF USE, DATA OR PROFITS OR A THIRD PARTY'S UNAUTHORIZED USE OF THE PRODUCTS OR ITS COMPONENTS, EITHER SEPARATELY OR IN COMBINATION WITH OTHER EQUIPMENT.

THE FOREGOING COVENANTS AND SERVICE COMMITMENTS ARE EXCLUSIVE AS TO BOTH PRODUCTS OR SERVICES PROVIDED HEREUNDER. NEC EXTENDS NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, TO CUSTOMER FOR THE SERVICES PROVIDED BY THIS AGREEMENT.

13. **INSURANCE** NEC shall have and maintain in full force and effect for the duration of this AGREEMENT insurance insuring against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work by the NEC, its agents, representatives, or employees.

NEC shall maintain coverage and limits no less than:

(a) Comprehensive General Liability of \$1,000,000 per occurrence for bodily and personal injury, sickness, disease or death, injury to or destruction of property, including loss of use resulting therefrom, and \$2,000,000 in aggregate.

(b) Comprehensive Automobile Liability (any auto) of \$1,000,000 combined single limit per occurrence for bodily and personal injury, sickness, disease or death, injury to or destruction of property, including loss of use resulting therefrom.

(c) Professional Liability of \$1,000,000 limit for claims arising out of professional services caused by the CONTRACTOR's errors, omissions, or negligent acts.

(d) Workers' Compensation limits as required by the State of Michigan and employers Liability limits of \$1,000,000 per accident.

(e) Umbrella Liability of \$1,000,000.

CUSTOMER (and any applicable Authority) shall be made an additional insured on General Liability Auto Liability and Umbrella Liability policies.

With respect to "bodily injury" or "property damage" claims directly arising out of the operations performed by or on behalf of the named insured, NEC, such insurance as is afforded by these policies is primary and is not additional to or contributing with any other insurance carried by or for the benefit of the additional insured, CUSTOMER, provided claims that give rise are from the Named Insured's negligence and arising out of operations for the CUSTOMER.

NEC agrees to waive all rights of subrogation, except for commercial general liability, against the CUSTOMER, the Board of Commissioners, its officers, officials, employees, and volunteers from losses arising from work performed by the CONTRACTOR for the CUSTOMER.

Certificates of Insurance, and any subsequent renewals, must reference specific bid/contract by project name and project/bid number.

14. **FORCE MAJEURE** Except for the obligation to pay monies due and owing, neither party shall be responsible for any failure to perform or delay in performing any of its obligations hereunder where and to the extent that such failure or delay results from causes outside the reasonable control of the party, including but not limited to governmental actions, acts of terrorism, transportation or labor strikes, environmental conditions, fire, flood, riot, strike, life or health-threatening conditions.

15. **GOVERNING LAW** Unless otherwise agreed in writing, the terms and conditions contained herein shall be governed by and construed under the laws of the State of Texas without giving effect to conflict of laws provisions. The parties specifically disclaim the United Nations Convention on Contracts for the International Sale of Goods

16. **COMPLIANCE WITH APPLICABLE LAWS** Customer shall (a) comply with all applicable laws, regulations and governmental orders governing or relating to the use of the Maintenance Services and Products, including, but without limitation, all applicable privacy and data protection laws, and (b) at its own expense, obtain and maintain in full force and effect throughout the continuance of this Agreement, all licenses, permits, authorizations, approvals and government filings and registrations necessary or appropriate for the exercise of its rights and the performance of its obligations under this Agreement and for use of the deliverables and services.

17. **CONFIDENTIALITY** "Confidential Information" as used herein, means non-public information that is exchanged between the Parties, provided that such information is: (i) labeled or identified "Confidential" at the time it is provided by the disclosing party, or (ii) disclosed under circumstances that would indicate to a reasonable person that the information should be treated as confidential by the party receiving the information. If the disclosing party fails to identify information as "Confidential Information" at the time of disclosure it may subsequently identify the information as "Confidential Information" by giving written notice to the other party.

Notwithstanding the foregoing definition, the term Confidential Information does not include information which: (i) has been published by the disclosing party or is otherwise in the public domain through no fault of the receiving party; (ii) is properly within the legitimate possession of the receiving party prior to its disclosure hereunder and without any obligation of confidence; (iii) is lawfully received by receiving party from a third party who lawfully possesses the information and who is not restricted from disclosing the Confidential Information to the receiving party; (iv) is independently developed by the receiving party without use of the Confidential Information; or (v) is approved for disclosure by the disclosing party, in writing, prior to its disclosure.

Each party understands and agrees that in the performance of services under this Agreement, or in contemplation thereof, that a party may have access to Confidential Information of the other party. The receiving party agrees that all Confidential Information disclosed by the other party shall be held in confidence and used only in performance of services under this Agreement. The receiving party shall exercise the same standard of care to protect such Confidential Information as is used to protect its own proprietary data, but in no event, less than a reasonable standard of care.

