



Bonner County
Board of Commissioners

Brian Domke

Asia Williams

Ron Korn

December 30, 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 23, 2025
- 2) Plat(s) for Approval: MLD0034-25, Steamboat Acres
- 3) Road & Bridge: Trestle Creek FLAP Project, Contract Extension to FY2027
- 4) Liquor Licenses: Oldtown Tavern, Oldtown; Cedar Street Hotel & Suites, 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 23, 2025 – 9:00 AM

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

On Tuesday, December 23, 2025, the Bonner County Commissioners met for their regularly scheduled meeting. Commissioners Domke, Williams, and Korn were present. Commissioner Domke called the meeting to order at 9:00 a.m. The Invocation was presented by Chris Bassett 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 to advance for discussion. Commissioner Korn would like the BOCC item removed as it is a personnel issue; a discussion followed. Commissioner Korn reiterated that this item be removed, there was further discussion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – No; Commissioner Domke – Yes. The motion carries.

CONSENT AGENDA – Action Item

- 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

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

EMERGENCY MANAGEMENT – Bob Howard

- 1) Action Item: Discussion/Decision Regarding Emergency Disaster Declaration, Windstorms;
Resolution

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

AIRPORT – Dave Schuck

- 1) Action Item: Discussion/Decision Regarding Assignment of Lot 20 Lease; Sandpoint

Commissioner Korn made a motion that Bonner County approve this lease assignment and that the Chair sign administratively. Commissioner Williams seconded the motion.

PUBLIC COMMENT:

- Wayne Martin – Asked for clarification on contract renewal

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

HUMAN RESOURCES – Jonathan Holmgren

1) Action Item: Discussion/Decision Regarding Human Resources Generalist Job Descriptions Update

There was a lengthy discussion regarding the discussion of pay in relation to this item, legal did provide that it is appropriate for the Director to answer the question of pay. A discussion followed regarding what training is required for an HR Generalist.

Commissioner Korn made a motion to approve the Human Resources Generalist job description revisions. Commissioner Williams seconded the motion. A lengthy discussion followed, including input from Christian Jostlein, Risk Manager, and Jessica Stephany, Comptroller. Roll Call Vote: Commissioner Domke – No; Commissioner Williams – No; Commissioner Korn – No. The motion fails.

Commissioner Williams made a motion to approve the job description titled Human Resources Generalist Compensation and Benefits, with respect to the job description titled Human Resources Generalist Compensation and Benefits with the amendment that we leave the ~~strikeout~~ for department supervisor – striking out Risk Manager – with respect to the body of the job description, we leave the references to the Risk Management duties, for a point of contact for the Bonner County Risk Manager to have a Generalist assigned to perform Risk Management related duties as outlined in the job description; with respect to Human Resources Generalist, Talent Acquisition, job description I motion that we approve the job description as presented. Commissioner Korn seconded the motion. There was further discussion. Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes. The motion carries.

2) Action Item: Discussion/Decision Regarding Human Resources Generalist Certification Pay
Commissioner Korn made a motion to approve the certification pay for the two Human Resources Generalists effective for the pay day occurring on January 9, 2026. Commissioner Williams seconded the motion to advance for discussion. A lengthy discussion followed. Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – No. The motion carries.

RISK MANAGEMENT – Christian Jostlein

1) Action Item: Discussion/Decision Regarding SIF Workers Compensation Renewal
Commissioner Williams made a motion to approve renewal of workers compensation insurance with the State Insurance Fund. Commissioner Korn seconded the motion.

PUBLIC COMMENT:

- Doug Paterson – Commented on SIF/State Insurance Fund

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 #12; Totaling \$214,875.60
Commissioner Korn made a motion to approve payment of FY26 Claims Batch #12, totaling \$214,875.60. 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 FY26 Demands Batch #12; Totaling \$55,965.90
Commissioner Williams made a motion to approve payment of FY26 Demands in Batch #12, totaling \$55,965.90. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – Yes. The motion carries.

SHERIFF – Ror Lakewold

1) Action Item: Discussion/Decision Regarding Fingerprint Printer/Scanner Annual Maintenance Agreement; \$3,975.80

Commissioner Korn made a motion 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 chair to sign administratively. Commissioner Williams seconded the motion. Roll Call Vote:

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

2) Action Item: Discussion/Decision Regarding Purchase Over \$5k, Change of Vendor; \$9,500
The funding was already approved, no motion.

BOCC – Commissioner Asia Williams

1) Action Item: Discussion/Decision Regarding HR Director Retraction

Commissioner Williams made a motion 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 publish in the Bonner County Daily Bee. Commissioner Korn seconded the motion for further discussion.

PUBLIC COMMENT:

- Amy Lunsford – Sending an email does not give the public a full view that an apology was made, believes the public would appreciate seeing this in a meeting
- Jonathan Holmgren – Would like legal clarification on the meaning of “retraction”
- Wayne Martin – Commented on the confusion of past boards and the fair board and the redaction request

There was a lengthy discussion. Roll Call Vote: Commissioner Korn – No; Commissioner Domke – No; Commissioner Williams – Yes. The motion fails.

DISTRICT 1 COMMISSIONER UPDATE

- 1) Citizen Concerns and Suggestions
- 2) Current High Priority Tasks
- 3) Questions from the Public on District 1 Commissioner Update
 - Doug Paterson – Agree with and thank to the commissioners for their work with Risk

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
 - Dan Welle – Wanted to address an issue that was glossed over regarding the public retraction

DISTRICT 3 COMMISSIONER REPORT

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

PUBLIC COMMENT* Opened at 11:39 a.m.

- Amy Lunsford – Asked about the Chairman resigning last night from the Fair Board, commented on the Fair Board’s agenda item last night regarding the Chair; commented that the Fair is closed for the last two weeks of the year; commented on how the meeting was handled last night due to no Fair employee present to create packets for the meeting
- Wayne Martin – Thanked the board for their work and commented on disagreements; asked about Meadow Ridge and where Lot #4 is; asked about the cell tower issue; commented on fire and emergency services and lumber companies; commented on the Sagle bike park
- Mike Williams – Disagreed with Commissioner Domke’s explanation regarding Meadow Ridge
- Kristina Nicholas Anderson – Asked who is funding Commissioner Korn’s defense group, if this is funded by the County or privately. Commented on the Fair and the proposed retraction and what the HR Director had said at meetings and a public apology is warranted
- Wayne Martin – Tries to work together with others, appreciates that two commissioners seem to listen; words matter and body language matters

The meeting was adjourned at 11:56 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 16, 2025 – December 22, 2025. Copies of the complete meeting minutes are available upon request.

On Tuesday, December 16, 2025, an Executive Session was held pursuant to Idaho Code § 74-206(1)(A) Hiring

On Tuesday, December 16, 2025, an Executive Session was held pursuant to Idaho Code § 74-206(1)(F) Litigation

On Wednesday, December 17, 2025, Tax Cancellations were held pursuant to Idaho Code § 74-204(4)

On Wednesday, December 17, 2025, a Special Meeting for Tax Exemption Reconsideration was held pursuant to Idaho Code § 74-204(4)

On Wednesday, December 17, 2025, a Planning Hearing was held pursuant to Idaho Code § 74-204(4)

On Thursday, December 18, 2025, a Planning Hearing was held pursuant to Idaho Code § 74-204(4)

On Thursday, December 18, 2025, a Planning Hearing was held pursuant to Idaho Code § 74-204(4)

On Thursday, December 18, 2025, an Executive Session was held pursuant to Idaho Code § 74-206(1)(F) Litigation

On Thursday, December 18, 2025, an Executive Session was held pursuant to Idaho Code § 74-206(1)(A) Hiring

On Monday, December 22, 2025, a Planning Workshop was held pursuant to Idaho Code § 74-204(4)

On Monday, December 22, 2025, a Special Meeting with Emergency Management was held pursuant to Idaho Code § 74-204(4)

ATTEST: Michael W. Rosedale

By _____
Commissioner Brian Domke, Chair

By _____
Deputy Clerk

Date

Bonner County Planning Department

"Protecting property rights and enhancing property value"

1500 Highway 2, Suite 208, Sandpoint, Idaho 83864

Phone (208) 265-1458 - Fax (866) 537-4935

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



Board of County Commissioners Memorandum

December 17, 2025

To: Board of County Commissioners

From: Dave Fisher, Bonner County Planner

Subject: Final plat, MLD0034-25 – Steamboat Acres

The above referenced plat is a minor land division dividing one (1) 3.5-acre parcel into one (1) 2.50-acre lot, and one (1) 1.52-acre lot. The property is zoned Recreation (Rec) and meets the requirements of that zone. The property is served by individual well for water, individual septic (Lot 1) and Coolin Sewer District (Lot 2) for sewage, and Northern Lights Inc. The property is accessed off Steamboat Bay Road, a Bonner County owned and maintained, public right-of-way. The parcel is located in a portion of Section 27, Township 60 North, Range 04 West, Boise Meridian, Idaho. The plat was approved by Bonner County on June 2, 2025.

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

Distribution: Alex Feyen
Janna Brown
Dave Fisher

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

Consent Agenda

Recommendation Acceptance: ☐ Yes ☐ No

Commissioner Brian Domke, Chair

Date: _____



BONNER COUNTY ROAD & BRIDGE

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

December 30, 2025

To: Commissioners

From: Matt Mulder, PE
Road and Bridge Staff Engineer

R&B
Consent
Item # 1

Re: Trestle Creek FLAP Project – Contract Extension to FY2027

In 2017 Road & Bridge submitted an application to the Federal Lands Access Program (FLAP) to sponsor widening and paving improvements on Trestle Creek Rd and were subsequently selected for funding and inclusion in the program. The projects within the program are managed, designed, and bid by Western Federal Lands (WFL).

Bonner County and partners (Avista and IDFG) have contributed 7.34% cash and in-kind match towards the project. The project agreements signed in 2019, 2021, and 2023 as the project developed included our total cash matches in the amount of \$382,931.00, which have been paid in full, and the project is now ready to be bid for construction.

Attached is the final project fund agreement which is identical to the 2023 previously signed agreement except that it will extend the contract documents an additional 2 years to get us through construction (summer 2026) and project closeout, and it is also updated to show our match has now been paid in full and no additional funds are due by extending this agreement.

Legal Review: N/A No new contractual obligations

Auditors Review: N/A – No funding requirements remain

Risk: N/A – No County activities or acquisitions.

Recommendation Approval: ☐ yes ☐ no _____ date: _____
Commissioner Brian Domke, Chairman



US Department of Transportation
Federal Highway Administration

Funds Transfer Agreement

Western Federal Lands Highway Division
610 East Fifth Street
Vancouver, WA 98661

October 1, 2025

Bonner County, ID

Providing Funding of \$382,931

Western Federal Lands Highway Division, FHWA Agreement # 69056719K500021 – Amendment 0002

Project Number/Name: ID BONNER 841(1), Trestle Creek Road, MP 100-103.7

This agreement amendment is to document Bonner County, Idaho has committed to provide through either electronic funds' transfer or by check, an amended total of \$382,931 to the Western Federal Lands Highway Division, FHWA for a project to reconstruct Trestle Creek Road to a single lane road with turnouts. The project includes associated road improvements including horizontal and vertical alignment upgrades, drainage improvements, stream bank restoration, and roadside safety improvements.

The final cash match will be determined based on actual expenditures at the conclusion of project work. Matching cash funds in FHWA receipt may need to be supplemented, or returned, once actual expenditures are determined to meet the match requirements. The project started on May 13, 2019 and match funds can be used from that point forward.

This agreement amendment extends the expiration date from December 31, 2025 to December 31, 2027.

Fund Transfer Summary:

Phase	Form	Amount	Due	Received	FTA Number	Amend #	Comment
PE	Cash	\$20,000.00	9/1/2019	06/24/2019	69056719K500021	Base	Match
PE	Cash	\$267,000.00	11/13/2023	12/13/2023	69056719K500021	0001	Match/Extend period of performance
PE	Cash	\$95,931.00	7/1/2024	8/1/2024	69056719K500021	0001	Match
PE	Cash	\$0.00			69056719K500021	0002	Extend period of performance
Total:		\$382,931.00					

The following is the Bonner County Finance Billing Information:

UEI # YHE1VGVHEAK6
 Finance Contact Michael Rosedale
 Finance Phone 208-265-1437
 Finance E-mail Michael.rosedale@bonnercountyid.gov
 Project Contact Matt Mulder
 Project Contact Phone 208-255-5681
 Project Contact E-mail Matt.mulder@bonnercountyid.gov
 Street Address 1500 Hwy 2, Suite 205
 City, State, Zip Sandpoint, ID 83864

The following is Western Federal Lands Highway Division, FHWA's Finance Billing Information:

UEI # VEXVH31N33T1
 DUNS # 139768597
 Finance Contact Karen Fahie
 Finance Phone 360-619-7684
 Finance E-mail karen.fahie@dot.gov
 Project Contact Tara Walter
 Project Contact Phone 360-624-8233
 Project Contact E-mail tara.walter@dot.gov

Expiration Date: This Funds Transfer Agreement will expire on **December 31, 2027**.

Agreement Authority: This agreement is entered into pursuant to the provisions of Title 23 U.S.C. 204.

The current authorized funding is **\$382,931**. In no case, shall **Bonner County** or FHWA exceed this amount or extend the end date of the agreement without a mutually agreed upon written modification to this Agreement. All other terms and conditions remain unchanged.



US Department of Transportation
Federal Highway Administration

**Funds Transfer
Agreement**

Western Federal Lands Highway Division
610 East Fifth Street
Vancouver, WA 98661

Chair,
Board of County
Commissioners
Bonner County, ID

Date

Karen Fahie,
Budget Analyst
Western Federal
Lands Highway
Division, FHWA

Date

Angy Liljedahl,
Contracting Officer
Western Federal Lands
Highway Division, FHWA

Date

DRAFT



US Department of Transportation
Federal Highway Administration

Funds Transfer Agreement

Western Federal Lands Highway Division
610 East Fifth Street
Vancouver, WA 98661

October 12, 2023

Bonner County, ID

Providing Funding of \$382,931

Western Federal Lands Highway Division, FHWA Agreement # 69056719K500021 – Amendment 0001

Project Number/Name: ID BONNER 841(1), Trestle Creek Road, MP 100-103.7

This agreement amendment is to document Bonner County, Idaho has committed to provide through either electronic funds' transfer or by check, an amended total of \$382,931 to the Western Federal Lands Highway Division, FHWA for a project to reconstruct Trestle Creek Road to a single lane road with turnouts. The project includes associated road improvements including horizontal and vertical alignment upgrades, drainage improvements, stream bank restoration, and roadside safety improvements. This represents an increase of \$362,931.

The final cash match will be determined based on actual expenditures at the conclusion of project work. Matching cash funds in FHWA receipt may need to be supplemented, or returned, once actual expenditures are determined to meet the match requirements. The project started on May 13, 2019 and match funds can be used from that point forward.

This agreement amendment extends the expiration date from December 31, 2023 to December 31, 2025.

Fund Transfer Summary:

Phase	Form	Amount	Due	Received	FTA Number	Amend #	Comment
PE	Cash	\$20,000.00	9/1/19	06/24/2019	69056719K500021	Base	Match
PE	Cash	\$267,000.00	11/13/23		69056719K500021	0001	Match/Extend period of performance
PE	Cash	\$95,931.000	7/1/24		69056719K500021	0001	Match
Total:		\$382,931.00					

The following is the Bonner County Finance Billing Information:

UEI # YHE1VGVHEAK6
 Finance Contact Michael Rosedale
 Finance Phone 208-265-1437
 Finance E-mail Michael.rosedale@bonnercountyid.gov
 Project Contact Matt Mulder
 Project Contact Phone 208-255-5681
 Project Contact E-mail Matt.mulder@bonnercountyid.gov
 Street Address 1500 Hwy 2, Suite 205
 City, State, Zip Sandpoint, ID 83864

The following is Western Federal Lands Highway Division, FHWA's Finance Billing Information:

UEI # VEXVH31N33T1
 Finance Contact Genise L. Dance
 Finance Phone 360-619-7534
 Finance E-mail genise.dance@dot.gov
 Project Contact Kristen Stallman
 Project Contact Phone 360-619-7633
 Project Contact E-mail Kristen.Stallman@dot.gov

Expiration Date: This Funds Transfer Agreement will expire on December 31, 2025.

Agreement Authority: This agreement is entered into pursuant to the provisions of Title 23 U.S.C. 204.

The current authorized funding is \$382,931. In no case, shall Bonner County or FHWA exceed this amount or extend the end date of the agreement without a mutually agreed upon written modification to this Agreement. All other terms and conditions remain unchanged.



US Department of Transportation
Federal Highway Administration

**Funds Transfer
Agreement**

Western Federal Lands Highway Division
610 East Fifth Street
Vancouver, WA 98661

Chair, Board of County Commissioners
Bonner County, ID

11-7-23

Date

ANGY LEE
LILJEDAHN

Angy Liljedahl, Contracting Officer
Western Federal Lands Highway Division,
FHWA

Digitally signed by ANGY LEE
LILJEDAHN
Date: 2023.11.09 11:04:32 -08'00'

Date

DRAFT

2026

BONNER COUNTY
STATE OF IDAHO

No. 2026-142

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT SUPREME CORPORATION
doing business as OLDTOWN TAVERN
at EAST 101 HIGHWAY 200, OLDTOWN, ID 83822
a(n) CORPORATION, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Bonner County Courthouse, Sandpoint, Idaho.

Dated: 12/01/2025

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 30th 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. YB-80
State Lic No. 2149
Issue Date: 12/01/2025
County No. 2026-142
Total Fees: \$180.00
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 <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Seasonal (month open _____.) <input type="checkbox"/> New (complete page 2) <input type="checkbox"/> Transfer (complete page 2) (include transfer fee of \$20.00)	2. Type of Business <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> LLP	3. Location of Facility <input type="checkbox"/> Inside city limits <input type="checkbox"/> Outside city limits
--	--	---

4. License Type <input type="checkbox"/> Bottled/canned beer (retail only) <input type="checkbox"/> Bottled/canned beer <input checked="" type="checkbox"/> Draft beer <input type="checkbox"/> Wine by the glass <input type="checkbox"/> Wine by the bottle <input checked="" type="checkbox"/> Liquor <input checked="" type="checkbox"/> Application Fee Total Fees	Consumed off premise Consumed on or off premise Includes draft, bottled, and/or canned	<table border="1"><thead><tr><th>County Fee</th><th>Prorated Fee (If applicable)</th></tr></thead><tbody><tr><td>\$ 0.00</td><td>\$ _____</td></tr><tr><td>\$ 0.00</td><td>\$ _____</td></tr><tr><td>\$ 100.00</td><td>\$ _____</td></tr><tr><td>\$ 0.00</td><td>\$ _____</td></tr><tr><td>\$ 0.00</td><td>\$ _____</td></tr><tr><td>\$ 75.00</td><td>\$ _____</td></tr><tr><td>\$ 5.00</td><td>\$ _____</td></tr><tr><td>\$ 180.00</td><td>\$ _____</td></tr></tbody></table>	County Fee	Prorated Fee (If applicable)	\$ 0.00	\$ _____	\$ 0.00	\$ _____	\$ 100.00	\$ _____	\$ 0.00	\$ _____	\$ 0.00	\$ _____	\$ 75.00	\$ _____	\$ 5.00	\$ _____	\$ 180.00	\$ _____
County Fee	Prorated Fee (If applicable)																			
\$ 0.00	\$ _____																			
\$ 0.00	\$ _____																			
\$ 100.00	\$ _____																			
\$ 0.00	\$ _____																			
\$ 0.00	\$ _____																			
\$ 75.00	\$ _____																			
\$ 5.00	\$ _____																			
\$ 180.00	\$ _____																			

5. Applicant Information

Doing Business As: OLDTOWN TAVERN

Business Phone Number: (509) 759-4588

Business Physical Address: EAST 101 HIGHWAY 200

City: OLDTOWN State: ID Zip Code: 83822

6. Business Information

Business Name: SUPREME CORPORATION

Primary Contact Name: JARNAIL SINGH

Primary Contact Phone Number: (509) 759-4588

Mailing Address: 1772 N FORDHAM ST

City: POST FALLS State: ID Zip Code: 83854

Email Address: OLDTOWN TAVERN 101 @ GMAIL.COM

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

APPLICANT'S SIGNATURE: _____

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

APPROVED: _____ DATE: _____
Board of County Commissioners

2026

BONNER COUNTY
STATE OF IDAHO

No. 2026-149

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT G&M ASSETS LLC
doing business as CEDAR STREET HOTEL & SUITES
at 415 CEDAR STREET, 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	\$25.00
Bottled/canned beer, Consumed on premise	\$0.00
Draft beer, Includes draft, bottled, and/or canned	\$0.00
Wine by the glass	\$0.00
Wine by the bottle	\$25.00
Liquor	\$0.00
Application Fee	\$5.00
Total	\$55.00

Signature of Licensee or Officer of Corporation

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

Witness my hand and seal this 30th 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-35767
State Lic No. 35767
Issue Date: 12/01/2025
County No. 2026-149
Total Fees: \$55.00
Deputy Initials: bcentorbi

Retail Alcohol Beverage License Application

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

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

4. License Type

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

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

County Fee

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

**FOR OFFICE
USE ONLY**

Prorated Fee

(If applicable)

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

5. Applicant Information

Doing Business As: CEDAR STREET HOTEL & SUITES

Business Phone Number: (208) 263-9581

Business Physical Address: 415 CEDAR STREET

City: SANDPOINT State: ID Zip Code: 83864

6. Business Information

Business Name: G&M ASSETS LLC

Primary Contact Name: RUSSELL HASTEROK

Primary Contact Phone Number: (208) 264-8758

Mailing Address: 31805 TEMECULA PARKWAY NO 128

City: TEMECULA State: CA Zip Code: 92592

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: _____

Board of County Commissioners

DATE: _____

360-721-4108
Britany



Bonner County

Parks & Waterways

12/30/25

Memorandum

Recreation

Item #1

To: Commissioners

From: Parks & Waterways

Re: Online Reservations / Establish Firefly

BRIEF DESCRIPTION OF ITEM:

Parks and Waterways would like to discontinue using Reserve America for our online campground reservations for Garfield Bay Campground.

Find contract attached for Firefly, Firefly will save us \$50 per month in comparison and is much more user friendly.

We would like permission to move forward with the contract.

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: 11.12.2025

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 contract with Firefly.**

Recommendation Acceptance: ☐ yes ☐ no

Brian Domke, Chair

Date

General Terms and Conditions

Your relationship with RA Outdoors, LLC dba Aspira ("**Aspira**") and your use of Aspira's Firefly Reservations Software are subject to the terms and conditions set forth herein and are between you and Aspira. Capitalized terms are defined in Section 7 below, unless otherwise defined within the body of this Agreement. In order to use the Software, you (referred to herein as "**Client**") must first agree to this Agreement. You represent and warrant that you have the necessary and full right, power, authority, and capability to accept this Agreement, to bind your organization, and to perform your obligations hereunder. You can accept this Agreement by: (a) clicking to accept or agree to this Agreement, where this option is made available to you by Aspira in the user interface for the Software; (b) where a link to this Agreement appears in an order form, Schedule, or other document provided to you by Aspira, by signing such document; (c) by signing this Agreement, if there is a designated area to sign; or (d) by actually using the Software. In the case of (d), you understand and agree that Aspira will treat your use of the Software as acceptance of this Agreement from that point onwards. You may not use the Software and may not accept this Agreement if (i) you are not of legal age to form a binding contract with Aspira, or (ii) you are a person barred from utilizing the Software under the laws of the United States or other countries, including the country in which you are a resident or from which you use the Software. You may not use the Software if you do not accept this Agreement. By accepting this Agreement, you agree as follows:

1. AGREEMENT STRUCTURE AND SCOPE.

1.1. General Terms and Incorporation of Software Terms. This Agreement establishes the general terms and conditions to which the parties have agreed to in order to facilitate the licensing of the Software. All references to the "**General Terms**" mean this document.

1.2. Incorporation of EULAs. Client's use of any Third Party Products hereunder may be subject to, and Client will comply with, this Agreement and any applicable Third Party EULA(s).

2. FINANCIAL TERMS.

2.1. Fees; Payment Terms; Currency. All amounts owed by Client that are not directly collected by Aspira are due from Client within 30 days from either (a) the end of the remittance cycle during which the fees accrued (if related to registrations or transaction processing), or (b) the date of the applicable invoice. Past due fees will accrue interest at the lesser of the annual rate of 10% per annum or the maximum amount permitted by applicable law. In the event of any non-payment or delay in paying a fee, Client agrees to reimburse Aspira for any fees and expenses incurred in its collection efforts. Aspira may modify the fees once per calendar year upon 30 days' notice, provided that any such increase will not exceed 12.5% over the then-current fees.

2.2. Taxes. The prices in this Agreement do not include Taxes. Client is responsible for and agrees to pay any and all Taxes. If Client is tax-exempt, Client will send Aspira a copy of its valid tax-exempt certificate (or, as applicable, its reseller's certificate) prior to execution of any Schedule. Client is solely responsible for determining which, if any, Taxes apply to Client's use of the Software and for collecting, remitting, and reporting the correct amounts of all such Taxes to the applicable governmental authorities, even if Aspira provides Client with tools that assist Client in doing so. In the event that a

governmental authority requires Aspira to pay any Taxes attributable to Client's use of the Software, Client agrees to defend, indemnify, and hold Aspira harmless from all such Taxes and all costs and expenses related thereto.

3. LIMITED RIGHTS AND OWNERSHIP; INDEMNIFICATION.

3.1. Reservation of Rights. All rights not expressly granted in this Agreement are reserved by Aspira and its licensors. Client acknowledges that: (a) all Protected Materials are licensed and not sold; (b) Client acquires only the right to use the Software in accordance with this Agreement, and Aspira and/or its licensors will retain sole and exclusive ownership of and all rights, title, and interests in the Software, including the following: (i) all Intellectual Property embodied or associated with the Software, (ii) all deliverables and work product associated with the Software, and (iii) all copies and derivative works thereof; and (c) the Software, including the source and object codes, logic, and structure, contain and constitute valuable trade secrets of Aspira and its licensors.

