

IDAHO DEPARTMENT OF PARKS & RECREATION

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

Quarterly Board Teleconference

August 12, 2020

IDPR Headquarters

5657 Warm Springs Ave.

Boise, ID 83716

▪ AGENDA

▪ Wednesday, August 12, 2020

- **9:00 A.M.** Call to Order – Chairman Black
 - Roll Call
 - Welcome and Introductions / Chairman Black and Director Langhorst
 - Additions or Deletions to the Printed Agenda
- **9:15 A.M.** Director’s Report
- **9:45 A.M.** Wriggle Property Donation – McCroskey State Park – **Action Item** – David White
- **10:00 A.M.** City of Plummer Utility Easement – Heyburn State Park – **Action Item** – David White
- **10:15 A.M.** Grant Advisory Committee – **Action Item** - Kathy Muir
- **10:45 A.M. BREAK**
- **11:00 A.M.** Land and Water Conservation Fund (LWCF) Rules - **Action Item** – Anna Canning
- **11:15 A.M.** State and Federal Grant Rules – **Action Item** – Anna Canning
- **11:45 A.M.** Rules Tied to Passport Fees – **Action Item** – Anna Canning
- **12:00 P.M.** Farragut Gate Closure Discussion
- Program Reports / Staff will stand for questions
- Old/New Business
- Public Comment Period
- **1:30 P.M. Executive Session** ** Interim Director Discussion
- **Regular Session** – Interim Director Appointment – **Action Item**
- **ADJOURN**

** Under authority of Idaho Code 74-206. Executive sessions -- When authorized. (1) An executive session at which members of the public are excluded may be held, but only for the purposes and only in the manner set forth in this section. The motion to go into executive session shall identify the specific subsections of this section that authorize the executive session. There shall be a roll call vote on the motion and the vote shall be recorded in the minutes. An executive session shall be authorized by a two-thirds (2/3) vote of the governing body. An executive session may be held:

(A) *“To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general”.*

This agenda is subject to change in accordance with the provisions of the Idaho Open Meeting Law. Items may be addressed in a different order than appears on this agenda. Individual items may be moved from one place on the agenda to another by the Board. Time frames designated on this agenda are approximate only. The Board will continue its business in the event that an agenda item is resolved in less than the allotted time.

IDAPA RULE IDAPA FEE BOARD ACTION REQUIRED
 BOARD POLICY INFO ONLY, NO ACTION REQUIRED

AGENDA
Idaho Park and Recreation Board Meeting
August 11-13, 2020
Red Lion Templin's
414 E. First Avenue
Post Falls, ID 83854

AGENDA ITEM: Wriggle Property Donation – McCroskey State Park
ACTION REQUIRED: Board Action Required
PRESENTER: David White, North Region Manager

PRESENTATION

BACKGROUND INFORMATION:

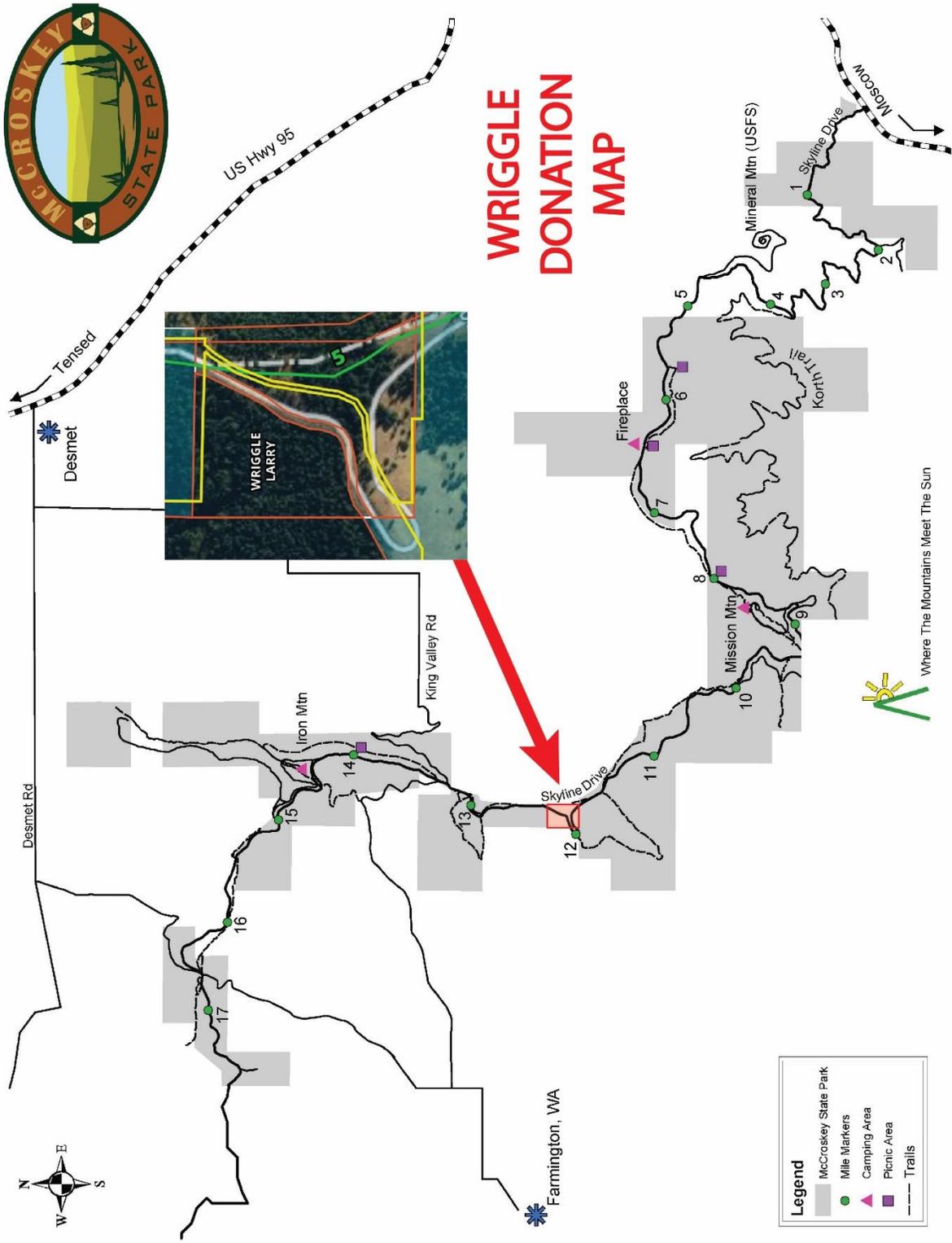
In May 2020, I was contacted by Ken Wriggle and he shared the following with me, “My mom has gifted me and my wife approximately 30 acres of land at Windy Point on Skyline Drive, which was part of a larger parcel they sold many years ago. It sits right at the top of the ridge, and has the best open view of the Palouse on the Skyline. We will never do anything with it. If it were sold, someone could possibly put a house there, but there is no electricity or water, and sewer could be a problem. We are interested in donating this piece to McCroskey State Park.” After discussing internally, I contacted him and told him that we would be interested in the property as a donation if that was agreeable, which he stated it was.

As indicated on the attached maps, the property is located approximately 12 miles from Highway 95. It is one of the pieces of property that separates other pieces of McCroskey property. The Wriggle property is approximately 30 acres in size. Due to the view and its location amid McCroskey State Park property, folks already use the area for picnicking and camping (see attached pictures).

We have developed the attached draft Agreement for Donation of Property and draft Gift Deed with the Wriggle’s input to facilitate the donation.

STAFF RECOMMENDATIONS:

Staff recommends the Board approve the donation of this property to the Department to be used in connecting additional sections of McCroskey and providing another public accessible location for viewing the Palouse and for future development of amenities.







AGREEMENT FOR DONATION OF PROPERTY

This Agreement is made by and between KENNETH S. WRIGGLE, residing at P.O. Box 446, Garfield, Washington, 99130 ("Mr. Wriggle"), and the IDAHO DEPARTMENT OF PARKS AND RECREATION, 5657 Warm Springs Ave., Boise, Idaho, 83716-8700, acting by and through the IDAHO PARK AND RECREATION BOARD ("IDPR").

WHEREAS, Mr. Wriggle is the owner of 28.8 acres of land adjoining Mary Minerva McCroskey Memorial State Park (hereinafter "McCroskey State Park"), described as Government Lot 1 in Section 9 of Township 43 North, Range 5 East, Boise Meridian, Latah County, Idaho (the "Donated Parcel");

WHEREAS, Mr. Wriggle desires to donate the Donated Parcel, to be held in trust for the people of the state of Idaho to use and enjoy in conjunction with McCroskey State Park;

WHEREAS, the Donated Parcel contains valuable timber stands and viewpoints that would make it an outstanding addition to McCroskey State Park;

WHEREAS, the Donated Parcel was recently appraised by Ruby M. Stroschein, MAI, as having a value of \$83,000;

WHEREAS, IDPR is uniquely suited to manage the above-described property in a manner consistent with the wishes of Mr. Wriggle and for the benefit of the people of the State of Idaho; and

WHEREAS, IDPR is authorized by the terms of Idaho Code § 67-4241 to accept donations of real property to be held by the Department in a park land trust for the benefit of the people of the State of Idaho.

NOW THEREFORE, the undersigned KEN WRIGGLE, and PETE J. BLACK, Chairman of the Idaho Park and Recreation Board, acting for and on behalf of IDPR, do hereby covenant and agree as follows:

1. IDPR has prepared a Gift Deed for the Donated Parcel, a draft copy of which is attached hereto as Exhibit 1;

2. IDPR shall be responsible for paying all title report costs, title insurance costs, closing agent fees, and recording costs relating to the closing of the transfer of the Donated Parcel;

3. Upon receipt of a satisfactory title insurance commitment, IDPR will notify Mr. Wriggle that it is ready to accept title to the Donated Parcel, and send Mr. Wriggle a final draft of the Gift Deed. Thereafter, the Trust will deliver to IDPR an executed copy of the Gift Deed.

4. IDPR agrees to accept the donation under the terms of Idaho Code § 67-4241, and to hold the lands in trust for the people of the State of Idaho for public recreation purposes.

IN WITNESS WHEREOF, this Agreement has been executed by Kenneth S. Wriggle and Pete J. Black, the Chairman of the Idaho Park and Recreation Board, as of the dates set forth below:



KENNETH S. WRIGGLE

PETE J. BLACK
Chairman
Idaho Park and Recreation Board

Date: 6-18-2020

Date: _____

GIFT DEED

This Gift Deed is made this ____ day of _____, 2020, by and between KENNETH S. WRIGGLE, residing at P.O. Box 446, Garfield, Washington, 99130, hereinafter "Grantor," and the IDAHO DEPARTMENT OF PARKS AND RECREATION, 5657 Warm Springs Ave., Boise, Idaho, 83716-8700, acting by and through the Idaho Park and Recreation Board, hereinafter "Grantee."

Grantor does hereby give, convey, transfer and confirm to Grantee, its successors and assigns forever, all of the real property situate in Latah County, State of Idaho, more particularly described as:

Government Lot One (1) in Section 9, Township 43 North, Range 5 West of the Boise Meridian, records of Latah County, Idaho.

SUBJECT TO: Easements, encumbrances, reservations, covenants, conditions and restrictions of record.

This conveyance shall include any and all appurtenances, tenements, hereditaments, reversions, remainders, easements, and rights-of-way in anywise appertaining to the property herein described.

To have and to hold the said premises with their appurtenances unto the said Grantee, its successors and assigns forever.

DATED this ____ day of _____, 2020.

DRAFT DO NOT SIGN

KENNETH S. WRIGGLE

STATE OF _____)
) ss.
County of _____)

On the ____ day of _____, 2020, before me, the undersigned Notary Public in and for said state, personally appeared KENNETH S. WRIGGLE, and acknowledged to me that he executed the same.

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

Notary Public
Residing at _____
My commission expires: _____

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AGENDA ITEM: City of Plummer Utility Easement – Heyburn State Park

ACTION REQUIRED: Board Action Required

PRESENTER: David White, North Region Manager

PRESENTATION

BACKGROUND INFORMATION:

The City of Plummer provides all of Heyburn State Park's electric utility service since the 1930's as part of FDR's Rural Electrification Program. The City does not have any easements for the powerlines in the park. They have decided to bury the powerline that runs along the edge of Hidden Lake providing service to the float homes within the park and several just outside of the park. The park discussed the need to enter into a utility easement with the City to cover this change and begin getting all of the powerlines under an easement. Consequently, the Department in conjunction with legal counsel developed the attached Grant of Utility Easement. The attached draft easement was just finalized so we have not provided it to the City of Plummer for review and comments, and edits. We wanted to get it to the Board sooner than later so that the City could move ahead on the project as soon as they could.

STAFF RECOMMENDATIONS:

Staff recommends Board approval of the Easement subject to minor changes to accommodate final negotiation of terms with the City.



5657 Warm Springs Avenue
PO Box 83720
Boise, Idaho 83720-0065
Phone (208) 334-4199

IDAHO DEPARTMENT OF PARKS AND RECREATION GRANT OF UTILITY EASEMENT

THIS GRANT OF UTILITY EASEMENT (hereinafter "Agreement") is made this _____ day of _____, 2020, by and between the **STATE OF IDAHO**, acting by and through the Idaho Park and Recreation Board and the Idaho Department of Park and Recreation, (Grantor), P.O. Box 83720, Boise, Idaho, 83720- 0065, and the **CITY OF PLUMMER**, P.O. Box B, Plummer, Idaho, 83851 ("Grantee");

WITNESSETH: That for and in consideration of the valuable consideration, the receipt of which is hereby acknowledged, the Grantor does hereby grant to the Grantee, its successors and assigns, forever, a non-exclusive easement (hereinafter "easement") as described in Section A.1 below, at the location depicted in Exhibit A and described in Exhibit B, both of which exhibits by this reference are incorporated into this Agreement as if fully set forth herein.

This Agreement is subject to the following terms:

A. Grant:

1. The easement authorizes Grantee to construct, operate and maintain an electric transmission and/or distribution line or system on or under the lands depicted in Exhibit A and described in Exhibit B and/or in, upon and under all streets, roads, or trails abutting said lands; to inspect and make such repairs, changes, alterations, improvements, removals from, substitution and additions to its facilities as Grantee may from time to time deem advisable, including by way of example and not by way of limitation, the right to increase or decrease the number of conduits, wires, cable, handholes, manholes, connection boxes, transformers and transformer enclosures necessary to the provision of electrical service to Hidden Lake at Heyburn State Park; to cut, trim and control the growth by machinery or otherwise of trees and shrubbery located within 7.5 feet of the center of said line or system, or that may interfere with or threaten to endanger the operation and maintenance of said line or system (including any control of the growth or other vegetation in the right of way which may incidentally and necessarily result from the means of control employed); to keep the easement clear of all buildings, structures, or other obstructions.

2. All poles, wires, and other facilities including any main service entrance equipment, installed in, upon or under the land depicted in Exhibit A and described in Exhibit B at the Grantee's expense shall remain the property of Grantee, removable at the option of the Grantee.

3. The terms and conditions of this Agreement shall be binding on the heirs, successors and assigns of the respective parties.

4. The boundary lines of the easement shall be extended or shortened to begin on, end on, and conform to the Grantor's property lines or as necessary to the provision of electrical service to Hidden Lake at Heyburn State Park.

5. Except as required in emergency situations, any additional upgrading of the facilities authorized by this easement shall be approved by the Park Manager of Heyburn State Park.

B. Limited Purpose:

1. This easement shall be used only for the purpose of installing, using, and maintaining underground electrical lines. No overhead lines are authorized by this easement.

2. If the Grantee desires to use the easement for an additional or different purpose other than the ones specified herein, the Grantee shall make a request in writing to the Grantor. If approved, at Grantor's discretion, the original easement shall either be amended, or canceled and replaced by a new easement.

3. This Agreement does not give the Grantee authority to permit third party use of the easement area for any permanent or temporary purpose. Third party use shall be authorized only by the Grantor.

C. Grantee's Covenants:

1. The utility lines shall be constructed, installed, and maintained in conformance with all applicable federal, State, and local laws, rules, regulations, and building codes. Persons constructing or installing the utility lines shall possess all required licenses and permits.

2. Grantee shall maintain the utility lines and easement in good and sufficient repair so as to provide for the safe use of Heyburn State Park by the public. In the event that Grantee's use of the easement results in unsafe conditions, Grantee shall, upon receiving notice of such conditions from Grantor or otherwise, undertake repair within five (5) days. If repairs are not made within five (5) days, the Grantor shall have the right to correct such condition, and the Grantee shall promptly reimburse the Grantor for the cost of such repairs.

4. The Grantee shall indemnify, defend, and hold harmless the Grantor and its representatives against and from any and all losses, demands, claims, or liabilities of every nature whatsoever, arising directly or indirectly from or in any way connected with the uses authorized under this Agreement.