Confidential Information may be disclosed in response to a valid order of a court or other governmental body or as otherwise required by law; provided, however, that the receiving party first gives notice to the disclosing party and has, as appropriate: (i) fully cooperated in the disclosing party's attempt to obtain a "protective order" from the appropriate court or other governmental body, or (ii) attempted to classify the media containing the Confidential Information to prevent access by the public, in accordance with the provisions of the federal Freedom of Information Act ("FOIA") or similar state statutes.

18. **INTELLECTUAL PROPERTY OWNERSHIP** Customer acknowledges and agrees that the Products may contain, embody or be based on, patented or patentable inventions, trade secrets, copyrights and other intellectual property rights (collectively, "Intellectual Property Rights") owned or controlled by NEC or the manufacturer or supplier, and that NEC or the manufacturer or supplier, respectively shall continue to be the sole owner of all Intellectual Property Rights in the Products.

19. **SEVERABILITY** If any provision of this Agreement is for any reason held to be unenforceable, all other provisions of this Agreement will remain in full force and effect and the unenforceable provision shall be replaced by a mutually acceptable enforceable provision consistent with the Parties' original intent.

20. **SURVIVAL OF OBLIGATIONS** The respective obligations of customer and NEC under this Agreement which by their nature would continue beyond the termination, cancellation or expiration of the Agreement, shall survive termination, cancellation or expiration.

21. **WAIVER OF TERMS AND CONDITIONS** Failure of either party to enforce any of these terms or conditions shall not constitute a waiver of any such terms or conditions, or of any other terms or conditions.

22. **SOFTWARE RELEASE POLICY** Software updates will maintain the solution software's compatibility with all interfaces, version releases, and other improvements and modifications, including application software. NEC's software release policy attached as Appendix A follows software technology and industry standards.

23. **NOTICES** Any notice hereunder shall be deemed to have been given if contained in writing and delivered by hand, express or overnight mail, or by registered or certified mail, postage prepaid, return receipt requested to the party concerned at its last known address. Notice to NEC shall be to: NEC Corporation of America, Attn: Legal Division - Contract Administration Department, 3929 W. John Carpenter Freeway, Irving, TX 75063.

24. **COMPLETE AGREEMENT** Unless otherwise mutually agreed upon by the parties in an existing contract where those terms and conditions (signed by NEC and customer) shall take precedence over this document, this Agreement including all Appendices, if applicable, is the complete agreement between the parties concerning the subject matter herein and supersedes any prior oral or written communications between the parties with regard to the subject matter contained herein. There are no conditions, understandings, agreements, representations, or warranties, expressed or implied, which are not specified or incorporated herein. THIS AGREEMENT MAY NOT BE MODIFIED, CHANGED OR AMENDED EXCEPT BY A WRITTEN AMENDMENT SIGNED BY AN AUTHORIZED REPRESENTATIVE OF EACH PARTY.

Appendix A

NEC Biometrics Software Release Policy

1.1.1 NEC's software release policy follows an industry standard process. The main activities involved in Release Management are:

- Developing new versions.
- Establishing a planning policy for the implementation of new versions.
- Testing new versions in an environment that simulates the live environment as closely as possible.
- Validating the new versions.
- Implementing new versions in the live environment.
- Version control.

The software release version is identified by three numbers. For example, software release 4.6.1:

- "4" reflects a version of a major release of software
- "6" reflects a version of a minor release of software
- "1" reflects a version of a supplemental release of software

1.1.2 NEC's policy for system upgrades are provided on an if-and-when available basis as follows:

- **Supplemental Releases** - are defined as releases that materially affect the operational performance or functional performance of the software, for example, via patches and issue fixes (e.g., from version 5.0 to 5.0.1). All NEC Customers are entitled to all such releases without any expense. All expenses for software, and professional services required for installation of such supplemental releases, assuming Customers has a Maintenance and Support Agreement with NEC, will be covered by NEC.
- **Minor Releases or Enhancements** - are defined as releases that improve or augment the utility, efficiency, performance, or functional capability of the software (e.g., from version 5.0 to 5.1). NEC Customers are entitled to receive this software release free of charge, again assuming a subcontract agreement, which includes maintenance and support, is in effect. All expenses for software, and professional services required for installation of such Releases, assuming Customer has a subcontract agreement, which includes maintenance and support with NEC, will be covered by NEC.
- **Major Releases** - are defined as releases that, in whole or in part, introduce new advances in technology (e.g., the introduction of a newer matching algorithm). Major releases reflect significant improvements in the software product, for which the Customer is responsible for all software, and professional services, including all applicable license fees required for implementation of the release. In NEC's discretion, license fees for upgrading to a Major Release may be discounted for Customers with a current subcontract agreement, which includes maintenance and support and/or such releases may be made available for a limited period of time only.