3.2. Restrictions. Client will not itself, or through any Affiliate, employee, consultant, contractor, agent, or other third party: (a) sell, resell, distribute, host, lease, rent, license, or sublicense, in whole or in part, the Protected Materials; (b) decipher, decompile, disassemble, reverse assemble, modify, translate, reverse engineer, or otherwise attempt to derive source code, algorithms, tags, specifications, architecture, structure, or other elements of the Software in whole or in part, for competitive purposes or otherwise; (c) allow access to, provide, divulge, or make available the Protected Materials to any user other than those who are licensed to have such access; (d) write or develop any derivative works based upon the Software; (e) modify, adapt, translate, or otherwise make any changes to the Products or any part thereof; (f) use the Protected Materials to provide processing services to third parties, or otherwise use the same on a service bureau basis; (g) disclose or publish, without Aspira's prior written consent, (i) performance or capacity statistics, or the results of any benchmark test performed on the Software, or (ii) the terms (but not the existence) of this Agreement or other valuable trade secrets of Aspira or its licensors; (h) without Aspira's prior written consent, perform or disclose or cause to be performed or disclosed any information related to any security penetration or similar tests; (i) disclose or otherwise use or copy the Protected Materials except as expressly permitted herein; (j) remove from any Software identification, patent, copyright, trademark, or other notices or circumvent or disable any security devices' functionality or features; (k) contest or do or aid others in contesting or doing anything which impairs the validity of any proprietary or Intellectual Property rights, title, or interests of Aspira in and to any Software; (l) use the Software for other than authorized and legal purposes, consistent with all applicable laws, regulations, and the rights of others; (m) take any steps to avoid or defeat the purpose of security measures associated with the Software, such as sharing of login and password information, or attempt to circumvent any use restrictions; or (n) except as expressly permitted by this Agreement, use the Protected Materials for hosting purposes.

3.3. Enforcement. Client will (a) ensure that all users of Software comply with the terms and conditions of this Agreement; (b) promptly notify Aspira of any actual or suspected violation thereof; and (c) cooperate with Aspira with respect to any investigation and enforcement of this Agreement.

3.4. Intellectual Property Indemnification. Aspira agrees to defend, settle, and pay damages (including reasonable attorneys' fees) relating to any third party claim, demand, cause of action, or

proceedings (whether threatened, asserted, or filed) ("**Claims**") against Client to the extent that such Claim is based upon Aspira's proprietary Software (excluding Third Party Software) directly infringing a United States patent, registered United States copyright, or registered United States trademark, provided that the Products are used in compliance with this Agreement.

4. DISCLAIMERS AND LIMITATION OF LIABILITY.

THE SOFTWARE IS PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. ASPIRA, ITS LICENSORS, AND SUPPLIERS EXPRESSLY DISCLAIM TO THE MAXIMUM EXTENT PERMITTED BY LAW, ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, ORAL OR WRITTEN, INCLUDING ANY (a) WARRANTY THAT THE PRODUCTS ARE ERROR-FREE OR "BUG"-FREE, ACCURATE, SECURE, OR RELIABLE; (b) WARRANTY THAT THE PRODUCTS WILL OPERATE WITHOUT INTERRUPTION; (c) WARRANTY THAT ALL ERRORS WILL BE CORRECTED OR THAT THE PRODUCTS WILL COMPLY WITH ANY LAW, RULE, OR REGULATION; (d) IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, OR NON-INFRINGEMENT; (e) IMPLIED WARRANTIES ARISING FROM STATUTE, COURSE OF DEALING, COURSE OF PERFORMANCE, OR USAGE OF TRADE; AND (f) WARRANTY THAT THE PRODUCTS WILL MEET CLIENT'S REQUIREMENTS. ASPIRA WILL NOT BE LIABLE FOR INDIRECT DAMAGES OR LOSSES (IN CONTRACT, STATUTE, TORT, OR OTHERWISE), INCLUDING DAMAGES FOR LOST PROFITS, LOST SAVINGS, COST OF REPLACEMENT SERVICES, LOST DATA, LOSS OF USE OF INFORMATION OR SERVICES, OR ANY INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR SPECIAL DAMAGES, WHETHER OR NOT ASPIRA HAS PREVIOUSLY BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. ASPIRA'S TOTAL AGGREGATE LIABILITY FOR ALL MATTERS ARISING FROM OR RELATED TO THIS AGREEMENT IS LIMITED TO THE AMOUNT OF FEES ACTUALLY PAID BY CLIENT AS CONSIDERATION FOR THE SPECIFIC SOFTWARE UNDER THE APPLICABLE SCHEDULE GIVING RISE TO SUCH CLAIMS DURING THE 12 MONTH PERIOD PRECEDING THE DATE ON WHICH THE FIRST CAUSE OF ACTION AROSE. FOR THE PURPOSES OF THIS SECTION 4 AND ANY INDEMNIFICATION PROTECTING ASPIRA UNDER THIS AGREEMENT, REFERENCE TO ASPIRA WILL ALSO INCLUDE ITS SUPPLIERS AND LICENSORS.

5. TERM AND TERMINATION.

5.1. Term. Upon expiration of the free 30 day trial period, the term of this Agreement will continue until Client elects to terminate the Agreement.

5.2. Termination. Either party may terminate this Agreement, immediately upon written notice: (a) in the event that the other party commits a non-remediable material breach of this Agreement, or if the other party fails to cure any remediable material breach or provide a written plan of cure acceptable to the non-breaching party within 30 days of being notified in writing of such breach, except for breach of Section 2 of these General Terms which will have a 10 day cure period; or (b) in the event of institution of bankruptcy, receivership, insolvency, reorganization, or other similar proceedings by or against either party under any section or chapter of the United States Bankruptcy Code, as amended, or under any similar laws or statutes of the United States or any state thereof, if such proceedings have not been dismissed or discharged within 30 days after they are instituted; or the insolvency or making of an assignment for the benefit of creditors or the admittance by either party of any involuntary debts as they mature or the institution of any reorganization arrangement or other readjustment of debt plan of either party not involving the United States Bankruptcy Code. Following termination of this Agreement (for whatever reason), if requested by Aspira, Client will certify that it has returned or

destroyed all copies of the applicable Protected Materials and acknowledges that its rights to use the same are relinquished. Termination for any reason will not excuse Client's obligation to pay in full any and all amounts due, nor will termination by Aspira result in a refund of fees paid.

6. GENERAL PROVISIONS.

6.1. U.S. Government Restricted Rights. The Products are provided with restricted rights. Use, duplication, or disclosure by the U.S. Government is subject to restrictions as set forth in subparagraph (c) of The Rights in Technical Data and Computer Software clause at DFARS 252.227-7013, or subparagraphs (b)(1) and (2) of the Commercial Computer Software -Restricted Rights at 48 CFR 52.227-19, as applicable. The Manufacturer is Aspira, LLC or one of its Affiliates or subsidiaries.

6.2. Suspension. Aspira will be entitled to suspend any or all Services or deactivate Client's account, including suspending its performance and obligation to remit payments hereunder, upon 10 days' written notice to Client in the event Aspira reasonably believes that Client is in breach of this Agreement.

6.3. Force Majeure. Neither party will incur any liability to the other party on account of any loss, claim, damage, or liability to the extent resulting from any delay or failure to perform all or any part of this Agreement, if and to the extent such delay or failure is caused, in whole or in part, by events, occurrences, or causes beyond the reasonable control and without any negligence on the part of the party seeking protection under this subsection, including internet service provider or third party payment delays or failures, acts of God, strikes, lockouts, riots, acts of war, terrorism, earthquake, fire, or explosions. Dates by which performance obligations are scheduled to be met will be extended for a time equal to the time lost due to the delay so caused.

6.4. Assignment. Aspira may assign this Agreement and any or all of its rights and obligations herein without Client's approval. Client may not assign or transfer this Agreement without the prior written consent of Aspira.

6.5. Export; Anti-Bribery. The Software may include encryption software or other encryption technologies that may be controlled for import, transfer, export, or other purposes under Export Laws. Client may not export, re-export, transfer, or re-transfer or assist or facilitate in any manner the export, re-export, transfer, or re-transfer of or provide access to any portion of the Software in violation of Export Laws, as determined by the laws under which Client operates, including: (a) to any country on Canada's Area Control List; (b) to any country subject to U.N. Security Council embargo or action; (c) contrary to Canada's Export Control List Item 5505; (d) to countries subject to U.S. economic sanctions and embargoes; and (e) to persons or entities prohibited from receiving U.S. exports or U.S.-origin items, including, to any person or entity appearing on the Office of Foreign Assets Control's Specially Designated Nationals and Blocked Persons List; the Bureau of Industry and Security's Denied Persons List, Entity List, or Unverified List; or the Department of State Debarred List. Client hereby represents and covenants that: (i) Client is eligible to access the Software under Export laws and all other applicable laws; and (ii) Client will use or access the Software in, any country or territory only in accordance with Export Laws and all other applicable laws. Furthermore, Client hereby represents and covenants that, in connection with its respective activities conducted under this Agreement, it will comply with the U.S. Foreign Corrupt Practices Act of 1977, as amended, the U.K. Bribery Act of 2010,

as amended, and the Convention on Combating Bribery of Foreign Public Officials and has not and will not make or receive, directly or indirectly, any payments or gifts, or offers or promises of payments or gifts or things of value in exchange for anything that may arise out of this Agreement in a manner that would violate these laws and rules or any other applicable anti-corruption or anti-bribery laws or regulations.

6.6. Notices. Any notices required to be given under this Agreement will be in writing sent to the address on file with Aspira for Client or, in the case of Aspira, to the address set forth in Section 7 of these General Terms to the attention of Legal Department. Notices will be deemed received the next day if sent via overnight mail or courier with confirmation of receipt, or 3 days after deposited in the mail sent certified or registered.

6.7. Relationship. This Agreement is not intended to create a partnership, franchise, joint venture, agency, or a fiduciary or employment relationship. Neither party may bind the other party or act in a manner which expresses or implies a relationship other than that of independent contractor.

6.8. Severability. If any part or provision of this Agreement is held to be unenforceable, illegal, or invalid by a court of competent jurisdiction for any reason whatsoever, (a) the validity, legality, and enforceability of the remaining provisions of this Agreement (including all portions of any provisions containing any such unenforceable provision that are not themselves unenforceable) will not in any way be affected or impaired thereby, and (b) to the fullest extent possible, the unenforceable, illegal, or invalid provision will be deemed modified and replaced by a provision that approximates the intent and economic effect of the unenforceable, illegal, or invalid provision and this Agreement will be deemed amended accordingly.

6.9. Survival. The following provisions will survive any termination, cancellation, or expiration of this Agreement: Sections 1, 2, 3.2, 4, 5.2, 6, and 7 of these General Terms, and such other provisions that should reasonably survive termination, cancellation, or expiration hereof.

6.10. Amendments; No Waiver. No amendment or waiver of any provision of this Agreement will be effective unless it is in writing and signed by the party against which it is sought to be enforced.

6.11. Entire Agreement. This Agreement constitutes the parties' entire agreement relating to its subject matter. It cancels and supersedes all prior or contemporaneous oral or written communications, agreements, requests for proposals, proposals, conditions, representations, and warranties, or other communication between the parties relating to its subject matter as well as any prior contractual agreements between the parties. No modification to this Agreement will be binding unless it is in writing and includes a signature by an authorized representative of each party. All pre-printed terms of any Client purchase order, business processing document, or on-line terms will have no effect. There have been no material representations or statements by any person or party to this Agreement as an inducement for a party hereto to accept this Agreement other than what is expressly set forth in writing herein.

6.12. No Third Party Beneficiaries. This Agreement is for the benefit of the parties and their successors and permitted assigns, and does not confer any rights or benefits on any third party, including any employee of a party, any client of a party, or any employee of a client of a party.

Notwithstanding the above, the parties acknowledge that all rights and benefits afforded to Aspira under this Agreement will apply equally to its licensors and suppliers, and the owner of the Third Party Products with respect to the Third Party Products, and such third parties are intended third party beneficiaries of this Agreement, with respect to the Third Party Products as applicable.

6.13. Governing Law and Venue. This Agreement will be governed by the laws of the State of Texas, without giving effect to the conflict of law provisions thereof. The parties irrevocably agree that any legal action or proceeding relating to this Agreement will be instituted only in any state or federal court in Dallas County, Texas. Neither the United Nations Convention of Contracts for the International Sale of Goods nor the Uniform Computer Information Transactions Act will apply to this Agreement. THE PARTIES HERETO IRREVOCABLY WAIVE ANY AND ALL RIGHTS TO A TRIAL BY JURY IN ANY LEGAL PROCEEDING ARISING OUT OF OR RELATING TO THIS AGREEMENT.

6.14. Interpretation. Any reference to a statutory provision includes a reference to any modification or re-enactment of it from time to time. The headings and pronouns contained herein are for convenience and ease of reference only and will not affect the construction or interpretation of this Agreement. The word "including" in this Agreement means "including, without limitation." All references to days means calendar days. This Agreement will not be construed in favor of or against a party based on the author of the document.

6.15. Counterparts. These General Terms may be executed in one or more counterparts, each of which will constitute an enforceable original of this Agreement, and the parties agree that pdf scanned copies of signatures will be as effective and binding as original signatures.

6.16. Remedies Cumulative; Injunctive Relief. All rights and remedies provided in this Agreement are cumulative and not exclusive of any other rights or remedies that may be available to the parties, whether provided by law, equity, statute, in any other agreement between the parties or otherwise. Furthermore, in the event of a breach or threatened breach of the intellectual property obligations in this Agreement, Aspira, in addition to any and all other rights (at law or in equity) which may be available, will have the right of injunctive relief and other appropriate equitable remedies to restrain any such breach or threatened breach, without the requirement of posting a bond.

7. DEFINITIONS.

"Affiliates" of a designated corporation, company, partnership, or other entity means all entities which control, are controlled by, or are under common control with the named entity, whether directly or through one or more intermediaries. For purposes of this definition "controlled" and "control" mean ownership of more than 50% of the voting capital stock or other interest having voting rights with respect to the election of the board of directors or similar governing authority.

"Agreement" means these General Terms.

"Aspira" means RA Outdoors, LLC d/b/a Aspira, with a principal place of business at 717 N. Harwood St., Suite 2400, Dallas, TX, 75201, together with its Affiliates.

"Client" means the individual who accepts this Agreement (as described in the Preamble) and any business entity on behalf of which such individual accepts this Agreement.

"Documentation" means the user instructions, release notes, manuals, or on-line help files in the form generally made available by Aspira, regarding the use of the Software, as updated by Aspira from time to time.

"Effective Date" means the date that Client accepts this Agreement (as described in the Preamble).

"Export Laws" means export control laws and regulations of the countries and/or territories in which Aspira operates or in which the Products are used, accessed, or from which the Software is provided.

"Intellectual Property" means any and all intellectual property and proprietary rights (in whole or in part) recognized in any country or jurisdiction in the world, now or hereafter existing, and whether or not perfected, filed, or recorded, including inventions, technology, patent rights (including patent applications, divisions, and disclosures), copyrights and all works of authorship (whether or not copyrightable), moral rights, trade secrets, trademarks and other indicators of source (and the goodwill associated therewith), service marks, trade dress, logos, methodologies, procedures, processes, know-how, tools, utilities, techniques, protocols, various concepts, ideas, methods, models, templates, software, source code, algorithms, tools, utilities, the generalized features of the structure, sequence and organization of software, user interfaces and screen designs, layouts, general purpose consulting and software tools, utilities and routines, and logic, coherence and methods of operation of systems, training methodology and materials, which Aspira has created, acquired, or otherwise has rights in, and may, in connection with the Products or the performance of Services hereunder, create, employ, provide, modify, create, acquire, or otherwise obtain rights in, and in each case includes any derivative works, alterations, and other modifications using, incorporating, based on, or derived from the foregoing.

"Preamble" means the first paragraph of these General Terms.

"Protected Materials" means each and every element of the Software and Documentation.

"SaaS" means (a) the software as a service which is hosted by Aspira or its hosting providers and which is accessed by Client and its users via the internet; and (b) Aspira's web sites.

"Software" means the Firefly Reservations SaaS Software.

"Taxes" means any and all applicable taxes, including sales, use, excise, withholding, assessments, stamp, transfer, value-added, duties, tariffs, export charges, import charges, and other taxes or assessments (however designated) imposed by any foreign, federal, provincial, state, or local governmental authority upon or applicable to Products arising out of this Agreement, other than those based on Aspira's net income.

"Third Party EULA" means the end user license agreement, if any, that accompanies the Third Party Products, which governs the use of or access by Client to the applicable Third Party Products.

“Updates” means bug fixes, patches, error corrections, minor releases, or modifications or revisions that enhance existing performance of the Software that are provided as part of maintenance services. Updates exclude Upgrades.

“Upgrades” means a new Software release that contains major functionality enhancements or improvements; and which is designated by an incremental increase in the release number to the left of the decimal point (by way of example only, release 5.0 designates an Upgrade from release 4.x). Upgrades exclude new products, modules or functionality for which Aspira generally charges a separate fee.

8. INFORMATION COLLECTION

8.1 Aspira collects certain information from End Users (collectively, **“Participant Information”**). Client may access the Participant Information through the Software. Client is responsible for the security of its login information and for the use or misuse of such information. Client will immediately disable a user's access who is using the SaaS on its behalf or notify Aspira in writing if any such user is no longer authorized or is using such information without Client's consent. Aspira may rely, without independent verification, on such notice, and Client, inclusive of Client's parent, subsidiaries, and affiliated entities, as applicable, and each of their respective officers, directors, managers, shareholders, owners, agents, employees, contractors, and representatives covenant not to sue and agree to defend, indemnify, and hold harmless Aspira from any claims arising from Aspira providing, denying, suspending, or modifying access to or use of the SaaS and Services of any individual as directed by Client or by someone who Aspira reasonably, under the circumstances, believes is authorized to act on behalf of Client. In the event of any dispute between two or more parties as to account ownership, Client agrees that Aspira will be the sole arbiter of such dispute in its sole discretion and that Aspira's decision (which may include termination or suspension of any account subject to dispute) will be final and binding on all parties. Client agrees not to use the Software or Services to collect or elicit (a) any special categories of data (as defined in the European Union Data Protection Directive, as may be amended from time to time), including, but not limited to, data revealing racial or ethnic origin, political opinions, religious or other beliefs, trade-union membership, as well as personal data concerning health or sexual life or criminal convictions other than as expressly directed by Aspira, and in such event, only in pre-defined fields within the Software that are intended for that purpose; or (b) credit card information other than in pre-defined fields within the Software that are intended for that purpose.

8.2 Both parties agree to use the collected information in compliance with (a) all applicable laws, rules and regulations, including, without limitation, those governing privacy and personal information (e.g., by including an appropriate CAN-SPAM Act and Canadian Anti-Spam Legislation opt out mechanism in email communications) and the use of credit card data (e.g., using credit card information only for purposes authorized by the cardholder); (b) applicable credit card network rules and Payment Card Industry Data Security Standards; and (c) Aspira's privacy policy, as published on its website or otherwise provided by Aspira from time to time.

Name: _____	Name: _____
Title: _____	Title: _____
Signature: _____	Signature: _____
Date Signed: _____	Date Signed: _____

DRAFT

CONTRACT ADDENDUM No. 1

BOYCOTTING ISRAEL- If payments under the Agreement exceed one hundred thousand dollars (\$100,000) and Contractor employs ten (10) or more persons, then Contractor hereby certifies that it is not currently engaged in and will not, for the duration the Agreement, engage in a boycott of the goods or services of the state of Israel or territories under its control as those terms are defined in the Anti-Boycott Against Israel Act (Idaho Code § 67-2346).

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

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

Indemnification Limit- To the extent ~~this contract compels~~ indemnification by Bonner County, that indemnification shall not ~~extend beyond the limits~~ imposed by Article VII, Section 3 of the Idaho Constitution.



Scott Taylor

11.12.25

Agent for Contractor

Date



Bonner County

Parks & Waterways

12/30/25

Memorandum

Recreation
Item #2

To: Commissioners

From: Parks & Waterways

Re: Bonner County RTP Grant-Priest Lake Groomers

Bonner County Recreation would like to apply for the Recreational Trail Program (RTP) grant opportunity through Idaho Department of Parks and Recreation. The grant proposal is for \$58,000, of which, the county is contributing 20% match which totals \$11,600. The required match has been budgeted and is using funds provided from the State Snowmobile program.

This grant will be used to purchase a UTV with wheeled/track kit to help with trail maintenance in the winter and summer. This includes tree removal from trails and brushing alongside trails. This will allow the opportunity for volunteers to get out ahead of the groomers to help with efficiency of our grooming program and keeping trails safe. Volunteers also help keep the warming huts stocked.

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** approve the grant application and sign as a letter of commitment to the Idaho Department of Parks and Recreation, requiring Bonner County to provide a match of \$11,600.

Recommendation Acceptance: ☐ yes ☐ no

Brian Domke, Chair

Date

YEAR-TO-DATE BUDGET REPORT

FOR 2026 13				JOURNAL DETAIL 2026 1 TO 2026 13				
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
036 PRIEST LAKE SNOWMOBILE	APPROP	ADJUSTMTS	BUDGET			BUDGET	USE/COL	
036-00-00-000-7040-	9,000	REPAIR 0	9,000	.00	.00	9,000.00	.0%	
036-00-00-000-7700-	10,000	CONTINGENC 0	10,000	.00	.00	10,000.00	.0%	
036-00-00-000-8750-	7,000	CONTRMISC 0	7,000	.00	.00	7,000.00	.0%	
036-00-00-000-9000-	20,000	GRNTCOUNTY 0	20,000	.00	.00	20,000.00	.0%	
TOTAL PRIEST LAKE SNOWMOBILE	49,182	0	49,182	-58,465.57	.00	107,647.57	-118.9%	
TOTAL PRIEST LAKE SNOWMOBILE	49,182	0	49,182	-58,465.57	.00	107,647.57	-118.9%	
TOTAL REVENUES	-46,500	0	-46,500	-58,465.57	.00	11,965.57		
TOTAL EXPENSES	95,682	0	95,682	.00	.00	95,682.00		



Bonner County

Parks & Waterways

12/30/25

Memorandum

Recreation
Item #3

To: Commissioners

From: Parks & Waterways

Re: Bonner County RTP Grant-Sandpoint (9B) Groomers

Bonner County Recreation would like to apply for the Recreational Trail Program (RTP) grant opportunity through Idaho Department of Parks and Recreation. The grant proposal is for \$48,000, of which, the county is contributing 20% match which totals \$9,600. The required match has been budgeted and is using funds provided from the State Snowmobile program.

We are looking to purchase a 1-ton service body pickup truck. This is a crucial part of our program that we have been lacking for years. The area we cover to groom all across greater Sandpoint (9B) takes a lot of coordination. We have to haul our groomers to many trailheads (Pack River, Trestle Creek, Dry Creek, Johnson Creek, Lightning Creek, etc.) using a semitruck and trailer. Because hauling this equipment is an "oversize load" we are required to have a pilot truck when hauling on the highways. This truck will also be used to haul fuel, snow grooming drags, tools, and help with normal maintenance at our remote trail heads. We care for our equipment and need to keep it in good shape, as we do not often get replacements to help our program function. This truck would add much value to the program and is an essential piece of equipment.

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:

Att. D. A.

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

Distribution: _____ Original to BOCC

_____ Copy to

A suggested motion would be: **Based on the information before us I move to** approve the grant application and sign as a letter of commitment to the Idaho Department of Parks and Recreation, requiring Bonner County to provide a match of \$8,000.

Recommendation Acceptance: ☐ yes ☐ no

Brian Domke, Chair

Date

YEAR-TO-DATE BUDGET REPORT

FOR 2026 13				JOURNAL DETAIL 2026 1 TO 2026 13				
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
037 EAST BONNER SNOWMOBILE	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL	
037-00-00-000-7700-	3,113	CONTINGENC 0	3,113	.00	.00	3,113.00	.0%	
037-00-00-000-9000-	40,000	GRNTCOUNTY 0	40,000	.00	.00	40,000.00	.0%	
TOTAL EAST BONNER SNOWMOBILE	61,250	0	61,250	-32,825.10	.00	94,075.10	-53.6%	
TOTAL EAST BONNER SNOWMOBILE	61,250	0	61,250	-32,825.10	.00	94,075.10	-53.6%	
TOTAL REVENUES	-28,500	0	-28,500	-34,502.05	.00	6,002.05		
TOTAL EXPENSES	89,750	0	89,750	1,676.95	.00	88,073.05		



BONNER COUNTY NOXIOUS WEEDS

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

12-30-2025

Memorandum

NOXIOUS
WEEDS
Item #1

TO: Commissioners

FROM: Chase Youngdahl – Director, Noxious Weeds

RE: Selkirk Cooperative Weed Management Area – Cost Share Application

Attached is the Selkirk Cooperative Weed Management Area (Selkirk CWMA) 2026 Annual Operating Plan and associated cost share application with a line-item budget. These documents are provided by the Idaho State Department of Agriculture (ISDA) for the purpose of applying for noxious weed cost share funding through Cooperative Weed Management Areas. The application Part-B is to be signed by the BOCC of participating counties and the CWMA chairman for ISDA to consider awarding state appropriated funds.

Amounts requested: \$1,500 for Local Early Detection, Rapid Response noxious weed projects (traditionally split with Boundary County), \$12,000 for Neighborhood Cooperative Landowner Herbicide Reimbursement Program (also traditionally split with Boundary County) and \$500 for Selkirk CWMA Branded Outreach Items. Budget total: \$14,000 x 8% admin fee = \$15,120.00 total request. Boundary County Auditor's Office serves as the recipient for the funding and fiscal manager for the Selkirk CWMA. All match figures are In-Kind contributions for projected labor & equipment usage using the ISDA provided rate sheet—no cash match is used nor required.

