IDAHO DEPARTMENT OF PARKS AND RECREATION

"To improve the quality of life in Idaho through outdoor recreation and resource stewardship"

BOARD MEETING MINUTES
February 26-27, 2020
IDPR Headquarters
Boise, ID

Minutes – Wednesday, February 26, 2020

Call to Order – Chairman Black
The Chairman called the meeting to order at 9:04 **A**.M.

Chairman Black requested a roll call.

Board Member Cally Roach – Present
Board Member Lou Fatkin – Present
Board Member Pete Black – Present
Board Member Doug Eastwood - Present
Board Member Randy Doman - Present
Board Member Brian Beckley – Present

Also present during all or portions of the meeting were the following individuals:

David Langhorst – Director
Betty Mills – Management Assistant to the Director
Keith Hobbs – Operations Administrator
Anna Canning – Management Services Administrator
David White – North Region Manager
Steve Martin – Fiscal Officer
Kathy Muir – Grants Management Supervisor
Adam Zaragoza – Development Bureau Chief
Erik Bush – Design Professional
Scott Williams – IT Manager II
Debbie Hoopes – Human Resource Manager
Tammy Kolsky – Reservation/Registration Program Manager
Dave Claycomb – Recreation Bureau Chief
Eric Bush – Design Professional
Tom Helmer – Non-Motorized Trails Program Coordinator
Kathryn Hampton – Volunteer Services Coordinator
Melanie Schuster – Architect/Engineering Project Manager, Senior
Gordy Hanson – Past IDPR Board Member
Gary Shelley – Manager, Eagle Island State Park
Steve Strack – Deputy Attorney General
Dennis McLane – Friends of Idaho State Parks
Rick Just – Friends of Idaho State Parks
Nate Fisher – Governor's Office
LeAnn Stephens – Department of Human Resources
Michael Hilliard – Bureau of Reclamation
Ryan Alcorn – Bureau of Reclamation
Roland Springer – Bureau of Reclamation
Jim Faucher – Fundraising Consultant
Traci Stewart - Public

Welcome and Introductions
Chairman Black welcomed everyone to the meeting and requested we go around the room and introduce ourselves.

Consent Agenda – Action Item

- Approval of Minutes
  - November 19-20, 2019

Ms. Roach moved to approve the November 19-20, 2019 minutes with previously submitted changes. Mr. Beckley seconded the motion. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion passed unanimously.

- **EAG Purple Heart Run GUP – Garth Taylor**
  Mr. Taylor provided a brief overview of the proposed GUP and stated that this is an educational and emotional event, which includes a physical component (trail running), educational banners, and guest speakers, meant to close the gap between the civilian populace and the post 911 warfighting minority, along with entertainment. They highlight and honor local Gold Star veterans and families who lost loved ones in the service of our Nation. Mr. Taylor stood for questions.

Mr. Eastwood moved to approve the EAG Purple Heart Run GUP. Mr. Fatkin seconded the motion. The Chairman asked for further discussion. Board and staff discussion followed regarding the many possibilities of enhancing Eagle Island Park. The Chairman called for a vote on the motion. Motion carried unanimously.

Director's Report

The Director provided a PowerPoint presentation and reported on the following topics:

- **Annual Conference –** The Director provided a photo our last IDPR Annual Conference and thanked staff for all they do.
- **Loss of IDPR HQ staff member, Phyllis Foster –** Phyllis worked for IDPR for approximately 6 years and had a real heart for her job.
- **Joint Change in Employee Compensation Committee –** Recommendation for a 2% increase for state employees with flexibility allowed for agency heads.
- **Deferred Maintenance Assessment –** Inflation has caused increase in costs. We have requested more dedicated funding but have not received it from the Legislature.
- **Non-Dedicated Trail Maintenance** – Update
- **10-Year Trail Shared Stewardship Challenge (USFS announced this new program)**
- **Idaho Trails Supporter Program –** Voluntary Pass Program launch, date set for June 6, 2020. The NICC is a coordinating committee and are involved with helping IDPR in implementing this program. The intent is to place all proceeds from this program in a donation account to be used for the Non-Motorized trails program.
- **Mother Earth Brewing Company – Fall Season – Hiking, marketing for the Idaho Trails Program** – Mother Earth is willing to partner with IDPR by placing IDPR promotional labeling on their seasonal beer in support of our Idaho Trails Program.
- There was Board discussion on finding a strategy session prior to our May Board meeting and invite members from the BLM, Forest Service, Department of the Interior and the National Park Service. It was suggested by the Board, to hold a conference call in March to lay out these ideas, compile the agenda and draft questions to be asked of these organizations and how they can assist IDPR.
- **Top Challenges Facing IDPR in the Future (Outdoor Recreation Infrastructure Needs):**
  - **Boots on the Ground –** IDPR has the same number of FTE's as we had 12 years ago, but with 60% more visitors in our parks. We need more parks. We have a real capacity issue. We need to decide if we are going to invest in our recreation infrastructure or the quality of life could decline.
  - **Toward Sustainability –** Investing in our quality of life. IRTI Steering Committee and supporting partners have been working together for 30 years. Some states have opened Offices of Outdoor Recreation. The Governor's office is asking what we are doing to tap into this type of partnership. We are attempting to come up with an idea to propose to the Governor on how to proceed.
    Programs that can help IDPR become more self-sustaining are:
    - Fee Increases