1.1.3 The following are not covered by software support:

- Any problem resulting from the misuse, improper use, alteration, or damage of the software;
- Any problem caused by modifications in any version of the software not made or authorized by NEC;
- Any problem resulting from programming other than the software supplied by NEC; or
- Any problem resulting from the combination of the software with other programming or systems as referenced by above to the extent such combination has not been approved by NEC.

Customer shall be responsible to pay NEC's normal charges and expenses for time or other resources provided by NEC to diagnose or attempt to correct any such problem.



Jackie Rogers <jackie.rogers@bonnercountyid.gov>

Fingerprint Scanner Memo

3 messages

Jackie Rogers <jackie.rogers@bonnercountyid.gov>

Mon, Dec 15, 2025 at 7:25 AM

To: Jessica Stephany <jessica.stephany@bonnercountyid.gov>, Michael Rosedale <michael.rosedale@bonnercountyid.gov>, Robert Abel <robert.abel@bonnercold.gov>

Attached is a memo for your review and approval.

Thank you,

—

Jackie Rogers
Accounting Specialist
Bonner County Sheriff's Office
4001 N Boyer Rd
Sandpoint, ID 83864
208-263-8417 ext 3065
208-265-4378 Fax
jackie.rogers@bonnercountyid.gov

 Fingerprint Maintenance Memo.pdf
289K

Jessica Stephany <jessica.stephany@bonnercountyid.gov>

Mon, Dec 15, 2025 at 7:28 AM

To: Jackie Rogers <jackie.rogers@bonnercountyid.gov>

Cc: Michael Rosedale <michael.rosedale@bonnercountyid.gov>, Robert Abel <robert.abel@bonnercold.gov>

 Auditing approves.

Jessica Stephany

Comptroller - Chief Deputy Clerk

Bonner County

1500 Highway 2, Suite 336

Sandpoint, ID 83864

Phone: 208-265-1437 ext 1313

[Quoted text hidden]

Robert Abel <robert.abel@bonnercold.gov>

Mon, Dec 15, 2025 at 9:02 AM

To: Jessica Stephany <jessica.stephany@bonnercountyid.gov>, Jackie Rogers <jackie.rogers@bonnercountyid.gov>

Cc: Michael Rosedale <michael.rosedale@bonnercountyid.gov>

 Legal approves.

Robert Abel
Deputy Prosecutor
Bonner County Prosecutor's Office
208-263-6714 ext. 2241

From: Jessica Stephany <jessica.stephany@bonnercountyid.gov>

Sent: Monday, December 15, 2025 7:28 AM

To: Jackie Rogers <jackie.rogers@bonnercountyid.gov>

Cc: Michael Rosedale <michael.rosedale@bonnercountyid.gov>; Robert Abel <robert.abel@bonnercoid.gov>
Subject: Re: Fingerprint Scanner Memo

[Quoted text hidden]

DRAFT



Bonner County Sheriff's Office

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

Sheriff's Office
Item 2

December 23, 2025

Memorandum

To: Commissioners

From: Sheriff Daryl Wheeler

Re: Purchase over \$5k - Change of Vendor

The Bonner County Sheriff's Office Marine Division is requesting authorization to purchase electrical services from Precision Power Systems (formerly Dynamic Electric) for a total of \$9,500.00. This request was previously approved on September 23rd, 2025. These services will include the following:

- Install 4 outlets Main Bay on 2 circuits
- Install 2 outlets back bay
- Mount 6 plug-in cord reels with Caddy beam clamps
- Re-feed 5 outlets on 2 circuits due to bench obstruction.
- Install 50A, 120/240V circuit in ¾" EMT with 25ft 8/4 SOOW drop cord.

We have funds to cover this purchase in our Sheriff's Repair/Maint Bldgs budget 03450/7430 (FY26).

Auditing Review:  **APPROVED**

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

Risk Review: N/A

Legal Review: N/A

Distribution: Original to Sheriff's Office

Copy to Auditors

Recommendation Acceptance: ☐ yes ☐ no _____ Date: _____

Commissioner Brian Domke, Chairman

A suggested motion would be: Based on the information before us, I move to approve the change of vendor from Dynamic Electric to Precision Power Systems for electrical services at the Marine Building and allow the Chairman to sign administratively.



Bonner County Sheriff's Office

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

Sheriff's Office
Item 3

September 9, 2025

Memorandum

To: Commissioners

From: Sheriff Daryl Wheeler

Re: Purchase over \$5k - Dynamic Electric

The Bonner County Sheriff's Office Jail is requesting authorization to purchase electrical services from Dynamic Electric for a total of \$9,500.00. These services will include the following:

- Install 4 outlets Main Bay on 2 circuits
- Install 2 outlets back bay
- Mount 6 plug-in cord reels with Caddy beam clamps
- Re-feed 5 outlets on 2 circuits due to bench obstruction.
- Install 50A, 120/240V circuit in 3/4" EMT with 25ft 8/4 SOOW drop cord.