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: ☒ **APPROVED**

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

Distribution: _____ Original to Noxious Weed Office
_____ Copy to BOCC Office

A suggested motion would be: **Mr. Chairman, based on the information before us I move to approve the 2026 Selkirk Cooperative Weed Management Area's Annual Operating Plan and associated cost share application for a request from the Idaho State Department of Agriculture in the amount of \$15,120.00 with approximately \$7,600.00 to benefit Bonner County.**

Recommendation Acceptance: ☐ YES ☐ NO _____
Commissioner Brian Domke, Chair

Date: _____

2026 Noxious Weed Cost Share Request Idaho State Department of Agriculture

Applications Due January 1, 2026

A. Cooperative Weed Management Area (CWMA) Information:

CWMA Name:	Selkirk
Date of Application:	12/10/2025
CWMA Contact Name:	Chase Youngdahl
Contact Phone:	208-255-5681 ext.6
Contact E-mail Address:	chase.youngdahl@bonnercountyid.gov
Contact Mailing Address:	521 S. Division Ave., Ste. 216 - Sandpoint, ID 83864
Recipient Name (payee):	Boundary County
Recipient Phone:	208-267-2242
Recipient E-mail Address:	gposton@boundarycountyid.org
Recipient Mailing Address:	P.O. Box 419 - Bonners Ferry, ID 83805
Recipient Federal ID#:	82-6000287
Recipient UEI #:	XPAHL4N7QAA1

B. Estimated AOP Activity Summary:	
Total estimated acres to be treated - chemical	2,005
Total estimated acres to be treated - mechanical	100
Total estimated acres to be treated - grazing	0
Total estimated acres to be treated - bio-control	100
Total estimated acres to be inventoried	8,250
Total estimated acres to be replanted	75
Number of acres for New Invaders (the response must not	50
Total estimated number of public contacts	21,150

C. Chemical Storage - This information is necessary to ensure that a proper chain of custody and accountability is maintained for all chemicals purchased with grant funds.

1. Describe chemical storage facility:	Enclosed, ventilated, secured buildings consistent with IDAPA & CFR Code Requirements.	
a. Is it locked?	Yes	No
b. Who has access?	County Noxious Weed Control personnel & County Emergency Management personnel	
c. Do you maintain a log of items received/used or distributed?	Yes	No

2. Please list anticipated chemical purchases (herbicides, surfactants and dyes) for the period of March 15, 2026 through December 1, 2026. Add rows if needed. Only include information on purchases that will be made with grant funds.		
Chemical/Description	Quantity	Purpose
Milestone	25 qts	Project Priority #2
Opensight	20 lbs	Project Priority #2
HighNoon	15 gal	Project Priority #2
2,4-D	60 gal	Project Priorities #1 & #2
triclopyr	30 gal	Project Priorities #1 & #2
dicamba	25 gal	Project Priorities #1 & #2
clopyralid	5 gal	Project Priority #2
metsulfuron	7 lbs	Project Priorities #1 & #2
chlorsulfuron	1 lb	Project Priority #2
adjuvants	40 gal	Project Priorities #1 & #2
pasture grass seed	500 lbs	Project Priority #2

D. CWMA Steering Committee List (insert rows if needed):

Name	Title	Address	City	Zip Code	Phone	Email
Chase Youngdahl	Chairman	521 S. Division Ave, Ste. 216	Sandpoint	83864	208-255-5681 Ext. 6	chase.youngdahl@bonnercountyid.gov
Dave Wenk	Vice Chairman	P.O Box 267	Bonnors Ferry	83805	208-267-5341	dwenk@boundarycountyid.org
Jennifer Jensen	Recording Secretary	4205 N. Boyer Ave.	Sandpoint	83864	208-263-8511	jenjensen@uidaho.edu
Jonathan Luhnow	IDL	6327 Main St.	Bonnors Ferry	83805	208-267-5577	jluhnow@idl.idaho.gov
Robert Akins	IDFG	2885 W. Kathleen Ave.	Coeur d'Alene	83815	208-412-3738	robert.akers@idfg.idaho.gov
Gunnar Bridges	USFS	1602 Ontario St.	Sandpoint	83864	208-265-6622	gunnar.bridges@usda.gov
Bill Pittman	Stimson Lumber	7600 N. Mineral Dr, Ste. 400	Coeur d'Alene	83815	208-762-6550	bpittman@stimsonlumber.com
Brandon Harper	KTOI	P.O. Box 1269	Bonnors Ferry	83805	208-267-3620 Ext. 539	bharper@kootenai.org
vacant	City of Sandpoint	1123 Lake St.	Sandpoint	83864	208-263-3158	mayor@sandpointidaho.gov
Asia Williams	Commissioner Liaison (advisory)	1500 Hwy 2, Ste. 308	Sandpoint	83864	208-265-1438	asia.williams@bonnercountyid.gov
Ben Robertson	BOCC Chair (advisory)	P.O. Box 419	Bonnors Ferry	83805	208-267-7723	commissioners@boundarycountyid.org

E. CWMA Contributor's List. Do not include ISDA funds or ISDA personnel (insert rows if needed). This information is needed to track in-kind contributions and verify interagency participation. The contact is the person who keeps information needed to verify contributions.

Contribution Category	Cooperator	Contact	Phone
Federal Govt.	USFS	Gunnar Bridges	208-265-6622
Landowner/Private	Bonner County	Chase Youngdahl	208-255-5681
Landowner/Private	Boundary County	Dave Wenk	208-267-5341
Non-Federal Govt.	Bonner County	Chase Youngdahl	208-255-5681
Non-Federal Govt.	Boundary County	Dave Wenk	208-267-5341
Other	All (committee)	Chase Youngdahl	208-255-5681

ISDA Noxious Weed Cost Share Program Line Item Budget Categories
 This form for use with ISDA's 2024 Noxious Weed Cost Share Program.

CWMA Name: SELKIRK

Recipient Name (if different from CWMA): Boundary County

Expenses to be considered for funding

Instructions: List estimated expenditure amounts within the categories below. Add rows as needed to insert budget items within categories.

A 1:1 Match required. Match does not need to equal budget amounts within categories, as long as the 1:1 match is met overall.
 Personnel costs can be used as match.

I. Service Contracts			
(i.e. aerial spraying, surveying, mapping, or grazing contracts. This category is not for labor or salaries paid directly to individuals.)			
<i>Description</i>	<i>Vendor(s) (if known)</i>	<i>Priority</i>	<i>Amount</i>
Total			\$ -

II. Specific Use Supplies			
(i.e. chemicals, herbicide, seed, or biocontrol agents - please specify the genus species and whether or not monitoring for those species has occurred to determine their presence/absence.)			
<i>Description</i>	<i>Vendor(s) (if known)</i>	<i>Priority</i>	<i>Amount</i>
Local EDRR Noxious Weeds Project - Herbicides	WilburEllis and/or Helena	1	\$ 1,500.00
Neighborhood Cost Share - Landowner Herbicide & Seed Reimbursement	Several/Unknown	2	\$ 12,000.00
Total			\$ 13,500.00

III. Field Supplies & Mapping Costs

(i.e. backpacks, shovels, GPS units, spray gear)

Description	Vendor(s) (if known)	Priority	Amount
Total			\$ -

IV. Rental of Vehicles & Equipment

Description	Vendor(s) (if known)	Priority	Amount
Total			\$ -

V. Labor

This category is for labor costs that will be paid directly to individuals.

(Labor costs specific to work identified in AOP. The purpose of cost share funds is to supplement not replace local funds. Administrative staff, weed superintendents or other paid employees already in place are not considered allowable expenses for state funds, but may be allowable expenses with federal funds.)

Description	Vendor(s) (if known)	Priority	Amount
Total			\$ -

VI. Education, Outreach & Awareness

(i.e. weed book publications, mailers, flyers, etc.) Only up to \$500.00 total will be awarded per CWMA

Description	Vendor(s) (if known)	Priority	Amount
CWMA Promotional Outreach Items	4Imprint	3	\$ 500.00
Total			\$ 500.00

VII. Subtotal

\$ 14,000.00

VIII. Administrative Fee

(Administrative fees may be used for any purpose, including support staff. The fee cannot exceed 8% of all expenditures.)

\$ 1,120.00

IX. Total Request

\$ 15,120.00

X. Estimated Match

Description			Amount
Federal Government			\$ 5,000.00
Non-Federal Government			\$ 17,500.00
Private Landowner			\$ 30,000.00
Total			\$ 52,500.00


Signature

12-10-25
Date

Authorized to sign on behalf of Selkirk CWMA

2026 Annual Operating Plan

CWMA: Selkirk

Priority # 1

Name of Priority: **Local EDRR Noxious Weeds Project**

Idaho Noxious Weed(s) to be targeted: **Tansy Ragwort, Scotch Thistle, large Knotweeds, Scotch Broom, Puncturevine, Yellow Flag Iris, Scotch Broom**

Type of Project:

Contract

☐

Supplies

☒

Equipment

☐

(Mark all that apply)

Rentals

☐

Labor

☐

Education

☐

Who is doing the work? **Bonner & Boundary County Noxious Weeds Staff & CWMA partners**

Where will the work take place? **Bonner/Boundary Counties**

When will the work take place in 2026?

Agreement Start Date - October

How long has the project been going on?

10+ Years

How Many additional years will the project continue?

Continual *Add additional details

What are the benefits of this project?

Providing a mechanism for swift action & diligent mop-up on local EDRR noxious weeds.

What are the consequences of not doing this project?

Losing EDRR opportunities

Tools/Resources required for this priority:

ATVs/UTVs/Side-By-Sides, backpack sprayers, hand sprayers, pruning shears, hand saws, power sprayers, boats, herbicides.

Total Estimated Acres to be treated?

50

Treatment methods to be used? **Foliar Herbicide, Cut-Stump, Seed Head Removal**

Estimated number of acres to be inventoried?

1,200

Estimated number of acres to be revegetated? **0**

Estimated number of public contacts?

2,500

Tools/Resources to be purchased with grant funds for this priority:

Herbicides

Estimated Match for Priority: **\$ 15,000.00**

ISDA Request for Priority: **\$ 1,500.00**

Total Cost of Priority: **\$ 16,500.00**

2025 Annual Operating Plan

Additional Priority details:

This is an inherently ongoing project without sunset, however, sites & focal species vary from year-to-year, depending on detection during land examinations and seed bank exhaustion progress on previous sites. The request is nominal, but it makes a significant difference for building goodwill with the public and getting buy-in from the Boards of County Commissioners, while achieving EDRR strategies. Of note for 2026 is to address a dense Tansy Ragwort population that was discovered in a new location within Bonner County during the late summer of 2025, expand the net for Scotch Broom detection & treatments, and to eliminate point-source populations of Yellow Flag Iris feeding into Lake Pend Oreille. Mop-up will continue as needed on Scotch Thistle, Puncturevine, large Knotweeds, Leafy Spurge, and Phragmites.

Other sites & focal species will be need based, depending on potential reports from the public and/or CWMA committee members or county noxious weed staff. Any arrivals of previously undetected noxious weed species would be an automatic EDRR situation and highest priority--Yellow Starthistle and Viper's Bugloss remain close to the Selkirk boundaries, and White Byrony is mapped within a hundred miles.

2026 Annual Operating Plan

CWMA: Selkirk

Priority # 2

Name of Priority: **Neighborhood Cooperative Cost Share**

Idaho Noxious Weed(s) to be targeted: **Spotted Knapweed, Oxeye Daisy, Canada Thistle, Hawkweeds, Field Bindweed, Houndstongue, Toadflax**

Type of Project:

Contract

☐
☐

Supplies

☒
☐

Equipment

☐
☐

(Mark all that apply)

Rentals

Labor

Education

Who is doing the work?

Private Landowners in Bonner & Boundary Counties

Where will the work take place?

Bonner/Boundary Counties

When will the work take place in 2026?

Agreement Start Date - October 31

How long has the project been going on?

10+ Years

How Many additional years will the project continue?

Continual *Add additional details

What are the benefits of this project?

Landowner Compliance Assistance & Resource Protection

What are the consequences of not doing this project?

Failure to meet objectives for control & contain noxious weeds, & reduced landowner buy-in.

Tools/Resources required for this priority:

ATVs/UTVs/Side-By-Sides, Tractors, Backpacks, Power Sprayers, Seed (and its application equipment), Herbicides, Staff for processing documentation

Total Estimated Acres to be treated?

650

Treatment methods to be used?

Foliar Herbicide Applications

Estimated number of acres to be inventoried?

2,000

Estimated number of acres to be revegetated? **75**

Estimated number of public contacts?

3,000

Tools/Resources to be purchased with grant funds for this priority:

Herbicides

Estimated Match for Priority: **\$ 30,000.00**

ISDA Request for Priority: **\$ 12,000.00**

Total Cost of Priority: **\$ 42,000.00**

2025 Annual Operating Plan

Additional Priority details:

As is the case with project priority 1, this project is inherently ongoing with no sunset for now, but areas of focus differ from year-to-year. For example, a large landowner may treat one portion of their property, and rotate to other areas of the property to where it takes several years to cover everything. And various landowners come and go through the program, based on needs and ability to commit. Additionally, we are still experiencing population influx in north Idaho, so there is a continual stream of new landowners learning about noxious weed responsibilities and assistance opportunities. The landowners are responsible for purchasing and applying the herbicide while keeping/maintaining proper documentation to comply with the fiscal controls laid out in the cost share handbook. The program is part of the CWMA's strategy to keep Control category noxious weeds from needing to be elevated to Contain, and to maintain appropriate maintenance levels for the Contain category noxious weeds. This neighborhood program remains the most effective and consist way to have large tracts of private property cleaned up.

Some of our Contain category noxious weeds are borderline naturalized (primarily Spotted Knapweed & Oxeye Daisy), but there is still a statutory obligation for landowners to control them. Bonner & Boundary Counties use this program as a component of landowner compliance assistance with §22-2407.

2026 Annual Operating Plan

CWMA: Selkirk

Priority # 3

Name of Priority: **CWMA Branded Outreach Items**

Idaho Noxious Weed(s) to be targeted: **All**

Type of Project:

(Mark all that apply)

Contract

☐
☐

Supplies

☐
☐

Equipment

☐
☐

Rentals

Labor

Education

☒

Who is doing the work?

CWMA Members

Where will the work take place?

Bonner/Boundary Counties

When will the work take place in 2026?

June - September

How long has the project been going on?

3 Years

How Many additional years will the project continue?

Continual *Add additional details

What are the benefits of this project?

Provides a conduit for education & awareness with tangible & useful items

What are the consequences of not doing this project?

Lost opportunities for further education & awareness related to noxious weeds

Tools/Resources required for this priority:

Online Branding Programs

Total Estimated Acres to be treated?

N/A

Treatment methods to be used?

N/A

Estimated number of acres to be inventoried?

N/A

Estimated number of acres to be revegetated?

N/A

Estimated number of public contacts?

13,000

Tools/Resources to be purchased with grant funds for this priority:

CWMA Outreach Items

Estimated Match for Priority: **\$ 1,000.00**

ISDA Request for Priority: **\$ 500.00**

Total Cost of Priority: **\$ 1,500.00**

2025 Annual Operating Plan

Additional Priority details:

This educational tool was first utilized in 2023, and has since continued with varying products. Pens, Small Tote Bags, Drawstring Packs, Notepads, Notebooks and Sunscreen Tubes are among the items that have been produced and distributed at the county fairs, workshops, seminars and in the office reception areas of the respective CWMA members. The items included our CWMA's name, a web link to ISDA's CWMA info page, a web link to the CWMA's noxious weed handbook, a short slogan and an illustration of a Spotted Knapweed flower head. If our 2026 request is granted, a poll will be distributed to CWMA members for feedback on new item selections. The specs and info would remain the same, unless the CWMA steering committee decides differently in the 1st quarter meeting. With our top 2 project priorities being inherently ongoing and projected to continue indefinitely into the future, PREVENTION is important, and it starts with education & awareness. This project could continue off & on indefinitely, depending on the pace of item distribution. So far, these items have been a particular hit at the county fairs, drawing in some for conversations that might otherwise have walked by.

2026 Annual Operating Plan

CWMA: Selkirk

Priority # 4

Name of Priority: **Sand Creek Corridor Project**

Idaho Noxious Weed(s) to be targeted: **All**

Type of Project:

(Mark all that apply)

Contract

Supplies

Equipment

Rentals

Labor

Education

Who is doing the work? **Bonner County personnel, CWMA partners & KNPS volunteers**

Where will the work take place? **Sand Creek Corridor - Bonner County**

When will the work take place in 2026?

May - August

How long has the project been going on? **1 Year**

How Many additional years will the project continue?

What are the benefits of this project?

Contribution to Sand Creek Connections' land stewardship goals

What are the consequences of not doing this project?

Tools/Resources required for this priority:

Total Estimated Acres to be treated? **5**

Treatment methods to be used? **Mechanical & Chemical**

Estimated number of acres to be inventoried? **50**

Estimated number of acres to be revegetated? **N/A**

Estimated number of public contacts? **150**

Tools/Resources to be purchased with grant funds for this priority: **None**

Estimated Match for Priority: **\$ 1,500.00**

ISDA Request for Priority: **\$ 0.00**

Total Cost of Priority: **\$ 1,500.00**

2025 Annual Operating Plan

Additional Priority details:

The Sand Creek Corridor near the cities of Sandpoint and Ponderay has generated an organized effort via the Sand Creek Connections group to work towards promoting healthy, vibrant conditions throughout this unique area. Encouraging land stewardship among the public and landowners is one area of focus. From 2023-2024, Bonner County Noxious Weeds worked in conjunction with the Kinnickinnick Native Plant Society (KNPS) to inventory vegetation in this corridor from a public trail crossing known as Popsicle Bridge to the bridge on Kootenai Cutoff Road. This included a survey of the marginal areas via kayak, and a land based survey beyond the aquatic margins. Noxious weeds inventoried include Orange/Yellow Hawkweeds, Spotted Knapweed, Oxeye Daisy and Canada Thistle—with densities ranging from moderate to high. A lead volunteer with the KNPS established initial contact with several landowners in this corridor regarding noxious weeds. Bonner County Noxious Weeds personnel followed up with these landowners in 2025 to address the obligations for control measures, which were implemented on consenting properties.

There will be a continuation from the efforts started in 2025, but no cost share funding will be necessary in 2026. We are maintaining the project in the annual operating plan as an in-kind contribution and to demonstrate continuing partnerships within the Selkirk CWMA.

2026 Annual Operating Plan

CWMA: Selkirk

Priority # 5

Name of Priority: **Public Lands Projects - Integrated Management**

Idaho Noxious Weed(s) to be targeted: **Spotted Knapweed, Hawkweeds, Canada Thistle, Oxeye Daisy, Toadflaxes, Houndstongue, Perennial Sow**

Type of Project:

Contract

Supplies

Equipment

(Mark all that apply)

Rentals

Labor

Education

Who is doing the work?

CWMA Members & Partners

Where will the work take place?

Bonner/Boundary Counties

When will the work take place in 2026?

May - October

How long has the project been going on?

How Many additional years will the project continue?

What are the benefits of this project?

Reduce the spread of Control & Contain level noxious weeds & promote land stewardship

What are the consequences of not doing this project?

Tools/Resources required for this priority:

Total Estimated Acres to be treated? **1,500 (1,300 chemical, 100 mechanical, 100 biological)**

Treatment methods to be used? **Chemical, Mechanical, Biological**

Estimated number of acres to be inventoried?

5,000

Estimated number of acres to be revegetated? **100**

Estimated number of public contacts?

2,500

Tools/Resources to be purchased with grant funds for this priority:

None

Estimated Match for Priority: **\$ 5,000.00**

ISDA Request for Priority: **\$ 0.00**

Total Cost of Priority: **\$ 5,000.00**

2025 Annual Operating Plan

Additional Priority details:

This project is to control noxious weeds in high use public areas within the CWMA, and include trails/paths, wildlife management areas, mitigation properties, parks/picnic areas, camping areas, open spaces and other public grounds that serve as vectors for spread. CWMA work days are often utilized for pooling of labor & equipment.

The project also includes the release & monitoring of biological control agents as an ongoing component of our integrated management plan.

This project is to demonstrate partnerships in the CWMA, and to contribute in-kind match to the cost share.

DRAFT

NOXIOUS WEED COST SHARE REQUEST 2026

Signature(s) of County Commissioner(s) OR Authorized Certifying Official(s). I (We) certify that the above estimates are made in good faith, and that all other information is correct. I (we) further agree to abide by the conditions of the grant.

Signature 1: _____ Date: _____

Name (printed): Brian Domke Title: BOCC Chair

Signature 2: _____ Date: _____

Name (printed): Asia Williams Title: Commissioner

Signature 3: _____ Date: _____

Name (printed): Ron Korn Title: Commissioner

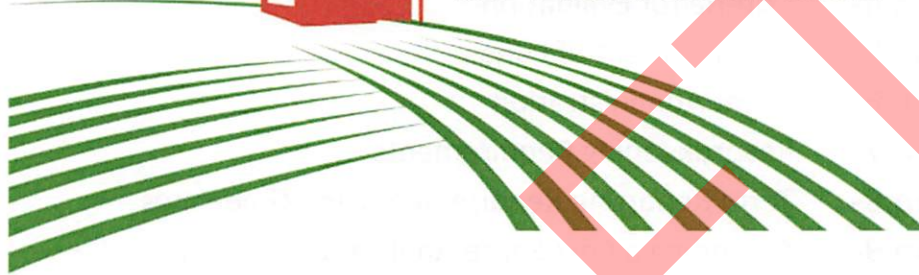
Signature 4:  Date: 12-10-25

Name (printed): Chase Youngdahl Title: CWMA Chair

IDAHO



STATE DEPARTMENT
OF AGRICULTURE



NOXIOUS WEEDS COST SHARE PROGRAM HANDBOOK

2026

Idaho State Department of Agriculture

Noxious Weeds Program

PO Box 7249

Boise, Idaho 83707

(208) 332-8667

<http://invasivespecies.idaho.gov>

weeds@isda.idaho.gov

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INTRODUCTION

This manual's intended purpose is to help guide you through the Idaho Cooperative Weed Management Area (CWMA) Cost-Share program. The CWMA Cost Share program is a joint cooperative effort coordinated by the Idaho State Department of Agriculture (ISDA), and the United States Forest Service (USFS), to help fund the control of Idaho listed aquatic and terrestrial noxious weeds throughout the State of Idaho.

The funds that are distributed through the CWMA Cost Share program are designated from the State of Idaho general fund and have been appropriated by the Idaho Legislature for the purpose of controlling noxious weeds.

Section 1: The Application Process

Please note that each referenced application document or exhibit is available for download here: <http://invasivespecies.idaho.gov/cost-share>

CWMA Cost Share Program Annual Calendar:

- **December 31 Current Year** – All CWMA's who received cost share funding for the current year, End of Year (EOY) reports are due to ISDA.
- **January 1, 2026** – All Cost Share Applications are due to ISDA.
- **January 8, 2026** – All Late CWMA Cost Share Applications are due to ISDA. Applications received after this date will not be considered for funding.
- **February 4-5, 2026** – The CWMA Cost Share Review Committee meets to review the CWMA Cost Share Applications. CWMA presentations will be made and reviewed during this meeting, and funding decisions are made. Agendas with times and virtual attendance options will be sent out at least 1 week in advance of the meeting.
- **Spring Application Year** – The CWMA Cost Share Year first term begins. The start date of the CWMA's first term is based on the Director signature date of the CWMA's fully signed Cost Share Agreement. First disbursements will then be made.
- **August 1 Application Year** – The First Term ends and Second term begins.
- **August 15 Application Year** – Mid Term Report is due to ISDA.
- **October 1 or 31 Application Year** – End of Agreement Period. End date will be dependent on CWMA's projects as outlined in Exhibit 5 Annual Operating Plan
- **November 1 Application Year** – End of Year Reports due to ISDA
- **December 31 Application Year** – All CWMA applications for following cost share cycle are due to ISDA. For a CWMA to be considered for Cost Share funds, CWMA's must submit all of the documents listed below and as listed on Application Exhibit 1 – CWMA Application Checklist. All of these documents together comprise a completed application. All documents must be completed as described, or according to the exhibit template and submitted to ISDA via email, through the CWMA data portal, or by mail.

Any CWMA who submits an incomplete application after January 1, 2026, will be allowed five (5) business days to make changes in order to make the application complete. An automatic one percent (1%) deduction will be applied to the awarded amount for each consecutive business day that the CWMA uses to make these corrections. Once five (5) business days have passed the CWMA's application will be denied, and funds will not be awarded. CWMA's are encouraged to review applications to ensure they are complete and submitted on time. Any CWMA that initially submits their application late, after the application submission cutoff date of January 8th will be denied, and funds will not be awarded.

Section 2- CWMA Cost Share Application Checklist:

A complete application must include the following items as specified by each corresponding current application year's exhibit, and must be submitted in the following order:

1. CWMA Application Checklist (Exhibit 1).
2. Application Part A and Part B (Exhibit 3 a & b).
3. Line Item Budget Form for State and Federal Funding (Exhibit 4).
4. Annual Operating Plan Form (Exhibit 5).
5. Strategic Weed Management Plan (Exhibit 6).
6. Current Map of Entire CWMA with a written boundary description (Exhibit 7).
7. Most recent version of the Memorandum of Understanding (Exhibit 9) or Cooperative Agreement applicable to the CWMA (Exhibit 8).
8. Conflict of Interest Form (Exhibit 16).

For all CWMA's applying who received funding in the previous Cost Share Program cycle, must submit the following as well:

9. End of Year Report (Exhibit 2) from the completed Cost Share Program cycle.
10. Financial Ledger (Exhibit 13), covering disbursement agreement period from the start date to December 1st.
11. Match summaries for both the 3rd term (Exhibit 14a) and the cumulative match summary (Exhibit 14b), for both State and Federal Grants, if applicable.
12. Previous cycles Post Treatment Monitoring Forms (Exhibit 17) from landowner reimbursement for either herbicide or service contracts. Can be submitted via paper record or Survey 123 app.
13. Mapping data for previous cycle, see GPS Mapping Section for guidance.
14. Reimbursement check for any unspent funds from previous year (if applicable).
15. Any additional reports as requested.