5. It is understood and agreed that the legal descriptions set forth in this Agreement are those provided by the Grantee, who assumes full responsibility for the utility lines being located within the described legal descriptions. The Grantor assumes no responsibility involved with an inaccurate legal description.
6. All costs associated with the construction, installation and maintenance of the utilities, and all costs necessary to comply with the terms and conditions of this Agreement, are the sole responsibility of the Grantee.
7. All trees must be preserved and protected. Any trees requiring removal must be approved by the Park Manager.
8. Grantee shall protect the existing sewer line, valves, valve boxes and any associated parts or equipment. Any damage to these items must be repaired immediately to original specifications by the Grantee or its contractor.
9. Sediment or any other materials must be prevented from entering the lake or any nearby waterways.
10. The area of excavation must be restored to the condition that existed prior to any excavation. The existing trail must be restored to pre-construction condition with a width of no more than 60 inches.
11. Prior to any ground-disturbing activities, Grantee shall consult the Coeur d'Alene Tribe's Historic Preservation Officer to verify that the proposed work shall have no adverse effect on cultural resources.

D. Utilities:

1. Upon termination or abandonment of the easement, the Grantee shall within six (6) months from the date of receipt of the termination notice, remove all utility lines and related facilities or improvements. Grantee will be liable for any damage to Grantor's land or resources thereon caused by such removal.
2. Underground facilities may be abandoned in place only with the prior written approval of Grantor.

E. Grantor's Reservations:

1. The Grantor reserves unto itself the right and privilege to use said easement area for any and all purposes deemed necessary or desirable in connection with the control, management, administration, and use of Grantor's lands.

2. The Grantor reserves the right to grant additional easements over, under, or along the easement area. Any additional easements shall not unduly interfere with the rights and privileges hereby authorized to Grantee.

F. Termination:

1. The easement, or any segment or portion thereof, if not used for five (5) consecutive years for the purpose for which it was granted, or if construction is not completed within five (5) years from the date of this Agreement for the purpose for which it was granted, is presumed abandoned. The Grantor shall notify the Grantee in writing the easement is considered abandoned and will terminate if notification of use is not received within thirty (30) days from the date of notification.

2. The Grantor may, at its option, terminate the easement for breach of any of the terms of this Agreement and/or pursue other remedies to enforce the terms of this Agreement. If termination occurs, the director shall notify the Grantee in writing of the termination. The Grantee shall have thirty (30) days from the date of notification to appeal to the director of the Idaho Department of Parks and Recreation for reinstatement.

G. General Provisions

1. This Agreement shall be construed and interpreted in accordance with the laws of the State of Idaho. The parties agree that the courts of Idaho shall have exclusive jurisdiction and agree that Ada County is the proper venue.

2. Subject to any express provisions in this Agreement regarding restrictions on transfers or assignments, this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors, assigns, heirs, personal representatives, purchasers, or transferees of any kind.

3. All Exhibits to this Agreement constitute a part of this Agreement. This Agreement, together with the accompanying Exhibits, constitutes the entire agreement among the parties and supersedes all prior memoranda, correspondence, conversations and negotiations. No amendment to or modification of this Agreement shall be valid unless the same shall be in writing, signed by the parties who are then bound by the terms hereof.

4. Except as expressly provided in this Agreement, and to the extent permitted by law, any remedies described in this Agreement are cumulative and not alternative to any other remedies available at law or in equity.

5. The failure by one party to require performance of any provision shall not affect that party's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this Contract constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

EXHIBIT A

DRAFT

HIDDEN LAKE ELECTRIC PROJECT

Legend
Powerline Location



Google Earth
© 2020 Google

EXHIBIT B

Legal Description of Easement

A fifteen foot wide strip of land lying entirely within section 31, Township 47N, Range 3W, Boise Meridian, Benewah County, Idaho and starting at the Chatcolet campground in the NW $\frac{1}{4}$ of the SW $\frac{1}{4}$ continuing to the SW $\frac{1}{4}$ of the NE $\frac{1}{4}$ then to the SE $\frac{1}{4}$ of the NW $\frac{1}{4}$ to the NE $\frac{1}{4}$ of the NW $\frac{1}{4}$ and ending at the Park boundary in the NW $\frac{1}{4}$ of the NE $\frac{1}{4}$.

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AGENDA
Idaho Park and Recreation Board Teleconference
IDPR Headquarters
5657 Warm Springs Ave.
Boise, ID 83716
August 12, 2020

AGENDA ITEM: **Grant Advisory Committee Appointments**
ACTION REQUIRED: **Board Action Required**
PRESENTER: **Kathy Muir**

PRESENTATION

BACKGROUND INFORMATION:

The Department has thirteen (13) citizen advisory committee positions to appoint.

Open Positions include: one Recreational Vehicle Fund position, one Waterways Improvement Fund position, one Off-Road Motor Vehicle Fund position, one Recreational Trails Program Fund position, and nine Land & Water Conservation Fund positions.

Following this agenda item is a summary of the candidates and staff recommendations as well as the application forms from each applicant with pertinent registration information for the equipment the potential applicant owns.

STAFF RECOMMENDATIONS:

Staff recommends that the Board nominate and appoint committee members to the appropriate committees from the applicant list provided.

The Department has thirteen (13) citizen advisory committee positions expiring this year.

Positions to be appointed include:

- One (1) Recreational Vehicle Fund
- One (1) Waterways Improvement Fund
- One (1) Off-Road Motor Vehicle Fund
- One (1) Recreational Trails Program
- Nine (9) Land & Water Conservation Fund

Recreational Vehicle Fund Advisory Committee

IDPR needs to fill the Recreational Vehicle Fund position for District I. To date, IDPR staff has received one (1) application. The candidate meets the minimum criteria and is eligible for appointment.

District I

Gary L. Dagastine is from Post Falls, Idaho. He has spent a total of 38 years with the Kootenai County Sheriff's office, five of which were in recreation safety. He has been an avid recreationist for many years. *Equipment:* 2000 Carson Fun Runner Toy Hauler, DMG053 – On File & Current (2020).

Recommendation:

IDPR staff recommends appointing Gary L. Dagastine (District I) on the Recreational Vehicle Advisory Committee.

Waterways Improvement Fund Advisory Committee

IDPR needs to fill the Waterways Improvement Fund position for District II. To date, IDPR staff has received one (1) application. The candidate meets the minimum criteria and is eligible for appointment.

District II

Greg W. Dawson is from Orofino, Idaho. He has been a member of the Clearwater County Waterways Board for seven years and has lived in the Clearwater area for 31 years. *Equipment:* 1998 Bayliner Fish-in-Ski model (I/O), Sticker # B20-005885 – On File & Current (2020)

Recommendation:

IDPR staff recommends appointing Greg Dawson to District II on the Waterways Improvement Fund Advisory Committee.

Off-Road Motor Vehicle Advisory Committee

IDPR needs to fill the Off-Road Motor Vehicle position for District I & II (Non-Motorized). To date, IDPR staff has received one (1) application. The candidate meets the minimum criteria and is eligible for appointment.

District I & II/ Motorbike/ATV

David R. Beauchene is from Sandpoint, Idaho and is a current member of the Off-Road Motor Vehicle Advisory Committee. He's an avid motorbiker and snow biker. He has basic road construction and maintenance knowledge, and motorcycle trail maintenance and spring clearing. **Equipment:** 2020 Y2450FX Yamaha – MS250 Chainsaw, M20-049952 – On File & Current (2020)

Recommendation:

IDPR staff recommends reappointing David Beauchene to District I and II (Non-Motorized) on the Off-Road Motor Vehicle Fund Advisory Committee.

Recreational Trail Program Advisory Committee

IDPR needs to fill a Recreational Trails Program position for disabled interests. This position is a statewide representation/position. To date, IDPR staff has received two (2) applications.

Disabled Interest Applicant

Jeff Burley is from Hailey (District 3), Idaho and is a current member of the Recreational Trail Program Advisory Committee. He's been a practicing recreation therapist and adaptive sport instructor since 1995 and is a member of Trout Unlimited, Employee Higher Ground (a Disabled Sports USA chapter). His spouse is a Wheelchair user and Idaho Representative for District 26.

Disabled Interest Applicant

Morgan Stage is from Moscow (District 1), Idaho. He has been a quadriplegic since 1982 and confined to a manual wheelchair but is an outdoor enthusiast. He was an active member and past president of the Alternate Mobility Adventure Seekers (AMAS) program as BSU, which has since then transitioned into the Boise City Parks AdVenture program. In 2019 he also assisted the Palouse Land Trust in successfully obtaining an RTP grant for the Idler's Rest preserve.

Recommendation:

IDPR staff recommends reappointing Jeff Burley to represent disabled interests statewide on the Recreational Trail Program Advisory Committee.

Land and Water Conservation Program Advisory Committee

IDPR needs to fill nine (9) Land and Water Conservation Program position(s). These positions are statewide. To date, IDPR staff has received eight (8) applications and the candidates meet the minimum criteria and are eligible for appointment.

State or Federal

Ted Koch is from Garden Valley, Idaho. He has worked for the US Department of the Interior, Fish & Wildlife Service for 30 years before retiring in 2018. He is Chairman of the North American Board of Backcountry Hunters and Anglers and Secretary of the Idaho Sportsman’s Alliance. He is an outdoor recreationist.

Recommendation:

IDPR staff recommends appointing Ted Koch to represent state or federal interests statewide on the Land and Water Conservation Program Advisory Committee.

State or Federal

David M. Ricks is from Boise, Idaho. He served in the Navy and has a BBA degree from BSU majoring in accounting. He has held various positions in Idaho State Government from Staff Accountant and Budget Director at Dept. Health & Welfare, Controller and Assistant Administrator at Division of Veterans Systems to Administrator at the Veterans Home in Boise and the Administrator at State Hospital North. He was also the Deputy Director at IDPR and served a few months as Director. He has gained knowledge of planning, funding, bidding, and building processes.

Recommendation:

IDPR staff recommends reappointing David M. Ricks to represent state or federal interests statewide on the Land and Water Conservation Program Advisory Committee.

State or Federal

Steve Frost is from Fairfield, Idaho. He has a degree in Psychology and attended graduate school in the department of Resource, Recreation and Tourism both at the University of Idaho. He started his career as a Trail Ranger (IDPR) then moved on to OHV Program Manager (IDPR), South Region Manager (IDPR), Recreation Resources Bureau Chief (IDPR), Interim Division Administrator for Operations (IDPR), Recreation Program Manager, Sawtooth National Recreation Area (Forest Service) and his current job is the Recreation Program Manager, Fairfield Ranger District (Forest Service). He is an active member of the Camas County Search and Rescue, Tri-County (Camas, Lincoln and Shoshone Counties) Grooming Board, Camas County OHV Law Enforcement Advisory Committee, and has completed one term on the Land and Water Conservation Fund Advisory Committee.

Recommendation:

IDPR staff recommends reappointing Steve Frost to represent state or federal interests statewide on the Land and Water Conservation Program Advisory Committee.

Communities of 5,000 or More

Tom Governale is from Boise, Idaho. He worked for Parks & Recreation for 36 years and retired in 2017. During that period he held positions as Park Event Coordinator, Superintendent of Recreation, Superintendent of Administration and Superintendent of Parks. He also worked with a variety of grants and public/private partnerships including the Land & Water Conservation Fund and successfully accomplishing 6F conversions. He also previously served two terms on the State LWCF Advisory Team. He continued to be involved with Parks & Recreation working with the Harry Morrison Foundation and the Ann Morrison Park Renewal Advisory Team, serving as a Board member with Project Healing Waters Fly Fishing.

Recommendation:

IDPR staff recommends reappointing Tom Governale to represent the interests statewide of communities of 5,000 or more on the Land and Water Conservation Program Advisory Committee.

Community of 5,000 or Less

Tamra Cikaitoga is from St. Anthony, Idaho. She has worked as the Parks and Recreation Director for Fremont County for 22 years and has extensive work in grant writing and fund raising for various projects, including non recreation projects. She has been a member of the Yellowstone Soil Conservation District and Idaho Envirothon Program and a board member East Idaho Ag Hall of Fame.

Recommendation:

IDPR staff recommends reappointing Tamra Cikaitoga to represent state or federal interests statewide on the Land and Water Conservation Program Advisory Committee.

Ethnic Minority Interest

Ken Knoch is from Ammon (District IV), Idaho. He is the Director of Parks and Recreation for the City of Ammon and has experience in park and construction design, project managing, budgeting, grant writing, managing community projects. He has been on the IDPR Advisory Committee for the past term, and for the past 11 years has been a member of the Idaho Lands Resource Coordinating Council.

Recommendation:

IDPR staff recommends reappointing Ken Knoch to represent the interests of ethnic minority statewide on the Land and Water Conservation Program Advisory Committee.

Elderly Interests

Helen Stroebel is from Moscow (District I), Idaho. She has land management knowledge of timber, wildlife habitat, native and invasive plants. She is also a volunteer trail builder and has maintenance experience with MAMBA, SWIMBA, and Wilderness Volunteers. She has working knowledge of conservation easements as landowner and is a Board Member of Palouse Land Trust and experience in both writing and reviewing grant proposals. She also has a background as a Public Health professional with recognition of how recreational infrastructure in communities facilitates healthy lifestyles and quality of life for residents. As family member of a disabled person, she is an advocate for accessible facilities and trails.

Recommendation:

IDPR staff recommends reappointing Helen Strobel to represent the interests of the elderly statewide on the Land and Water Conservation Program Advisory Committee.

Disabled Interest

Sherri Boelter is from Post Falls, Idaho. She works with and is an advocate of those with a disability.

Recommendation:

IDPR staff recommends appointing Sherri Boelter to represent the interests of the disabled statewide on the Land and Water Conservation Program Advisory Committee.

Park Board

The Board should decide who will represent them for the next three years on this committee.

**Idaho Department of Parks and Recreation Advisory
Committee Application Form**



Name: Gary L. Dagastine Address: 1642 E 16th Ave.
Phone #: (Home) 208-773-9372 City: Post Falls State: ID Zip: 83854
Phone #: (Work or Cell) 208-818-5491 Email: gary@nwrecumbentcycles.com

I am applying for the following committee: Recreational Vehicle; Off-Road Motor Vehicle;
 Recreational Trails; Waterways Improvement Fund;
 Land & Water Conservation Fund (double click on box to check)

I am an Idaho resident

1. What knowledge or experience do you have that would contribute to the Committee?

Have owned several RV's in the past. Pull trailer, 5th wheel and truck camper. Now we have a toy hauler. I would like to be a part of making sure money is used as intended and not wasted.

2. (Pertinent) natural resource organizations you belong to:

Spent a total of 38 years with the Kootenai County Sheriff's office. Five of those years were in recreation safety. We mainly worked with vacationers with boats and RV's.

3. Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.)

Recreation Vehicle Grant Review.

4. What, in your opinion, is the program lacking or what improvements can be made?

I know very little about the position, but any organization has room for new eyes and improvements.

5. Is your interest in the Committee through:

Membership in a club or organization Commercial User

Other (describe): _____

6. Which recreational equipment do you own that is currently registered in Idaho?

Motor Boat Snowmobile Motorbike
 Recreational Vehicle Off-Road Motor Vehicle N/A

7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:

DMG953

8. Please list the year, make & model of the above equipment that makes you eligible for this position?

2000 20' Carson Fun Runner Toy Hauler

9. What name is the equipment registered under (Please be specific)?

Gary Dagastine

10. Approximately how often do you use your recreational equipment (months or days) per year? _____

As of 6/4/2000 over 80 times.

11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.

Yes
 No

You are not limited to the space provide on this form.

Advisory committee members are required to attend the rating meeting in Boise in March and must sign a Memorandum of Understanding.

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**Idaho Department of Parks and Recreation Advisory Committee
Application Form**



Name: Greg W. Dawson Address: 403 Eureka Ridge Loop
Phone #: NA City: Orofino State: ID Zip: 83544
(Home)
Phone #: (Work or (208) 827-0896 Email: gdawson1917@gmail.com
Cell)

I am applying for the following committee: Recreational Vehicle; Off-Road Motor Vehicle;
 Recreational Trails; Waterways Improvement Fund;
 Land & Water Conservation Fund (double click on box to check)

I am an Idaho resident

1. What knowledge or experience do you have that would contribute to the Committee?

I have been a member of the Clearwater County Waterways Board for approximately 7 years and have owned a boat for approximately 15 years. I have lived in the Clearwater area for 31 years.

2. (Pertinent) natural resource organizations you belong to:

I have worked as a forester for the Idaho Department of Lands for 31 years. Through the years I have been a member of various organizations such as Duck's Unlimited, Rocky Mountain Elk Foundation, and Arbor Day Society.

3. Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.)

WIF Advisory Board – Region II (Mike Gladhart's position)

4. What, in your opinion, is the program lacking or what improvements can be made?

I am a strong supporter of both boating safety and access to waters for the public. Ensuring the funds available can be distributed to projects that would enhance those, or other qualifying projects, is important. I think that this is happening currently and would like to see it continue.

5. Is your interest in the Committee through:
 Membership in a club or organization Commercial User
 Other (describe): _____

6. Which recreational equipment do you own that is currently registered in Idaho?
 Motor Boat Snowmobile Motorbike
 Recreational Vehicle Off-Road Motor Vehicle N/A

7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:

Sticker # B20-005885

8. Please list the year, make & model of the above equipment that makes you eligible for this position?

1998 Bayliner Fish-n-Ski model (I/O)

9. What name is the equipment registered under (Please be specific)?

Dawson, Gregory William
Dawson, Cynthia Lynn

10. Approximately how often do you use your recreational equipment (months or days) per year?

10-15 days a year but with my pending retirement I hope more.