We have funds to cover this purchase in our Sheriff's Repair/Maint Bldgs budget 03450/7430 (FY26).

Auditing Review: ☒

APPROVED

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

Risk Review: N/A

Legal Review: N/A

Distribution: Original to Sheriff's Office

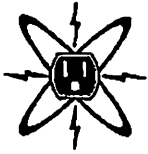
Copy to Auditors

Recommendation Acceptance: ☒ yes ☐ no

Commissioner Asla Williams, Chairwoman

Date: 9/23/25

Manne Division
+ Jail



DYNAMIC ELECTRIC
LLC
PO Box 1106
Spirit Lake, ID 83869

Estimate

Date	Estimate #
8/11/2025	1206Bonner

Name / Address
Bonner County Sheriff Office 4001 N Boyer Ave Sandpoint, ID 83864

			Project
Description	Qty	Cost	Total
Install 4 outlets Main Bay (20A, 120V, NEMA 5-20R) on 2 circuits in 3/4" EMT. Install 2 outlets Back Bay (20A, 120V) on 1 circuit in 3/4" EMT. Mount 6 plug-in cord reels with Caddy beam clamps, connect to Main Bay (4) and Back Bay Outlets (2). Cord reels supplied by customer. Re-feed 5 outlets (two duplex, one single, 20A, 120V) on 2 circuits in 3/4" EMT due to bench obstruction. Install 3 outlets (20A, 120V, NEMA 5-20R, including ceiling mounted band saw outlet) on 3 circuits in 1/2" EMT Install 50A, 120/240V circuit in 3/4" EMT with 25 ft 8/4 SOOW drop cord. Total Amount of Bid to Complete Items Outlined Above Bid Includes all Labor, Materials and Permits. Bid Does Not Include Cord Reels which will be Supplied by Customer.	1	9,500.00	9,500.00
Thank you for the opportunity to bid this project.		Total	\$9,500.00

dynaminelectric208@gmail.com

Customer Signature

Asia Williams



Jackie Rogers <jackie.rogers@bonnercountyid.gov>

Memorandum

2 messages

Jackie Rogers <jackie.rogers@bonnercountyid.gov>

Mon, Dec 15, 2025 at 8:09 AM

To: Jessica Stephany <jessica.stephany@bonnercountyid.gov>, Michael Rosedale <michael.rosedale@bonnercountyid.gov>

Please see attached memorandum for your review and approval

—

Jackie Rogers
Accounting Specialist
Bonner County Sheriff's Office
4001 N Boyer Rd
Sandpoint, ID 83864
208-263-8417 ext 3065
208-265-4378 Fax
jackie.rogers@bonnercountyid.gov

 Precision Power Memo.pdf
259K

Jessica Stephany <jessica.stephany@bonnercountyid.gov>

Mon, Dec 15, 2025 at 9:26 AM

To: Jackie Rogers <jackie.rogers@bonnercountyid.gov>

Cc: Michael Rosedale <michael.rosedale@bonnercountyid.gov>

Auditing approves.

Jessica Stephany

Comptroller - Chief Deputy Clerk

Bonner County

1500 Highway 2, Suite 336

Sandpoint, ID 83864

Phone: 208-265-1437 ext 1313

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Bonner County

Board of Commissioners

December 23, 2025

Memorandum

BOCC
Item #1

BOCC

Re: HR Director Retraction

During the Bonner County regular business meeting on December 4, 2025, Human Resources Director Jonathan Holmgren publicly asserted that the County Fair Board had "been operating beyond the scope of its responsibility for some time and has veered into the lane of responsibility that belongs to the BOCC." He further stated, "This has resulted in the Fair Board thinking that they employ the County Fairgrounds personnel and can direct their work." These statements were made in an open meeting and were subsequently published in the Bonner County Daily Bee.

Attorney Nate Adams has reportedly refuted Director Holmgren's claims; however, the widely publicized information has cast a negative light on the volunteer members of the current and past fair boards, many of whom are also local business owners. Although Fair Board members have received an email from Director Holmgren

Auditing Review: _____

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

Risk Review: _____

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

Legal Review: _____

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

Distribution: _____ Original to BOCC
_____ Copy to

A suggested motion would be: **Based on the information before us I move to direct Director Holmgren to draft a public retraction of statements made against members of the Fair Board to be read at the next scheduled business meeting and published in the Bonner County Daily Bee.**

Recommendation Acceptance: ☐ yes ☐ no

Brian Domke, Chair

Date