Section 3: Allowed and Disallowed Expenses

All expenses must be submitted in both the AOP form (Exhibit 5) and the Line Item Budget Form (Exhibit 4). Any single project expenditure or group of expenditures within a Line Item Budget category of twenty five thousand dollars (\$25,000.00) or more have additional bidding requirements to consider.

Applicants are required to obtain at least three (3) written bids for items above twenty-five thousand dollars (\$25,000.00) that are either a single project expenditure or group of expenditures within a line item budget category, unless exempted as detailed in the awarded Cost Share Agreement. In the event that three (3) written bids are not received, proof that the Applicant/Recipient has solicited bids from at least three (3) vendors that can provide the requested service being bid will be required.

Contract work is defined as work done by an entity, independent from the CWMA, which is hired to perform the tasks specified in the approved AOP and line item budget form (examples of contract work include: contract spray work, contract bio-control work, and contract weed mapping and inventory). The following are project specific rules to consider when planning projects to apply for Cost Share funds.

General Allowable projects

In general the following project types are allowable for either state or federal funds and are subject to fund sources guidelines that will be described in detail in an awarded Cost Share agreement. For the purposes of applying for the Cost Share Grant CWMA's should consider keeping all projects as "project based" as possible rather than broad formless type projects. CWMA's should also rank projects based on priority that reflects both the CWMA's Strategic Plan (*Exhibit 6*) and/or the 2022-2027 Idaho Invasive Species Strategic Plan.

1. Weed Prevention Activity Projects
2. Early Detection Rapid Response or New Invader Projects
3. Herbicide Control Projects*
4. Biological Control Projects
5. Mechanical Removal Projects
6. Revegetation Projects
7. Contracts for services to conduct allowed expense activities
8. Weed Mapping/Survey Projects
9. GPS/GIS Projects*
10. Education Outreach Projects*
11. Grazing Projects*
12. Equipment Projects*
13. Labor Projects*

*-Project requirements are listed in greater detail below

Education, Outreach, Awareness Projects

CWMA's are eligible to receive up to \$500.00 total in funding for Education, Outreach, & Awareness type projects such as, weed book publication costs, mailers, etc. Poster or calendar

contests, raffles, lotteries, competitions, or any event where cash is given out or used as a prize is prohibited. To submit for an Education, Outreach, or Awareness project, the CWMA needs to include a detailed project description and timeline (similar to other projects) in the Annual Operating Plan (*Exhibit-5*) and the Line Item budget (*Exhibit-4*) under the Education Category.

Funded Grazing Projects

ISDA will only fund targeted grazing projects. Targeted grazing is defined as animal grazing that is specifically implemented to abate noxious weed infestations.

Herbicide Projects

All chemicals purchased through the cost share can be used on private, local, state, and federal grounds if they are being used either directly by the CWMA or through a cooperative project with CWMA partners. The intent of this grant is not to supplement local, state, or federal programs.

Projects where herbicide or herbicide concentrate is given away to landowners on the assumption that they will use it to treat noxious weeds, without application oversight by the CWMA or follow-up post treatment monitoring, will not be funded. The recommendation is to instead provide an opportunity for shared workdays (Spray Days) in which private landowners work with the CWMA and its partners to combat specific noxious weeds in a specific area and time. The land may or may not be their own, but all herbicides to be applied as a part of this kind of project are under the supervision of the CWMA to ensure proper and prudent application. At a minimum, the following information must be provided as a part of this type of project: hours of individuals participating, species being targeted and location, calibration of applicators, locations of all herbicide discharges, and follow up monitoring. Also, the Cost Share Review Committee recommends that if herbicides are to be provided directly to landowners, the landowners should purchase herbicide, and the CWMA could then reimburse landowners for a percentage of the original cost up to a set maximum per individual or project.

Equipment Projects

CWMAs are eligible to apply for equipment that are directly specific to noxious weed projects occurring during the grant period. It is recommended that for all Equipment projects that costs are shared between all partners of the CWMA and that the cost share grant is not the sole funding source. Larger items such as permanent structures or vehicles are not allowable. Each equipment project will need to describe the planned use to control noxious weeds, the life expectancy of the equipment, and the percentage of time the equipment will be used on direct CWMA projects. Each equipment project will be reviewed on a case-by-case basis, by both the Review Committee and the Director of Agriculture for approval. The maximum allowable amount of equipment project purchases per cycle year is \$5,000.00.

GPS/GIS Projects

GPS/GIS projects will be considered on a case-by-case basis. Please contact ISDA ahead of time, if there are any questions as to what equipment and or software is needed. ISDA will not cover the costs associated with recurring use fees for software or user licenses.

Labor Projects

CWMAs seeking funding for Labor projects to accomplish noxious weed control projects, outside of a traditional contracted labor project where a separate vendor is hired to perform the control work must meet the following requirements to be considered. Identify which of the CWMAs Partnering entities seasonal staff that will be used for this Labor project. Only seasonal labor is allowable, no full-time benefited staff will be allowed. Labor projects must be directly related to CWMA noxious weeds projects being applied for during the grant period. The project description must include total number of man hours needed to accomplish project, planned number of seasonal staff to be used on the project, partnering entity that will be supplying seasonal staff, and all other pertinent information related to the CWMAs noxious weed project. As the only labor projects that will be approved will be those utilizing a partnering entities seasonal staff, Labor will only be billed based on a fully burdened hourly rate of up to \$45.00 per hour, based on actual costs, on the project as is set in CWMAs AOP (*Exhibit 5*). The maximum amount of labor expenses allowed per CWMA per grant cycle is \$10,000.00. All CWMAs applying for and awarded labor projects will have specific requirements for expense reporting that will be described in detail in the awarding Cost Share Agreement.

Project Timelines

All Projects applied for must have an individual timelines outlined in the AOP form (*Exhibit 5*). Timelines identify the projected start and end dates of the project for the applied for cost share grant period; Identify the measurable outcomes for the cost share grant period (acres treated, acres inventoried, etc.); For those projects that are consecutive or repetitive projects, a description of the overall goals and progress of the project over time, with the intent that the weed management program does not exceed a total duration of 10 consecutive years.

For projects that are repetitive in nature and inherently without an end date (landowner cost share, new invader detection projects, etc.), additional information explaining the nature of these projects and how they differ each year will need to be included in the additional details of the AOP. Any project not having a defined timeline, as described above, will not receive cost share funding.

Contingency Projects

These “what if” projects are a reserved project that should the CWMA face a circumstance that prevents a primary requested project from being completed that can be put in place to still accomplish CWMAs goals of noxious weed control during the grant cycle.

For this reason, all grant applicants will submit an additional priority contingency project. If there is an unforeseen event such as wildfire, where the applicant is not able to start or

complete one of its major priorities, it is ISDA's desire to have alternate or contingency priorities approved by the Cost Share Review Committee. The alternate or contingent priority projects must account for at least 50% of the original total request, thus allowing quick approval and change of approved projects. Contingency projects must also comply as allowable expenses within cost share projects. Additional information related to contingency plans and enacting one during the grant cycle will be described within the awarded Cost Share Agreement. Should a CWMA not include a contingency project in their request, an automatic 10% cut will be applied to their total request.

Unallowable projects

- Education or outreach expenses not otherwise approved through the application process.
- Expenses such as essay contest cash awards, prizes, t-shirts, water bottles, or other such items (Swag).
- Meals and refreshments (allowed for in-kind match only).
- Activities which other state, local and federal agencies are required to perform (i.e. - County or other State Agency Right of Way (ROW) work. ROW work is the responsibility of the owner of that ROW).
- Activities not identified in the AOP.
- Fines and penalties due to violations of, or failures to comply with, federal, state, or local laws.
- Interest on bonds, interim financing, and associated costs to finance projects.
- Legal expenses.
- Lobbying or expenses associated with lobbying.
- Ordinary operating expenses of state or local government.
- Personal injury compensation or damages arising out of the project, whether determined by adjudication, arbitration, negotiation or other means.
- Professional dues.
- Training which is unrelated to the project.
- Scientific research unrelated to a specific activity.
- Bio-control agents which are available for collection within the state (in the line item budget, if the CWMA is requesting funding for bio-control agents, please specify the genus species and whether or not monitoring for those species has occurred to determine their presence/absence).
- Fertilizer or the spreading of fertilizer.
- Organic herbicides, unless the organic herbicide is equivalent to traditional herbicides in cost and effectiveness.
- Certified weed free hay purchases.
- Labor expenses for full time/benefit-earning employees.
- Expenses for accounting or bid advertisements.
- Recurring fees for GPS, GIS software user licenses or agreements and maintenance.

Note: This is not a comprehensive list; other items may be added at the discretion of the funding agency.

Specific Funding Opportunities

State Funds

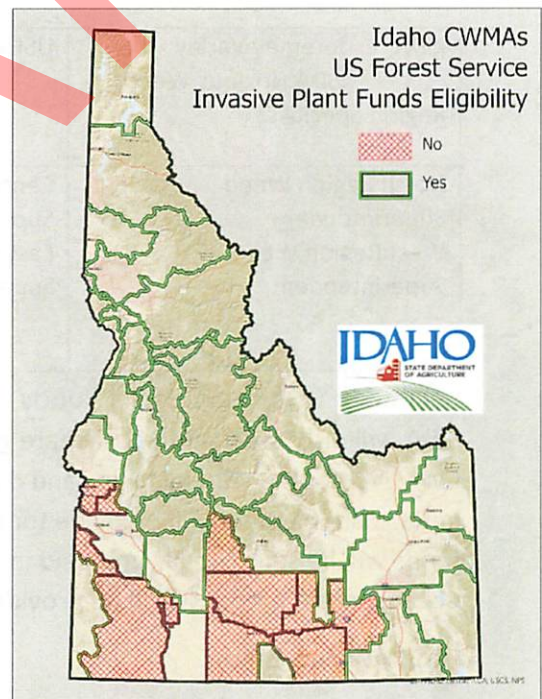
ISDA reminds applicants that there are restrictions on the utilization of State general fund dollars within cost share projects, and CWMAs should plan their cost share funding request accordingly. All projects using State Funds require a 1:1 Match.

Federal Funds

USFS Cost Share Funding Requires a minimum of 10% forest canopy coverage in the described CWMA to qualify. Due to the forest canopy coverage requirement for USFS funding, many Southern Idaho CWMA will no longer qualify for Federal Cost Share Dollars.

1. USFS Invasive Plant Projects- Funding for these projects is made available through the US Forest Service. In addition to the regular cost share project application, projects utilizing this funding must meet the following requirements:

- a. Project area must have 10% forest cover or consist of infested lands adjacent to or associated with weed threatened forested lands.
- b. Projects must be for the control of Noxious Weeds by mechanical, chemical, and biological controls
- c. Equipment and tools may be purchased with this funding but cannot cost more than \$5,000.00 per unit
- d. Weed Mapping, Monitoring, and GIS data entry projects are eligible on a case-by-case basis.
- e. Rehabilitation projects for noxious weed infested areas may be eligible



Section 4: Criteria for Evaluation

The Cost Share Review Committee is comprised of members from the Idaho Noxious Weed Advisory Committee and ISDA staff. Review committee members will determine whether the elements proposed in an applicant's AOP will support and uphold the objectives outlined in the current *Idaho Invasive Species Strategic Plan* - i.e. priorities based on preventing, limiting, and abating. Review committee members will review each AOP and line item budget submitted, and provide recommendations to ISDA for

each budget item. ISDA may use the average score to determine the final funding percentage. ISDA's Director will review the recommendations and has final approval authority for all line items.

Applicants will have the opportunity to provide a 15-minute presentation to the review committee members, outlining their primary and alternate priorities during the review process. During this time, applicants will be allowed to clarify their proposal and answer any questions from review committee members that may arise. Presentations are optional and nonparticipants will not be penalized.

Once review results have been compiled from the review committee and approved by the Director, an award letter will be sent announcing a grant management training, and finally a packet containing the Disbursement Agreement and all applicable documents will be sent to successful applicants. Successful applicants must accept or decline the financial award by responding to ISDA. If the award is accepted, all required documents must accompany the returned Disbursement Agreement. ISDA will process the financial awards with available State and Federal funds.

Review Committee-

ISDA -Jeremey Varley -ISDA Noxious Weeds Region Specialist	USFS Representative	BLM Representative
North Region Weed Superintendent West Region Weed Superintendent	Central Region Weed Superintendent East Region Weed Superintendent	Noxious Weed Advisory Committee Member Representative 1 Noxious Weed Advisory Committee Member Representative 2

Section 5: Disbursement of Funds

ISDA will disburse CWMA cost share grant funds in up to three (3) payments, provided the CWMA complies with all terms and conditions of the CWMA Disbursement Agreement. The initial disbursement will be made for the majority of the grant awarded and the remaining funds will be split equally and paid in the subsequent (up to two) disbursements. The disbursement amounts will be provided in the Disbursement Agreement.

Funds Disbursement

- First disbursement is made upon a signed Disbursement Agreement by ISDA Director.
- Second and third disbursements require completion of the following, as reported on the Financial Ledger (Exhibit 13):
 1. At least 80% of the previously disbursed funds have been spent on the Approved Project, per the AOP and

2. The Match Summary (Exhibit 14a) must reflect a minimum of 1:1 match. If the 1:1 match has not been met, the match document must show how it will be met before termination of the contract.

Tentative Disbursement Schedule for Funds

- 1st Disbursement: by approximately April 1st
- 2nd Disbursement: Will be processed upon receipt and approval of term financial reports
- 3rd Disbursement: Will be processed upon receipt and approval of term financial reports

ISDA reserves the right to change this schedule, based on funding availability and will be formalized in the Agreement.

Section 6: Grant Administration

Administration

- Grant funds should be expended in a timely manner and according to the AOP and the approved line item budget.
- Cost share applications and mandatory reports should be processed well before the due dates in order to allow time for revisions and signatures.
- Budget modifications must be approved by ISDA prior to expenditures being made (Section 8). Amendment requests should be made well before the program end date in order to confirm approval of such amendments before the final report is due.
- If a project will not utilize a substantial part of the grant funding (50% or more), ISDA must be informed in writing no later than the mid term reporting deadline of August 15. Plans should also be in place to utilize these funds through the approved contingency plan.
- CWMA Board Members should be sensitive to situations in which there is a potential for conflict of interest. The potential is especially great when a CWMA member is a consultant for, or has some other financial interest in, a business venture that is related to weed management. Such situations pose a problem for a CWMA, since priorities may be distorted by the opportunity for economic gain on the part of the individual member, the business in which he or she works, or even the CWMA itself. Any decision should err on the side of avoiding the appearance of a conflict of interest.

Expenditures

Expenditures must relate to the dates covered by the cost share grant (start date is the date of Director's signature on the Financial Disbursement Agreement). That is, no expenditure may be incurred before or after the grant beginning and end dates and should comply with approved project timelines stated in the AOP.

The CWMA is responsible for the maintenance of all records, including but not limited to requisitions, match documents, receipts, vouchers and in-kind matching funds related to all purchases made during the grant period. These records must be kept for five years after the completion of the grant for auditing purposes and must be provided to ISDA upon request.

A. Grant Funds

1. Equipment purchased with state grant funds belongs to the county identified within the CWMA unless otherwise stated in the application. Equipment purchased with federal funds must comply with the requirements in 2 CFR 200, including ownership, retention and disposal. The equipment must be used for the benefit of CWMA projects. (Note: Even though the county may be listed as the "owner," equipment purchased with cost share funds may never be used as in-kind match on ISDA reporting on *Exhibit 14a*, Match Summary.) Storage, maintenance, and upkeep of purchased equipment are the responsibility of the county to which the equipment has been assigned.
2. Equipment and/or tools. Any expenditure for equipment, contracts, or tools must be in the approved AOP and Line Item Budget Form. For any item that will cost \$25,000.00 or more for any single project expenditure or group of expenditures within a Line Item Budget category of twenty five thousand dollars (\$25,000.00) or more and the purchase will be awarded to the lowest acceptable bid.
3. Contract work. Any expenditure for contract work must be in the approved AOP and Line Item Budget Form. For any contract that will cost \$25,000.00 or more, three (3) written bids must be obtained and the contract awarded to the lowest acceptable bid. Examples of contract work include contract spray work, contract bio-control work, and contract weed mapping and inventory. Contract work is defined as work done by an entity, independent from the CWMA, which is hired to perform the tasks specified in the approved AOP and Line Item Budget Form.

B. Matching Funds

1. Match for one project must not be used to match any other project. It is the grant administrator's responsibility to ensure that the minimum match documentation is being collected. See *Exhibits 11 and 12*
2. All planning related to budgeting and funding in-kind match sources for a grant should be discussed with and approved by the CWMA Steering Committee.
3. All matching funds should correspond and be in alignment with projects prescribed in the CWMA's Annual Operating Plan. With the understanding that should the CWMA be awarded Federal monies, matching those funds with Federal in-kind is prohibited. Federal in-kind is allowed to contribute towards match of State funds.
4. Refreshment and meals are not allowable expenses for State or Federal grant funds. However, to facilitate the needs of the attendees and to ensure the best utilization of attendee time, refreshments and/or meals may be provided (and the expenses counted as match) to those attending CWMA-sponsored meetings and/or training sessions under the following criteria:

Refreshments

- a. The meeting or training session has a published agenda and attendance is mandatory;
- b. The meeting or training session has an intended duration of three (3) hours or more;
- c. There are five (5) or more attendees;

- d. The total cost of the refreshments, per day, will not exceed the amounts specified in the Idaho State Travel policy, <https://www.sco.idaho.gov/LivePages/state-travel-policy-and-procedures.aspx> ; and
- e. Attendees sign a sign-in sheet.

Meals

- a. The meeting or training session has a published agenda and attendance is mandatory;
- b. Location or scheduling conflicts do not lend themselves to a meal recess;
- c. The meeting's business is furthered by speeches, presentations, or interpersonal exchange that would not normally occur on a daily basis;
- d. The meeting or training session has an intended duration of six (6) hours or more;
- e. There are five (5) or more attendees.
- f. The per attendee cost of the meal does not exceed the allowable partial day per diem reimbursement (specified in the Idaho State Travel Policy viewable at <https://www.sco.idaho.gov/LivePages/state-travel-policy-and-procedures.aspx>); and
- g. Attendees sign a sign-in sheet.

C. Administrative Fees

The administrative fee is available to all Recipients, regardless of the type of entity that serves as a Recipient of cost share funds. The administrative fee must be approved by ISDA as submitted in the AOP and Line Item Budget before it can be reimbursed as an allowable expense.

Administrative fees are limited to 8% of approved budget expenses. ISDA reminds Cooperators that the practice of a Financial Manager taking the Administrative Fee upfront before funds are spent by the CWMA is not allowed. This practice causes accounting problems if the CWMA does not spend all the funds allocated.

The administrative fee will be calculated according to the total amount spent at the time of each expenditure on the financial ledger *Exhibit 13*:

CWMA expenditures for goods and services x 8% = administrative fee

CWMA expenditures + administrative fee = ISDA distribution

\$28,571.43 x 8% = \$2,285.71

\$28,571.43 + \$2,285.71 = \$30,857.14

Section 7: Recordkeeping Requirements

Once a CWMA has received the grant, it is essential that it be effectively managed. In accepting the grant, the CWMA has agreed to accomplish the designated tasks within a specified timeframe for a designated amount of money. This requires maintaining accurate and complete records, effectively managing the budget, and providing accountability for information and reports.

How to Manage the Records

A good file system is essential to effective grant management. Files should contain, at a minimum, the following:

- A. A copy of the application and approved budget.
- B. Correspondence.
- C. Time documentation records (personnel timesheets and contracts).
- D. Herbicide application records for a CWMA-sponsored spray day. Follow IDAPA 02.03.03.100.05 records requirements if a professional applicator is present. If one is not present, and non-restricted pesticides are being applied, please use the application record example listed in *Exhibit 15a*. Applications of Restricted Use pesticides require a Professional Applicator license or Private Applicator license (please comply with USDA records requirements).
- E. Herbicide application records (*Exhibit 15a*) applied by landowners with or without CWMA supplied herbicides (excluding CWMA-sponsored spray day(s)): The CWMA can count the landowner's cost of herbicide, time, and equipment as in-kind match. Such records shall contain:
 - 1. Name of CWMA.
 - 2. Applicator name, address, and phone.
 - 3. Date of application.
 - 4. Hours (amount of time spent applying the herbicide for each date).
 - 5. Target noxious weed(s).
 - 6. Equipment used.
 - 7. Location of treatment (include GPS coordinates, legal description, or maps).
 - 8. Name of herbicide.
 - 9. Rate of application.
 - 10. Amount of herbicide (amount poured out of the container).
 - 11. Treatment acres (acres actually treated).
 - 12. Treatment area (Estimation of entire area covered in which treatment acres were contained).
 - 13. Total hours (total amount of time spent applying herbicides for the CWMA).
 - 14. Total in-kind match for the worksheet (this is to be calculated by the CWMA, not the landowner - refer to *Exhibit 7*).
 - 15. Signature of the applicator/landowner.
- F. Consultant contracts, invoices and reports.
- G. Copies of financial ledgers, match summaries and sufficient supporting documentation for all expenses incurred and matching funds contributed for project activities.
- H. Related documentation such as client records, public notification, evaluation, before and after photos, maps, etc.
- I. Copies of all bids, quotes, requisitions and invoices.
- J. Project match documentation, including participant names and contact information.

- k. Grant records should be maintained for a minimum of **five years** from the direct recipient grant final payment date. If you have questions regarding record retention requirements for grant files, please contact ISDA.

How to Provide Project In-Kind Match Documentation (*Exhibit 11, Exhibit 12, and Exhibit 14*)

All in-kind or matching contributions must be properly documented for each AOP project receiving cost share dollars. It is critical that the match documentation include the signature and contact information of the responsible person for the contribution documentation. Each contributor must maintain detailed documentation of contributions. All contributions are to be compiled into the Match Summary (*Exhibit 14a*) as supporting documentation for the Financial Ledger (*Exhibit 13*). All documentation must be available for review upon the request of ISDA. For standard in-kind contribution rates, please refer to *Exhibit 7*.

Budget reports

The Budget Report should be reviewed during each CWMA meeting, or at least every three months, to accurately check expenditures and track progress of expenditures. Monitor the progress of each priority (i.e., if a project is 50% complete, then approximately 50% of the priority funds should be used). If there are projects that are unable to be expended as planned, then the priority budget will need to be amended.

Section 8: Term Reporting Requirements and Guidelines

Term reporting deadlines are important! Review the application and reporting requirements (including the timeline, type, and content of the required reports) at the beginning of the grant period. All of these details are included in the awarded Cost Share Grant Agreement. Be sure to record due dates for the submission of term and annual reports to allow sufficient time for preparation. Pay particular attention to the reports due at project closing. The quality of reports and ability to meet deadlines can have a direct impact on future cost share funding. It is the responsibility of the CWMA to read and understand the reporting requirements described in the awarded agreement as the requirements may be different than what is referenced below.

Term Reporting Roles

- **Recipient** – Is the legal entity which has agreed to receive funds for the Approved Project. The “Recipient” will be responsible for receiving and disbursing funds, and for providing the required ledgers, reports, and backup documentation to ISDA.
- **Applicant** – Is the Cooperative Weed Management Area (“CWMA”) or other group or entity which will be carrying out the Approved Project. The Applicant is designated as the primary point of contact regarding performance of the Cost Share agreement.
- **Landowner** – The person who holds legal title to the land, except that portion for which another person has the right to exclude others from possession of the parcel. Or the person with an interest in a parcel of land such that the person has the right to exclude others from possession of the parcel.

Due Dates and Deadlines

A Mid-Term report and end of Agreement report are required as outlined in the award agreement. Report preparation should be coordinated with the CWMA (Applicant) and

Recipient, the financial manager should prepare financial ledgers with supporting documentation and in-kind term reports. In addition, ISDA may request additional reports as needed during the grant period. These include narrative reports (detailing accomplishments) and evaluation reports.

Term deadlines are typically as follows:

- Mid Term (~March 16 – August 1), reports due August 15th.
- Final Term (August 1 – October 1 or October 31 (Project dependent)) Agreement closing reports due November 1st

Term Reports

The following list is a guideline of what each term report will include, however the most accurate term report details will be directed within the award agreement:

- Running Financial Ledger (*Exhibit 13*) from date of Disbursement Agreement (Director's signature date) to end of current Term. Showing all transactions for the grant cycle. *
- For all individual expenditures on the Financial Ledger, backup documentation must be provided (As described in awarded Cost Share Agreement).
- In-Kind Match Summary (*Exhibit 14a*) for the period of the term, not a running total. *

*Required for term reports whether funds have been received or spent during the term

Supporting Documentation

Supplemental and supporting documentation for all expenditures during the grant period must be provided at the same time as the term reports and ledgers Recipient and Applicant must also be able to provide these documents within five business days of a request by ISDA. This supporting documentation must reflect, at minimum, the following:

- The amount of each expenditure
- Provide a detailed description of the expenditure/service provided
- The name of the source, provider, or vendor of the expenditure
- Date the Expenditure was made
- Approval of expenditure by Applicant Representative's signature
- For each individual expenditure, verify the amount reported on the term reports by including in the term report (in which the expenditures occurred) the following items for each expenditure:
 - Actual or copy of receipt /invoice of services/supplies purchased (Monthly account statements will not be accepted)
 - Proof of approval by the Applicant and how the expenditure ties to approved line item budget
- Proof of payment for services/supplies by the Recipient (Copy of check/ Check detail)
Proof of Payment must include:
 - Name of payee and date must match invoice and financial ledger
 - Name of Payee must match invoice

- For all Applicants who have been awarded Education funds as a part of their approved project, a copy of the education outreach material generated utilizing these funds will need to be provided to ISDA with the term report in which the education funds were utilized. For those purchasing the Idaho Noxious Weed Book, published by the University of Idaho, only send an image of the booklets purchased with a valid date stamp
- Landowners must provide a purchase receipt for herbicides or herbicide services and an herbicide application report to Recipients/Applicants, or the party from whom the landowner is seeking reimbursement. These receipts must be provided to the ISDA during the reporting term by the Recipient/Applicant. For each reimbursement to a landowner, the Recipient must provide the following supporting documentation before consideration for reimbursement from the CWMA:
 - Landowner original, copy of receipt, or invoice for herbicide or herbicide services
 - Proof of processed payment by the landowner, in the form of a check, warrant, or credit card receipt for each invoice submitted by a landowner
 - Proof of payment by the Recipient, in the form of a Check or Warrant from the Recipient to the landowner
 - The name of the individual landowner receiving the reimbursement must match the name on the invoice name on the proof of payment and name on the Recipient reimbursement
 - For landowner partnerships or related parties with one or more of the landowner names on an invoice, documentation describing the relationship is required.
 - In the case of a Landowner representing a group of landowners in a given area, additional documents will be needed to verify expenditures and reimbursement
 - Coversheet naming the point of contact for the group of landowners and listing all participants and the amount that each is seeking reimbursement for.
 - When Landowner contact receives reimbursement from the Recipient, they will need to provide proof that reimbursement to the additional members of the group have been reimbursed by the Landowner contact of the group.
 - Herbicide application report, for herbicides purchased or professional applicator services hired
 - Proof of payment by the Recipient, in the form of a Check or Warrant from the Recipient to the landowner
 - Landowner In-Kind Match form (*Exhibit 11 & 12*)
 - Digital map with treatment area indicated
 - Post-treatment monitoring report. At a minimum 15% of total landowner reimbursement projects must have post treatment monitoring performed.