11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.

Yes
 No

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**Idaho Department of Parks and Recreation Advisory
Committee Application Form**



Name: David R. Beauchene Address: 372 W Bronx Rd
Phone #: (Home) 208-304-2067 City: Sandpoint State: ID Zip: 83864
Phone #: (Work or Cell) _____ Email: snowjunkie75@gmail.com

I am applying for the following committee: Recreational Vehicle; Off-Road Motor Vehicle;
 Recreational Trails; Waterways Improvement Fund;
 Land & Water Conservation Fund (double click on box to check)

I am an Idaho resident

1. What knowledge or experience do you have that would contribute to the Committee?

I have a basic road construction and maintenance knowledge, motorcycle trail maintenance and spring clearing.

2. (Pertinent) natural resource organizations you belong to:

3. Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.)

ORMV – Non Motorized Use
Representative

4. What, in your opinion, is the program lacking or what improvements can be made?

In my opinion, the program is highly functional. However, trail pass increase could be considered.

5. Is your interest in the Committee through:

Membership in a club or organization Commercial User
 Other (describe): _____

6. Which recreational equipment do you own that is currently registered in Idaho?

Motor Boat Snowmobile Motorbike
 Recreational Vehicle Off-Road Motor Vehicle N/A

7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:

M20-049952

8. Please list the year, make & model of the above equipment that makes you eligible for this position?

2020 Y2450FX, YamaHA-MS250 Chainsaw

9. What name is the equipment registered under (Please be specific)?

David R. Beauchene

10. Approximately how often do you use your recreational equipment (months or days) per year? _____

Every weekend

11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.

Yes

No

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**Idaho Department of Parks and Recreation Advisory
Committee Application Form**



Name: Jeff Burley Address: 711 Buttercup
Phone #: 208-481-1815 City: Hailey State: ID Zip: 83333
(Home)
Phone #: (Work or Cell) 208-726-9298 Email: Jeff@highergroundusa.org

I am applying for the following committee: Recreational Vehicle; Off-Road Motor Vehicle;
 Recreational Trails; Waterways Improvement Fund;
 Land & Water Conservation Fund (double click on box to check)

I am an Idaho resident

1. What knowledge or experience do you have that would contribute to the Committee?

Practicing Recreation Therapist and Adaptive Sport instructor since 1995. Desire to share more information and long term planning of accessible trail mapping and design.

2. (Pertinent) natural resource organizations you belong to:

Trout Unlimited, Employee Higher Ground (a Disabled Sports USA chapter) Spouce is a Wheelchair user and Idaho Representative for District 26

3. Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.)
Access on Trails.

4. What, in your opinion, is the program lacking or what improvements can be made?

Great program but we could start doing more education on universal trail and facility designs.

5. Is your interest in the Committee through:

Membership in a club or organization Commercial User
 Other (describe): Employment in Adaptive Sport organization in Idaho

6. Which recreational equipment do you own that is currently registered in Idaho?

Motor Boat Snowmobile Motorbike
 Recreational Vehicle Off-Road Motor Vehicle N/A

7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:

CXE503

8. Please list the year, make & model of the above equipment that makes you eligible for this position?

2017 22ft. Hideout Trailer.

9. What name is the equipment registered under (Please be specific)?

Jeff Burley

10. Approximately how often do you use your recreational equipment (months or days) per year?

8

11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.

Yes

No

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**Idaho Department of Parks and Recreation Advisory
Committee Application Form**



Name: Morgan Stage Address: 562 Pavel Ct.
Phone #: (Home) N/A City: Moscow State: ID Zip: 83843
Phone #: (Work or Cell) (208)870-2957 Email: morgan.stage@gmail.com

I am applying for the following committee: Recreational Vehicle; Off-Road Motor Vehicle;
 Recreational Trails; Waterways Improvement Fund;
 Land & Water Conservation Fund (double click on box to check)

I am an Idaho resident

1. What knowledge or experience do you have that would contribute to the Committee?

I have been a quadriplegic since 1982, confined to a manual wheelchair. I participate in a variety of outdoor recreational activities: seek out and use improved walking trails; camp at developed and un-developed sites throughout the state; extensive back-road traveling throughout the state; ATV owner and rider since 1984; also enjoy walking trails, canoeing, rafting, tennis and handcycling. I was an active member and past president of the Alternate Mobility Adventure Seekers (AMAS) program at BSU. The program has since transitioned into the Boise City Parks AdVenture program. In 2019 I assisted the Palouse Land Trust in successfully obtaining an RTP grant for the Idler's Rest preserve.

2. (Pertinent) natural resource organizations you belong to:

The Nature Conservancy
University of Idaho College of Natural Resources Alumni (BS & MS)
National Resources Defense Council
National Park Foundation
Idaho Native Plant Society

3. Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.)

RTP – Disabled Interests, Statewide representative

4. What, in your opinion, is the program lacking or what improvements can be made?

In General:

Public lands trail maintenance budgets have severely diminished over time impacting trail development and maintenance. Anything that facilitates dispersing people away from the roads, campgrounds and trailheads will improved the recreational experience for all users. Trail etiquette education through signage, maps and communication with peers will enhance the shared experience of all users.

Non-motorized trails:

Using a manual wheelchair or hand-cycle, I have traveled many of the Rails-to-Trails and other improved trails in Idaho. They are a valuable asset to Idaho's outdoor recreation economy. I am a fan of nature trails that combine vegetative and ecological education with the outdoor experience. The explosion of bikes on traditional hiking trails has heightened the importance of well maintain trails.

Prior to my injury I backpacked and horse packed many areas throughout the state. What I saw, even back then, was that trails were not being adequately maintained or developed.

Motorized trails:

Development and maintenance of designated motorized trails with signage and maps. As a motorized trail user, I fear losing the riding privilege because of environmental degradation caused by riders who disregard trail etiquette.

- 5. Is your interest in the Committee through:
 - Membership in a club or organization
 - Commercial
 - User
 - Other (describe): _____

- 6. Which recreational equipment do you own that is currently registered in Idaho?
 - Motor Boat
 - Snowmobile
 - Motorbike
 - Recreational Vehicle
 - Off-Road Motor Vehicle
 - N/A

- 7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:

ATV Plate# GRW533, Sticker# M20-047877
ATV Plate# GRW532, Sticker# M20-047878

- 8. Please list the year, make & model of the above equipment that makes you eligible for this position?

2005 Honda Rancher TRX400
2004 Honda Recon TRX250

- 9. What name is the equipment registered under (Please be specific)?

Morgan Stage

- 10. Approximately how often do you use your recreational equipment (months or days) per year? _____

ATV – 20 days / year

- 11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.

- Yes
- No

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6. Which recreational equipment do you own that is currently registered in Idaho?

Motor Boat	Snowmobile	Motorbike
X Recreational Vehicle	Off-Road Motor Vehicle	N/A

7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:

DHL 608

8. Please list the year, make & model of the above equipment that makes you eligible for this position?

I'm not sure I understand this question, but I own a 2017 Aliner Expedition travel trailer.

9. What name is the equipment registered under (Please be specific)?

Edward & Laureen Koch.

10. Approximately how often do you use your recreational equipment (months or days) per year?
About 40 days per year.

11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.

X. Yes

No

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Idaho Department of Parks and Recreation Advisory
Committee Application Form



Name: David M. Ricks Address: 1261 Kimberley Lane
Phone #: (Home) 208-331-3882 City: Boise State: Idaho Zip: 83712
Phone #: (Work or Cell) 208-863-7993 Email: rickswolverton@aol.com

I am applying for the following committee: Recreational Vehicle; Off-Road Motor Vehicle;
 Recreational Trails; Waterways Improvement Fund;
 Land & Water Conservation Fund (double click on box to check)

I am an Idaho resident

1. What knowledge or experience do you have that would contribute to the Committee?
I'm a native Idahoan and Boise resident. I've enjoyed every outdoor activity starting when I was growing up here. I served in the Navy and have a BBA degree from Boise State University where I majored in Accounting. I've held various positions in Idaho State Government from Staff Accountant and Budget Director at Dept. Health & Welfare, Controller and Assist. Administrator at Div. of Veterans Svs to Administrator at the Veterans Home in Boise and the Administrator at State Hospital North. I was the Deputy Director at IDPR and served a few months as Director. In all that time I gained a great deal of knowledge about how the State of Idaho's governmental systems concerning budgets, cash flow, contracts, purchasing, personnel, and building construction...just to name a few. At DHW and IDPR I managed many construction projects from building a new Veterans Home in Pocatello to campgrounds and visitor centers. I gained a great deal of knowledge of the planning, funding, bidding, and building processes involved. I believe that all of this helps me in reviewing LWCF grant applications. My wife, Denise, and I have our trailer that we camp 50-80 days a year in and I'm pretty familiar with camping, ATVing, boating, hiking, biking, etc. In the past we've had a 25-foot boat which we've used to explore the Gulf Islands in Canada, San Juan's in Puget Sound, Lake Powell, and various other lakes in the NW. We've also had ATVs that we used to explore a number of areas remotely in Idaho and Montana.
2. (Pertinent) natural resource organizations you belong to:
I'm currently the Treasurer for Friends of Idaho State Parks. I also belong to a couple camping organizations.
3. Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.)

I'm applying for the LWCF position.
4. What, in your opinion, is the program lacking or what improvements can be made?
It'd be nice if the folks seeking grants would give IDPR a heads up by Sept 1st, that they plan on submitting a grant that next January. It'd help those on the committees be able to review the projects on the ground hopefully before the snow flies. If IDPR could send out reminders of this to the agencies that normally send in grant applications, this might prompt some of them to indicate their intent to apply. When committee members can see, walk, and talk to someone about a project, that's great!

I also think the program is lacking in funding. LWCF started out with adequate funding, but over time those funds have been diverted to other federal programs. The work done by LWCF is oftentimes the only funding that smaller communities can procure for worthwhile projects. I believe there are opportunities to stress this importance to our Congressmen and get them to support getting the funding to where it used to be.

5. Is your interest in the Committee through:
 Membership in a club or organization Commercial User
 Other (describe): Currently on the LWCF committee and would like to serve another term

6. Which recreational equipment do you own that is currently registered in Idaho?
 Motor Boat Snowmobile Motorbike
 Recreational Vehicle Off-Road Motor Vehicle N/A

7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:

RV # DKD062

8. Please list the year, make & model of the above equipment that makes you eligible for this position?

2018 Airstream Serenity 25 foot – name is IOSLVR.

9. What name is the equipment registered under (Please be specific)?
David M Ricks & Denise L. Wolverton

10. Approximately how often do you use your recreational equipment (months or days) per year? _____
We use our Airstream trailer a great deal – 50-80 days per year.

11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.

Yes
 No

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**Idaho Department of Parks and Recreation Advisory
Committee Application Form**



Name: Steve Frost Address: 121 Camas Ave West/PO Box 682 (mail)
 Phone #: (Home) 208-731-5688 City: Fairfield State: ID Zip: 83327
 Phone #: (Work or Cell) 208-764-3478 Email: steven.frost@usda.gov

I am applying for the following committee: Recreational Vehicle; Off-Road Motor Vehicle;
 Recreational Trails; Waterways Improvement Fund;
 Land & Water Conservation Fund (double click on box to check)

I am an Idaho resident

1. What knowledge or experience do you have that would contribute to the Committee? I grew up in Idaho recreating with my family and continue that tradition today. I am an avid user of recreational facilities across the entire state and my outdoor pursuits include; camping (RV and tent), hunting, fishing, non-motorized boating, Off-highway motorcycles, snowmobiles and hiking. I have a degree in Psychology and attended graduate school in the department of Resource, Recreation and Tourism both at the University of Idaho. Professionally I started my career as a Trail Ranger (IDPR) then moved on to OHV Program Manager (IDPR), South Region Manager (IDPR), Recreation Resources Bureau Chief (IDPR), Interim Division Administrator for Operations (IDPR), Recreation Program Manager, Sawtooth National Recreation Area (Forest Service) and my current job is the Recreation Program Manager, Fairfield Ranger District (Forest Service).

2. (Pertinent) natural resource organizations you belong to: I am a past member of the Idaho Falls Trail Machine Association, Treasure Valley Trail Machine Association, Blue Ribbon Coalition, and Idaho State Snowmobile Association. In my current position, I have been advised to not join advocacy organizations because I work professionally with these groups. I am an active member of the Camas County Search and Rescue, Tri-County (Camas, Lincoln and Shoshone Counties) Grooming Board, Camas County OHV Law Enforcement Advisory Committee, and completed one term on the Land and Water Conservation Fund Advisory Committee.

3. Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.) Land and Water Conservation Fund – federal position

4. What, in your opinion, is the program lacking or what improvements can be made? LWCF has had a tremendous impact on improving community recreation opportunities across the state. Beyond the recognizable need for more program funding, it would be great to see applicants reach out more to IDPR staff and advisory committee members for advice.

5. Is your interest in the Committee through:
 Membership in a club or organization Commercial User
 Other (describe): Federal Employee

6. Which recreational equipment do you own that is currently registered in Idaho?
 Motor Boat Snowmobile Motorbike
 Recreational Vehicle Off-Road Motor Vehicle N/A

7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:
Snowmobile: S005758
RV: DMB579 – haven't gone yet so still has last year's sticker
8. Please list the year, make & model of the above equipment that makes you eligible for this position?
2018 Polaris RMK 800 Pro, 2006 26ft Springdale RV
9. What name is the equipment registered under (Please be specific)?
Steven R. Frost
10. Approximately how often do you use your recreational equipment (months or days) per year? 50
11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.

- Yes
 No

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**Idaho Department of Parks and Recreation Advisory
Committee Application Form**



Name: Tom Governale Address: 453 W. Elwood Dr.
208-869-0844 City: Boise State: Idaho Zip: 83706
Phone #: (Home) 208-869-0844 Email: tomgovernaleboise@gmail.com
Phone #: (Work or Cell) 208-869-0844

I am applying for the following committee: Recreational Vehicle; Off-Road Motor Vehicle;
 Recreational Trails; Waterways Improvement Fund;
 Land & Water Conservation Fund (**double click on box to check**)

I am an Idaho resident

1. What knowledge or experience do you have that would contribute to the Committee?

After 36 years of full-time professional service, I retired from the Parks & Recreation profession in 2017. During my career I held positions as Park Event Coordinator, Superintendent of Recreation, Superintendent of Administration and Superintendent of Parks. I believe my years of service and multi-faceted experience will be of benefit to the Advisory Committee, grant applicants, State Parks staff and State Parks Board during the grant selection process. I am attaching a copy of my resume', for your review, to further delineate my experience.

During my career I worked with a variety of grants and public/private partnerships including the Land & Water Conservation Fund. In addition to having experience with the LWCF application, monitoring and implementation process, I have been involved with successfully accomplishing 6F conversions. Further, I have previously served two terms (once in the 1990's and more recently the past three years) on the State LWCF Advisory Team and am familiar with the program's process. In retirement, I continue to be involved with Parks & Recreation and tourism through working with the Harry Morrison Foundation and the Ann Morrison Park Renewal Advisory Team, serving as a Board member with Project Healing Waters Fly Fishing, and working part-time as a Fly Fishing guide, fly fishing and fly casting instructor and Customer Service Representative at a local fly shop, Idaho Angler's.

I look forward to serving and staying involved with the Parks & Recreation profession and this important program.

2. (Pertinent) natural resource organizations you belong to:

Trout Unlimited, Idaho Conservation League, National Resource Defense Council, Sierra Club, Idaho Sawtooth Society, Environmental Defense Fund, & Greater Yellowstone Coalition.

3. Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.)
Land & Water Conservation Fund Advisory Committee.

4. What, in your opinion, is the program lacking or what improvements can be made?

In the past, the Advisory Committee, State Parks staff and State Parks Board has done a good job of ensuring the limited available federal funds are distributed equitably around the State and to communities of varying populations. It is especially important that smaller communities have equitable access to the funds as smaller communities have a limited tax base and other resources available to provide parks & recreation amenities and programs. Going forward, we must ensure awarded projects are properly monitored and maintained to maximize project life expectancy for the respective communities.

5. Is your interest in the Committee through:

- Membership in a club or organization Commercial User
 Other (describe): Professional parks & recreation affiliation and interest.

6. Which recreational equipment do you own that is currently registered in Idaho?

- Motor Boat Snowmobile Motorbike
 Recreational Vehicle Off-Road Motor Vehicle N/A

7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:

8. Please list the year, make & model of the above equipment that makes you eligible for this position?

9. What name is the equipment registered under (Please be specific)?

10. Approximately how often do you use your recreational equipment (months or days) per year? _____

11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.

- Yes
 No

You are not limited to the space provide on this form.