- Passports – The Director spoke with two Legislators who are in support of increasing the cost of the Passport. The Director suggested presenting a proposal to the Legislators and Governor's office, increasing to $20.00 or going for the OPT Out and reduce the price to $10.00.

- **Deferred Maintenance**
- **Capacity** - More Parks and Trails to meet the demands of a growing population.

The Director stood for questions.

BREAK 10:49 A.M.
RECONVENED AT 11:03 A.M.

Strategic Plan Exercise – Anna Canning
Ms. Canning stated that IDPR is required to submit an updated Strategic Plan by July 1st of each year. This year Ms. Canning conducted a short exercise with staff during the South and North Region meetings and at HQ. Ms. Canning requested the Board also go through this same exercise, which involves answering three questions.

1. **Why do we have a strategic Plan?**
    - To accomplish goals
    - Involve staff
    - Adaptability
    - Changing trends, flexibility
    - Idaho Code requires it
2. **What are the most important or impactful improvements to make during the next two years that would significantly enhance IDPR's performance statewide?**
    - Training/Educating Staff
    - Partnerships with Federal Partners to coincide with our Mission Statement
    - Increase Passport fees or Opt Out
    - How do we become Financially Solvent?
    - Sufficient staffing in our parks
    - More public awareness, social media on what the Passport funds are used for.
    - Encourage community and public outreach in meetings.
    - Focus on 3-5 items, which ones are most important and how can we get these done?
    - Increase funding
3. **What are the biggest barriers to success or performance IDPR will face during the next two years?**
    - Communication
    - Lack of resources due to demand
    - Getting the public to tune in and hear our message
    - Sustained marketing and how to get it out to the public
4. **What are additional items that IDPR should consider, to optimize its success statewide during the next two years and beyond?**
    - Find unique ways to entice the public to visit less used parks
    - Consider waving camping fees in underutilized parks to bring them to capacity
    - Look at pooling trail maintenance funds and resources across the agency

Ms. Canning will summarize the suggestions and results from this exercise and fold them into the FY 2021 Strategic Plan.

LUNCH

1:30 P.M. Board Confirmation Hearings for Cally Roach and Brian Beckley
Capitol Building – West Wing, Room 55

RECONVENED AT 2:31 P.M.

Heyburn Insurance Requirements – David White and Steve Strack
Mr. White provided an update on the current situation with the Lessees and their requirement to obtain and maintain general liability or homeowner's insurance, as applicable, and if necessary, umbrella liability insurance with a combined limit of not less than one million dollars ($1,000,000.00) to cover liability for bodily injury, property damage and personal injury, arising from Lessees use of the Recreational Residence Site. Additionally, the leases require that the Idaho Department of Parks and Recreation (IDPR) and the State of Idaho be named as "additional Insureds" in the lessee's insurance policies. The insurance requirements in the leases were adopted in accordance with Risk Management guidelines. After review, it appears that naming the State as an "additional interest" is adequate to protect the State and IDPR from potential liability arising from the recreational residence leases. It is recommended to the Board, that we alter the insurance requirements for the cabin site and float home leases to provide for the naming of the State of Idaho and IDPR as "additional interest," rather than "additional Insureds."