Reporting for Expenditures/Purchases \$25,000.00 or Greater

Obtain three written bids for:

Any single project expenditure or group of expenditures within a Line Item Budget category of twenty five thousand dollars (\$25,000.00) or more.

Applicants are required to obtain at least three (3) written bids for the items above unless exempted as detailed below. If three (3) written bids are not received, proof that the Applicant/Recipient has solicited bids from at least three (3) vendors that can provide the requested service being bid.

Applicants must choose the lowest cost, qualified bidder. 'Qualified' means fitted (as by training or experience) for a given purpose; competent; and/or having complied with the specific requirements or precedent conditions necessary to complete work.

To help CWMAs know which projects that will require a bid process to be followed will be listed on an exhibit to the Agreement, 'Acknowledgement of Project to be Bid' form. All other details regarding the bid process and the required supporting documentation will be specifically outlined within the award agreement. Also, for those projects that may qualify for bidding exemptions (Land Owner Cost Share or opting onto a statewide contract- <https://purchasing.idaho.gov/statewide-contracts/>) are addressed specifically in awarded agreements. For reference of what is typically required to be contained in documentation of a bid process the following is an example of what is needed.

- Bid announcement- How the CWMA notified the vendors that they are seeking bids for projects (sent to at least 3 qualified vendors or announced as a public bid)
- Bid award notification- How the CWMA notified the vendor that they have won the bid
- Winning contractors submitted Bid- the vendors actual bid
- Documentation of selection by CWMA and or CWMA Steering Committee- Copy of meeting notes in which Vendor bids where selected based on lowest qualified price Or a signature and date of applicant or recipient on awarded bid with a note of approval/acceptance

Section 9: Amending a Cost Share Application/Budget

It is sometimes necessary to amend an existing cost share allocation. All efforts should be made to use pre-approved contingency projects. Notification prior to the use of a contingency is required. Any request to amend is generally initiated by the grantee, although occasionally ISDA may initiate the amendment. Changes that need to be submitted to ISDA for approval include, but are not limited to: additions or subtractions to the AOP, deviation from the priority of accomplishing the AOP, and/or any other changes that may impact the completion of the originally funded AOP. Grant Amendment Requests (*Exhibit 10*) must be submitted and approved prior to purchase or performance of the requested activity. Approved amendments will become addenda or exhibits to the original disbursement agreement.

Amendment requests fall into two categories: requests of less than 10% (cumulative) of total approved budget and requests of 10% or more (cumulative) of total approved budget. If approved by ISDA, budget changes will result in an amendment to the participant's disbursement agreement. This process will take several days to complete.

Amounts listed in the line item budget will be the maximum amount reimbursable through the Noxious Weed Cost Share Program. Once an application is approved, a grant amendment request must be submitted and approved before budget amounts can be increased or before expenditures for resources can be added to the budget.

NOTE: To be approved by ISDA, all changes (including purchases and contracts) must maintain the minimum 1:1 match and/or in-kind service for the funded AOP.

Amendment Requests of Less Than 10% Cumulative

For amendment requests of less than 10% of total budget, which affect items already approved in the line item budget and the AOP, participants must submit a Grant Amendment Request (*Exhibit 10*). The Grant Amendment Request can be submitted in hardcopy format or as an attachment to an email from the CWMA's authorized signatory to ISDA. The request must provide the detail of any changes affecting the AOP and appropriate Line Item Budget Form. Once submitted, ISDA will review the amendment request and notify the CWMA of approval or denial of the request.

Amendment Request of More than 10% Cumulative

For amendment requests of 10% or more (cumulative) of total budget, or amendment requests that add new budget line items, participants must submit a Grant Amendment Request (*Exhibit 10*) as well as a new AOP. The Grant Amendment Request and new AOP may be submitted in hardcopy format or as an attachment to an email from the CWMA's authorized signatory to ISDA. The request must provide the detail of any changes affecting the AOP and Line Item Budget Form. Once submitted, ISDA will review the amendment request and notify the CWMA in writing of approval or denial of the request. Upon approval the CWMA will receive an official addendum to their award agreement that will require additional signatures before the amendment can go into effect.

Section 10: Returning Unspent Funds

Any unspent portion of grant funds as verified by ISDA, must be returned to ISDA no later than December 15th, and no carry-over of funds from one cost share year to the next is allowed without a written request being submitted to ISDA and written permission received from ISDA prior to October 15th. Approval for carry-over funds will be based on the approval of a future project plan. The first distribution of funds for new awards will not be released until all unspent funds from the previous year have been returned

Section 11: Performance Review

ISDA's goal is to assist cost share participants in the implementation of the current *Idaho Invasive Species Strategic Plan*. The Cost Share Fiscal and Performance Review process will be conducted in a positive and helpful manner so that information derived from the reviews will be useful in strengthening the programs for both ISDA and grant recipients.

Purpose of a Review

- To determine if the objectives of the cost share funded projects were accomplished.
- To ensure adequate and accurate accounting for ISDA cost share funds and that public funds are used for the program's specified purposes.
- To conduct periodic on-site reviews with cost share grant recipients to evaluate whether cost share funds are being used to implement the AOP and/or weed management projects.
- To evaluate whether the applied cost share projects, measures, and programs are effective in stopping the spread of noxious weeds in Idaho.
- To evaluate base map development and year-to-year progress effectiveness.

What to Expect From an On-Site Review

1. ISDA personnel will travel to conduct on-site reviews. Cost share grant recipients will be contacted in advance to schedule a mutually acceptable date and time. Prior to the visit, grant recipients will be expected to:
 - a. Notify all responsible parties for participation in the review; and
 - b. Organize and prepare all documentation and supporting data required for the review, including match documentation.
1. Typically, two types of reviews will be utilized by ISDA with cost share grant recipients, although they may occur at different times of the year:
 - a. **Fiscal Review.** A fiscal review will generally be conducted by an ISDA representative. Reviews will usually be conducted following the submission of the End-of-Year Report. The major focus will be to track the total grant sum of ISDA funds that were allocated based on the cost share application and to verify the financial ledgers and in-kind match documentation.
 - b. **Performance Review.** A performance review team will generally consist of an ISDA representative, the CWMA Chairperson, County Weed Superintendent(s) and others who wish to be involved. Performance reviews are generally conducted in the summer or fall following the associated fiscal review. Performance reviews are done to determine if project goals were accomplished. If a CWMA was not reviewed in the previous year and funding was received in the previous year, both years' projects may be reviewed.

NOTE: Following the reviews, an ISDA review team member will prepare a written report of the findings and provide it to the county or CWMA leaders. Any deficiencies will be noted and, if

necessary, remedial actions prescribed. ISDA will also note “successes” of the reviewed program.

What is the Focus of the Review

Fiscal reviews:

1. Reviewer will need the following information:
 - a. Organization name, phone, contact person, and driving directions;
 - b. Copies of the financial ledgers, match summaries, and supporting documentation.
2. The recipient should have the following ready for examination:
 - a. The approved and paid invoices for projects;
 - b. Documentation for in-kind match (see *Exhibit 11*, *Exhibit 12*, and *Exhibit 15*), including a match summary totaling amounts of in-kind submitted as match.
3. Review will consist of the following:
 - a. Review invoices to verify separation of duties (invoices must be approved by someone other than the individual who has issued the payment);
 - b. Provide detail from invoices to verify that amounts paid were correctly reported on the financial ledger. If there is a discrepancy between what was reported and the invoice, make a note of the reason why;
 - c. Provide match from documentation to verify that amounts documented were correctly reported on the match summary. If there is a discrepancy between what was reported and the documentation, make a note of the reason why.

Additional questions that may be asked regarding the cost share funds:

1. Is there a procedure in place for approval and payment of bills?
 - a. Process should be documented and included with the review notes.
 - b. Reviewer will check for consistency with the procedure and note any irregularities or lack of procedure.
2. Are revenues and expenses accounted for?
 - a. Do ledgers show date, check number, vendor name, description, and amount paid?
 - b. Do the beginning and ending balances reconcile with those provided to ISDA?
 - c. Is any invoice over \$25,000.00 copied and included with the review notes?
 - d. Are payments made to compensate individuals copied and included with the review notes?
 - e. Are missing invoices noted in the review notes?
 - f. Were any administrative fees charged to ISDA funds? If so, was the amount calculated correctly?
 - g. Were activities within the agreed upon period?
 - h. Did you include Proper documentation to support contract agreements or costs that exceed \$25,000?

3. Is the use of cooperator matching funds in completing cost shared projects and programs documented?
 - a. Were federal monies properly used as match?
 - b. Who were volunteered vehicles used by? Dates? Vehicle make/model/license? Was the mileage use recorded? (*Exhibit 12*)
 - c. Are match amounts based on those shown on the ISDA standardization schedule (*Exhibit 7*)? If not, other documentation needs to be provided to validate the costs submitted.
 - d. Are match amounts prepared and validated by the contributing person/organization?
 - e. Are sign-in sheets being used for volunteer events to document in-kind contributions of labor? (*Exhibit 11*)
4. Are Individual Landowner Herbicide Application Records & In-Kind Contribution Reports being submitted to the CWMA to document in-kind contributions of herbicide, labor, and equipment? (*Exhibit 15a*)

Performance reviews:

1. Description and details of the outcome of AOP priority work.
2. Estimate of the project success, including acres treated by weed species, number of acres inventoried, number of educational contacts, number of contributors, number of participants, etc.
3. Confirm participation of cooperators and contractors through meeting minutes, interviews, or other documentation.
4. Confirm purchase and location of capital equipment purchased with cost share funds.

Additional emphases or questions that may be asked regarding the mapping projects:

1. A request for a demonstration of mapping procedures, data integration, map development (if available), and other mapping related protocols and procedures.
2. Description and details of the outcome of AOP priority work; for example:
 - a. Number of individuals mapping,
 - b. Tools used, and
 - c. General rating of achievement of yearly mapping goals.
3. Confirmation that procedures/protocols will interface with the state database and expected time of data delivery to ISDA.

How Are Review Results Reported and How Are They Used

Review results are used to determine if follow-up action is necessary and the nature and extent of needed follow-up action. The review results will be considered when reviewing subsequent cost share funding requests. In cases where deficiencies are noted, ISDA will recommend

corrective actions. If the review finds: 1) gross misuse or misrepresentation of funds by a recipient; 2) failure to implement the recommended corrective actions; and/or 3) non-compliance with the policy guidelines for the ISDA Cost Share Program, the CWMA may be deemed ineligible to participate in the ISDA Cost Share Program. ISDA may also seek repayment of funds, and/or pursue legal action.

Following a review, a Review Letter summarizing the results or other documentation will be provided to the CWMA Chairman, Grant Administrator, Project Lead, or another authorized representative. In cases where deficiencies are noted, ISDA will recommend corrective actions to be taken and the deadline by which the actions must be completed. If the corrective actions are not completed to the satisfaction of ISDA by the deadline, a Violation Letter will be issued and provided to the CWMA Board and/or County Commissioners. If a final evaluation finds a failure to implement the recommended corrective actions, a second Violation Letter will be issued. At this time, ISDA may request repayment of funds and/or initiate legal action, and the CWMA may be ineligible to participate in the Cost Share Program for a minimum of one calendar year.

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Appendices

APPENDIX 1 - Recommendations for Monitoring Sub-Recipients

A sub-recipient is a third-party organization performing a portion of a project or program. Examples of sub-recipients include counties, Resource Conservation & Development Councils (RC&D), USFS, BLM, TNC, Grant Administrators, CWMA Administrators, etc. The terms of the relationship must be documented in a subcontract. These guidelines are intended to assist responsible Grant Administrators and/or CWMA Steering Committees in ensuring that the sub-recipient is conducting its portion of the project in compliance with ISDA award guidelines and conditions, and that the sub-recipient's portion of the project costs is reasonable and allowable.

A. Roles and Responsibilities:

1. CWMA Steering Committee Boards have primary responsibility for the monitoring of sub-recipients to ensure compliance with ISDA guidelines and conditions.
2. Grant Administrators have responsibility for assisting the Steering Committee in discharging their monitoring responsibilities, for reviewing invoices from sub-recipients, questioning expenditures if necessary, and for maintaining documentation of monitoring efforts as outlined by ISDA.
3. Sub-recipient responsibilities are stipulated in the content of the sub-contract.

B. Methods Available to the Grant Administrator Monitoring of Sub-Recipient for Sub-Contract Compliance:

1. The routine receipt and review of Technical Performance Reports;
2. The routine review of expenses-to-budget;
3. The periodic performance of on-site visits, as necessary;
4. It is also important to note that there may be additional project-specific requirements that mandate collection and documentation of other kinds of assurances during the course of a project.

C. Sub-Recipient Monitoring/Oversight Guidelines:

1. The responsible Grant Administrator and/or CWMA Steering Committee Board should determine the frequency and intensity of monitoring procedures jointly with the sub-recipient.
2. Details should be included in the sub-contract.
3. Examples of Administration Actions for Sub-Recipient Monitoring/Oversight by CWMA or other organizations receiving Cost Share Funds:
 - a. Collection of Technical Performance Reports – Project Performance Reports for each project should be reviewed and evaluated on a timely basis by the CWMA

Steering Committee and/or responsible party. Unusual or unforeseen items should be investigated and documented.

- b. Review of Invoices and Expenses-to-Budget – Sub-recipient’s invoices showing both the current period and the cumulative expenses-to-budget are generally required. Grant Administrators should compare sub-recipient invoices to established sub-award budgets. Evidence of the regular review of invoices by both the CWMA Steering Committee and the Grant Administrator should be in place and retained on file. “Evidence” can be in the form of CWMA Steering Committee Board member initials or authorizing signature on invoices, e-mail communications, notes of meetings with the Grant Administrator, etc.
- c. Clarification of Invoiced Charges – Grant Administrators should request explanations for “unusual”, “miscellaneous”, “other”, or apparently excessive charges invoiced by the sub-recipient. If the explanations received are not sufficient to render a prudent judgment on the ability of the cost to be allowed, Grant Administrators may request detailed justifications from sub-recipients. Examples of detailed justifications that may be requested from sub-recipients are:
 - i. Personnel time records/data;
 - ii. Copies of paid invoices showing the cost of items purchased and in-kind match documentation (with proper signatures);
 - iii. Descriptions of services rendered by consultants including hourly rates and time reports;
 - iv. Detail of travel charges incurred stating the purpose, airfare, meals, ground transportation, etc.;
 - v. Costs determined to be unallowable or unreasonable should be disallowed. In circumstances where questionable costs remain unresolved, it may become necessary to conduct a more definitive audit. In these cases, Grant Administrators may contact ISDA for coordination of subsequent actions.

APPENDIX 2 – Data Recording Requirements

CWMA activities that will be mapped are:

- All inventory/survey projects;
- All control efforts of noxious weeds related to CWMA Cost Share;
 - Chemical
 - Biological
 - Mechanical
 - Cultural
- All restoration projects related to CWMA Cost Share.

The Survey123 app is a free and easy solution for collecting your CWMA data and is what we recommend. If you would like to use the Survey123 option, please reference the *Idaho Noxious Weed Survey How-to* PDF instructions. The 2026 survey link will be provided to you when it is available. In addition, we can provide you access to your data through ArcGIS Online.

In circumstances where the Survey123 option is not the best fit for you, we encourage you to use the ESRI file geodatabase option outlined in the *Idaho Noxious Weed Data How-to* PDF instructions. Please reference Option 1 in that document. The *Idaho_Noxious_Weeds_2026_Survey_template.gdb* ESRI file geodatabase will be provided to you if you choose this option. It is recommended that the person utilizing the ESRI file geodatabase option have some familiarity using ESRI desktop GIS programs. If neither the Survey123 nor ESRI file geodatabase option will work for you, please let us know the reasons why.

If the two options mentioned above are not viable for you then you may submit your data in shapefile, KML/KMZ, or Excel spreadsheet in that order of preference. Any data submitted this way must conform to the *Idaho_Noxious_Weeds_2026_Survey_template* data dictionary which is an Excel worksheet that specifies how data must be submitted to us. Please reference Option 2 in the *Idaho Noxious Weed Data How-to* PDF instructions.

ISDA will accept data in point, line, or polygon format. If submitting in shapefile format, please use the NAD 1983 Idaho Transverse Mercator (Meters) projected coordinate system.

Mapping data shall include the following fields at a minimum. The below 9 fields are shown for overview purposes only. Please reference exact field names and their acceptable values in the *Idaho_Noxious_Weeds_2026_Survey_template* data dictionary which is referenced above. If you are using the preferred options of either Survey123 or ESRI file geodatabase, the following fields and their acceptable values are already included.

1. Date
2. Is this a CWMA Cost Share project? (Yes/No).

- a. If Yes, what is the project priority number?
3. Target species, common name only
4. Size of the infestation (estimate) in acres with 0.1 being the smallest.
5. Cover class (% density) at 10% increments.
6. Action (treatment type, survey, re-vegetation etc.).
7. Dominant Vegetation Type (meadow, rangeland, forest, riparian, etc.).
8. Land ownership (Private, Federal, State, Local Govt).
9. Location

The data that is gathered by the CWMA will be due to ISDA as a part of the EOY report and cost share application. This submission should contain at a minimum 2 files titled:

1. Xxxx CWMA 2026Cost Share projects – Entries should follow the mapping data minimums for all cost share related activities for the reporting period.
1. Xxxx CWMA 2026Noxious Weed Inventory- this information will be used as a reference for only listed noxious weed infestations across the CWMA.

Step by Step Uploading Instructions for the use of ISDA's CWMA Data portal

1. Navigate to the cost share section of the ISDA's Invasive Species webpage (<http://invasivespecies.idaho.gov/cost-share>)
2. Set up online account
 - a. Click on button "CWMA DATA/REPORT UPLOAD PORTAL"

ISDA'S NOXIOUS WEED COST SHARE PROGRAM

The centerpiece of Idaho's Strategic Plan for Managing Noxious Weeds is the creation of Cooperative Weed Management Areas to mobilize all landowners in an area to work together in stopping the spread of noxious weeds. To accomplish this, the cooperatives will use an integrated approach through the development of Integrated Weed Management Plans, to bring available resources and effective weed fighting techniques to combat the growing noxious weed problem.

The primary purpose of the Idaho State Department of Agriculture's (ISDA's) noxious weed cost share grant program is to accelerate the attack on noxious weeds by supplementing local funds and resources, not replacing them. Cost sharing is also intended to provide additional incentives for local landowners, officials, and citizens to work collaboratively to develop a more comprehensive and effective noxious weed management program. Through strengthening on the ground management the major economic and environmental impacts can be more effectively mitigated, improving the quality of life for all Idahoans.

ATTN: ISDA ADDRESS CHANGE
PLEASE SEND COST SHARE
APPLICATION MATERIALS TO P.O.
BOX 7249 BOISE, ID 83707

2019 COST SHARE APPLICATION INFORMATION

CWMA DATA/REPORT UPLOAD PORTAL

- b. Click on hyperlink "Open Register Screen"



CWMA FILE UPLOAD INSTRUCTIONS

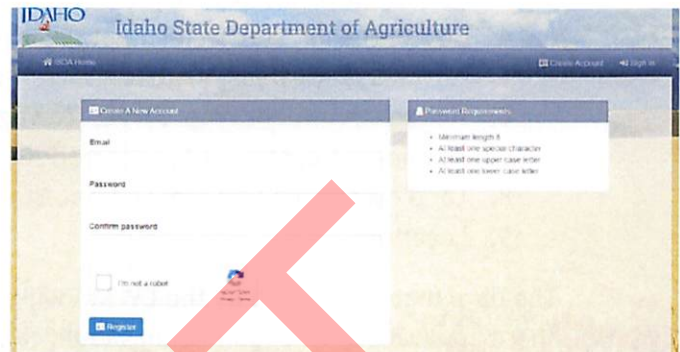
Please bookmark this page or the file upload page. If you bookmark the shared sign-in screen, automatic redirects in

- Steps for uploading files:
- Create ISDA account
 - Read and follow file upload instructions

Create an ISDA account
1. Click the "Set Up Online Account" link and create an ISDA account if you don't already have one. See images to the right.
Open Register Screen



- c. Enter your email and chosen password that fits the listed requirements

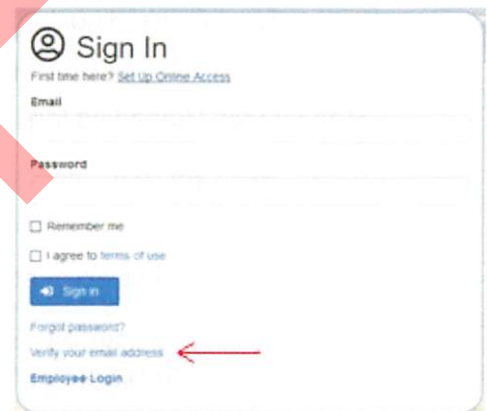


The screenshot shows the 'Create A New Account' form on the Idaho State Department of Agriculture website. The form includes fields for 'Email', 'Password', and 'Confirm password'. To the right, a 'Password Requirements' box lists: 'Minimum length: 8', 'At least one special character', 'At least one upper case letter', and 'At least one lower case letter'. There is a 'Do not a robot' checkbox and a 'Register' button at the bottom.

- d. Open email sent to your account email address to complete verification process

3. How to proceed after account registration

- a. Sign in to account (should have already been done if you had just registered)



The screenshot shows the 'Sign In' form on the Idaho State Department of Agriculture website. It includes fields for 'Email' and 'Password'. Below these are checkboxes for 'Remember me' and 'I agree to terms of use', followed by a 'Sign in' button. Links for 'Forgot password?', 'Verify your email address' (with a red arrow pointing to it), and 'Employee Login' are at the bottom.

- b. Upload files based on guidelines listed

- -All files submitted through this portal must follow the outlined naming guidelines to ensure accurate reporting and tacking.
- -File Name – All files will begin with the CWMAs name, followed by an underscore and the name of the file.
 - Example: "HappyValley_1TermReport" (All file names should be kept as short as possible and no date is required as one will be assigned)

- -File Type- the following file types can be uploaded: Adobe Acrobat, Microsoft Excel and Word, most image files, shapefiles (dbf, prj, sbn, sbx, shp, shx, cpg), kmz, and compressed zip files.
- -File Size – files cannot be larger than 200 MB.
- -To ensure all files were uploaded please send an email to Jeremey.varley@isda.idaho.gov as notification of your CWMA uploads.

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APPENDIX 3 - Glossary

Administrative Fee	Costs that benefit more than one activity of the recipient and that may not be directly assigned to a particular project objective. Such costs include maintaining the physical plant, library resources and general administration. These costs are generally calculated as a percentage of the total direct costs of the project. Some portion of these costs may be eligible for reimbursement.
Agency	<p>(a) In the case of the federal government, any authority which exercises administrative control over defined areas of federal lands within the state of Idaho;</p> <p>(b) In the case of the state of Idaho, any department, board, commission, or institution;</p> <p>(c) In the case of local government, cities, counties and any legal subdivisions thereof, drainage districts, irrigation districts, canal companies, highway districts or any special taxing district.</p>
Annual Operating Plan	Each CWMA will be required to submit an Annual Operating Plan (AOP) with their application. The AOP will outline the planned weed control activities for the proposed year, as well as the priorities where funding is requested. The AOP should be organized by priority, and should be limited to 5 pages in length. Please see <i>Exhibit 5</i> for an example of an AOP.
Applicant	Applicant” means the Cooperative Weed Management Area (“CWMA”) or other group or entity which will be carrying out the Approved Project. The Applicant is designated as the primary point of contact regarding performance of the Cost Share agreement.
Average Density of Each Weed Species	This is the density of the actual weed infestation, cover-class or canopy density. This is represented in the form of a percent (%). Tracking this allows ISDA to monitor any increase or decrease of the density of the infestation.

Budget

The financial plan for operation of the project that includes an estimate of the income and expenditures associated with operating the project for an identified period of time, often a year.

7CFR 1455.2

*§ 1455.2 Definitions.

(a) The definitions in part 718 of this chapter apply to this part and all documents issued in accordance with this part, except as otherwise provided in this section.

(b) The following definitions apply to this part:

Appropriate wildlife habitat means habitat that is suitable or proper, as determined by the applicable State or tribal government, to support fish and wildlife populations in the area.

Farm land means the land that meets definition of “farmland” in § 718.2 of this title.