**Idaho Department of Parks and Recreation Advisory
Committee Application Form**



Name: Tamra Cikaitoga Address: 125 N Bridge St.
Phone #: (Home) 208-419-9565 City: St. Idaho State: Idaho Zip: 83445
Phone #: (Work or Cell) 208-624-7266 Email: tcikaitoga@co.fremont.id.us

I am applying for the following committee: Recreational Vehicle; Off-Road Motor Vehicle;
 Recreational Trails; Waterways Improvement Fund;
 Land & Water Conservation Fund (double click on box to check)

I am an Idaho resident

1. What knowledge or experience do you have that would contribute to the Committee?

I have worked as the Parks and Recreation Director for Fremont County for 22 years.

Extensive work in grant writing and fund raising for various projects, including non recreation projects.

2. (Pertinent) natural resource organizations you belong to:

Yellowstone Soil Conservation District, 30 years.
Idaho Envirothon Program (high school education), 25 years.
East Idaho Ag Hall of Fame, board member, 8 years.

3. Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.)

Land and Water Conservation Fund, appointment to second term.

4. What, in your opinion, is the program lacking or what improvements can be made?

In many cases, additional information regarding projects would be appreciated.

5. Is your interest in the Committee through:

Membership in a club or organization Commercial User

Other (describe): I enjoyed my first term on the committee and would like to continue.

6. Which recreational equipment do you own that is currently registered in Idaho?

Motor Boat Snowmobile Motorbike
 Recreational Vehicle Off-Road Motor Vehicle N/A

7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:
8. Please list the year, make & model of the above equipment that makes you eligible for this position?
9. What name is the equipment registered under (Please be specific)?
10. Approximately how often do you use your recreational equipment (months or days) per year? _____
11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.

- Yes
 No

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**Idaho Department of Parks and Recreation Advisory
Committee Application Form**



Name: Ken Knoch Address: 2135 S. Ammon Rd.
Phone #: (Home) 208-757-8094 City: Ammon State: Id. Zip: 83406
Phone #: (Work or Cell) 208-360-1284 Email: kknoch@cityofammon.us

I am applying for the following committee: Recreational Vehicle; Off-Road Motor Vehicle;
 Recreational Trails; Waterways Improvement Fund;
 Land & Water Conservation Fund (double click on box to check)

I am an Idaho resident

1. What knowledge or experience do you have that would contribute to the Committee?
I can contribute the following:
 1. Director of Parks and Recreation for the City of Ammon
 2. Park and construction design
 3. Project managing
 4. Budgeting
 5. Grant writing
 6. Manage community projects.
 7. Work with other city agencies
 8. Have been on the IDPR Advisory Committee this past term.
2. (Pertinent) natural resource organizations you belong to:
For the past 11 years I have been a member of the Idaho Lands Resource Coordinating Council representing parks and recreation/urban forestry and the Forest Legacy Program; all affiliated with the Idaho Department of Lands and served as chair for 3 years.
3. Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.)
My last appointment was with the Minority position, I would like to continue.
4. What, in your opinion, is the program lacking or what improvements can be made?
I have always been an advocate for site evaluations when a project has been applied for. This is a great opportunity to witness the advantages/disadvantages of a future project and its environment in which it will serve. Further, one on one at the site questions, concerns and a more in dept understanding can be realized and limited advise may be exchanged. It helps to advocate for the applicant during the proposal stage in Boise. We have moved away from that element and would like to see site visits as part of the application requirement.
5. Is your interest in the Committee through:
 Membership in a club or organization Commercial User
 Other (describe): Served on Advisory Committee this last term

6. Which recreational equipment do you own that is currently registered in Idaho?
- | | | |
|---|---|---|
| <input type="checkbox"/> Motor Boat | <input type="checkbox"/> Snowmobile | <input type="checkbox"/> Motorbike |
| <input type="checkbox"/> Recreational Vehicle | <input type="checkbox"/> Off-Road Motor Vehicle | <input checked="" type="checkbox"/> N/A |
7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:
8. Please list the year, make & model of the above equipment that makes you eligible for this position?
9. What name is the equipment registered under (Please be specific)?
10. Approximately how often do you use your recreational equipment (months or days) per year? _____
11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.
- Yes
 No

You are not limited to the space provide on this form.

I have the technology available to perform the tasks required.

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**Idaho Department of Parks and Recreation Advisory
Committee Application Form**



Name: Helen Stroebel Address: 3324 West Twin Rd
Phone #: (Home) (208)830-4187 City: Moscow State: ID Zip: 83843
Phone #: (Work or Cell) (208)830-4187 Email: hstroebel73@gmail.com

I am applying for the following committee: Recreational Vehicle; Off-Road Motor Vehicle;
 Recreational Trails; Waterways Improvement;
 Land & Water Conservation Fund (double click)

I am an Idaho resident

1. What knowledge or experience do you have that would contribute to the Committee?
 - Lifelong Idaho resident and outdoor recreationist – cross-country skier, mountain and road bicyclist, hiker, rafter/kayaker/SUP, ATV owner
 - Familiarity with current recreational facilities in southwest, central and northern Idaho. Dual resident of both Boise and Moscow.
 - Land management knowledge: timber, wildlife habitat, native and invasive plants
 - Volunteer trail building and maintenance experience with MAMBA, SWIMBA, and Wilderness Volunteers
 - Experience in both writing and reviewing grant proposals
 - Background as Public Health professional with recognition of how recreational infrastructure in communities facilitates healthy lifestyles and quality of life for residents
 - As family member of a disabled person, I am an advocate for accessible facilities and trails.
 - Working knowledge of conservation easements as landowner and Board Member of Palouse Land Trust
2. (Pertinent) natural resource organizations you belong to:
 - Palouse Land Trust Board Member & Officer
 - Mountain bike associations: MAMBA (Moscow) and previously SWIMBA (Boise)
 - Palouse LaTreks women's hiking group
 - Idaho Native Plant Society
 - Idaho Forest Owners Association
3. Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.)
 - Elderly, Community of 5000 or more
4. What, in your opinion, is the program lacking or what improvements can be made?
 - Permanent restroom facilities at all recreational sites and trail heads (and trailside way-stops on longer trails) make trails more useable by the disabled and elderly.
 - I would like to see expansion of Rails-to-Trails and other pathways into trail systems that link communities to recreational opportunities, accessible to a broad range of users including disabled and elderly. Would also like to see more Water Trail facilities in northern Idaho.
 - Projects funded for new trails should also demonstrate long-term commitment of resources for trail maintenance. As an example, the trails in Mary McCroskey State Park are open to motorized and non-motorized users; however, that has led to severe rutting and erosion in the trails as well as invasive weed issues. I support making trails accessible to a wide array of users, but the impacts by different users need to be mitigated.

- More educational signage on trail use etiquette to enhance the experience of all users.

5. Is your interest in the Committee through:

- Membership in a club or organization
 Commercial
 User
 Other (describe): _____

6. Which recreational equipment do you own that is currently registered in Idaho?

- Motor Boat
 Snowmobile
 Motorbike
 Recreational Vehicle
 Off-Road Motor Vehicle
 N/A

7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:

- NA

8. Please list the year, make & model of the above equipment that makes you eligible for this position?

- NA

9. What name is the equipment registered under (Please be specific)?

- NA

10. Approximately how often do you use your recreational equipment (months or days) per year? _____

- NA

11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.

- Yes
 No

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Idaho Department of Parks and Recreation Advisory
Committee Application Form



Name: SHERRI BOELTER Address: 3726 E. MULLAN AVE.
Phone #: () _____ City: Post Falls State: ID Zip: 83854
Phone #: (Work or Cell) W- 208-457-3891 Email: SHERRI@DACNW.ORG
C- 707-295-2197

I am applying for the following committee: Recreational Vehicle; Off-Road Motor Vehicle;
 Recreational Trails; Waterways Improvement Fund;
 Land & Water Conservation Fund (double click on box to check)

I am an Idaho resident

1. What knowledge or experience do you have that would contribute to the Committee?
I work with the disability community. I hope to be offer ideas etc. on behalf of behalf
of those of us with disabilities.

2. (Pertinent) natural resource organizations you belong to:

N/A

3. Please list the title of the open position which you are applying for as listed in the request for
recruitment. (Example: Snowmobiling, District II, Elderly, etc.)

Land and Water Conservation Fund

4. What, in your opinion, is the program lacking or what improvements can be made?

No opinion at this time

5. Is your interest in the Committee through:

Membership in a club or organization Commercial User
 Other (describe): Advocating for those with disabilities

6. Which recreational equipment do you own that is currently registered in Idaho?

Motor Boat Snowmobile Motorbike
 Recreational Vehicle Off-Road Motor Vehicle N/A

7. For verification purposes, please provide the registration or sticker number for the above equipment
that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:

8. Please list the year, make & model of the above equipment that makes you eligible for this position?

N/A

9. What name is the equipment registered under (Please be specific)?

N/A

10. Approximately how often do you use your recreational equipment (months or days) per year? _____

N/A

11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.

- Yes
 No

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IDAPA RULE IDAPA FEE BOARD ACTION REQUIRED
 BOARD POLICY INFO ONLY, NO ACTION REQUIRED

AGENDA
Idaho Park and Recreation Board Teleconference
IDPR Headquarters
5657 Warm Springs Ave.
Boise, ID 83716
August 12, 2020

AGENDA ITEM: **Rules Regarding Land and Water Conservation Fund**
ACTION REQUIRED: **Provide Opportunity for Public Comments on IDAPA 26.01.33**
PRESENTER: **Anna Canning, Management Services Administrator**

PRESENTATION

BACKGROUND INFORMATION:

At its February Meeting, the Board directed staff to initiate an amendment to Idaho Code to re-evaluate criteria in the rules regarding state and federal grants. Staff requested that we concurrently update the rules regarding the Land and Water Conservation Fund to meet the goals of the Red Tape Reduction Act. The intent is to collect comments on the proposed amendments for the next year and present the amendments during the 2022 Legislative Session. (The Governor has a moratorium on IDAPA amendments for the 2021 Legislative Session.)

STAFF RECOMMENDATIONS:

The rules regarding the administration of the Land and Water Conservation Fund (LWCF) were written in 1993 and 1994 and have not been amended. Thus far, Management Services Administrator Anna Canning and State and Federal Grants Manager Kathy Muir worked together to create a draft that simplifies and updates the rules to reflect current practices. (Many thanks to Grant Specialist Adam Straubinger and Financial Officer Steve Martin for reviewing the rule!)

The intent of staff at this stage is to provide a simplified and accurate version to the public for comment. (Removed 5 pages; 2,062 words; and 29 restrictive words.)

The current rule includes fees to process conversion requests, thus making it a "Fee Rule." Those fees have been removed, other than to say that the project sponsor is responsible for all costs associated with the conversion process.

As you review the underline and strike out version of the document (Exhibit A), you will note that we have substantially changed the document. For this reason, I have also provided you with a clean copy that incorporates all the changes (Exhibit B).

RECOMMENDED MOTION:

Staff recommends that the Board discuss any changes that they would like to see to the document thus far and that they open the meeting to the public to provide comments.

**26.01.33 – RULES GOVERNING THE ADMINISTRATION OF THE LAND
AND WATER CONSERVATION FUND PROGRAM**

000. LEGAL AUTHORITY.

The Idaho Parks and Recreation Board is authorized under Section 67-4223, Idaho Code, to adopt, amend, or rescind rules as may be necessary for proper administration of the department and its programs. (3-20-20)T

001. TITLE AND SCOPE.

01. Title. The title of this chapter is cited in full as Idaho Department of Parks and Recreation Rules, IDAPA 26.01.33, “Rules Governing the Administration of the Land and Water Conservation Fund Program.” (3-20-20)T

02. Scope. This chapter establishes procedures for the administration of the Land and Water Conservation Fund program, including requirements for project application, eligibility, review, award, and management. (3-20-20)T

002. -- 009. (RESERVED)

010. DEFINITIONS.

As used in this chapter: (3-20-20)T

01. Acquisition. The gaining of rights of public use by purchase or donation of fee or less than fee interests in real property. (3-20-20)T

02. Board. The Idaho Parks and Recreation Board, a bipartisan, six (6) member board, appointed by the governor. (3-20-20)T

03. Development. The act of physically improving an area or constructing facilities necessary to increase its ability to serve outdoor recreation purposes. (3-20-20)T

04. Director. The director and chief administrator of IDPR or the designee of the director. ~~Designated by the governor to serve as the State Liaison Officer for the LWCF program.~~ () (3-20-20)T

05. Evaluation Committee. Representatives from federal, state and local ~~agencies entities and other subject matter experts~~ with expertise in community development or public outdoor recreation needs. ~~The committee determines acceptability of projects based on technical criteria, rates LWCF projects, and assists IDPR staff in making funding priority recommendations to the Idaho Parks and Recreation Board.~~ () (3-20-20)T

06. Grants Program. ~~All funding programs administered by IDPR.~~ (3-20-20)T

06.07. IDPR. The Idaho Department of Parks and Recreation. (3-20-20)T

07.08. LWCF. The Land and Water Conservation Fund, a federal grant program that provides ~~fifty percent (50%)~~ matching grants to states, and ~~through states to~~ local governments, for the ~~planning,~~ acquisition and development of public outdoor recreation areas and facilities. () (3-20-20)T

08.09. NPS. The National Park Service. (3-20-20)T

09.10. Open Project Selection Process (OPSP). The ~~overall objective~~ decision-making process ~~and criteria~~ by which IDPR selects ~~LWCF~~ projects for LWCF funding. () (3-20-20)T

11. ~~Participation Manual and Internal Procedures Manuals.~~ ~~A compilation of state procedures,~~

~~rules, and instructions that have been assembled in manual form and that have been approved by the board for dissemination to the public and public agencies that may wish to participate in grant programs of IDPR or that outline operation of the Land and Water Conservation Program by IDPR for staff use. (3-20-20)T~~

~~12. — **Planning.** The development of documents and programs to identify and propose actions for managing recreational resources and the preparation and review of designs and specifications for such resources. (3-20-20)T~~

~~13. — **Priority Needs Assessment.** Incorporates SCORTP related activities that refined Idaho's priorities for LWCF obligation. These area are reflected in the OPSP criteria (see Section 440 of this chapter). (3-20-20)T~~

~~14. — **Project.** The undertaking that is or may be funded in whole or in part with funds administered by IDPR. (3-20-20)T~~

~~15. — **Retroactive Cost.** Costs incurred after receipt of application but prior to the execution of the project contract. (3-20-20)T~~

~~10.16. **SCORP/SCORTP.** Statewide Comprehensive Outdoor Recreation Plan/Statewide Comprehensive Outdoor Recreation and Tourism Plan. () (3-20-20)T~~

~~11.17. **Scope Element.** A specific item, for example, one (1) facility or amenity, listed on a project application or project agreement that is a part of the whole. (3-20-20)T~~

~~12.18. **Sponsor.** A state or local government agency that solicits a grant of funds from IDPR for a project or is responsible for administering the grant or funding of an approved application or completed project. () (3-20-20)T~~

~~19. — **State Liaison Officer (SLO).** The director is designated by the governor to serve as the State Liaison Officer to the National Park Service for the LWCF program. The chief of the Recreation Resources Bureau is designated as the Alternate State Liaison Officer. (3-20-20)T~~

011. -- 049. (RESERVED)

~~050. — **GENERAL PROVISIONS** Federal Land and Water Conservation Fund (LWCF) grants are available through IDPR for the acquisition or development of land to be used for outdoor recreation or for the combined acquisition and development of land to be used for outdoor recreation. Any land acquired or developed with these funds are held in perpetuity for outdoor recreation or, with approval from IDPR and NPS, be replaced with land of equal or higher fair market value, recreation utility and location. LWCF grants may be used for SCORTP activities planning. (3-20-20)T~~

~~050. **STATE LIAISON OFFICER (SLO) AND ALTERNATE STATE LIAISON OFFICER.** To be eligible for assistance under the LWCF Program, the governor of Idaho must designate in writing a state official, by name or position, to serve as its State Liaison Officer (SLO) and an Alternate State Liaison Officer (ASLO). The SLO has authority to accept and administer funds for purposes of the LWCF Program. The director is designated as the SLO and the State and Federal Grant Manager is the ASLO. ()~~

051. -- 064. (RESERVED)

065. COMPLIANCE WITH LAWS.
LWCF administration is subject to all applicable state and federal statutes, rules, regulations, ordinances and requirements. (3-20-20)T

066. -- 079. (RESERVED)

080. FUND ALLOCATION.

01. Eligible Applicants. Governmental agencies that are eligible to receive or apply for the grant funds include incorporated cities, counties, state agencies, recreation districts and other state or local governmental agencies authorized to provide general public recreation facilities. (3-20-20)T

02. Allocation of Funds. Idaho's cost of administering the SCORP SCORTP program, the LWCF program and a contingency fund are deducted from the state's annual apportionment. The remaining funds are divided fifty percent (50%) for local governmental agencies and fifty percent (50%) for state agencies. This policy may be altered in any year at the discretion of the board. (3-20-20)T

a. To assure that the needs of rural areas are met, twenty percent (20%) of the amount dedicated for local governmental agencies is dedicated for use by governmental agencies of five thousand (5,000) population or less. If the cumulative request of the governmental agencies of five thousand (5,000) population or less is more than the twenty percent (20%) of the amount dedicated for local governmental agencies, governmental agencies of five thousand (5,000) population or less may compete for the total remaining allocation. (3-20-20)T

b. If the total cost for a single project of a governmental agency with a population of five thousand (5,000) or less requires over one-half (1/2) of the twenty percent (20%) dedicated for use by governmental agencies of five thousand (5,000) population or less, that project will compete with the large governmental agency projects. (3-20-20)T