Mr. Fatkin moved to accept IDPR staff recommendation approving the amendment of cabin site and float home leases to provide for the naming of the State of Idaho and IDPR as "additional interests," rather than "additional insureds." Motion was seconded by Ms. Roach. The Chairman asked for further discussion. Board and staff discussion followed pertaining to any issues that may arise if someone visiting a lessee is injured and who would be held liable. Chairman called for a vote on the motion. Motion carried unanimously.

Naming Conventions Policy – Anna Canning
Ms. Canning provided an overview of the changes that were made to this policy and stood for questions. Board and staff discussion followed on examples of what is included in the naming of a constructed feature or object within a state park. It was suggested that we offer the original donor on an object, the first right of refusal, prior to opening it to the public to name. Ms. Canning will add specificity to the Naming Policy to be sure there is an end date. It was suggested by the Board, that Ms. Canning incorporate all the Board's suggested changes and bring this policy back for final Board approval during our March 16th teleconference.

Executive Session

Mr. Eastwood moved to go into Executive Session under authority of Idaho Code 74-206 (b), to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent, or public-school student. Motion was seconded by Ms. Roach. A roll call vote to go into Executive Session was taken by Ms. Mills.

Board Member Roach – Approve
Board Member Fatkin – Approve
Board Member Black – Approve
Board Member Eastwood – Approve
Board Member Doman – Approve
Board Member Beckley – Approve

Chairman Black requested Ms. Mills conduct a roll call vote to come out of Executive Session.
Board Member Roach – Approve
Board Member Fatkin – Approve
Board Member Black – Approve
Board Member Eastwood – Approve
Board Member Doman – Approve
Board Member Beckley – Approve

Meeting was reconvened at 4:49 P.M. Chairman Black reported the Board did not make any decisions during the Executive Session. The Board will reconvene tomorrow morning and move forward with covering the remaining items on the agenda. The Board would like to hold a teleconference on March 16, 2020 at 1:30 P.M.

RECESS TO NEXT DAY at 9:00 A.M.

Minutes – Thursday, February 27, 2020

Chairman Black reconvened the meeting at 9:02 A.M.

30% Cap Rule in Waterways Improvement Fund – Kathy Muir
Ms. Muir reported that during the November 2019 Board meeting, staff was directed to research the history of the Waterways Improvement Fund (WIF) IDAPA rule regarding the 30% cap funding limit (per county) in that program. Ms. Muir provided a PowerPoint presentation which covered:

- The history of the WIF Program – The fund was created before IDPR was an agency. The original language created the fund in 1963. In April of 1969, WIF was transferred from the Department of Law Enforcement, Bureau of Motor Vehicles to the State Park Department.
- July 1975 – Explanation of how WIF was distributed
- May 1977 – We see the first policies and procedures for WIF
- September 1977 – The Director first questions why there isn't a priority system. Up until this point the agency has awarded every project submitted to the Board.
- In the 1980's, the Board began to discuss WIF being moved to "grants" and there will be new guidelines.
- May 1981 – The first year noted that there are more projects than there is funding available. At this point, staff has some kind of priority order they use. Concerns; A county asking for road funds, high amount of request for patrol/law enforcement.
- October 1987 – The Board starts to talk about staff creating rules. The counties will come in with a recommendation for 25% funding.
- April 1988 – Adoption of grant fund IDAPA rules for WIF. 30% cap was not included in this version.
- May 1989 – First real concern expressed by staff about the ratio of requests to amount of available funding. ($1.6 million in requests vs $643,800 available) Staff recommends applicants with other funding sources should be required to provide match (many requests were for 100% funding).
- January 1990 – WIF amendments to existing rules. One section has been further amended to add a maximum funding cap for grant funds approved to be used in any one county IDAPA 26.61.7
- April 1990 – A written report and public comments were presented to the Board. The Board moved to accept the rules as presented.
- 2006 Survey regarding 30% Cap – County responses, 10 in support of the rule, 1 opposed. WIF Advisory Response, 5 in support of the rule, 1 opposed.