Forest land means land at least 120 feet wide and 1 acre in size with at least 10 percent cover (or equivalent stocking) by live trees of any size, including land that formerly had such tree cover and that will be naturally or artificially regenerated. Forest land includes transition zones, such as areas between forest and non-forest lands that have at least 10 percent cover (or equivalent stocking) with live trees and forest areas adjacent to urban and built-up lands. Roadside, streamside, and shelterbelt strips of trees must have a crown width of at least 120 feet and continuous length of at least 363 feet to qualify as forest land. Unimproved roads and trails, streams, and clearings in forest areas are classified as forest if they are less than 120 feet wide or an acre in size. Tree-covered areas in agricultural production settings, such as fruit orchards, or tree-covered areas in urban settings, such as city parks, are not considered forest land.

Privately-held land means farm, ranch, or forest land that is owned or operated by an individual or entity that is not an entity of any government unit or Tribe.

Ranch land means land that meets the definition of “farmland.”

State or State government means any State or local government, including State, city, town, or county government.

Tribal government means any Federally-recognized Indian tribe, band, nation, or other organized group, or community, including pueblos, rancherias, colonies and any Alaska Native Village, or

regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. 1601-1629h), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Wildlife-dependent recreation means a land use involving hunting, fishing, wildlife-observation, photography, environmental education and interpretation, or other activities as determined by CCC."

2CFR 200 et seq.

Uniform administrative requirements, cost principles, and audit requirements for federal awards. Federal code of regulation guidance provided by the Office of Management and Budget (OMB) on government-wide policies and procedures for the award and administration of grants and agreements.

Containment

To confine a weed to an identified area of infestation; halting the spread of a weed infestation beyond specified boundaries.

Contributor List

The Contributor List is the list of those partner entities that are providing matching or in-kind contributions to support the CWMA AOP. The contributor list will be included in Part A of the application packet.

Control

Any or all of the following: prevention, rehabilitation, eradication or modified treatments specified in a cooperative weed management area.

Cooperative Agreement or Memorandum of Understanding (MOU)

A Cooperative Agreement or MOU is the document specifying terms of agreement for the participating landowners of the CWMA that is agreed to and signed by the participants. The purpose of a Cooperative Agreement or MOU is to eliminate administrative barriers, thus allowing the sharing of resources across all jurisdictional boundaries. The document facilitates cooperation and flexibility in CWMA operations and minimizes unnecessary controls. The agreement should identify: who the participants are; the legal

authority(ies) under which the agreement is made; purpose; items of agreement; and land area covered under the agreement. The items of agreement should specify organizational components, including a steering committee and its responsibilities, Strategic Plan, AOP, reports, etc. Other items could address contributions, waivers of claims, exchange of resources, injuries, federal laws and orders, accountability, etc. Please see *Exhibits 8, 9* for reference.

Cooperative Weed Management Area (CWMA)

A distinguishable hydrologic, vegetative or geographic zone based upon geography, weed infestations, climate or human-use patterns. CWMA's may be composed of a portion of a county, a county, portions of several counties or portions of one (1) or more states. (See Section 22-2402, Idaho Code).

Cost Share Review Committee

The Cost Share Review Committee is comprised of members from the Idaho Noxious Weed Advisory Committee and ISDA staff. The Cost Share Review Committee provides recommendations to ISDA regarding CWMA funding decisions. ISDA's Director will review the recommendations and has final approval authority for all line items.

Deadlines

Due dates for submission of proposals and grant reporting requirements.

Director

The Director of the Idaho State Department of Agriculture or an authorized designee.

Disbursement Agreement

Sets forth the relative rights and responsibilities of ISDA, Applicant, and Recipient. Also referred to as 'Agreement'.

Early Detection/Rapid Response (EDRR)

Finding invasive plant species listed as EDRR on the Idaho State Noxious Weed List during the initial stages of colonization and then responding within the same season to initiate eradication of the invasive plant species.

Effective Date	The date on which a cost share disbursement agreement becomes effective, which is the date it is signed by the ISDA Director.
End-of-Year (EOY) Reports	CWMAs that receive state or federal funding must submit an End-of-Year Report. EOY Reports summarize the weed control activities performed by the CWMA during the funded year. This information will be provided to the public, legislators, and industry leaders. EOY Reports are due to ISDA by November 1 of the year the funding was received. Please see <i>Exhibit 2</i> for an example of an EOY Report.
Eradicate	To eliminate a weed within an area of infestation.
Federal/Employer Identification Number (FIN/EIN)	The identifying number assigned to an organization by the federal government.
Financial Ledgers	Financial Ledgers are used to account for the funds awarded to the Recipient. Ledgers must show the financial disbursements to the CWMA for direct expenses as well as reimbursement to landowners. The expenses that are incurred must be supported by the required documentation and accounted for according to priority, as described in the AOP. There are two types of ledgers: State Financial Ledgers, and Federal Financial Ledgers. The State Ledgers should account for the State funds that are disbursed to the CWMA and landowners by the Recipient. The Federal Ledgers should account for the Federal funds that are distributed to the CWMA and landowners by the Recipient. The Federal funds have specific requirements that are to be met before funds can be disbursed. Not all CWMA's will qualify for Federal funds. Financial Ledgers must be submitted to ISDA at the end of each term.
Fiscal Year (FY)	The 12-month period for financial operations for an organization or government. The fiscal year of the State of Idaho is July 1 – June 30, while that of the Federal government runs from October 1 –

September 30. The Cost Share Fiscal Year is March 16 – December 31.

GIS	Geographic Information System.
GPS	Global Positioning System.
Grant Administrator	The person within the Recipient's organization responsible for administering the grant, including preparing and submitting the financial ledgers.
Grantee	The organization who is the recipient and administrator of a grant.
Gross Acres	The area of land occupied by a weed species. The acres are defined by drawing a line around the general perimeter of the infestation, not the canopy cover of the plants. The gross acres may contain significant parcels of land that are not occupied by the weed species. Gross acres are generally used in describing large infestations. This perimeter can be any size.
Herbicides	A chemical that is used to control a plant; one of many pesticides.
In-Kind Contributions	The value of non-cash contributions provided by a public body or any other approved parties. Non-cash contributions can be in the form of charges for personal services, real property, non-expendable personal property, and the value of goods and services directly benefiting and specifically identifiable to the project. Also referred to as "match."
Integrated Weed Management	The use of all available strategies to manage weed populations in a manner that is economically and environmentally sound. Such

strategies may include cultural, mechanical, chemical and biological methods.

Integrated Weed Management Plan

A vegetation management plan that considers all weed management options and selects one or a combination of options for implementation.

Inventory

Actual acres mapped.

ISDA Cost Share Program

A funding program administered by ISDA, developed to establish weed control to help create and/or maintain structured weed control programs in all geographic areas in Idaho.

Land

All soil, water, or other growing medium.

Landowner

- (a) The person who holds legal title to the land, except that portion for which another person has the right to exclude others from possession of the parcel;
- (b) A person with an interest in a parcel of land such that the person has the right to exclude others from possession of the parcel.

Line Item Budget

Cost Share Application Exhibit 4- Line Item Budget form. This form breaks all proposed cost share requests into specific categories based on the type of request. These categories are: Service Contracts, Specific Use Supplies, Field supplies and Mapping Costs, Rental of Vehicles, Labor, and Education and Outreach.

Mapping

Information submitted to ISDA reflecting actual areas infested, as well as actual areas showing no infestation. Location may be presented by points or polygons if less than one acre.

Matching Funds	Cash or "in-kind" support contributed to carry out the project. The recommended minimum match for ISDA Cost Share Requests is 1:1 (one dollar matched for every dollar received from ISDA). This may be donated time, machinery etc. or cash.
Match Summary Forms	A 1:1 match is required for all proposed CWMA priorities, both Federal and State. That means that for every dollar that is awarded to a CWMA, a dollar must be spent by the CWMA or its partners in cooperation with the weed control activities. The Match Forms account for the funds that are received by the CWMA, as well as the matching funds or in-kind donations made to the CWMA weed control efforts by the CWMA or its partners. Match forms must be submitted to ISDA at the end of every term.
Monitoring	Follow-up inspection later in the same year following treatment or release of bio-control agents.
New Invaders	Any Idaho noxious weed listed as "Control or Containment" that is not currently found or that is found in extremely small populations in the CWMA.
Noxious Weed	<p>(a) Any plant having the potential to cause injury to public health, crops, livestock, land or other property; and which is designated as noxious by the Director of Idaho State Department of Agriculture (Section 22-2402, Idaho Code).</p> <p>(b) Any weed listed on the Idaho State Noxious Weed List (IDAPA 02.06.22).</p>
Percent of Gross Acres Infested	An estimation of the actual infested acres within the defined gross acres perimeter, represented by a percentage.
Person	Any individual, partnership, firm, agency, corporation, company, society or association.

Prevent	To deter the spread of invasive, non-native weeds.
Prevention	<p>(a) Any action that reduces the potential for the introduction or establishment of a plant species in areas not currently infested with that species (See Section 22-2402, Idaho Code).</p> <p>(b) To deter the spread of invasive, non-native weeds.</p>
Project	A weed management activity for which a Cost Share grant is awarded by ISDA.
Proposal	An application submitted to a funding agency requesting funding for a specified period of time to carry out a specified project.
Public Body	The State of Idaho or any state agency, county, city, town, conservation district, special purpose district or tribe.
Rehabilitation	The process of reconditioning formerly weed-infested land to a productive or desirable condition.
Recipient	Financial designee in the Disbursement Agreement, also referred to as 'Payee', 'Awardee'. A legal entity who will be awarded, will receive, and manage cost share grant funds on behalf of a CWMA (for example, a county, RC&D, or one of the organizations participating in a CWMA). To receive an award of Federal funds the entity must be in possession of an UEI.
Scope of Work	A detailed description of the project, including measurable objectives, useful for determining successful completion. The scope of work is negotiated between ISDA and the grant recipient.

Service Contract Funds that are received through a contractual agreement to provide specified services, such as training courses or an educational program. Typically, a simple proposal is prepared that includes a cost justification for the services provided.

Steering Committee The SC will organize, set priorities, make assignments, and accomplish the goals for the CWMA. This group should provide direction in CWMA operations. The SC's functions may be defined within the Strategic Plan or through CWMA bylaws. A well-functioning SC will include broad representation that reflects the CWMA's landownership and must include at least one private landowner. Rotating membership and leadership can provide active participation opportunities for all partners. A Chairperson and Vice Chairperson should lead the SC. The SC's responsibilities include creating and updating the Strategic Plan, preparing the Annual Operating Plan (AOP) and applying for grants, including the ISDA Cost Share Program. It is recommended that the SC meet a minimum of four times per year in order to effectively conduct CWMA business. The Steering Committee List, as required in Part A of the ISDA cost share application (*Exhibit 3a*), must include the names, business phone numbers, addresses, email and titles for the Chairperson, Vice-Chairperson, Grant Administrator and other officers, along with the names of all other SC members.

Strategic Plan A plan that directs management actions to protect specific areas from the introduction of invasive plants, reducing the risk of new weed infestations.

Sub-contract Funds received from a primary grant recipient to support the costs associated with carrying out a portion of the project. Typically, it is not necessary to submit a proposal to receive a sub-contract, although submission of a budget is often necessary.

Targeted Grazing	The application of a specific kind of livestock at a determined season, duration, and intensity to accomplish defined vegetation or landscape goals. (Launchbaugh, Walker)
Term	Fixed period of time for which the CWMA is responsible to record activities and make reports.
Term Report	Required reports due according to each Term and containing all required documents as described in Section 7: Reporting Requirements
Total Project Cost	The sum of all costs associated with a noxious weed management project, including costs that are not eligible for ISDA cost share grant funding.
Treatment	Application of control technology to target control plant.
Treatment Acres	Acres actually treated: (a) Acres reported on pesticide use report; (b) Mechanical; (c) Bio-control (one release = five acres treated); (d) Targeted Grazing (actual acres grazed).
Treatment Area	Estimation of entire area covered in which treatment acres were contained.
Unique Entity Identifier-UEI (formerly DUNS number)	Due to the Federal Funding Accountability and Transparency Act, federal cost share grant funds may only be awarded to a legal entity in possession of Unique Entity Identifier (UEI) created in SAM.gov. You no longer have to go to a third-party website to obtain your identifier as the case with the DUNS (Data Universal Numbering

System) Number. This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government. If your entity is registered in SAM.gov, your Unique Entity Identifier (UEI) has already been assigned and is viewable in SAM.gov. The UEI is currently located below the DUNS Number on your entity registration record. You must be signed to SAM.gov to view entity records. For more information and to register visit SAM.gov.

Weed

Any plant that adversely affects animal populations, reduces habitat for desirable plant and wildlife species, decreases public recreational opportunities or causes economic hardship to the people of Idaho.



BONNER COUNTY NOXIOUS WEEDS

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

12-30-2025

Memorandum

NOXIOUS
WEEDS
Item #2

TO: Commissioners

FROM: Chase Youngdahl – Director, Noxious Weeds

RE: Selkirk Cooperative Weed Management Area – End-of-Year Report

Attached is the Selkirk Cooperative Weed Management Area (Selkirk CWMA) End-of-Year Report for 2025. This report is submitted annually in conjunction with the Annual Operating Plan & cost share application for the next year. This report summarizes noxious weed management activities from Selkirk CWMA members & partners; including projects that received state cost share assistance, as well as projects that were used for In-Kind match. Bonner County benefited from \$7,582.88 in state noxious weed cost share funds in 2025. I was the preparer for this report, as the Selkirk CWMA chairman.

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:

Handwritten signature

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

Distribution: _____ Original to Noxious Weeds Office
_____ Copy to BOCC Office

A suggested motion would be: **Mr. Chairman, based on the information before us I move to approve the 2025 Selkirk Cooperative Weed Management Area End-of-Year Report for submission to the Idaho State Department of Agriculture.**

Recommendation Acceptance: ☐ YES ☐ NO _____
Commissioner Brian Domke, Chair

Date: _____

Selkirk Cooperative Weed Management Area

2025
End-of-Year Report



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Introduction

The Selkirk Cooperative Weed Management Area was developed to facilitate effective treatment and coordinate control efforts over the long term across jurisdictional boundaries. The Selkirk CWMA continues to follow established management strategies to meet the goals as outlined in the strategic plan.

The management goals of the Selkirk CWMA are as follows: Prevent, and eradicate within the growing season, new occurrences of noxious weed species which are designated EDRR at the CWMA level; reduce pioneering colonies of noxious weed species having the potential for control and eventual site-specific eradication; contain widespread noxious weeds and keep at acceptable maintenance levels.

The area covered by this strategic plan includes the counties of Bonner and Boundary in Idaho (see map, page 10). The 2025 annual operating plan was the blueprint for project development and execution for the 2025 season.

The noxious weeds controlled within the area of the strategic plan in 2025 included the following: Rush Skeletonweed, Scotch Broom, Scotch Thistle, Tansy Ragwort, large Knotweeds, Small Bugloss, Leafy Spurge, Phragmites, Yellow Flag Iris, Hoary Alyssum, Knapweeds, Hawkweeds, Oxeye Daisy, Houndstongue, Perennial Sowthistle, Canada Thistle, Field Bindweed and Yellow + Dalmatian Toadflaxes.

The Selkirk CWMA officers for 2025 were Chase Youngdahl – Chairman, Dave Wenk – Vice Chairman, and Jennifer Jensen – Recording Secretary. The members include private land managers; city, county, and tribal governments; as well as state and federal land managers, and is detailed out in Appendix I.



Scotch Broom project near Hope



Noxious Weed I.D. Station at the 2025 Idaho State Forestry Contest



Yellow Flag Iris project on the banks of the Clark Fork River

Priority #1

New Invaders (EDRR Noxious Weeds at the CWMA level)



*Bonner County landowner assisting on
Tansy Ragwort project*

Efforts to address EDRR species at the local level is the top priority for the Selkirk CWMA. Diligent efforts are being put forth to totally eradicate these species CWMA-wide, but at minimum, to eradicate colonies annually. Scotch Thistle, Scotch Broom, Tansy Ragwort, large Knotweeds, Puncturevine and Yellow Flag Iris were the species treated in 2025. A plot of about 2,000 square feet of Leafy Spurge was treated, as well as a similar sized colony of Phragmites. No new species were detected during 2025 land examinations.

The Selkirk CWMA's EDRR projects in Bonner and Boundary counties included the herbicide treatment of 2.05 acres of Scotch Thistle, 14.5 acres of Scotch Broom, 8 acres of large Knotweeds, 1.8 acres of Yellow Flag Iris, 1 acre of Puncturevine and 11.3 acres of Tansy Ragwort. Additionally, about a ½ acre of Scotch Broom was treated using non-foliar herbicide methods—including cut-stump treatments and hand extraction. This work was performed by county noxious weeds personnel and CWMA partners.



*Pulling hose on a Bohemian Knotweed
project on Deep Creek in Boundary County*

Summary	
Acres Treated (chemical):	39
Acres Treated (mechanical):	.5
Acres Inventoried:	700
Public Contacts:	2,800
ISDA Funds Used:	\$1,319.06

Chemicals purchased	Quantity
Vastlan	10 gal
Trump Card	5 gal

Priority #2

Neighborhood Cooperative Cost Share

This project within the Selkirk CWMA helps private landowners contain noxious weeds on their property by providing financial assistance of up to \$500 per individual landowner for herbicide reimbursements. The benefits of the project are of significance to not only private landowners, but public property managers as well; by containing and controlling the spread of noxious weeds, especially airborne seed species, such as Hawkweeds and Canada Thistle. Other Idaho noxious weeds targeted by landowners included Spotted Knapweed, Oxeye Daisy, Toadflaxes, Field Bindweed and Houndstongue. In addition, landowners also had the opportunity to receive some assistance for the purchase of perennial grass seed in order to re-vegetate their property more quickly and efficiently and provide competition.

County noxious weeds personnel, along with the county noxious weed advisory boards, screen and approve applications and perform routine audits on their work. Landowner herbicide application records are required for documentation, and cost share Exhibit 15a is part of the application packet.

There was participation from 21 groups in the Selkirk CWMA during the 2025 season—new customers and repeats for ones that treat their larger properties on a rotational basis. Eleven landowner groups in Boundary County received cost share funding assistance totaling \$4,249.21, resulting in 186 acres treated with herbicide plus 40 acres re-planted. Ten landowner groups in Bonner County received cost share funding assistance totaling \$5,736.82, resulting in 363 acres treated with herbicide.

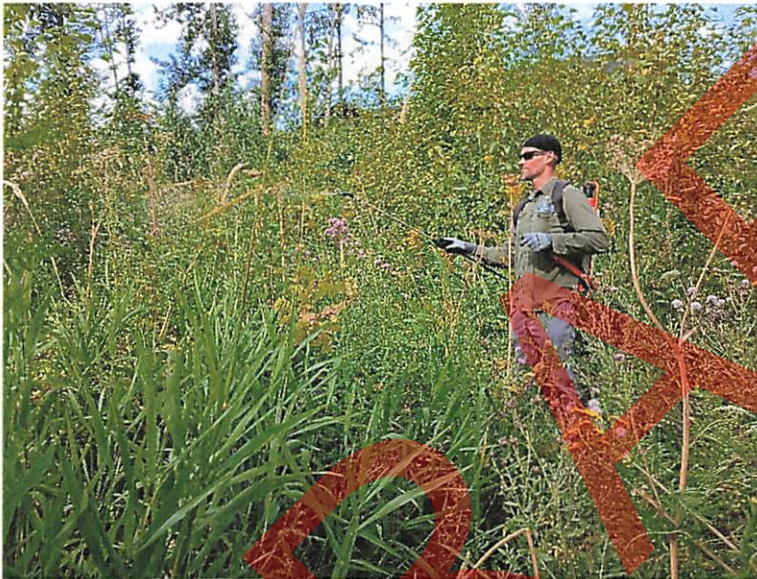
Chemicals purchased	Quantity
<i>Milestone</i>	<i>3.5 gal</i>
<i>Opensight</i>	<i>19.45 lbs</i>
<i>HighNoon</i>	<i>14.8 gal</i>
<i>Weedmaster/dicamba</i>	<i>7.5 gal</i>
<i>Crossbow</i>	<i>16 gal</i>
<i>Prescott/clopyralid</i>	<i>8.75 gal</i>
<i>2,4-D</i>	<i>50.375 gal</i>
<i>Escort/metsulfuron</i>	<i>4 lbs</i>
<i>Surfactants & dyes</i>	<i>26.75 gal</i>
<i>seed</i>	<i>344 lbs</i>

Summary	
Acres Treated:	549
Acres Planted:	40
Acres Inventoried:	1,672
Public Contacts:	2,500
ISDA Funds Used:	\$9,986.03

Priority #3

Sand Creek Corridor Project

This was a new project in conjunction with a grassroots group, Sand Creek Connections, where organized land stewardship along an approximately 1-mile stretch of the Little Sand Creek is a significant component of the focus. This includes native habitat restoration, of which noxious weed mitigation is an element. There were in-kind efforts with an organized hand pulling event, followed by herbicide applications with HighNoon® targeting Canada Thistle and Hawkweeds on the properties of the consenting landowners in the corridor.



Herbicide Application

Summary	
Acres Treated (chemical):	5
Acres Treated (mechanical):	2
Acres Inventoried:	40
Public Contacts:	100
ISDA Funds Used:	\$282.00



Hand Extraction Event

Priority #4

Public Education – CWMA Branded Outreach Items

2025 educational engagements included a Weeds/Pesticide Recertification Seminar in Bonner County, master gardener classes in both Bonner & Boundary Counties, a master naturalist class in Bonner County, an equipment calibration exercise and Fair displays in both counties. The Bonner County Noxious Weeds Superintendent authored 6 “Weed of the Month” articles in a regionally distributed publication, as well as an aquatic noxious weeds op-ed in a local news media publication. CWMA members distributed Selkirk CWMA’s Noxious Weed Handbook over the course of the year at their offices and at several educational functions. Additionally, the Selkirk CWMA procured branded promotional items, which included pocket sized spiral notebooks and squeeze tube sunscreen. These items were popular at the county fairs, like usual, increasing visibility and interest in the noxious weed displays, especially among youth.



2025 Outreach Items

Items Purchased	Quantity
<i>Spiral Notebooks</i>	<i>150</i>
<i>Squeeze Sunscreen</i>	<i>100</i>

Summary	
Public Contacts (total):	*20,000
Public Contacts promo item specific:	350
ISDA Funds Used:	\$500.00



2025 Bonner County Fair Display

Priority #5

Public Lands & Integrated Management Project

This project encompasses various stakeholders and land management agencies treating noxious weeds as part of their overall management activities, as well as CWMA-wide biocontrol releases. Idaho Department of Lands treated noxious weeds on 112 miles of state forest roads primarily in Boundary County. Additionally, 2,185 acres of veg control occurred for timber production related purposes across Bonner & Boundary Counties. IDL personnel also contributed to Bonner & Boundary County's EDRR projects; Bohemian Knotweed on Deep Creek in Boundary, and Scotch Thistle near Vay in Bonner.

The North Zone of the Idaho Panhandle National Forest (IPNF) operated with a skeleton crew in 2025, and tallied 67 total noxious weed treatments within Bonner & Boundary Counties, with 48 being herbicide and 19 being mechanical. Focal areas were primarily trails/trailheads, rec sites and gravel pits.

Kootenai Tribe of Idaho implemented integrated management of noxious weeds & invasive plants in 2025 across two primary mitigation properties—Trout Creek & Nimz. This included 25 acres of herbicide treatment on noxious weeds, along with 4 acres of mechanical treatments. Additionally, they performed mechanical control on 50+ acres of invasive weeds that hinder their management objectives, along with 169 acres of planting site prep/seeding/revegetation.

Stimson Lumber Company performed 267 acres of spring herbicide treatments within Bonner & Boundary Counties targeting Spotted Knapweed, Oxeye Daisy & Canada Thistle. Additionally, 1/3-acre of EDRR noxious weed, Scotch Thistle, was treated by Bonner County personnel under the cost share. There was also 1,057 acres of vegetation treated for planting site prep as a component of production timber, and 1,663 acres of conifer revegetation occurred.

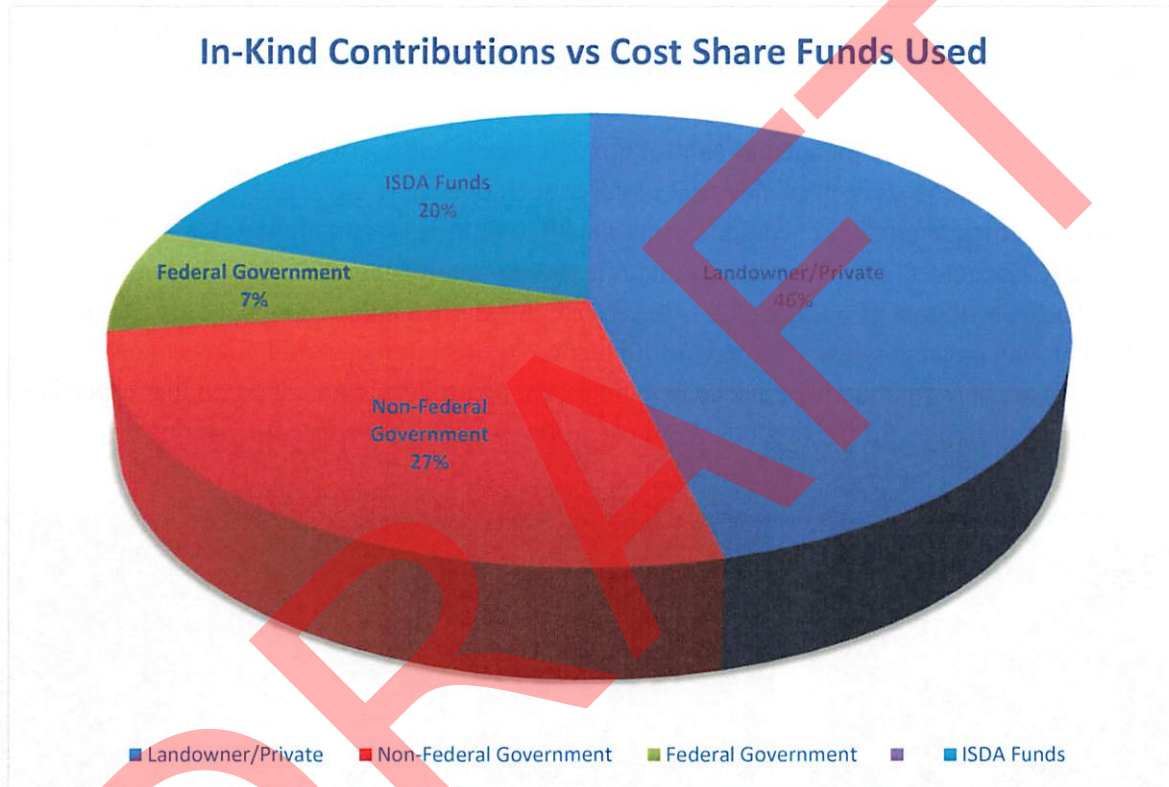
Idaho Fish & Game treated 85 acres of noxious weeds at the McArther Lake WMA while inventorying 200 acres, and treated 250 acres of noxious weeds at the Boundary-Smith Creek WMA while inventorying 500 acres. The Pend Oreille WMA staff logged 17 treatment days across 21 sites, totaling 73+ acres of noxious weeds treated on IDFG owned property & managed properties under the ownership of USACE & Avista Corp. Approximately 200 acres inventoried.