03. Exceptions. The board may suspend (through formal action at the board meeting at which LWCF grant requests are considered) any provision of Subsection 080.02 of this chapter if the allocation is too small to warrant viable projects. (3-20-20)T

04. Project Requests Insufficient. The board is not required to distribute all available funds. IDPR staff may recommend, and the board determine, to reject projects with evaluation scores so low as to be noncompetitive. (3-20-20)T

081. -- 094. (RESERVED)

095. CONTINGENCY FUND.

Twenty percent (20%) of the total allocation may be held out for needed cost overruns, special projects, and emergency needs. Any unused funds at the end of the funding cycle are obligated through the normal process. (3-20-20)T

~~096. -- 109. (RESERVED)~~

~~110. SPONSOR'S MATCHING SHARE.~~

~~The sponsor will be reimbursed up to fifty percent (50%) of the approved project cost. The sponsor's share can be either local funds, acceptable state funds, force account, or donation of privately owned lands, goods or services. Reimbursement varies according to the type of project and total project cost (see Section 515 of this chapter). The use of specific types of sponsor's share match may be adjusted in any year at the discretion of the board (see Section 140.04 of this chapter). (3-20-20)T~~

~~111. -- 124. (RESERVED)~~

~~125. PROJECT TIME LIMITATIONS.~~

~~The project must be completed by the applicant within twenty four (24) months of the federal contract signing. (3-20-20)T~~

~~96,126. -- 139. (RESERVED)~~

140. ELIGIBLE PROJECTS.

01. Generally. LWCF grants are available for up to fifty percent (50%) of the cost to acquire or develop land that is to be used for outdoor recreation purposes and is to be held in perpetuity for public outdoor recreation uses. Acquisitions or developments that do not contribute directly to general public outdoor recreation facilities or

activities are ineligible for LWCF funding. Acquisition of leases are not eligible. (3-20-20)T

02. Less Than Fee Acquisition. Acquisition of less than fee interest, such as easements and development right, must be considered in the same manner as simple fee acquisition subject to the following conditions: (3-20-20)T

a. The interest cannot be revocable; (3-20-20)T

b. The value can be supported through standard appraisal techniques; and (3-20-20)T

c. Recreation can be demonstrated as the primary purpose of the acquisition. (3-20-20)T

~~03. Ineligible Projects. Acquisitions or developments that do not contribute directly to general public outdoor recreation facilities or activities are ineligible for LWCF funding. Acquisition of leases are not eligible.~~
(3-20-20)T

~~03.04. SCORP SCORTP.~~ LWCF grants are available for up to fifty percent (50%) of the cost of the planning and preparing the SCORP SCORTP. () (3-20-20)T

~~141. 154. (RESERVED)~~

~~155. ELIGIBLE PROJECT COSTS.~~
IDPR may place restrictions on reimbursement of some acquisition and development costs. (3-20-20)T
Pre Agreement Costs. Add somewhere.

~~156. 169. (RESERVED)~~

~~170. 04. Acquisition of Publicly Owned Lands.~~ The cost to the sponsor of land purchased from another public agency is generally not eligible for LWCF funding. matching assistance. () (3-20-20)T

~~171. 184. (RESERVED)~~

~~185. 05. Acquisition of Structures.~~ Structures that are proposed to be retained and are incidental to the land are eligible for LWCF matching grant funds if they are to be used primarily for support facilities for outdoor recreation activities. The anticipated use must be clearly identified in the project application so that IDPR may exercise reasonable judgment in determining the eligibility of the structure for funding assistance. (3-20-20)T

06. Acquisitions Involving Compatible Multiple Uses. Nonrecreation uses, such as timber management, grazing, and other natural resource uses, may be carried out on lands acquired with LWCF assistance if they are clearly compatible with and secondary to recreation use, and are approved by IDPR prior to execution of the project contract. ()

07. Public Park and School Development Projects. Projects clearly designed and located to meet identified needs for general public recreation, as well as to provide school districts with outdoor education, physical education, and recreation facilities may be eligible for funding, provided general public recreation is clearly the primary use. ()

~~141.186. -- 199. (RESERVED)~~

200. WAIVER OF RETROACTIVITYELY.

~~01. Generally.~~ The SLO may grant permission to a sponsor to proceed prior to normal processing of an application through a written waiver of retroactively. This is not be construed as a qualitative approval of the proposed project. Should the project subsequently be approved, the costs incurred must be eligible for assistance. (3-20-20)T

01.02. NPS Waiver Required. The NPS may grant permission to a sponsor to proceed prior to normal

~~processing of an application through a written waiver of retroactivity. The SLO may not grant a waiver of retroactivity until the NPS has issued its waiver of retroactivity. A waiver may be granted only if LWCF moneys are available and only if an emergency situation warrants it.~~ () (3-20-20)T

0203. Limitations. Retroactive development costs are not eligible for reimbursement, other than expenses necessary for planning a development project and then only if it is specifically requested in the project application. (3-20-20)T

~~201. -- 214. (RESERVED)~~

215. SPECIFIC PROVISIONS FOR APPROVED PROJECTS

01. Ownership and Encumbrances.

a. Property rights obtained with LWCF assistance must be free of all ~~reservations or~~ encumbrances that would limit the use of the site disproportionate to the public benefit.

b. The sponsor must have title to or adequate control and tenure of the area to be developed. The sponsor must list all encumbrances in the property to be developed. In the event that encumbrances later prove to be incompatible with public outdoor recreation uses of the site, the sponsor must process a conversion (see Section 650 of this chapter). ()

~~216. -- 229. (RESERVED)~~

02. 230.Acquisition Costs Exceeding Fair Market Value. An approved appraisal is an acceptable estimate of property value (see Section 350 of this chapter). The negotiation between a willing seller and a willing buyer may set a price that is higher than the appraisal, and this market place value can be considered along with the appraised value in establishing the reasonable limits of assistance. If the sponsor believes that the negotiated price is a better indication of market value, yet it is higher than the appraised value, a detailed and well documented statement of this differences must be submitted, together with a formal request for a cost increase (see Section 620 of this chapter). (3-20-20)T

~~231. -- 259. (RESERVED)~~

~~260. ACQUISITIONS INVOLVING COMPATIBLE MULTIPLE USES.~~

~~Nonrecreation uses, such as timber management, grazing, and other natural resource uses, may be carried out on lands acquired with LWCF assistance if they are clearly compatible with and secondary to recreation use, and are approved by IDPR prior to execution of the project contract.~~ (3-20-20)T

~~261. -- 274. (RESERVED)~~

275.Acquisitions Involving Nonrecreation Use.

0301. Acquisition of Nonrecreation Use Limited. Lands acquired with LWCF assistance are immediately dedicated to public outdoor recreation and therefore, in the interim period between acquisition and planned development, the public cannot be denied use. In some instances during this period the temporary continuation of nonrecreation uses of LWCF assisted areas may be appropriate if not at the expense of public use. Continuation of existing nonrecreation uses must be approved by IDPR. When approved by IDPR, the use used will be phased out within three (3) years from the date of the acquisition. () (3-20-20)T

0402. Acquisition of Life Estates. Life estates, whereby an owner is allowed to use the property to the end of owner's his life, is an allowable nonrecreation use provided all of the following conditions are met: () (3-20-20)T

a. The life estate must not totally limit public use of the site; (3-20-20)T

b. The value of the life estate is not included within the total project cost as established through acceptable appraisal techniques; and (3-20-20)T

c. The life estate provisions are approved by IDPR. (3-20-20)T

216. -- 303. (RESERVED)

276. -- 289. (RESERVED)

290. PUBLIC PARK AND SCHOOL DEVELOPMENT PROJECTS.

~~Projects clearly designed and located to meet identified needs for general public recreation, as well as to provide school districts with outdoor education, physical education, and recreation facilities may be eligible for funding, provided general public recreation is clearly the primary use. (3 20 20)T~~

291. -- 304. (RESERVED)

304 SPONSOR'S MATCHING SHARE. The sponsor must match a portion of the approved project cost as determined by the National Park Service. The sponsor's share can be either local funds, acceptable state funds, force account, or donation of privately owned lands, goods or services. ()

305. DONATED REAL PROPERTY AS MATCHING SHARE.

01. Generally. The value of privately owned donated real property may be used as a portion or as all of the sponsor's matching share of an approved project when the transfer of title to the sponsor has not been accomplished prior to the execution by IDPR of the project contract, unless such action has been previously approved by IDPR under the waiver of retroactivity procedure (see Section 200 of this chapter). (3-20-20)T

02. Limitations. The donation must consist of real property that would normally qualify for LWCF funding. If the donation does not adjoin the tract being acquired or is not being developed as part of the project then it must stand on its own merits as an acceptable public recreation area in order to be considered an eligible donation. It also must be within the jurisdiction of the sponsor. (3-20-20)T

03. Appraisal Required. The value of the donation must be established by an appraisal report prepared under the provision of Section 350 of this chapter. Any portion of the value of the donation not utilized by the sponsor for matching in the project is not available for subsequent projects. ~~The amount of donation that is matchable is the value of the land donation up to the limit of the local agency's share of the project. The maximum reimbursed by IDPR may never exceed the cash expended on the project. () (3 20 20)T~~

306. -- 319. (RESERVED)

320. DONATED GOODS AND SERVICES AS MATCHING SHARE.

~~**01. Generally.** Donated services, materials and equipment are eligible for as match reimbursement. Allowable costs rates must be agreed upon by IDPR prior to initiation of construction and must be in accordance with current federal regulations and state rules. Partial reimbursement on projects involving such donations are limited to the amount of actual cash outlay by the grantee. () (3 20 20)T~~

~~**02. Excess Value.** Donated services above the needs for a project are not eligible for further funding assistance. (3 20 20)T~~

~~**03. Requirements.** Donated services may be furnished by professional and technical personnel, consultants, and other skilled or unskilled labor are eligible as match. The services must be an integral and necessary part of an approved project. Rates for donated services must be consistent with those paid for similar work in other activities of the state or local government. In those instances in which the required skills are not found in the sponsor's organization, rates must be consistent with those paid for similar work in the labor market in which the sponsor competes for the kind of services involved. Skilled and unskilled volunteer labor rates must be consistent with the rate~~

the sponsor would pay for similar work in the sponsor's labor market. If the volunteer is professionally skilled and employed in the work being performed on the project, the sponsor may use the volunteer's normal wage rate. If the volunteer is not professionally employed in the work being performed on the project, the sponsor must value the donated labor at the national minimum wage rate. The sponsor must provide documentation that includes the volunteer's name, date worked, hourly rate, number of hours worked, type of work, and total cost.()~~(3-20-20)T~~

321. -- 334. (RESERVED)

335. FORCE ACCOUNT AS MATCHING SHARE.

All or a portion of the sponsor's share can be provided through force account (i.e., use of sponsor's employees staff and equipment) when such contributions are verifiable from the sponsor's records, are not included as contributions for any other IDPR program, and are necessary and reasonable for proper and efficient accomplishment of the project. Documentation of force account must include: the name of each employee, dates worked, hourly rate of pay, number of hours worked, and the total cost by each employee. Documentation of equipment costs includes the type of equipment used, dates used, hourly rate value, number of hours used, how the hourly rate was determined, and total cost. ()~~(3-20-20)T~~

336. -- 349. (RESERVED)

350. APPRAISAL REQUIREMENTS.

A real estate appraisal is required for all land to be acquired. The appraisal must be prepared and paid for by the sponsor. ~~The type of appraisal to be used must be determined by the cost of the property, and difficulty of the appraisal assignment.~~ All appraisals must be done according to "Uniform Appraisal Standards for Federal Land Acquisitions." NPS requires that IDPR have each appraisal reviewed by a qualified appraiser. (3-20-20)T

~~351. -- 364. (RESERVED)~~

~~365. APPRAISAL REVIEWS.~~

~~IDPR reviews appraisals as necessary.~~ Any appraisal report that does not meet the basic content requirement or use correct analysis procedures must be corrected to the satisfaction of IDPR. All costs are paid by the sponsor. ()~~(3-20-20)T~~

~~366. -- 379. (RESERVED)~~

~~380. REVENUE FEASIBILITY STUDIES.~~

~~At the discretion of the SLO, a feasibility report prepared by a fiscal specialist may be required prior to funding consideration by the board. Specifically, it must provide the SLO with detailed financial information and data that is incorporated in staff recommendations to the board. This report is paid for by the sponsor.~~ (3-20-20)T

~~381. -- 394. (RESERVED)~~

~~395. TECHNICAL REVIEW.~~

~~At the discretion of the SLO, a technical report prepared by a licensed, certified engineer may be required prior to funding consideration by the board. This report is paid for by the sponsor.~~ (3-20-20)T

~~351.396. -- 409. (RESERVED)~~

410. FUNDING CYCLE.

~~01. Generally.~~ A funding cycle is held at a minimum of once every two (2) years with the following exception: subject to the level of funding, the board may suspend (through formal action at any regular meeting) a funding cycle. (3-20-20)T

~~02. Procedure.~~ The funding cycle consists of the following: (3-20-20)T

~~a.~~ Notification to begin a funding cycle must be made no less than ninety (90) days before applications

are due. (3-20-20)T

~~b. The evaluation committee meeting must be held within one hundred twenty (120) days of the application due date. (3-20-20)T~~

~~c. Recommendations must be formulated by IDPR staff within thirty (30) days following the evaluation committee meeting and must be made to the board no later than the next regularly scheduled meeting. (3-20-20)T~~

~~d. Subject to the level of funding, the board may suspend (through formal action at any regular meeting) the evaluation committee meeting and may elect to adopt staff recommendations. (3-20-20)T~~

~~03. Fees. At the discretion of the SLO, fees may be charged for the various stages of any funding cycle. When charged, fees are assessed equally on all applicants. Fees charge may not exceed fifty dollars (\$50) for all stages combined. (3-20-20)T~~

~~411. -- 424. (RESERVED)~~

~~425. APPLICATION PROCEDURE.~~

~~01. Initial Staff Review for Completeness and Eligibility. Participation manuals are available to guide sponsors in preparing projects for funding consideration. Materials submitted by the sponsor for consideration are reviewed by IDPR staff for completeness and for project eligibility. Once all application materials are submitted and a project is determined to be potentially eligible under criteria established in the OPSP, IDPR will ask the sponsor to make a presentation to the evaluation committee. () (3-20-20)T~~

~~02. Eligible Projects. Eligible projects are ranked according to the (OPSP (see Section 440 of this chapter). and approved by the board (see Section 470 of this chapter). Full federal application materials must be submitted to NPS for final funding approval (see Section 485 of this chapter). (3-20-20)T~~

~~426. -- 439. (RESERVED)~~

~~02440. Open Project Selection Process (OPSP).~~

~~01. Generally. The procedures outlined in OPSP through the SCORTP process are for the purpose of defining define the criteria that a proposed LWCF project must meet in order to be eligible for funding, and to establish priorities to objectively rate on the basis of which competing eligible projects can be rated objectively. The intent is to ensure that available funds are used to fund those projects that most nearly satisfy the intent of the LWCF Act, and the recreational needs of the people of Idaho. () (3-20-20)T~~

~~02. Requirements. Requirements for the SCORTP and the OPSP can be found in the "LWCF Participation Manual," available from IDPR or NPS. (3-20-20)T~~

~~03. Availability. Copies of the SCORTP and the OPSP criteria used in prioritizing those projects submitted for LWCF assistance may be obtained from IDPR or NPS. Typically, this criteria is provided in all LWCF application guidelines. (3-20-20)T~~

~~04. Suspension of OPSP. Subject to the level of funding, the board may elect to suspend OPSP (through formal action at any regular meeting). (3-20-20)T~~

~~441. -- 454. (RESERVED)~~

~~03. 455. LWCF Advisory Evaluation Committee Rating. The LWCF Advisory Committee rates projects and assists IDPR staff in making funding priority recommendations to the Idaho Park and Recreation Board. A quorum is required to conduct committee business. Five (5) people constitute a quorum. ()~~

~~01. Composition. The evaluation advisory committee includes representatives with experience in community development or public outdoor recreation. The committee ranks projects based on its review of the application and a presentation by the sponsor. It rates all projects based on the selected criteria found in OPSP.~~

~~04. Board Approval. The board reviews and approves a priority list for submission to NPS. Applications are submitted to NPS according to priority after LWCF moneys have been appropriated by Congress and allocated to the state. ()~~

~~05. Grant Agreement. Upon approval of a grant application by NPS, IDPR staff will present the sponsor with a grant agreement that identifies eligible costs and obligates the sponsor to a specified project scope. The sponsor must sign the agreement prior to initiating work on the project. The signed agreement obligates the sponsor to complete all elements of the project as described in the agreement and any applicable approved amendment. The signed agreement must include a proclamation from the sponsor's governing body committing the project and the sponsor to LWCF requirements in perpetuity. ()~~