Ms. Muir stood for questions. Board and staff discussion followed regarding current requirements on awarding WIF funds. The Board would like to review the WIF grant process and directed Ms. Canning, begin the negotiated rule making process and provide regular updates to the Board on how this process is going. The Board discussed and agreed on the necessity of allowing all counties, an equal opportunity to provide input on the WIF process and to extend an invitation to any county who wishes, the opportunity to attend upcoming Board meetings to address the Board. Mr. Eastwood, Ms. Muir and Ms. Canning will request to be on the agenda for an upcoming Kootenai County Commissioners meeting, to address Kootenai County's formal request to review the 30% cap within the WIF Grant, expressed in a letter they sent to the Governor, Director and Board. Mr. Eastwood stated that Kootenai County would like the opportunity to show the Board some of the issues they are experiencing up North. Kootenai County invited the Board and IDPR staff to tour their waters with them, in August when we are in Wallace for the August Board meeting. Mr. Beckley wants to be sure the Board allows every county the same opportunity to discuss this issue with the Board during any of our Board meetings.

Ms. Roach moved to proceed with the negotiating rule making process immediately, with regard to the Land and Water Conservation Funds and State and Federal Grants Rules. Mr. Beckley seconded the motion. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion passed unanimously.

Board and staff discussion followed regarding the schedule of the August Board meeting in Wallace, ID. The Board concurred to stay with the current dates for the August Board meeting and include time to tour

with Kootenai County. Mr. White and Ms. Mills will work together to finalize the touring schedule for August's Board meeting and provide the Board with updates as they are known.

Development CIN Update – Adam Zaragoza
Mr. Zaragoza reported during the November Board meeting, staff was tasked to update the Board about the Capital Improvement Needs (CIN) process. Mr. Zaragoza provided the Board with a PowerPoint presentation which covered:

- What is CIN – IDPR staff developed the CIN process to address the ongoing "needs" for the parks, which were split into New Capital or Maintenance Projects.
- Basic CIN Process
- Park Priority List
- Region Priority
- State Priority and Estimated Funding
- Budget Request and Funded
- CIN transition to CIP – Staff intends to transition from a Capital Improvement Needs (CIN) process to a Capital Improvement Plan, or CIP. This will track projects for each park and revisit each year with the Parks, the Region Managers, Development Staff and the Project Selection Committee. This concept was introduced at the Park Managers meeting in January. The fundamental difference between the CIN and CIP is the CIP involves an asset management/operations/and maintenance plan of our existing infrastructure. The example being the new Thousand Springs Visitor Center, scheduled to break ground this Spring/Summer. Upon building completion, Park Operations will schedule when HVAC units, water heaters, roofs, etc. need replacement.
- How the CIP looks in concept

Mr. Zaragoza stated that staff is continuing to work on how to link our existing asset information with project priorities in the future years. Mr. Zaragoza stood for questions.
Board and staff discussion followed regarding the ability to be able to review the CIP and see when projects have been completed.

Development Kokanee Cove – Adam Zaragoza
Mr. Zaragoza stated that he is looking for approval from the Board, to assure staff are moving in the direction the Board wishes them to go on this project. Mr. Zaragoza introduced Matt Linde, Park Manager at Ponderosa State Park, where Kokanee Cove is located. Mr. Linde is here to help provide answers the Board may have, pertaining to Kokanee Cove. During the November 2019 Board meeting, Faucher Fundraising Consulting reported on the fundraising efforts to construct a Lodge in the Kokanee Cove area. Due to various reasons, a Lodge was not feasible at this time. Following that report, a structural assessment was completed by a Professional Engineer in January 2020 for the last remaining structures. Mr. Zaragoza provided a PowerPoint presentation that covered:

- Kokanee Cove Engineering Assessment – completed in January 2020 for last remaining structures, Chapel, Dormitory and Dining Hall.
- Kokanee Cove History
    - 1998 – IDPR acquires the Nazarene Church Camp Property (Kokanee Cove)
    - 2002 – Report to Governors Office about investment in the park
    - 2004 – Ponderosa Development Plan finished which included Kokanee Cove
    - 2003/2005 – Funding becomes available for new campground, welcome center and to renovate the chapel but nothing was done.
    - 2019 – Removal of un-safe structures in Kokanee Cove completed
- Kokanee Cove Clean Up
- 2004 Kokanee Cove Concept Plan
    - No Dining Hall
    - Chapel
    - Dormitory
    - Parking
    - Amphitheater
    - Waterfront Shelter
    - Open Spaces
    - Cabin Clusters
    - RV Camp Area

- Next Steps
  - Submit future project requests following the guidelines of the 2004 Kokanee Cove Concept Plan
  - Staff proceeds with the demolition of the Dining Hall (can start process immediately)
  - Submit a project request for Chapel Renovation
  - Submit a project request for Dormitory Renovation

Mr. Zaragoza provided cost estimates for the following possible projects at Kokanee Cove and stated that if the Board decides to renovate the Dining Hall, it would cost approximately $655,000. He stated that there are remaining funds from the Kokanee Cove Concept Study to demolish the Dining Hall this year if the Board were to decide to do so.