Summary	
Acres Treated (chemical-nox.weeds)	903
Acres Treated (mechanical-nox.weeds):	20
Acres Inventoried	~4,500
Acres Planted	1,832
Other Weeds (Tx-acres):	3,292
Public Contacts:	5,000
ISDA Funds Used:	\$0

Biocontrol Summary	
Acres Treated:	60
Acres Inventoried:	500
Total Releases:	
Cyphocleonus achates	600
Larinus minutes	300
Mecinus janthinus / janthiniformus	200/200
Hylobius sp.	50
Public Contacts:	700
ISDA Funds Used:	\$0

Contributions Illustration

The graph below shows In-Kind contribution vs. ISDA funds used for the 2025 season. Also see Appendix III on page 11 for itemized In-Kind contributions. As illustrated, the Selkirk CWMA surpassed the required match of 1:1. **Project total: 80% In-Kind, 20% ISDA Funds**



2026 Season Preview

The Selkirk CWMA will continue to work at eradicating and exhausting the seed bank and rhizome structures of local EDRR noxious weeds & be ready to act should new EDRR species be detected during the season, work to control point source populations of noxious weed species of intermediate levels, contain widespread noxious weeds in areas of high risk for spread, and to facilitate the Neighborhood Cooperative Cost Share project. Other activities will include monitoring active projects, releasing biocontrol agents, assisting university and/or industry researchers with evaluation areas (as needed), and promoting awareness of noxious weeds through public education.

Work days will be planned to control noxious weeds and assist cooperators. Tours of bio-control evaluation sites, herbicide trial plots, cooperative spray days, and workshops/seminars may be scheduled during the 2026 field season to highlight goals, share ideas, apply herbicides, showcase results and release bio-control agents.

The overall goal of our CWMA is to educate the public about noxious weeds and how to implement management plans, restore wildlife habitat, protect timber production grounds, agricultural areas & riparian habitats, keep recreational areas clean, and adhere to the respective management strategies for the noxious weed categories—EDRR, Control & Contain.



*Releasing biocontrol agents on
Purple Loosestrife*



New infestation of Tansy Ragwort discovered and addressed in 2025

Appendix I

Total Measurable Outcomes – Summary

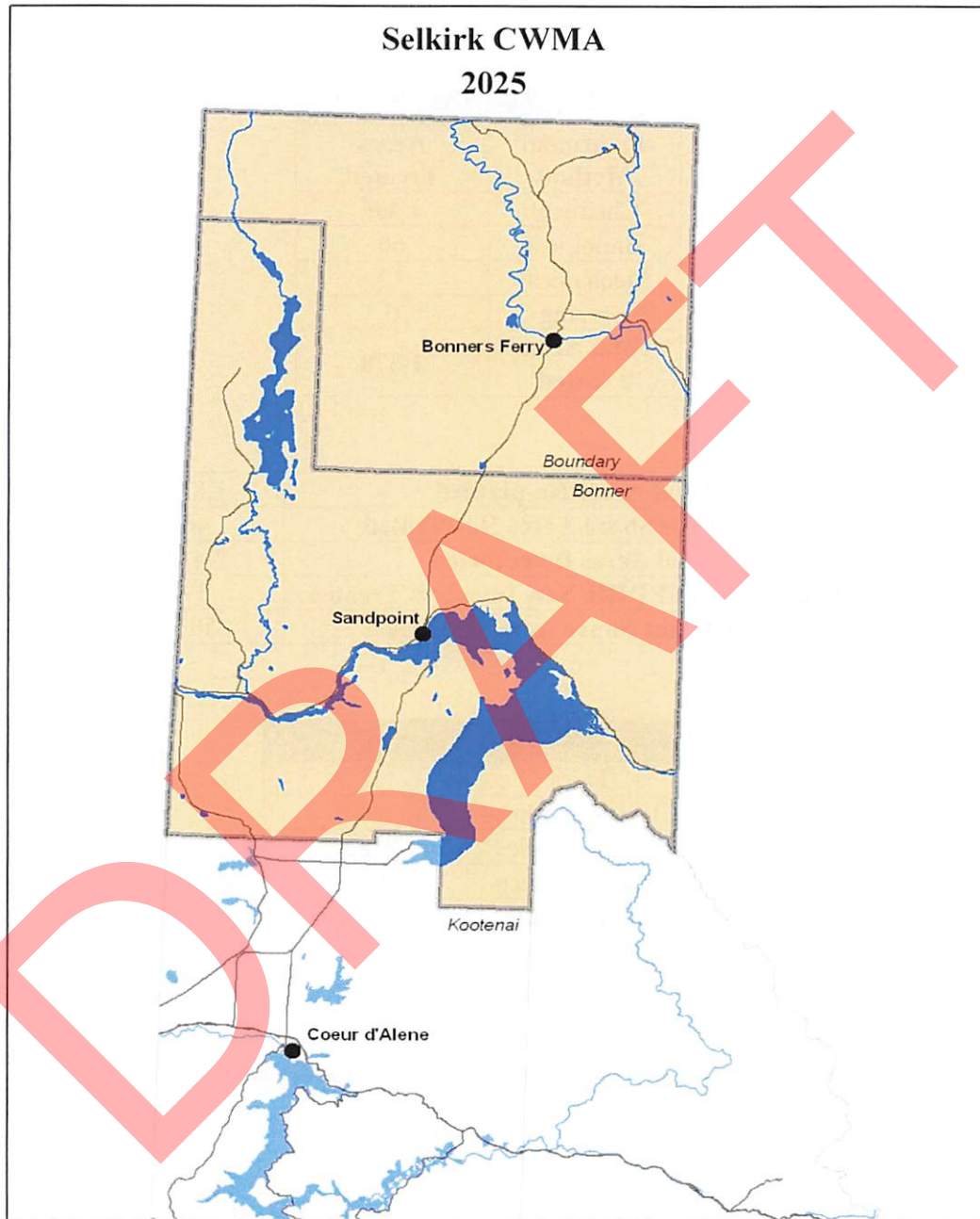
Treatment Totals	
Treatment Method	Acres Treated
Chemical	1,496
Biological	60
Mechanical	22
Grazing	0
Total Acres Treated	1,578

Total Acres Re-planted	1,872
Total Cost Share Acres Re-Planted	40
Total Acres Inventoried	7,412
Total Acres of EDRR/New Invaders Treated	39
Total Cost Share Acres Treated	593

Public Contacts	
Fairs	2
Classes/Seminars	4
Public Articles	8
Public Contacts	11,450
Total Public Contacts	*32,000

Estimated – based on newspaper and regional journal circulation, as well as display booth & office/site visits

Appendix II



Appendix III
Financial Documentation
Selkirk CWMA Contributor List
In-Kind Match Summary

Dates covered by this summary: 05/22/25 to 12/01/25

Contribution Category	Cooperator	Contact	Amount Contributed	Contact Phone
Landowner/Private	Boundary County	Dave Wenk	\$15,250	208-267-5341
Landowner/Private	Bonner County	Chase Youngdahl	\$12,653	208-255-5681x6
Non-Federal Govt.	Boundary County	Dave Wenk	\$974	208-267-5341
Non-Federal Govt.	Bonner County	Chase Youngdahl	\$15,099	208-255-5681x6
Federal Govt.	USFS - IPNF	Gunnar Bridges	\$4,445	208-265-6622

Contribution Category	Grand Totals
Federal Gov't	\$4,445
Landowner/Private	\$27,903
Non-Federal Gov't	\$16,073
Other	\$
Grand Total	\$48,421

Appendix IV

Selkirk Cooperative Weed Management Area – Steering Committee			
Committee Member	Phone #	Email Address	Affiliation
Chase Youngdahl, Chair	208-255-5681x.6	Chase.Youngdahl@bonnercountyid.gov	Bonner County Noxious Weeds
Dave Wenk, Vice Chair	208-267-5341	dwenk@boundarycountyid.org	Boundary County Noxious Weeds
Jennifer Jensen, Recording Secretary	208-263-8511	jenjensen@uidaho.edu	Bonner County Extension Office
Gunnar Bridges	208-265-6622	Gunnar.Bridges@usda.gov	USFS-Panhandle NF-North Zone
Brandon Harper	208-267-3620x.539	bharper@kootenai.org	Kootenai Tribe of Idaho
Robert Akins	208-412-3738	Robert.Akins@idfg.idaho.gov	Idaho Department of Fish and Game
Jonathan Luhnnow	208-267-5577	jluhnnow@idl.idaho.gov	Idaho Department of Lands
Bill Pittman	208-762-6550	bpittman@stimsonlumber.com	Stimson Lumber Co.
vacant	208-263-3158	mayor@sandpointidaho.gov	City of Sandpoint
Partners			
Sarah Garcia	208-263-5310x.100	Sarah.Garcia@id.nacdnet.net	Bonner SWCD
Cassie Olson	208-267-3340x.107	Cassie.Olson@id.nacdnet.net	Boundary SWCS
Keith Roberts	208-265-4312	Keith.Roberts@itd.idaho.gov	Idaho Transportation Department
Shannon Ehlers	509-425-3682	Shannon_Ehlers@fws.gov	USFW-Kootenai Wildlife Refuge
Cole Ross	208-263-3489	Cole.Ross@idpr.idaho.gov	Idaho Department of Parks & Rec (Round Lake State Park)

Appendix V

Advisory Board (MOU Signatory)		
Name	Title	Affiliation
Ben Robertson	BOCC Chair	Boundary County
Asia Williams	BOCC Chair	Bonner County
Timothy Giloon	Forest Supervisor	USFS-IPNF
Jennifer Porter	Tribal Chair	Kootenai Tribe of Idaho
Dale Van Stone	District Chair	Bonner Soil and Water Conservation District
Tom Daniel	District Chair	Boundary Soil and Water Conservation District
Damon Allen	District Engineer	ITD – Division of Highways
Carson Watkins	Regional Supervisor	IDFG
Erik Sjoquist	Area Manager	IDL
Jeremy Grimm	Mayor	City of Sandpoint
Kelly Moroney	Project Leader	USFW-Refuge Complex
Bill Pittman	Regional Manager	Stimson Lumber Company
Keith Jones	Natural Resources Manager	IDPR

Report prepared by Chase Youngdahl



Bonner County

Justice Services

December 30, 2025

Memorandum

Justice Services
Item #1

To: Commissioners

From: Justice Services

Re: Passthrough Funds Recipient Agreement- Juvenile Corrections Act, Cigarette, & Tobacco Tax

It is recommended that the Board of County Commissioners approve the 2025-2026 Bonner County Memorandum of Agreement to Support the Passthrough Funds Recipient Agreement as previously approved by legal. This Memorandum of Agreement provides state funding for juvenile probation services at no cost to the county for the 2025-2026 fiscal year.

Auditing Review: Yes



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

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: Yes

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

Distribution: _____ Original to BOCC

_____ Copy to Justice Services

A suggested motion would be: I move to approve the above-referenced MOA, which provides state funding for the 2025-2026 fiscal year for approved juvenile probation services and has been previously approved by legal.

Recommendation Acceptance: ☐ yes ☐ no

Asia Williams, Chair

Date



PASSTHROUGH FUNDS RECIPIENT AGREEMENT

Recipient: Bonner County

Legislative Passthrough Funds Appropriation

Juvenile Corrections Act Idaho Code §20-504 State General Funds	October 2025: \$17,516 January 2026: \$17,516 April 2026: \$17,516 July 2026: \$17,516
	Total: \$70,064
Cigarette and Tobacco Tax Idaho Code §§63-2506 and 63-2552A	October 2025: \$19,332 January 2026: \$19,332 April 2026: \$19,332 July 2026: \$19,332
	Total: \$77,328
	Total Distribution: \$147,392

This agreement will be administered in conformity with the policies and fiscal requirements of the Idaho Department of Juvenile Corrections (the Department).

The budget period is **October 1, 2025**, through **September 30, 2026**, except as extended and authorized in writing by the Idaho Department of Juvenile Corrections. The Department passes through funds based on the facts and conditions described in this agreement, and any changes thereto must be made in writing and approved by the Department.

Per Idaho Code §20-504, Juvenile Corrections Act state general funds may be used for the employment and training of county probation officers the establishment of secure and non-secure residential or nonresidential facilities and programs for juvenile offenders. The Department may require that a county provide matching funds as a condition of receiving Juvenile Corrections Act state general funds.

Per Idaho Code §§63-2506 and 63-2552A, Cigarette and Tobacco Tax dedicated funds may be used for county juvenile probation services.

Recipient shall report what was expended, and any carry over request, on the Annual County Juvenile Justice Financial Report Form C, due **December 1, 2025**.

This PASSTHROUGH FUNDS RECIPIENT AGREEMENT shall become effective upon return to the Department of Juvenile Corrections. Once fully executed by all parties, the agreement will be retroactively authorized to the start date of **October 1st, 2025**.

By: _____
Date: _____

Title: Amy Anderson, Division Administrator & CFO
Idaho Dept. of Juvenile Corrections
954 W. Jefferson St. PO Box 83720
Boise, Idaho 83720-0285

ACCEPTANCE

RECIPIENT hereby signifies its acceptance of the above-described passthrough agreement on the terms and conditions set forth above or incorporated by reference therein. I hereby certify that the County Juvenile Justice Administrator and County Clerk named in the application have read, initialed and will comply with the special conditions in the administration of this funding.

The Idaho Department of Juvenile Corrections is hereby authorized and directed to make payment for all funds awarded directly to the recipient as outlined above.

Commissioners for _____ County, State of Idaho

Signed: _____ Title: _____

Signed: _____ Title: _____

Signed: _____ Title: _____

Attest:

Signed: _____ Date: _____
County Clerk

Signed: _____ Date: _____
Chief Juvenile Probation Officer



Idaho Department of Juvenile Corrections

BRAD LITTLE

Governor

ASHLEY

DOWELL
Director

November 10, 2025

RE: Idaho Department of Juvenile Corrections Passthrough of State Funds

Dear Ron Stultz,

As part of our ongoing efforts to improve clarity and consistency, the Idaho Department of Juvenile Corrections (IDJC) is formalizing the way we communicate all fund disbursements to counties, specifically for funds that are passed through IDJC. In the past, we provided information on Lottery funds to county officials. However, we have recently confirmed that Lottery funds are not distributed through IDJC and therefore should not have been included in our communications. We recognize that previous notifications regarding JCA, Tobacco, and Lottery funds were shared without adequate context, which understandably caused confusion, particularly due to incorrect references to Lottery funding. We apologize for this oversight and appreciate your understanding as we work to ensure more accurate and consistent communication going forward.

Moving forward, all agreements from IDJC will clearly outline:

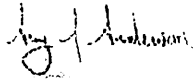
- **Funding source**
- **Intended use and restrictions**
- **Reporting and recordkeeping requirements**

Enclosed is your county's updated agreement for state-funded allocations from IDJC. These templates are part of a broader effort to standardize agreements, ensure transparency around funding sources, and support counties with clearer documentation, particularly important in light of this year's executive branch budget reductions.

October funds will be disbursed as usual. We ask that signed agreements be returned before the **January 2026** disbursement. We're also working on improving the process for 2026, including earlier communication and distribution. Please review and return the signed document to ensure second quarter funds are disbursed on schedule.

Thank you for your partnership. Please reach out if you have questions or need assistance.

Signed,



Amy J. Anderson
Division Administrator & CFO

DRAFT



Bonner County
Board of Commissioners

Brian Domke

Asia Williams

Ron Korn

December 30, 2025

CLERK
Item #1

MEMORANDUM

To: Bonner County Commissioners

Re: FY26 Claims in Batch #13

The Auditor's Office presented the FY26 Claims Batch #13; **Totaling \$216,227.48**

A suggested Motion would be: Based on the information before us, I move to approve payment of the FY26 Claims in Batch #13, totaling \$216,227.48.

Recommendation Acceptance: ☐ Yes ☐ No

Brian Domke, Chair

Date

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 12/23/2025 WARRANT: boc1326 AMOUNT: \$ 216,227.48

COMMISSIONER'S APPROVAL REPORT

DRAFT

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: boc1326 12/23/2025

DUE DATE: 01/31/2026

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
6141 95 EXPRESS LLC	1 03457 6520	00001		INV	12/22/2025	1149	185510	
		SHERAUTO		DUES		500.00		
		Invoice Net				500.00		
				CHECK		TOTAL	500.00	-----
6020 ARAMARK SERVICES INC	1 03473 7110	00001		INV	12/19/2025	1631477	185506	
		JUST-PA		OTHER		193.40		
		Invoice Net				193.40		
6020 ARAMARK SERVICES INC	1 03473 7110	00001		INV	12/19/2025	1631484	185507	
		JUST-PA		OTHER		376.81		
		Invoice Net				376.81		
				CHECK		TOTAL	570.21	-----
1880 KORKYM CORPORATION	1 03453 7710	00001		INV	12/18/2025	4417	185483	
		SHERPATROL		UNIFORMS		378.95		
		Invoice Net				378.95		
				CHECK		TOTAL	378.95	-----
1900 AVISTA UTILITIES	1 047 8990	00001		INV	12/22/2025	3650641944DEC25	185544	
		GRANT		GNT EXPEND		372.00		
		Invoice Net				372.00		
1900 AVISTA UTILITIES	1 00118 6930	00001		INV	12/23/2025	0727737636DEC25	185569	
	2 00118 6980	GENEXP		ELECTRIC		645.47		
		GENEXP		OTHER UTIL		602.60		
		Invoice Net				1,248.07		
1900 AVISTA UTILITIES	1 00118 6930	00001		INV	12/23/2025	7555200000DEC25	185570	
	2 00118 6980	GENEXP		ELECTRIC		150.41		
		GENEXP		OTHER UTIL		133.91		
		Invoice Net				284.32		
1900 AVISTA UTILITIES	1 00118 6930	00001		INV	12/23/2025	6555200000DEC25	185571	
	2 00118 6980	GENEXP		ELECTRIC		188.01		
		GENEXP		OTHER UTIL		146.23		
		Invoice Net				334.24		
1900 AVISTA UTILITIES	1 00118 6930	00001		INV	12/23/2025	5555200000DEC25	185572	
	2 00118 6980	GENEXP		ELECTRIC		167.46		
		GENEXP		OTHER UTIL		95.01		
		Invoice Net				262.47		
1900 AVISTA UTILITIES	1 00118 6930	00001		INV	12/23/2025	0861150000DEC25	185573	
	2 00118 6980	GENEXP		ELECTRIC		4,821.39		
		GENEXP		OTHER UTIL		808.88		
		Invoice Net				5,630.27		
1900 AVISTA UTILITIES	1 00355 6930	00001		INV	12/23/2025	6239320000DEC25	185574	
		AIRSANDPT		ELECTRIC		20.20		
		Invoice Net				20.20		
1900 AVISTA UTILITIES	1 00355 6930	00001		INV	12/23/2025	6865650000DEC25	185575	
		AIRSANDPT		ELECTRIC		90.18		
		Invoice Net				90.18		

DETAIL INVOICE LIST

CASH ACCOUNT: 000

1002

TREASURER ACCT/WARRANT ACCT

WARRANT: boc1326 12/23/2025

DUE DATE: 01/31/2026

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
1900 AVISTA UTILITIES	00001	INV	12/23/2025	0569720000DEC25		185576		
1 00355 6930	AIRSANDPT	ELECTRIC		213.45				
2 00355 6980	AIRSANDPT	OTHER UTIL		132.01				
	Invoice Net			345.46				
1900 AVISTA UTILITIES	00001	INV	12/23/2025	0658340000DEC25		185577		
1 00355 6930	AIRSANDPT	ELECTRIC		59.88				
	Invoice Net			59.88				
1900 AVISTA UTILITIES	00001	INV	12/23/2025	1108050000DEC25		185578		
1 00355 6930	AIRSANDPT	ELECTRIC		40.15				
	Invoice Net			40.15				
1900 AVISTA UTILITIES	00001	INV	12/23/2025	2877230000DEC25		185579		
1 00355 6930	AIRSANDPT	ELECTRIC		20.55				
	Invoice Net			20.55				
1900 AVISTA UTILITIES	00001	INV	12/23/2025	8679400000DEC25		185580		
1 00118 6980	GENEXP	OTHER UTIL		237.38				
	Invoice Net			237.38				
1900 AVISTA UTILITIES	00001	INV	12/23/2025	4679400000DEC25		185624		
1 00118 6980	GENEXP	OTHER UTIL		151.91				
	Invoice Net			151.91				
1900 AVISTA UTILITIES	00001	INV	12/23/2025	1695020000DEC25		185625		
1 00118 6980	GENEXP	OTHER UTIL		332.81				
	Invoice Net			332.81				
1900 AVISTA UTILITIES	00001	INV	12/23/2025	5329760000DEC25		185662		
1 00118 6980	GENEXP	OTHER UTIL		843.68				
	Invoice Net			843.68				
1900 AVISTA UTILITIES	00001	INV	12/23/2025	5803520000DEC25		185663		
1 00118 6980	GENEXP	OTHER UTIL		1,652.39				
	Invoice Net			1,652.39				
1900 AVISTA UTILITIES	00001	INV	12/23/2025	1566410000DEC25		185706		
1 00118 6980	GENEXP	OTHER UTIL		363.31				
	Invoice Net			363.31				
1900 AVISTA UTILITIES	00001	INV	12/23/2025	2021560000DEC25		185707		
1 00118 6980	GENEXP	OTHER UTIL		47.13				
	Invoice Net			47.13				
1900 AVISTA UTILITIES	00001	INV	12/23/2025	5925930000DEC25		185708		
1 00118 6980	GENEXP	OTHER UTIL		20.20				
	Invoice Net			20.20				
1900 AVISTA UTILITIES	00001	INV	12/23/2025	8658940000DEC25		185709		
1 00118 6980	GENEXP	OTHER UTIL		294.17				
	Invoice Net			294.17				
1900 AVISTA UTILITIES	00001	INV	12/23/2025	5107150000DEC25		185710		
1 00118 6980	GENEXP	OTHER UTIL		152.50				
	Invoice Net			152.50				
	CHECK TOTAL			12,803.27				
6462 BCS INSURANCE COMPANY	00001	INV	12/19/2025	BCSJanuary2026		185502		
1 082 6156	SI MEDICAL	SIMEDCLAIM		64,079.16				
	Invoice Net			64,079.16				

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: boc1326 12/23/2025

DUE DATE: 01/31/2026

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	64,079.16	-----
6407	CANTER BUYER PARENT LP	00001		INV	12/22/2025	5003-7963665	185541	
	1 00355 7420	AIRSANDPT		REPEQUIP		4,051.12		
		Invoice Net				4,051.12		
						CHECK TOTAL	4,051.12	-----
4886	BO CO TREASURER FTO PA	00000		INV	12/23/2025	36012	185565	
	1 082 6156	SI MEDICAL		SIMEDCLAIM		1,123.45		
		Invoice Net				1,123.45		
						CHECK TOTAL	1,123.45	-----
4294	BONNER COUNTY TAX COLL	00000		INV	12/18/2025	NOV25	185492	
	1 00103 8670	TREASURER		LABOR		215.89		
	2 00103 7850	TREASURER		SERV CHG		375.00		
		Invoice Net				590.89		
						CHECK TOTAL	590.89	-----
965	CANON FINANCIAL SERVIC	00001		INV	12/22/2025	42328076	185538	
	1 00822 9350	911OPS		CAP - LEAS		154.75		
	2 00822 7410	911OPS		REPOFFICE		62.06		
		Invoice Net				216.81		
965	CANON FINANCIAL SERVIC	00001		INV	12/22/2025	42328081	185539	
	1 03461 7420	JAILDETENT		REPEQUIP		15.58		
	2 03461 9350	JAILDETENT		CAP - LEAS		167.00		
		Invoice Net				182.58		
965	CANON FINANCIAL SERVIC	00001		INV	12/22/2025	42328080	185540	
	1 03450 7420	SHERADMIN		REPEQUIP		11.00		
	2 03472 9350	JUSTSHER		CAP - LEAS		190.93		
		Invoice Net				201.93		
965	CANON FINANCIAL SERVIC	00001		INV	12/23/2025	42328082	185568	
	1 00124 9350	GIS		CAP - LEAS		64.00		
	2 00124 6530	GIS		OFFICE		7.43		
		Invoice Net				71.43		
965	CANON FINANCIAL SERVIC	00001		INV	12/23/2025	42328083	185711	
	1 00101 9350	CLERK		CAP - LEAS		135.00		
	2 00101 7410	CLERK		REPOFFICE		47.61		
		Invoice Net				182.61		
						CHECK TOTAL	855.36	-----
1089	DIRECT AUTOMOTIVE DIST	00001		INV	12/18/2025	01JC2241	185479	
	1 03457 7040	SHERAUTO		REPAIR		249.57		
		Invoice Net				249.57		
1089	DIRECT AUTOMOTIVE DIST	00001		INV	12/18/2025	01JC2242	185480	
	1 03457 7040	SHERAUTO		REPAIR		126.51		
		Invoice Net				126.51		
1089	DIRECT AUTOMOTIVE DIST	00001		INV	12/18/2025	01JC2240	185481	