~~426. -- 449. (RESERVED)~~

450. LWCF ADVISORY COMMITTEE MEMBER SELECTION AND APPOINTMENT.

~~01. Members. The evaluation advisory committee includes nine (9) members as follows: (3-20-20)T~~

~~a. Three (3) members are representatives of state and federal agencies with a technical relationship to community development or the outdoor recreation needs in the state. (3-20-20)T~~

~~b. One (1) member represents a community of five thousand (5,000) population or more (3-20-20)T~~

~~c. One (1) members represents a community of five thousand (5,000) population or less. (3-20-20)T~~

~~d. One (1) member represents the interests of ethnic minorities. (3-20-20)T~~

~~e. One (1) member represents the interests of the elderly. (3-20-20)T~~

~~f. One (1) member represents the interests of people with disabilities. (3-20-20)T~~

~~g. One (1) member must be from the board. (3-20-20)T~~

~~02. Quorum. A quorum is required to conduct committee business. Five (5) people constitute a quorum. (3-20-20)T~~

~~0203. Appointment and Term. Members are appointed by and serve at the discretion of the board SLO for three (3) funding sessions and may be reappointed, except, the board member must be selected by and serve at the discretion of the board. As necessary, the SLO provides public notice of available seats. Any interested individual or organization may nominate individuals to serve on the committee. () (3-20-20)T~~

~~456. -- 469. (RESERVED)~~

~~470. BOARD REVIEW AND APPROVAL.~~

~~The board reviews and approves projects according to the priority list provided by IDPR staff. Applications are submitted to NPS according to priority after LWCF moneys have been appropriated by congress and allocated to the state. (3-20-20)T~~

~~471. -- 484. (RESERVED)~~

~~485. NPS PROJECT APPROVAL.~~

~~When a project is approved by NPS, the announcement is made by one of the state's congressional delegation following notification from IDPR. All appraisals, title and deed work must be finalized prior to submitting a project~~

to NPS. _____ (3-20-20)T

~~486. -- 499. (RESERVED)~~

500. PROCEEDING ON THE PROJECT.

After project approval, the IDPR staff assists the sponsor in meeting the requirements of the LWCF including providing information on the steps and required documentation for acquisition and development projects along with financial responsibilities and allowable costs. The sponsor must complete work on the project according to the scope elements in the state/local agreement. (3-20-20)T

~~451.501. -- 514. (RESERVED)~~

515. DISBURSEMENT OF FUNDS.

01. Authorization. Except as otherwise provided herein, the ASLO must authorize disbursement of funds allocated to a project through reimbursement basis. The LWCF program is a reimbursement program, which means that the participants initially pay all project costs and then seek reimbursement through IDPR. (3-20-20)T

02. Documentation of Property Purchase. ~~Prior to submitting for property acquisition cost reimbursement, the sponsor must document that all Reimbursement not be made by IDPR until deed, title insurance and appraisal requirements are satisfied on all projects. Reimbursement may be made on development or combination acquisition and development projects once construction shows evidence and reasonable progress toward the completion of all scope elements and LWCF requirements.~~ (3-20-20)T

03. Partial Reimbursement. ~~Partial reimbursement is not made for projects where the project sponsor's matching share is less than fifteen thousand dollars (\$15,000). The sponsor must request reimbursement on forms provided by IDPR and must include all required documentation. When reimbursement is granted prior to project completion, the sponsor receives a reimbursement for fifty percent (50%) of the eligible costs incurred less a fifteen percent (15%) hold back. When the project has been completed and receives final approval from IDPR, the sponsor is paid the fifteen percent (15%) hold back. If multiple payments are to be incurred as part of the project, the final payment may be used as the fifteen percent (15%) hold back. The amount of reimbursement must never exceed the cash expended on the project.~~ (3-20-20)T

04. Request for Reimbursement. ~~Reimbursement must be requested by local governmental agencies on voucher forms provided by IDPR and includes all required documentation. The sponsor will receive a reimbursement for fifty percent (50%) of the eligible costs incurred. The amount of reimbursement must never exceed the cash expended on the project.~~ (3-20-20)T

05. Advance Payment. An advance payment is a payment made to a sponsor upon its request before cash outlays are made by the sponsor or payment made through the use of predetermined payment schedules before such payments are due. Advance payment may be made subject to the conditions outlined below: (3-20-20)T

~~a. IDPR will consider the payment of advances on development projects where the matching share is non-cash, and on acquisition projects where funds must be available up front in order to prevent the loss of an available site to other interested buyers. Such advances must receive prior approval of NPS. A written request must be submitted by the sponsor to IDPR to initiate the process. (3-20-20)T~~

~~b. Advances must be timed and procedures observed to assure that cash withdrawals occur only as and when essential to meet the needs of the project sponsors. Advances are limited to the minimum amounts needed and timed to be in accord with the requirements of carrying out the purpose of the approved project. Any moneys advanced to the sponsor are public moneys (owned by the federal government and the State of Idaho) and must be deposited in a bank with FDIC insurance coverage and the balances exceeding the FDIC coverage must be collaterally secure. (3-20-20)T~~

~~c. One (1) month after the advance has been received, the sponsor must submit a billing indicating expenditures made from the advanced funds. This will be used by IDPR as a basis for liquidating obligations, reducing~~

~~the advance account and making charges to the appropriate cost account. (3-20-20)T~~

~~d. At least monthly, IDPR reviews the sponsor's disbursements of advanced funds for reasonableness of cash balances on hand. In the event IDPR determines a sponsor is making insufficient progress using advanced funds, IDPR may request an immediate refund. (3-20-20)T~~

~~516. -- 529. (RESERVED)~~

530. PROJECT CONTRACT.

~~For every funded project, a project contract must be executed. The project contract must be prepared by the IDPR staff subsequent to approval of the project. Upon execution by the sponsor, the parties are thereafter bound by the project contract terms. The sponsor may not proceed with the project until the project contract has been executed. IDPR may not execute a project contract until federal funding has been authorized by NPS. (3-20-20)T~~

~~531. -- 544. (RESERVED)~~

545. CONTROL AND TENURE.

~~The sponsor has title to or adequate control and tenure of the area to be developed. The sponsor must list all outstanding rights or interests held by others in the property to be developed. In the event that outstanding rights later prove to be incompatible with public outdoor recreation uses of the site, the sponsor assumes the responsibility for having to replace the facilities developed with state or federal assistance with others of at least equal value and reasonably equivalent usefulness and location at the sole cost of the sponsor. (3-20-20)T~~

~~546. -- 559. (RESERVED)~~

560. LWCF PROJECT BOUNDARY AND ASSISTANCE APPLICABILITY.

~~All LWCF requirements apply to each area or facility, regardless of the extent of LWCF assistance. When LWCF development assistance is given to a project limited to less than a complete recreational property, all lands immediately adjacent to that LWCF development that are designated as recreational property must be identified as being within the LWCF project boundary and must be subject to LWCF guidelines. () (3-20-20)T~~

~~561. -- 574. (RESERVED)~~

575. SPONSOR COMMITMENT.

~~A proclamation from the sponsor's governing body committing the project and the sponsor to LWCF requirements must be submitted to IDPR prior to IDPR project approval. (3-20-20)T~~

~~576. -- 589. (RESERVED)~~

590. RESTRICTION ON TITLE.

~~Land acquired in fee or developed with outdoor recreation funds must be dedicated to outdoor recreation use in perpetuity by a recorded "Deed of Right to Use Land for Public Recreation Purposes" (Deed of Right) that conveys a real property interest to the public. This must be executed and recorded by the sponsor after it has taken title to the property, and before it applies for reimbursement. (3-20-20)T~~

~~561.591. -- 604. (RESERVED)~~

605. RECORDS.

~~Project records must be maintained by the state and sponsor for three (3) years after final payment. The material must be maintained beyond the required three (3) year period if audit findings have not been resolved. Property records must be maintained in perpetuity. (3-20-20)T~~

~~606. -- 619. (RESERVED)~~

620. PROJECT AMENDMENTS, COST INCREASES AND TIME EXTENSIONS.

01. Amendments. ~~The sponsor may request a project contract may be amended by execution of a project amendment from NPS through IDPR.~~ All amendment requests must be made in writing and must include a detailed justification. Sponsors are expected to complete projects as originally proposed and evaluated. However, amendments for minor changes in scope may be requested. ()

02. Cost Increases. Cost increases of twenty-five percent (25%) or more or changes in project elements that change the total project cost by twenty-five percent (25%) or more require that the ~~sponsor a new application project be presented as a totally new proposal and compete through the OPSP (see Sections 440 through 485 of this chapter) during a current funding cycle. Should the revised project not receive enough points to be funded~~ If the new application is not awarded a grant, the sponsor is required to complete the scope of the project as originally proposed at its sponsor's expense or return any funds reimbursed so that the project may be canceled and the funds reallocated. This does not apply to SCORP SCORTP projects. () ~~(3-20-20)T~~

0302. Cost Increases on Development Projects. For cost increase requests on development projects to be considered, all of the following requirements must be met: (3-20-20)T

a. The increase, or any portion thereof, is to be used only for costs incurred on elements specified in the project agreement; and (3-20-20)T

b. The sponsor has initiated implementation of the project in a timely manner and has had little control over the condition causing the cost overrun. (3-20-20)T

0403. Cost Increases on Acquisition Projects. Acquisition project cost increases must meet all of the following conditions: (3-20-20)T

a. The increased market value is supported by an acceptable appraisal; and (3-20-20)T

b. The sponsor has diligently pursued the acquisition; and (3-20-20)T

~~**c.** If increased relocation costs have caused a cost overrun, an explanation is required. (3-20-20)T~~

0504. Cost Increases for Condemnation. Acquisition cost increases based on condemnation awards, if granted, must be based on compensation for the property and direct relocation costs; no court or legal costs are eligible for reimbursement. () ~~(3-20-20)T~~

~~**05. Basis for Cost Increase.** Cost increase requests for development projects are based on the total approved costs. Cost increase requests for acquisition projects are based on a parcel by parcel determination. (3-20-20)T~~

06. Extensions of Time. ~~NPS will consider time extensions related to~~ Extensions of time limitations will be considered if based on unavoidable circumstances such as condemnation of property for acquisition projects and delays due to unusually poor weather or unavailability of supplies for a development project. Extensions are generally granted in six (6) month intervals. Avoidable project delays may result in loss of funding with the sponsor being required to return any funds reimbursed so that the project can be canceled. () ~~(3-20-20)T~~

621. -- 634. (RESERVED)

635. DEVELOPMENT PROJECT CONTRACT REQUIREMENTS.

Development projects require competitive bidding and must comply with all according to local, state and federal statutes requirements. () ~~(3-20-20)T~~

636. -- 649. (RESERVED)

650. CONVERSION TO OTHER USES.

~~**01. Generally.** The term "conversion" is used to identify properties that Property were acquired or~~

developed with LWCF assistance ~~is not that have been converted from a public outdoor recreation to other than public outdoor recreation uses without prior approval of the SLO and the NPS regional director. The SLO has authority to disapprove conversion requests or to reject proposed property substitutions.~~ () (3-20-20)T

02. Prerequisites to Approval of Conversion. IDPR will only forward ~~consider~~ a conversion request to NPS once the sponsor meets the following prerequisites ~~have been met~~: () (3-20-20)T

a. All practical alternatives to the conversion have been evaluated and rejected on a sound basis. (3-20-20)T

b. ~~The sponsor has provided an opportunity for at least thirty (30) days of public comment on the proposed conversion, prior to IDPR submitting a request to NPS to convert LWCF properties, the sponsors must hold a public hearing.~~ () (3-20-20)T

c. ~~The sponsor has established, through a state-approved appraisal, that the substitute property for the conversion is of at least equal fair market value of the converted property. fair market value of the property to be converted has been established and the property proposed for substitution is of at least equal fair market value as established by a state approved appraisal.~~ () (3-20-20)T

d. ~~The substitute property proposed for replacement is of reasonably equivalent usefulness and location as that being converted. It must be administered by the same political jurisdiction as the converted property.~~ () (3-20-20)T

e. ~~The substitute property proposed for substitution meets the eligibility requirements for LWCF assisted acquisition. The replacement substitute property constitutes or is part of a viable recreation area.~~ () (3-20-20)T

f. Public land may not be used for substitution on acquisition projects unless it meets the criteria for an eligible acquisition project. However, in the case of development projects for which the state match was not derived from the cost of the purchase or value of a donation of the land to be converted, public land not currently dedicated to recreation or conservation use may be used as ~~replacement land~~ substitute property even if this land is transferred from one public agency to another without cost. (3-20-20)T

g. Acquisition of one (1) parcel of land may be used to satisfy several conversions. ()

~~h. Property previously acquired by the sponsor may be used as substitute property for development projects. Property previously acquired by the sponsor may not be used as substitute property for acquisition projects.~~ ()

~~i.h. The sponsor has completed any required guidelines for environmental evaluation have been satisfactorily completed and considered.~~ () (3-20-20)T

~~j.i. The proposed conversion and substitution are in accord with the SCORP SCORPTP.~~ () (3-20-20)T

~~j. Staff consideration of the above points reveals no reason for disapproval and the project files are so documented.~~ (3-20-20)T

~~k. It should also be noted that the acquisition of one (1) parcel of land may be used in satisfaction of several approved conversions. However, previously acquired property cannot be used to satisfy substitution requirements except in the case of development projects.~~ (3-20-20)T

03. Project Amendments. Approved conversions require amendments in the project contract ~~when the property to be substituted is off site or when replacement of property is deferred.~~ () (3-20-20)T

04. Fees. The sponsor must pay all costs associated with all costs related to the Deposit, cost and fees

for the administration and management of the LWCF conversion process, must be as follows: () (3-20-20)T

~~a. The sponsor is required to pay a deposit of two and five tenths percent (2.5%) of the appraised value of the property or the total cost of the project grant, whichever is greater. This deposit may not be less than one thousand dollars (\$1,000). (3-20-20)T~~

~~b. IDPR will charge the sponsor for all administrative costs relating to the conversion and a service fee of one percent (1%) of the current appraised value of the converted property. The service fee may not exceed three thousand five hundred dollars (\$3,500) for each converted tract of property. (3-20-20)T~~

~~c. The administrative costs and the service fee will be deducted from the deposit. The sponsor will be reimbursed the remaining amount upon the successful completion of the conversion. Any incidental costs exceeding the deposit will be paid by the sponsor. (3-20-20)T~~

651. -- 664. (RESERVED)

665. USER FEES, CHARGES AND INCOME.

01. User Fees. User or other types of fees may be charged in connection with facilities developed with LWCF grants, provided that the fees and charges are commensurate with the value of recreation services or opportunities furnished and are in the prevailing range of public fees and charges for the particular activity involved. Discrimination on the basis of residence, including preferential reservation or membership systems and annual permit systems, is prohibited except to the extent that reasonable differences in admission and other fees may be maintained on the basis of residence. (3-20-20)T

02. Nonrecreational User Fees. Nonrecreational income that accrues to an outdoor recreation area other than the intended recreational use, including income from land management practices, must derive from use that is consistent with, and complementary to, the intended outdoor recreational use of the area. Gross nonrecreational income that accrues during the project period established in the project contract must be used to reduce the total cost of the project. Gross nonrecreational income that accrues subsequent to the ending date identified in the project contracts must be used only to offset the expense of operation and maintenance of the facility. (3-20-20)T

666. -- 679. (RESERVED)

680. PERMANENT PROJECT SIGNS.

~~The sponsor is required to install permanent public acknowledgment of LWCF assistance at project sites is required on at least one (1) prominent location, such as the project site entrance by placed area identification sign. The sponsor must use the LWCF symbol established and provided by IDPR must be used for such acknowledgment at the project site entrance, or other appropriate locations. The If the sponsor may desire wants to provide a more detailed sign, identification. IDPR staff must approve the sponsor's park sign prior to its construction to ensure proper designation is included. () (3-20-20)T~~

~~**681. -- 694. (RESERVED)**~~

~~**695. ARCHITECTURAL BARRIERS.**~~

~~Sponsors in the LWCF programs must assure that persons with disabilities are not precluded from the use of LWCF assisted recreational facilities. (3-20-20)T~~

~~**681.696. -- 709. (RESERVED)**~~

710. APPEALS UNIFORM RELOCATION COMPLAINT PROCEDURE.

The two (2) appeal procedure recommended by NPS are an appeal to the SLO and then to the board for resolution (see IDAPA 26.01.01, Section 250, "Rules of Administrative Procedure of the Idaho Park and Recreation Board").(3-20-20)T If a sponsor disagrees with any decision or action concerning SCORP, project proposals, valuations of properties and personal services, and audit exceptions, such decision or action may be appealed in the following sequence: ()

a. Local Project Sponsors. Disagreements between local project sponsors and the State Liaison Officer may be appealed to NPS and if not resolved to the satisfaction of the sponsor, may be appealed to the Director of NPS and ultimately to the Secretary of the Department of Interior, if necessary. ()

b. State Liaison Officer. Disagreements between the State Liaison Officer and NPS may be appealed to the Director of NPS and, if not resolved satisfactorily at that level, may be appealed to the Secretary of the Department of the Interior. ()

711. -- 724. (RESERVED)