Chapel renovation	$250,000
Dormitory renovation	$355,000
Parking area	$ 40,000
Contingencies	$120,000
Total Estimate	***$765,000***

Mr. Zaragoza stood for questions. Board and staff discussion followed. The Board requested to see a return on investment (ROI) report on this project during the May Board meeting

Ms. Roach moved that the Board approve the demolition of the dining hall immediately but hold off on the concept plan until staff provides the Board with the ROI information, then look at this one step at a time. Mr. Beckley seconded the motion but added that he would like to see an ROI done sooner than the May Board meeting. He would like to include this as a topic on one of the upcoming teleconference calls. The Chairman asked for further discussion. Board and staff discussion followed confirming that staff would be able to compile this information for the Board and provide it to them during the May Board meeting. Fees for this structure would be considered park specific fees and need to be set by the Board.
Ms. Roach amended her previous motion and moved for staff to move forward with immediate demolition of the dining hall facility, based on the cost estimate and request that an ROI be provided, with additional projects, primarily the chapel and the dormitory, initially. Mr. Beckley seconded the motion. The Chairman asked for further comments. Staff reported that currently there are approximately 8-10 weddings each year at Ponderosa State Park and feel the renovations to the chapel will be a great benefit to the park. The Chairman called for a vote on the motion. Motion carried unanimously.

Program Reports

- Mr. White announced that Randall Butt will be retiring as Park Manager at Farragut State Park in April 2020.
- The Board inquired about seasonal staffing and how the agency can be more competitive in seasonal wages. Park Managers have the authority to hire fewer seasonal' s at a hirer rate of pay.
- Mr. Fatkin inquired about the proposal of land acquisition at Bear Lake. IDPR has initiated conversations with Pacific Corp. They are agreeable with IDPR taking on the additional parcel of beach area. IDPR has heard from and a couple Legislators who are in support of this partnership. Pacific Corp. has taken a step back on their response to us at this time until they know more about the issues pertaining to water rights in this area.
- The Board requested an update on the progression of projects at Billingsley Creek. Staff reported that the entrance road, into the park, is in the final design stages. The Visitor Center is expected to go out to bid in May 2020. Staff will be requesting additional funding for the campground during this grant cycle.
- The Reservation Program will be going through many changes between now and the May Board Meeting. Reservations are hopeful to go live with the new system on April 29, 2020.

The Board discussed possibilities of holding monthly teleconferences and requested this topic be included on the March Teleconference agenda.
The Board requested they be given prior knowledge of any surveys going out to the public that state it is representing the Board. These surveys would require Board approval, prior to being distributed.
The Board requested additional information or a white sheet, be sent to them regarding the proposed cost increase of the Passport, so they have what they need to speak to their Legislators. Mr. Hobbs committed to providing the Board with talking points by the middle of next week.

Old/New Business

Mr. McLane, representing Friends of Idaho State Parks (FISP), addressed the Board. Mr. McLane stated that FISP realizes that IDPR needs to be a self-sustainable park system. He spoke on these topics:

- National Parks – Mr. McLane stated these were America's greatest ideas.
- Islands of Hope – the parks themselves, are islands of hope in an increasingly urbanized environment. Urbanization at Eagle Island will be creeping right up to that park's borders. Big portions of parks need to remain wildlands because that's what makes it part of Americas greatest idea.
- Saving all the parks – everyone of IDPR's parks tells the story of Idaho and its history. The Board has been entrusted in caring for these parks and if one gets lost, part of the story is lost. If we don't begin adding a few more parks, the story will not be as comprehensive as it needs to be. Sometimes we forget what we are here for.

Mr. McLane thanked the Board for their time.

Mr. Eastwood moved to adjourn the meeting. Motion was seconded by Mr. Fatkin. Meeting was adjourned at 11:42 A.M.

Pete Black, Chairman
Idaho Park and Recreation Board

David R. Langhorst, Director
Ex-Officio Member of the Board