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: boc1326 12/23/2025

DUE DATE: 01/31/2026

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	1 03457 7040		SHERAUTO	REPAIR		264.24		
			Invoice Net			264.24		
1089	DIRECT AUTOMOTIVE DIST	00001	INV	12/22/2025		01JC2413	185509	
	1 03457 7040		SHERAUTO	REPAIR		320.00		
			Invoice Net			320.00		
1089	DIRECT AUTOMOTIVE DIST	00001	INV	12/22/2025		01JC3189	185511	
	1 03457 7040		SHERAUTO	REPAIR		33.95		
			Invoice Net			33.95		
1089	DIRECT AUTOMOTIVE DIST	00001	INV	12/22/2025		01JC2863	185513	
	1 03457 7040		SHERAUTO	REPAIR		135.93		
			Invoice Net			135.93		
			CHECK TOTAL			1,130.20		-----
3192	EXBABYLON LLC	00001	INV	01/04/2026		EXB110114	185564	
	1 00115 8950		TECHNOLOG	SOFTWARE		2,505.00		
			Invoice Net			2,505.00		
			CHECK TOTAL			2,505.00		-----
3222	FEDEX	00001	INV	12/18/2025		9-107-63996	185493	
	1 00103 8670		TREASURER	LABOR		74.88		
			Invoice Net			74.88		
			CHECK TOTAL			74.88		-----
343	GEYMAN TROY DR.	00001	INV	12/18/2025		NOV25	185475	
	1 03461 8060		JAILDETENT	MEDICAL		3,631.25		
			Invoice Net			3,631.25		
			CHECK TOTAL			3,631.25		-----
3627	IDAHO STATE BAR	00001	INV	12/19/2025		DEC25	185505	
	1 03473 6520		JUST-PA	DUES		485.00		
			Invoice Net			485.00		
			CHECK TOTAL			485.00		-----
3667	INSIGHT DISTRIBUTING I	00001	INV	12/18/2025		0543813-IN	185474	
	1 03461 8000		JAILDETENT	HYGIENE		338.70		
	2 03461 6620		JAILDETENT	CLEANING		162.70		
			Invoice Net			501.40		
			CHECK TOTAL			501.40		-----
6317	IT1 SOURCE LLC	00001	INV	12/22/2025		MS23380	185516	
	1 34180 8950		JUST-GENEX	SOFTWARE		273.36		
			Invoice Net			273.36		
			CHECK TOTAL			273.36		-----
5492	JEFFRES, SPENCER F	00000	INV	12/18/2025		DEC25	185484	
	1 03459 9100		SHERK-9	K-9		140.00		
			Invoice Net			140.00		

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: boc1326 12/23/2025 DUE DATE: 01/31/2026

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	140.00	-----
6066 KELLEY CREATE CO	00001 INV 12/19/2025					IN2173981	185494	
1 006 7410	DISTCT REPOFFICE					25.50		
	Invoice Net					25.50		
						CHECK TOTAL	25.50	-----
6528 RICHARD K. KUCK PLLC T	00001 INV 12/22/2025					20220728	185543	
1 024 6870	TORT INS - DEDU					42,000.00		
	Invoice Net					42,000.00		
						CHECK TOTAL	42,000.00	-----
4433 MAJESTIC VIEW	00001 INV 12/18/2025					INV0380	185490	
1 047 8994	GRANT DEMGRANTS					4,812.50		
	Invoice Net					4,812.50		
						CHECK TOTAL	4,812.50	-----
5695 DRUG TESTING EXPERTS	00001 INV 12/19/2025					342926.1	185495	
1 010 7110	CT INTERL OTHER					148.00		
	Invoice Net					148.00		
5695 DRUG TESTING EXPERTS	00001 INV 12/19/2025					344920.1	185496	
1 010 7110	CT INTERL OTHER					78.00		
	Invoice Net					78.00		
						CHECK TOTAL	226.00	-----
6018 GENUINE PARTS COMPANY	00001 INV 12/23/2025					262261	185567	
1 00110 8680	BLDGGRD SNOW REM					16.72		
	Invoice Net					16.72		
						CHECK TOTAL	16.72	-----
5940 NINJAONE, LLC	00001 INV 12/18/2025					INV8826090579	185491	
1 00115 8950	TECHNOLOG SOFTWARE					702.00		
	Invoice Net					702.00		
						CHECK TOTAL	702.00	-----
6467 NORTHWEST DENTAL BENEF	00002 INV 12/19/2025					20204981	185498	
1 083 6154	SI DENTAL SI DENTCLA					1,325.78		
	Invoice Net					1,325.78		
						CHECK TOTAL	1,325.78	-----
5887 PREMIER LAND SERVICE L	00001 INV 12/18/2025					1340	185488	
1 047 8994	GRANT DEMGRANTS					12,600.00		
	Invoice Net					12,600.00		
5887 PREMIER LAND SERVICE L	00001 INV 12/18/2025					1341	185489	
1 047 8994	GRANT DEMGRANTS					6,948.63		
	Invoice Net					6,948.63		
						CHECK TOTAL	19,548.63	-----

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: boc1326 12/23/2025

DUE DATE: 01/31/2026

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
6438	REGENCE BLUESHIELD OF 1 082 6155	00000		INV	12/19/2025	253490002579 16,763.55 16,763.55 Invoice Net	185500	
6438	REGENCE BLUESHIELD OF 1 082 6155	00000		INV	12/19/2025	253490003806 1,335.15 1,335.15 Invoice Net	185501	
				CHECK TOTAL		18,098.70		-----
763	SALT LAKE WHOLESALE SP 1 03453 7740 2 03461 7740 3 03479 7740	00001		INV	12/22/2025	108129 599.25 5,249.00 3,044.89 8,893.14 Invoice Net	185526	
				CHECK TOTAL		8,893.14		-----
1611	SNAP ON TOOLS 1 03457 8650	00001		INV	12/22/2025	122225168675 171.50 171.50 Invoice Net	185534	
				CHECK TOTAL		171.50		-----
1631	SOUTH FORK HARDWARE - 1 00110 7530	00001		INV	12/22/2025	420639 16.68 16.68 Invoice Net	185517	
1631	SOUTH FORK HARDWARE - 1 00110 7530	00001		INV	12/22/2025	420652 34.80 34.80 Invoice Net	185518	
1631	SOUTH FORK HARDWARE - 1 00110 8680	00001		INV	12/22/2025	420737 15.53 15.53 Invoice Net	185525	
				CHECK TOTAL		67.01		-----
4322	STELLA, PHILLIP 1 03452 6440	00000		INV	12/22/2025	DEC25B 165.08 165.08 Invoice Net	185536	
				CHECK TOTAL		165.08		-----
3357	TIFCO INDUSTRIES 1 03457 8650	00001		INV	12/22/2025	72151722 511.64 511.64 Invoice Net	185537	
				CHECK TOTAL		511.64		-----
6045	TMA @ YOUR SERVICE, LL 1 00118 6840	00001		INV	12/22/2025	41758 3,850.80 3,850.80 Invoice Net	185527	
				CHECK TOTAL		3,850.80		-----
1669	TRAVELERS	00001		INV	12/22/2025	2505372	185542	

DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: boc1326 12/23/2025

DUE DATE: 01/31/2026

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	1 024 6870	TORT		INS - DEDU		15,057.00		
		Invoice Net				15,057.00		
1669 TRAVELERS		00001		INV	01/14/2026	2509569	185720	
	1 024 6870	TORT		INS - DEDU		250.00		
		Invoice Net				250.00		
				CHECK TOTAL		15,307.00		-----
1708 UNITED DATA SECURITY		00001		INV	12/19/2025	150345	185508	
	1 03473 7110	JUST-PA		OTHER		45.50		
		Invoice Net				45.50		
				CHECK TOTAL		45.50		-----
1714 UNITED PARCEL SERVICE		00001		INV	12/22/2025	00001Y2V32515	185515	
	1 03451 6750	SHERCLCREC		POSTAGE		36.66		
		Invoice Net				36.66		
				CHECK TOTAL		36.66		-----
6271 JON VANGESEN		00000		INV	12/22/2025	DEC25	185533	
	1 03451 6530	SHERCLCREC		OFFICE		69.99		
		Invoice Net				69.99		
				CHECK TOTAL		69.99		-----
2924 WATERFRONT PROPERTY MA		00001		INV	12/22/2025	57467	185514	
	1 03479 7000	MARINE PTR		GASOLINE		324.63		
		Invoice Net				324.63		
				CHECK TOTAL		324.63		-----
3589 WILLAMETTE DENTAL		00001		INV	12/23/2025	ID29January2026	185566	
	1 083 6154	SI DENTAL		SI DENTCLA		6,335.20		
		Invoice Net				6,335.20		
				CHECK TOTAL		6,335.20		-----
75 INVOICES		WARRANT TOTAL				216,227.48	216,227.48	

WARRANT SUMMARY

WARRANT: boc1326 12/23/2025

DUE DATE: 01/31/2026

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
001	00101	CLERK 001-01-00-000-7410-	REPAIRS/MAINT - OFFICE 47.61	6,967.90
001	00101	CLERK 001-01-00-000-9350-	CAPITAL - LEASE EXPEND 135.00	17,259.12
001	00103	TREASURER/TAX COLL 001-03-00-000-7850-	SERVICE CHARGES 375.00	62,636.55
001	00103	TREASURER/TAX COLL 001-03-00-000-8670-	CONTRACTED LABOR 290.77	62,636.55
001	00110	FACILITIES 001-10-00-000-7530-	REPAIRS/MAINT - FACILI 51.48	46,837.63
001	00110	FACILITIES 001-10-00-000-8680-	CONTRACTS - SNOW REMOV 32.25	46,837.63
001	00115	TECHNOLOGY 001-15-00-000-8950-	SOFTWARE AND SOFTWARE S 3,207.00	10,545.95
001	00118	GENERAL FUND EXPEN 001-18-00-000-6840-	HEALTH & WELLNESS PROG 3,850.80	177,690.79
001	00118	GENERAL FUND EXPEN 001-18-00-000-6930-	UTILITIES - ELECTRICIT 5,972.74	177,690.79
001	00118	GENERAL FUND EXPEN 001-18-00-000-6980-	UTILITIES - OTHER 5,882.11	177,690.79
001	00124	GIS 001-24-00-000-6530-	SUPPLIES - OFFICE 7.43	12,858.29
001	00124	GIS 001-24-00-000-9350-	CAPITAL - LEASE EXPEND 64.00	66.00
			FUND TOTAL 19,916.19	
003	00355	AIRPORT - SANDPOIN 003-55-00-000-6930-	UTILITIES - ELECTRICIT 444.41	48,889.85
003	00355	AIRPORT - SANDPOIN 003-55-00-000-6980-	UTILITIES - OTHER 132.01	48,889.85
003	00355	AIRPORT - SANDPOIN 003-55-00-000-7420-	REPAIRS/MAINT - EQUIPM 4,051.12	48,889.85
			FUND TOTAL 4,627.54	
006	006	DISTRICT COURT 006-00-00-000-7410-	REPAIRS/MAINT - OFFICE 25.50	69,286.69
			FUND TOTAL 25.50	
008	00822	911 OPERATIONS 008-00-22-000-7410-	REPAIRS/MAINT - OFFICE 62.06	41,504.05
008	00822	911 OPERATIONS 008-00-22-000-9350-	CAPITAL - LEASE EXPEND 154.75	247.75
			FUND TOTAL 216.81	
010	010	COURT INTERLOCK DE 010-00-00-000-7110-	PROF. SVCS - OTHER 226.00	36.58
			FUND TOTAL 226.00	
024	024	TORT 024-00-00-000-6870-	INSURANCE - DEDUCTIBLE 57,307.00	-5,492.68
			FUND TOTAL 57,307.00	
034	03450	SHERIFF - ADMINIST 034-72-50-000-7420-	REPAIRS/MAINT - EQUIPM 11.00	56,904.68
034	03451	SHERIFF - CLERICAL 034-72-51-000-6530-	SUPPLIES - OFFICE 69.99	56,904.68
034	03451	SHERIFF - CLERICAL 034-72-51-000-6750-	POSTAGE 36.66	56,904.68
034	03452	SHERIFF - DETECTIV 034-72-52-000-6440-	TRAVEL 165.08	56,904.68
034	03453	SHERIFF - PATROL 034-72-53-000-7710-	UNIFORMS 378.95	56,904.68
034	03453	SHERIFF - PATROL 034-72-53-000-7740-	FIREARMS QUALIFICATION 599.25	56,904.68
034	03457	SHERIFF - AUTO SHO 034-72-57-000-6520-	DUES/MembersHIP/LICENS 500.00	56,904.68
034	03457	SHERIFF - AUTO SHO 034-72-57-000-7040-	VEHICLES - REPAIR/MAIN 1,130.20	56,904.68
034	03457	SHERIFF - AUTO SHO 034-72-57-000-8650-	TOOLS & SMALL EQUIPMEN 683.14	56,904.68
034	03459	SHERIFF - K-9 034-72-59-000-9100-	K-9 140.00	56,904.68
034	03461	JAIL - DETENTION 034-78-61-000-6620-	SUPPLIES - CLEANING 162.70	37,167.63

WARRANT SUMMARY

WARRANT: boc1326 12/23/2025

DUE DATE: 01/31/2026

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
034	03461	JAIL - DETENTION 034-78-61-000-7420-	REPAIRS/MAINT - EQUIPM	15.58	37,167.63
034	03461	JAIL - DETENTION 034-78-61-000-7740-	FIREARMS QUALIFICATION	5,249.00	37,167.63
034	03461	JAIL - DETENTION 034-78-61-000-8000-	HYGIENE	338.70	37,167.63
034	03461	JAIL - DETENTION 034-78-61-000-8060-	MEDICAL	3,631.25	37,167.63
034	03461	JAIL - DETENTION 034-78-61-000-9350-	CAPITAL - LEASE EXPEND	167.00	37,167.63
034	03472	JUSTICE - SHERIFF 034-72-00-000-9350-	CAPITAL - LEASE EXPEND	190.93	704.99
034	03473	JUSTICE - PROSECUT 034-73-00-000-6520-	DUES/MEMBERSHIP/LICENS	485.00	66,543.64
034	03473	JUSTICE - PROSECUT 034-73-00-000-7110-	PROF. SVCS - OTHER	615.71	66,543.64
034	03479	JUSTICE - MARINE P 034-79-00-000-7000-	VEHICLES - FUEL, GASOL	324.63	2,073.93
034	03479	JUSTICE - MARINE P 034-79-00-000-7740-	FIREARMS QUALIFICATION	3,044.89	2,073.93
034	34180	JUSTICE - GENERAL 034-18-00-000-8950-	SOFTWARE AND SOFTWARE S	273.36	948,651.21
		FUND TOTAL	18,213.02		
047	047	GRANTS 047-00-00-000-8990-	GRANT EXPENDITURES	372.00	857,406.85
047	047	GRANTS 047-00-00-000-8994-	EMERGENCY MNGT GRANTS	24,361.13	857,406.85
		FUND TOTAL	24,733.13		
082	082	SELF INSURED MEDIC 082-00-00-000-6155-	SELF INSURED ADMIN FEE	18,098.70	-795,588.30
082	082	SELF INSURED MEDIC 082-00-00-000-6156-	SELF INSURED MEDICAL C	65,202.61	-3,383,877.30
		FUND TOTAL	83,301.31		
083	083	SELF INSURED DENTA 083-00-00-000-6154-	SELF INSURED DENTAL CL	7,660.98	-194,291.65
		FUND TOTAL	7,660.98		
WARRANT SUMMARY TOTAL			216,227.48		
GRAND TOTAL			216,227.48		

WARRANT LIST BY VOUCHER

WARRANT: boc1326 12/23/2025

DUE DATE: 01/31/2026

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
185474	3667	INSIGHT DISTRIBUTING INC	0543813-IN		INV	12/18/2025	501.40	TP, Towel Rolls, Can L
185475	343	GEYMAN TROY DR.	NOV25		INV	12/18/2025	3,631.25	Inmate/Juvenile Sick C
185479	1089	DIRECT AUTOMOTIVE DISTRIBUT	01JC2241		INV	12/18/2025	249.57	Brake Rotors, Brake Pa
185480	1089	DIRECT AUTOMOTIVE DISTRIBUT	01JC2242		INV	12/18/2025	126.51	Return Upper Cont. Arm
185481	1089	DIRECT AUTOMOTIVE DISTRIBUT	01JC2240		INV	12/18/2025	264.24	Relay Assbly, Hose Tee
185483	1880	KORKYM CORPORATION	4417		INV	12/18/2025	378.95	Danner Boots 10.5 - SA
185484	5492	JEFFRES, SPENCER F	DEC25		INV	12/18/2025	140.00	Reimburse Deputy for K
185488	5887	PREMIER LAND SERVICE LLC	1340		INV	12/18/2025	12,600.00	EM Bonfire Blacktail-0
185489	5887	PREMIER LAND SERVICE LLC	1341		INV	12/18/2025	6,948.63	EM Bonfire Lower Sprin
185490	4433	MAJESTIC VIEW	INV0380		INV	12/18/2025	4,812.50	EM Bonfire Lazy Cat-08
185491	5940	NINJAONE, LLC	INV8826090579		INV	12/18/2025	702.00	JSTORMS-NinjaOne-MDM-1
185492	4294	BONNER COUNTY TAX COLLECTOR	NOV25		INV	12/18/2025	590.89	LOCKBOX FEES NOVEMBER
185493	3222	FEDEX	9-107-63996		INV	12/18/2025	74.88	LOCKBOX SHIPPING FEES
185494	6066	KELLEY CREATE CO	IN2173981		INV	12/19/2025	25.50	Copier Courtroom 4 - B
185495	5695	DRUG TESTING EXPERTS	342926.1		INV	12/19/2025	148.00	Employee Drug Testing
185496	5695	DRUG TESTING EXPERTS	344920.1		INV	12/19/2025	78.00	Employee Drug Testing
185498	6467	NORTHWEST DENTAL BENEFITS L	20204981		INV	12/19/2025	1,325.78	NW Dental Premium Janu
185500	6438	REGENCE BLUESHIELD OF IDAHO	253490002579		INV	12/19/2025	16,763.55	Regence County Admin F
185501	6438	REGENCE BLUESHIELD OF IDAHO	253490003806		INV	12/19/2025	1,335.15	Regence EMS Admin Fee
185502	6462	BCS INSURANCE COMPANY	BCSJanuary2026		INV	12/19/2025	64,079.16	BCS Stop Loss January
185505	3627	IDAHO STATE BAR	DEC25		INV	12/19/2025	485.00	2026 Idaho State Bar l
185506	6020	ARAMARK SERVICES INC	1631477		INV	12/19/2025	193.40	Cust. #6034-242078 Inv
185507	6020	ARAMARK SERVICES INC	1631484		INV	12/19/2025	376.81	Cust. #6034-242077 Inv
185508	1708	UNITED DATA SECURITY	150345		INV	12/19/2025	45.50	Inv. #150345 -Document
185509	1089	DIRECT AUTOMOTIVE DISTRIBUT	01JC2413		INV	12/22/2025	320.00	A/C Elements, Oil Filt

WARRANT LIST BY VOUCHER

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VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
185510	6141 95 EXPRESS LLC		1149		INV	12/22/2025	500.00	Car Wash Membership
185511	1089 DIRECT AUTOMOTIVE DISTRIBUT	01JC3189			INV	12/22/2025	33.95	Air Cleaner Element
185513	1089 DIRECT AUTOMOTIVE DISTRIBUT	01JC2863			INV	12/22/2025	135.93	Brake Calipers
185514	2924 WATERFRONT PROPERTY MANAGEM	57467			INV	12/22/2025	324.63	Marine Fuel
185515	1714 UNITED PARCEL SERVICE	00001Y2V32515			INV	12/22/2025	36.66	Shipping charges
185516	6317 IT1 SOURCE LLC	MS23380			INV	12/22/2025	273.36	Software of a service
185517	1631 SOUTH FORK HARDWARE - SANDP	420639			INV	12/22/2025	16.68	FAC ADMIN ROOF TOWER R
185518	1631 SOUTH FORK HARDWARE - SANDP	420652			INV	12/22/2025	34.80	FAC ADMIN ROOF TOWER R
185525	1631 SOUTH FORK HARDWARE - SANDP	420737			INV	12/22/2025	15.53	FAC SNOW SWEEPER BOLTS
185526	763 SALT LAKE WHOLESALE SPORTS	108129			INV	12/22/2025	8,893.14	9mm bullets, hydra-sho
185527	6045 TMA @ YOUR SERVICE, LLC	41758			INV	12/22/2025	3,850.80	Wellness Program Decem
185533	6271 JON VANGESEN	DEC25			INV	12/22/2025	69.99	Ink
185534	1611 SNAP ON TOOLS	122225168675			INV	12/22/2025	171.50	Pliers, Insertion Tool
185536	4322 STELLA, PHILLIP	DEC25B			INV	12/22/2025	165.08	Hotel stay for Militar
185537	3357 TIFCO INDUSTRIES	72151722			INV	12/22/2025	511.64	Digital Multimeter, Cl
185538	965 CANON FINANCIAL SERVICES IN	42328076			INV	12/22/2025	216.81	Maintenance Overage/Co
185539	965 CANON FINANCIAL SERVICES IN	42328081			INV	12/22/2025	182.58	Maintenance Overage, C
185540	965 CANON FINANCIAL SERVICES IN	42328080			INV	12/22/2025	201.93	Maintenance Overage, C
185541	6407 CANTER BUYER PARENT LP	5003-7963665			INV	12/22/2025	4,051.12	TIRES FOR NEW PLOW TRU
185542	1669 TRAVELERS	2505372			INV	12/22/2025	15,057.00	Travelers In Account 9
185543	6528 RICHARD K. KUCK PLLC TRUST	20220728			INV	12/22/2025	42,000.00	Ref: Mr Jack Morris v
185544	1900 AVISTA UTILITIES	3650641944DEC25			INV	12/22/2025	372.00	Acct. #3650641944 Serv
185564	3192 EXBABYLON LLC	EXB110114			INV	01/04/2026	2,505.00	JSTORMS-Exbabylon-M365
185565	4886 BO CO TREASURER FTO PACIFIC	36012			INV	12/23/2025	1,123.45	9184 PS Medical and Ph

WARRANT LIST BY VOUCHER

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VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
185566	3589	WILLAMETTE DENTAL	ID29January2026		INV	12/23/2025	6,335.20	willamette Premium Jan
185567	6018	GENUINE PARTS COMPANY	262261		INV	12/23/2025	16.72	FAC SNOWBLOWER PARTS
185568	965	CANON FINANCIAL SERVICES IN	42328082		INV	12/23/2025	71.43	GIS Canon printer leas
185569	1900	AVISTA UTILITIES	0727737636DEC25		INV	12/23/2025	1,248.07	521 S. DIVISION (COUNT
185570	1900	AVISTA UTILITIES	7555200000DEC25		INV	12/23/2025	284.32	PROSECUTOR 127 S. FIRS
185571	1900	AVISTA UTILITIES	6555200000DEC25		INV	12/23/2025	334.24	PROSECUTOR 127 S FIRST
185572	1900	AVISTA UTILITIES	5555200000DEC25		INV	12/23/2025	262.47	PROSECUTOR 127 S FIRST
185573	1900	AVISTA UTILITIES	0861150000DEC25		INV	12/23/2025	5,630.27	ADMIN BLDG 150 HWY 2
185574	1900	AVISTA UTILITIES	6239320000DEC25		INV	12/23/2025	20.20	SANDPOINT AVIATION NDB
185575	1900	AVISTA UTILITIES	6865650000DEC25		INV	12/23/2025	90.18	SDPT AIRPORT APPROACH
185576	1900	AVISTA UTILITIES	0569720000DEC25		INV	12/23/2025	345.46	SDPT AIRPORT GLANTZ EQ
185577	1900	AVISTA UTILITIES	0658340000DEC25		INV	12/23/2025	59.88	SDPT AIRPORT GATE 1100
185578	1900	AVISTA UTILITIES	1108050000DEC25		INV	12/23/2025	40.15	SDPT AIRPORT WEATHER O
185579	1900	AVISTA UTILITIES	2877230000DEC25		INV	12/23/2025	20.55	SDPT AIRPORT NORTH HAN
185580	1900	AVISTA UTILITIES	8679400000DEC25		INV	12/23/2025	237.38	FAIR/GROUNDSKEEPER SHO
185624	1900	AVISTA UTILITIES	4679400000DEC25		INV	12/23/2025	151.91	FAIRGROUNDS OFFICE GAS
185625	1900	AVISTA UTILITIES	1695020000DEC25		INV	12/23/2025	332.81	DRIVERS LICENSE BLDG G
185662	1900	AVISTA UTILITIES	5329760000DEC25		INV	12/23/2025	843.68	JUSTICE SERVICES GAS 4
185663	1900	AVISTA UTILITIES	5803520000DEC25		INV	12/23/2025	1,652.39	JAIL GAS 4001 N BOYER
185706	1900	AVISTA UTILITIES	1566410000DEC25		INV	12/23/2025	363.31	STORAGE UNIT B GAS 410
185707	1900	AVISTA UTILITIES	2021560000DEC25		INV	12/23/2025	47.13	JUSTICE SVCS C/S SHOP
185708	1900	AVISTA UTILITIES	5925930000DEC25		INV	12/23/2025	20.20	STORAGE UNIT C GAS 410
185709	1900	AVISTA UTILITIES	8658940000DEC25		INV	12/23/2025	294.17	DISPATCH/MARINE PATROL
185710	1900	AVISTA UTILITIES	5107150000DEC25		INV	12/23/2025	152.50	TASK FORCE GAS 4001 N
185711	965	CANON FINANCIAL SERVICES IN	42328083		INV	12/23/2025	182.61	2YJ14885 COPIER LEASE/

WARRANT LIST BY VOUCHER

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VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
185720	1669	TRAVELERS	2509569		INV	01/14/2026	250.00	Acct 9312B3178
WARRANT TOTAL							216,227.48	

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

DRAFT