725. ONGOING SPONSOR OBLIGATIONS/AVAILABILITY TO USERS. ()

01. Nondiscrimination. Property must be open to entry and use by all persons regardless of race, color, or national origin. Discrimination is also prohibited on the basis of age, disability, religion or gender. The sponsor must ensure that facilities and real property purchased in whole or in part with LWCF moneys are available for public use regardless of race, color, religion, national origin, gender, age, or disability. ()

02. Americans with Disabilities Act. The sponsor must ensure that facilities constructed with LWCF moneys meet the requirements as set by the Americans with Disabilities Act. ()

03. In Perpetuity. The sponsor must maintain any outdoor recreation use within LWCF boundaries in perpetuity. ()-(3-20-20)T

0402. Seasons and Hours. The sponsor must keep facilities open for public use at reasonable hours and times of the year based on intended use. ()-(3-20-20)T

~~726. -- 739. (RESERVED)~~

~~740. CIVIL RIGHTS COMPLAINT PROCEDURE.~~

~~An opportunity is provided for filing civil rights complaints. A written complaint must be filed with the SLO within one hundred eighty (180) days from the date the alleged discrimination occurred. Within ten (10) working days of IDPR receiving the complaint, the complainant must be notified of action that has been or must be taken to resolve the complaint. An investigation must be conducted by the deputy director or his designee within thirty (30) working days of IDPR's receipt of the complaint. The SLO or SLO's designee must send a written response to the complainant regarding the results of the investigation within thirty (30) working days of the time the investigation began. If dissatisfied with the results of the investigation, the complainant may submit a written request for reconsideration to the SLO within ten (10) days of the receipt of resolution. The complainant may also file a complaint with the Idaho Human Rights Commission and The Office of Equal Opportunity. Addresses are available from IDPR. (3-20-20)T~~

~~726741. -- 999. (RESERVED)~~

**26.01.33 – RULES GOVERNING THE ADMINISTRATION OF THE LAND
AND WATER CONSERVATION FUND PROGRAM**

000. LEGAL AUTHORITY.

The Idaho Parks and Recreation Board is authorized under Section 67-4223, Idaho Code, to adopt, amend, or rescind rules as may be necessary for proper administration of the department and its programs. (3-20-20)T

001. TITLE AND SCOPE.

01. Title. The title of this chapter is cited in full as Idaho Department of Parks and Recreation Rules, IDAPA 26.01.33, “Rules Governing the Administration of the Land and Water Conservation Fund Program.” (3-20-20)T

02. Scope. This chapter establishes procedures for the administration of the Land and Water Conservation Fund program, including requirements for project application, eligibility, review, award, and management. (3-20-20)T

002. -- 009. (RESERVED)

010. DEFINITIONS.

As used in this chapter: (3-20-20)T

01. Acquisition. The gaining of rights of public use by purchase or donation of fee or less than fee interests in real property. (3-20-20)T

02. Board. The Idaho Park and Recreation Board, a bipartisan, six (6) member board, appointed by the governor. ()

03. Development. The act of physically improving an area or constructing facilities necessary to increase its ability to serve outdoor recreation purposes. (3-20-20)T

04. Director. The director and chief administrator of IDPR or the designee of the director. ()

05. Evaluation Committee. Representatives from federal, state and local entities and other subject matter experts with expertise in community development or public outdoor recreation needs. ()

06. IDPR. The Idaho Department of Parks and Recreation. (3-20-20)T

07. LWCF. The Land and Water Conservation Fund, a federal grant program that provides matching grants to states, and through states to local governments, for the planning, acquisition and development of public outdoor recreation areas and facilities. (3-20-20)T

08. NPS. The National Park Service. (3-20-20)T

09. Open Project Selection Process (OPSP). The decision-making process and criteria by which IDPR selects projects for LWCF funding. ()

10. SCORP. Statewide Comprehensive Outdoor Recreation Plan. ()

11. Scope Element. A specific item, for example, one (1) facility or amenity, listed on a project application or project agreement that is a part of the whole. (3-20-20)T

12. Sponsor. A state or local government agency that solicits a grant from IDPR for a project or is responsible for administering the grant of an approved application or completed project. ()

011. -- 049. (RESERVED)

050. STATE LIAISON OFFICER (SLO) AND ALTERNATE STATE LIAISON OFFICER.

To be eligible for assistance under the LWCF Program, the governor of Idaho must designate in writing a state official, by name or position, to serve as its State Liaison Officer (SLO) and an Alternate State Liaison Officer (ASLO). The SLO has authority to accept and administer funds for purposes of the LWCF Program. The director is designated as the SLO and the State and Federal Grant Manager is the ASLO. ()

052. -- 064. (RESERVED)

065. COMPLIANCE WITH LAWS.

LWCF administration is subject to all applicable state and federal statutes, rules, regulations, ordinances and requirements. (3-20-20)T

066. -- 079. (RESERVED)

080. FUND ALLOCATION.

01. Eligible Applicants. Governmental agencies that are eligible to receive or apply for the grant funds include incorporated cities, counties, state agencies, recreation districts and other state or local governmental agencies authorized to provide general public recreation facilities. (3-20-20)T

02. Allocation of Funds. Idaho's cost of administering the SCORP program, the LWCF program and a contingency fund are deducted from the state's annual apportionment. The remaining funds are divided fifty percent (50%) for local governmental agencies and fifty percent (50%) for state agencies. This policy may be altered in any year at the discretion of the board. ()

a. To assure that the needs of rural areas are met, twenty percent (20%) of the amount dedicated for local governmental agencies is dedicated for use by governmental agencies of five thousand (5,000) population or less. If the cumulative request of the governmental agencies of five thousand (5,000) population or less is more than the twenty percent (20%) of the amount dedicated for local governmental agencies, governmental agencies of five thousand (5,000) population or less may compete for the total remaining allocation. (3-20-20)T

b. If the total cost for a single project of a governmental agency with a population of five thousand (5,000) or less requires over one-half (1/2) of the twenty percent (20%) dedicated for use by governmental agencies of five thousand (5,000) population or less, that project will compete with the large governmental agency projects. (3-20-20)T

03. Exceptions. The board may suspend (through formal action at the board meeting at which LWCF grant requests are considered) any provision of Subsection 080.02 of this chapter if the allocation is too small to warrant viable projects. (3-20-20)T

04. Project Requests Insufficient. The board is not required to distribute all available funds. IDPR staff may recommend, and the board determine, to reject projects with evaluation scores so low as to be noncompetitive. (3-20-20)T

081. -- 094. (RESERVED)

095. CONTINGENCY FUND.

Twenty percent (20%) of the total allocation may be held out for needed cost overruns, special projects, and emergency needs. Any unused funds at the end of the funding cycle are obligated through the normal process. (3-20-20)T

96. -- 139. (RESERVED)

140. ELIGIBLE PROJECTS.

01. Generally. LWCF grants are available the cost to acquire or develop land that is to be used for outdoor recreation purposes and is to be held in perpetuity for public outdoor recreation uses. Acquisitions or developments that do not contribute directly to general public outdoor recreation facilities or activities are ineligible for LWCF funding. Acquisition of leases are not eligible. ()

02. Less Than Fee Acquisition. Acquisition of less than fee interest, such as easements and development right, must be considered in the same manner as simple fee acquisition subject to the following conditions: (3-20-20)T

a. The interest cannot be revocable; (3-20-20)T

b. The value can be supported through standard appraisal techniques; and (3-20-20)T

c. Recreation can be demonstrated as the primary purpose of the acquisition. (3-20-20)T

03. SCORP. LWCF grants are available for the cost of the planning and preparing the SCORP. ()

04. Acquisition of Publicly Owned Lands. The cost to the sponsor of land purchased from another public agency is not eligible for LWCF funding. ()

05. Acquisition of Structures. Structures that are proposed to be retained and are incidental to the land are eligible for LWCF grant funds if they are to be used primarily for support facilities for outdoor recreation activities. The anticipated use must be clearly identified in the project application so that IDPR may exercise reasonable judgment in determining the eligibility of the structure for funding assistance. ()

06. Acquisitions Involving Compatible Multiple Uses. Nonrecreation uses, such as timber management, grazing, and other natural resource uses, may be carried out on lands acquired with LWCF assistance if they are clearly compatible with and secondary to recreation use, and are approved by IDPR prior to execution of the project contract. ()

07. Public Park and School Development Projects. Projects clearly designed and located to meet identified needs for general public recreation, as well as to provide school districts with outdoor education, physical education, and recreation facilities may be eligible for funding, provided general public recreation is clearly the primary use. ()

141. -- 199. (RESERVED)

200. WAIVER OF RETROACTIVITY.

01. NPS Waiver Required. The NPS may grant permission to a sponsor to proceed prior to normal processing of an application through a written waiver of retroactivity. ()

02. Limitations. Retroactive development costs are not eligible for reimbursement, other than expenses necessary for planning a development project and then only if it is specifically requested in the project application. (3-20-20)T

201. -- 214. (RESERVED)

215. SPECIFIC PROVISIONS FOR APPROVED PROJECTS

01. Ownership and Encumbrances.

a. Property rights obtained with LWCF assistance must be free of all encumbrances that would limit the use of the site disproportionate to the public benefit. ()

b. The sponsor must have title to or adequate control and tenure of the area to be developed. The sponsor must list all encumbrances in the property to be developed. In the event that encumbrances later prove to be incompatible with public outdoor recreation uses of the site, the sponsor must process a conversion (see Section 650 of this chapter). ()

02. Acquisition Costs Exceeding Fair Market Value. An approved appraisal is an acceptable estimate of property value (see Section 350 of this chapter). The negotiation between a willing seller and a willing buyer may set a price that is higher than the appraisal, and this market place value can be considered along with the appraised value in establishing the reasonable limits of assistance. If the sponsor believes that the negotiated price is a better indication of market value, yet it is higher than the appraised value, a detailed and well documented statement of this differences must be submitted, together with a formal request for a cost increase (see Section 620 of this chapter). (3-20-20)T

03. Acquisition of Nonrecreation Use Limited. Lands acquired with LWCF assistance are immediately dedicated to public outdoor recreation and therefore, in the interim period between acquisition and planned development, the public cannot be denied use. In some instances during this period the temporary continuation of nonrecreation uses of LWCF assisted areas may be appropriate if not at the expense of public use. Continuation of existing nonrecreation uses must be approved by IDPR. When approved by IDPR, the use will be phased out within three (3) years from the date of the acquisition. ()

04. Acquisition of Life Estates. Life estates, whereby an owner is allowed to use the property to the end of owner's life, is an allowable nonrecreation use provided all of the following conditions are met: ()

a. The life estate must not totally limit public use of the site; (3-20-20)T

b. The value of the life estate is not included within the total project cost as established through acceptable appraisal techniques; and (3-20-20)T

c. The life estate provisions are approved by IDPR. (3-20-20)T

216. -- 303. (RESERVED)

304 SPONSOR'S MATCHING SHARE. The sponsor must match a portion of the approved project cost as determined by the National Park Service. The sponsor's share can be either local funds, acceptable state funds, force account, or donation of privately owned lands, goods or services. ()

305. DONATED REAL PROPERTY AS MATCHING SHARE.

01. Generally. The value of privately owned donated real property may be used as a portion or as all of the sponsor's matching share of an approved project when the transfer of title to the sponsor has not been accomplished prior to the execution by IDPR of the project contract, unless such action has been previously approved by IDPR under the waiver of retroactivity procedure (see Section 200 of this chapter). (3-20-20)T

02. Limitations. The donation must consist of real property that would normally qualify for LWCF funding. If the donation does not adjoin the tract being acquired or is not being developed as part of the project then it must stand on its own merits as an acceptable public recreation area in order to be considered an eligible donation. It also must be within the jurisdiction of the sponsor. (3-20-20)T

03. Appraisal Required. The value of the donation must be established by an appraisal report prepared under the provision of Section 350 of this chapter. Any portion of the value of the donation not utilized by the sponsor for matching in the project is not available for subsequent projects. ()

306. -- 319. (RESERVED)

320. DONATED GOODS AND SERVICES AS MATCHING SHARE.

Donated services, materials and equipment are eligible as match. Allowable costs must be agreed upon by IDPR prior to initiation of construction and must be in accordance with current federal regulations. Donated services furnished by professional and technical personnel, consultants, and other skilled or unskilled labor are eligible as match. The services must be an integral and necessary part of an approved project. Skilled and unskilled volunteer labor rates must be consistent with the rate the sponsor would pay for similar work in the sponsor's labor market. If the volunteer is professionally skilled and employed in the work being performed on the project, the sponsor may use the volunteer's normal wage rate. If the volunteer is not professionally employed in the work being performed on the project, the sponsor must value the donated labor at the national minimum wage rate. The sponsor must provide documentation that includes the volunteer's name, date worked, hourly rate, number of hours worked, type of work, and total cost.

()

321. -- 334. (RESERVED)

335. FORCE ACCOUNT AS MATCHING SHARE.

All or a portion of the sponsor's share can be provided through force account (i.e., use of sponsor's employees and equipment) when such contributions are verifiable from the sponsor's records, are not included as contributions for any other IDPR program, and are necessary and reasonable for proper and efficient accomplishment of the project. Documentation of force account must include: the name of each employee, dates worked, hourly rate of pay, number of hours worked, and the total cost by each employee. Documentation of equipment costs includes the type of equipment used, dates used, hourly rate value, number of hours used, how the hourly rate was determined, and total cost.

()

336. -- 349. (RESERVED)

350. APPRAISAL REQUIREMENTS.

A real estate appraisal is required for all land to be acquired. The appraisal must be prepared and paid for by the sponsor. All appraisals must be done according to "Uniform Appraisal Standards for Federal Land Acquisitions." NPS requires that IDPR have each appraisal reviewed by a qualified appraiser. Any appraisal report that does not meet the basic content requirement or use correct analysis procedures must be corrected to the satisfaction of IDPR. All costs are paid by the sponsor.

()

351. -- 409. (RESERVED)

410. FUNDING CYCLE.

A funding cycle is held at a minimum of once every two (2) years with the following exception: subject to the level of funding, the board may suspend (through formal action at any regular meeting) a funding cycle. (3-20-20)T

411. -- 424. (RESERVED)

425. APPLICATION PROCEDURE.

01. Staff Review for Completeness and Eligibility. Materials submitted by the sponsor are reviewed by IDPR staff for completeness and for project eligibility. ()

02. Open Project Selection Process (OPSP). The procedures outlined in OPSP define the criteria that a proposed LWCF project must meet in order to be eligible for funding and establish priorities to objectively rate competing eligible projects. ()

03. LWCF Advisory Committee Rating. The LWCF Advisory Committee rates projects and assists IDPR staff in making funding priority recommendations to the Idaho Park and Recreation Board. A quorum is required to conduct committee business. Five (5) people constitute a quorum. The advisory committee includes representatives with experience in community development or public outdoor recreation. The committee ranks projects based on its review of the application and a presentation by the sponsor. It rates all projects based on the selected criteria found in OPSP. ()

04. Board Approval. The board reviews and approves a priority list for submission to NPS. Applications are submitted to NPS according to priority after LWCF moneys have been appropriated by Congress and allocated to the state. ()

05. Grant Agreement. Upon approval of a grant application by NPS, IDPR staff will present the sponsor with a grant agreement that identifies eligible costs and obligates the sponsor to a specified project scope. The sponsor must sign the agreement prior to initiating work on the project. The signed agreement obligates the sponsor to complete all elements of the project as described in the agreement and any applicable approved amendment. The signed agreement must include a proclamation from the sponsor's governing body committing the project and the sponsor to LWCF requirements in perpetuity. ()

426. -- 449. (RESERVED)

450. LWCF ADVISORY COMMITTEE MEMBER SELECTION AND APPOINTMENT.

01. Members. The advisory committee includes nine (9) members as follows:

a. Three (3) members are representatives of state and federal agencies with a technical relationship to community development or the outdoor recreation needs in the state. (3-20-20)T

b. One (1) member represents a community of five thousand (5,000) population or more (3-20-20)T

c. One (1) members represents a community of five thousand (5,000) population or less. (3-20-20)T

d. One (1) member represents the interests of ethnic minorities. (3-20-20)T

e. One (1) member represents the interests of the elderly. (3-20-20)T

f. One (1) member represents the interests of people with disabilities. (3-20-20)T

g. One (1) member must be from the board. (3-20-20)T

02. Appointment and Term. Members are appointed by and serve at the discretion of the board for three (3) funding sessions and may be reappointed. ()

451. -- 514. (RESERVED)

515. DISBURSEMENT OF FUNDS.

01. Authorization. Except as otherwise provided herein, the SLO must authorize disbursement of funds allocated to a project through reimbursement basis. The LWCF program is a reimbursement program, which means that the participants initially pay all project costs and then seek reimbursement through IDPR. (3-20-20)T

02. Documentation of Property Purchase. Prior to submitting for property acquisition cost reimbursement, the sponsor must document that all deed, title insurance and appraisal requirements are satisfied

03. Reimbursement. The sponsor must request reimbursement on forms provided by IDPR and must include all required documentation. The amount of reimbursement must never exceed the cash expended on the project. ()

546. -- 559. (RESERVED)

560. LWCF PROJECT BOUNDARY AND ASSISTANCE.

When LWCF development assistance is given to a project limited to less than a complete recreational property, all lands immediately adjacent to that LWCF development that are designated as recreational property must be identified as being within the LWCF project boundary and must be subject to LWCF guidelines. ()

561. -- 604. (RESERVED)

605. RECORDS.

Project records must be maintained by the state and sponsor for three (3) years after final payment. The material must be maintained beyond the required three (3) year period if audit findings have not been resolved. Property records must be maintained in perpetuity. (3-20-20)T

606. -- 619. (RESERVED)

620. PROJECT AMENDMENTS, COST INCREASES AND TIME EXTENSIONS.

01. Amendments. The sponsor may request a project amendment from NPS through IDPR. All amendment requests must be made in writing and must include a detailed justification. Sponsors are expected to complete projects as originally proposed and evaluated. However, amendments for minor changes in scope may be requested. ()

02. Cost Increases. Cost increases of twenty-five percent (25%) or more or changes in project elements that change the total project cost by twenty-five percent (25%) or more require that the sponsor a new application through the OPSP. If the new application is not awarded a grant, the sponsor is required to complete the scope of the project as originally proposed at sponsor's expense or return any funds reimbursed so that the project may be canceled and the funds reallocated. This does not apply to SCORP projects. ()

03. Cost Increases on Development Projects. For cost increase requests on development projects to be considered, all of the following requirements must be met: (3-20-20)T

a. The increase, or any portion thereof, is to be used only for costs incurred on elements specified in the project agreement; and (3-20-20)T

b. The sponsor has initiated implementation of the project in a timely manner and has had little control over the condition causing the cost overrun. (3-20-20)T

04. Cost Increases on Acquisition Projects. Acquisition project cost increases must meet all of the following conditions: (3-20-20)T

a. The increased market value is supported by an acceptable appraisal; and (3-20-20)T

b. The sponsor has diligently pursued the acquisition. (3-20-20)T

05. Cost Increases for Condemnation. Acquisition cost increases based on condemnation awards, if granted, must be based on compensation for the property and direct relocation costs; no court or legal costs are eligible for reimbursement. ()

06. Extensions of Time. NPS will consider time extensions related to unavoidable circumstances such as condemnation of property for acquisition projects and delays due to unusually poor weather or unavailability of supplies for a development project. Extensions are generally granted in six (6) month intervals. Avoidable project delays may result in loss of funding with the sponsor being required to return any funds reimbursed so that the project can be canceled. ()

621. -- 634. (RESERVED)

635. DEVELOPMENT PROJECT CONTRACT REQUIREMENTS.

Development projects require competitive bidding and must comply with all local, state and federal requirements. ()

636. -- 649. (RESERVED)

650. CONVERSION TO OTHER USES.

01. Conversion. The term “conversion” is used to identify properties that were acquired or developed with LWCF assistance that have been converted from a public outdoor recreation to other than public outdoor recreation uses without prior approval of NPS. ()

02. Prerequisites to Approval of Conversion. IDPR will only forward a conversion request to NPS once the sponsor meets the following prerequisites: ()

a. All practical alternatives to the conversion have been evaluated and rejected on a sound basis. (3-20-20)T

b. The sponsor has provided an opportunity for at least thirty (30) days of public comment on the proposed conversion. ()

c. The sponsor has established, through a state-approved appraisal, that the substitute property for the conversion is of at least equal fair market value of the converted property. ()

d. The substitute property proposed is of reasonably equivalent usefulness and location as that being converted. It must be administered by the same political jurisdiction as the converted property. ()

e. The substitute property meets the eligibility requirements for LWCF assisted acquisition. The substitute property constitutes or is part of a viable recreation area. ()

f. Public land may not be used for substitution on acquisition projects unless it meets the criteria for an eligible acquisition project. However, in the case of development projects for which the state match was not derived from the cost of the purchase or value of a donation of the land to be converted, public land not currently dedicated to recreation or conservation use may be used as substitute property even if this land is transferred from one public agency to another without cost. ()

g. Acquisition of one (1) parcel of land may be used to satisfy several conversions. ()

h. Property previously acquired by the sponsor may be used as substitute property for development projects. Property previously acquired by the sponsor may not be used as substitute property for acquisition projects. ()

i. The sponsor has completed any required environmental evaluation ()

j. The proposed conversion and substitution are in accord with the SCORP ()

03. Project Amendments. Approved conversions require amendments in the project contract. ()

04. Fees. The sponsor must pay all costs associated with all costs related to the LWCF conversion process. ()

651. -- 664. (RESERVED)

665. USER FEES, CHARGES AND INCOME.

01. User Fees. User or other types of fees may be charged in connection with facilities developed with LWCF grants, provided that the fees and charges are commensurate with the value of recreation services or opportunities furnished and are in the prevailing range of public fees and charges for the particular activity involved. Discrimination on the basis of residence, including preferential reservation or membership systems and annual permit systems, is prohibited except to the extent that reasonable differences in admission and other fees may be maintained on the basis of residence. (3-20-20)T

02. Nonrecreational User Fees. Nonrecreational income that accrues to an outdoor recreation area other than the intended recreational use, including income from land management practices, must derive from use that is consistent with, and complementary to, the intended outdoor recreational use of the area. Gross nonrecreational income that accrues during the project period established in the project contract must be used to reduce the total cost of the project. Gross nonrecreational income that accrues subsequent to the ending date identified in the project contracts must be used only to offset the expense of operation and maintenance of the facility. (3-20-20)T

666. -- 679. (RESERVED)

680. PERMANENT PROJECT SIGNS.

The sponsor is required to install permanent public acknowledgment of LWCF assistance at project sites on at least one (1) prominent location, such as the project site entrance. The sponsor must use the LWCF symbol established and provided by IDPR for such acknowledgment. If the sponsor wants to provide a more detailed sign, IDPR staff must approve the sign prior to construction to ensure proper designation. ()

681. -- 709. (RESERVED)

710. APPEALS.

If a sponsor disagrees with any decision or action concerning SCORP, project proposals, valuations of properties and personal services, and audit exceptions, such decision or action may be appealed in the following sequence: ()

a. Local Project Sponsors. Disagreements between local project sponsors and the State Liaison Officer may be appealed to NPS and if not resolved to the satisfaction of the sponsor, may be appealed to the Director of NPS and ultimately to the Secretary of the Department of Interior, if necessary. ()

b. State Liaison Officer. Disagreements between the State Liaison Officer and NPS may be appealed to the Director of NPS and, if not resolved satisfactorily at that level, may be appealed to the Secretary of the Department of the Interior. ()

711. -- 724. (RESERVED)

725. ONGOING SPONSOR OBLIGATIONS. ()

01. Nondiscrimination. The sponsor must ensure that facilities and real property purchased in whole or in part with LWCF moneys are available for public use regardless of race, color, religion, national origin, gender, age, or disability. ()

02. Americans with Disabilities Act. The sponsor must ensure that facilities constructed with LWCF moneys meet the requirements as set by the Americans with Disabilities Act. ()

03. In Perpetuity. The sponsor must maintain any outdoor recreation use within LWCF boundaries in perpetuity. ()

04. Seasons and Hours. The sponsor must keep facilities open for public use at reasonable hours and times of the year based on intended use. ()

726 -- 999. (RESERVED)

IDAPA RULE IDAPA FEE BOARD ACTION REQUIRED
 BOARD POLICY INFO ONLY, NO ACTION REQUIRED

AGENDA
Idaho Park and Recreation Board Teleconference
IDPR Headquarters
5657 Warm Springs Ave.
Boise, ID 83716
August 12, 2020

AGENDA ITEM: **Rules Regarding State and Federal Grants**
ACTION REQUIRED: **Provide Opportunity for Public Comments on IDAPA 26.01.31**
PRESENTER: **Anna Canning, Management Services Administrator**

PRESENTATION

BACKGROUND INFORMATION:

At its February Meeting, the Board directed staff to initiate an amendment to Idaho Code to re-evaluate criteria in the rules regarding state and federal grants while also updating the rules to meet the goals of the Red Tape Reduction Act. The intent is to collect comments on the proposed amendments for the next year and present the amendments during the 2022 Legislative Session. (The Governor has a moratorium on IDAPA amendments for the 2021 Legislative Session.)

In February 2020, both Bonner County and Kootenai County formally requested we consider removing the 30% cap tied to the Waterways Improvement Fund grant program found in IDAPA 26.01.20.200.03.

STAFF RECOMMENDATIONS:

The rules regarding state and federal grants were written in 1999 with substantial amendments in 2006. In 2010, IDPR added a section on Off-Highway Vehicle Law Enforcement Fund Distribution to the rules. Because the latter is NOT a state or federal grant program, staff recommends that this section be moved into a policy.

Thus far, Management Services Administrator Anna Canning and State and Federal Grants Manager Kathy Muir worked together to create a draft that simplifies and updates the rules to reflect current practices. Staff also consolidated the standards from Policy 5020 Supplemental Grant Standards into the rules. (Many thanks to Grant Specialist Adam Straubinger and Financial Officer Steve Martin for reviewing the rule!)

As you review the underline and strike out version of the document (Exhibit A), you will note that we have substantially changed the document. For this reason, I have also provided you with a clean copy that incorporates all the changes (Exhibit B).

Please note we have not yet revised the 30% cap standard now located in IDAPA 26.01.20.051. The intent of staff at this stage is to provide a simplified and accurate version to the public for comment. (Removed 3 pages; 1,479 words; and 12 restrictive words.)

RECOMMENDED MOTION:

Staff recommends that the Board discuss any changes that they would like to see to the document thus far and that they open the meeting to the public to provide comments.



PARKS AND WATERWAYS DEPARTMENT

1500 Highway 2, Suite 101 • Sandpoint, ID 83864 • Phone: (208) 255-5681 Ext. 4

David Langhorst
Director, IDPR
P.O. Box 83720
Boise, ID 83720-0065
208-514-2250

Director Langhorst,

On February 25, 2020, the Bonner County Commissioners approved a letter to the Idaho Department of Parks and Recreation requesting a review of the Waterways Improvement Fund Cap. The cap limits counties to only be eligible for 30 percent of the vessel registration grant funds per year, limiting the amount of grant funds available to counties implementing large waterways projects.

Bonner County is one such county that is in a unique situation in that we manage not only the largest lake in Idaho, but we manage the most recreational water in Idaho. Removing the 30 percent cap would benefit recreationalists throughout the state by allowing counties like ours to apply for the grant funds needed to properly manage and maintain our waterways and recreational facilities.

Attached for your information is the letter that was submitted to the Idaho Department of Parks and Recreation Board Members explaining the importance of removing this 30-year-old rule. I want to thank you for your time and hope that reading this letter is helpful and informational.

Respectfully,

Nathan D. Demmons
Recreation Manager
Bonner County Parks and Waterways
1500 Hwy 2 Suite 101
Sandpoint, ID 83864
208-255-5681 Ext. 4



PARKS AND WATERWAYS DEPARTMENT

1500 Highway 2, Suite 101 • Sandpoint, ID 83864 • Phone: (208) 255-5681 Ext. 4

IDPR Board Members
Idaho Department of Parks and Recreation
5657 Warm Springs Ave.
Boise, ID 83716

02.25.2020

RE: REQUEST FOR BOARD REVIEW – WATERWAYS IMPROVEMENT FUND CAP

Chairman Black,

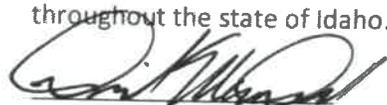
It has come to our attention that a request must be officially be made to review the Waterways Improvement Fund cap. In cooperation with Kootenai County, Bonner County would like to request the review of the 30-year-old rule to investigate its relevance in today's socioeconomic boating climate in and around Idaho's waterways.

Bonner County is in a unique situation in that we manage the largest amount of recreational water in Idaho. With 185 square miles of water in Bonner County, managing and maintaining boating amenities and recreational opportunities is complex and expensive. Bonner County also has the largest and deepest lake in Idaho, Lake Pend Oreille, which is known for having severe weather patterns and ocean like squalls. To withstand the harsh atmosphere, Bonner County must implement projects with custom engineered designs and construction methods that can endure a constant barrage from large waves as well as thick ice and snow.

To complicate management of the county's public facilities even further, Bonner County's waterways are accessible and used year around requiring constant monitoring and maintenance, whereas other water bodies in the state are seasonal due to inaccessibility during winter, low water, or ice buildup. As Bonner County works to provide quality recreational facilities and opportunities to Idaho registered boaters throughout the year, the cost associated with providing these amenities is greater than the average county in Idaho.

The existing WIF cap rule significantly reduces the effectiveness of the waterway's improvement fund by limiting the amount of funding that can be received in a single grant cycle. This prevents applicants from applying for the required funds for critical projects because it does not meet the 30 percent threshold and a partial grant will not suffice. Between waterway projects from city, county, and federal entities, waterway improvement funds are highly competitive in Bonner County. The 30 percent cap limits the chance that we or other agencies will receive all the funds necessary to complete the project as designed. Just this year, the City of Sandpoint has applied to receive all the WIF funds allotted to our county in one grant. This is just phase one of three phases the city is proposing. Potentially, all the WIF funds allotted for our county could go to the City of Sandpoint for the next three years if they are approved for this grant and the subsequent phases thereafter. With the WIF cap in place, this could hinder the potential of Bonner County and other agencies chances of receiving funds for worthwhile waterways projects.

Bonner County is a destination county for powerboating recreational experiences. To be able to benefit recreationalists from all over Idaho, we respectfully request a review of the Waterways Improvement cap. We want to thank you for all that the Idaho Parks and Recreation Department has accomplished and continues to strive for; to improve quality of life through outdoor recreation and resource stewardship throughout the state of Idaho.


Dan McDonald, Chairman


Steven Bradshaw, Commissioner


Jeff Connolly, Commissioner

CC: Governor Brad Little, IDPR Director, David Langhorst

**26.01.31 – RULES GOVERNING THE ADMINISTRATION OF THE IDAHO DEPARTMENT
OF PARKS AND RECREATION STATE AND FEDERAL GRANT FUNDS**

000. LEGAL AUTHORITY.

The Idaho Park and Recreation Board is authorized under Section 67-4223(a), Idaho Code, to adopt, amend, or rescind rules as may be necessary for proper administration of the Department and its programs. (7-1-99)

001. TITLE AND SCOPE.

01. Title. The title of this chapter is cited in full as Idaho Department of Parks and Recreation Rules, IDAPA 26.01.31, “Rules Governing the Administration of the Idaho Department of Parks and Recreation State and Federal Grant Funds.” (4-11-06)

02. Scope. This chapter establishes procedures for grants administration of the Off-Road Motor Vehicle ~~Account~~Fund, the Recreational Vehicle ~~Account~~Fund, the Waterways Improvement Fund, the State Trust for Outdoor Recreation Enhancement Fund, the Recreational Trails Program Fund, the Motorbike Recreation ~~Account~~Fund, the Cutthroat License Plate Fund, the Mountain Bike License Plate Fund, and the Recreational Road and Bridge Fund. This chapter includes requirements for project application, eligibility, review, award and management. (~~4-11-06~~)

002. -- 009. (RESERVED)

010. DEFINITIONS.

As used in this chapter: (7-1-99)

01. Applicant. An authorized representative of an eligible IDPR approved entity, that identifies a need for a project, supplies initial support data, and applies for program grant through the Department. ()(~~4-11-06~~)

02. Board. The Idaho Park and Recreation Board. (7-1-99)

~~**03. County Waterways Committee.** Those committees created by Section 67-7012, Idaho Code, whose purpose is to advise the county on the maintenance and improvements of waterways and expenditures of moneys deposited in the county vessel account. (4-11-06)~~

~~**03.04. Cutthroat License Plate Fund (CLP).** That portion of the Park and Recreation fund created in Section ~~67-4225~~ 49-417, Idaho Code, received from the sale of cutthroat wildlife license plates. (4-11-06)~~

~~**04.05. Department.** The Idaho Department of Parks and Recreation. (7-1-99)~~

~~**05.06. Director.** The Director and chief administrator of the Department, or the designee of the Director. () (7-1-99)~~

~~**06.07. Grant.** A grant from programs or funds as described in Section 001.02 of this chapter. (4-11-06)~~

~~**07.08. Grantee.** An applicant who receives a grant from the Department for the programs or funds as described in Section 001.02. (4-11-06)~~

~~**09. IDPR Grant Guidelines.** A compilation of state procedures, rules, and instructions assembled in manual form for dissemination to the potential applicant and public entities that may wish to apply for grants. (4-11-06)~~

~~**10. Management.** The actions taken in exercising control over, regulating the use, operation, and maintenance of facilities or programs. (7-1-99)~~

~~08.11. Motorbike Recreation (MBR) Account. This account, Fund created by Section 67-7126 7127, Idaho Code, may be used for all of the purposes outlined in Subsection 010.11 of this chapter and rider education programs. When reference is made to the ORMV Account in this chapter, it is intended to include the MBR Fund the same as if it was specifically denoted as such except enforcement of laws and rules governing the use of off road motor vehicles in Idaho. () (4-11-06)~~

~~09. Mountain Bike Plate. That portion of the Park and Recreation fund created in Section 49-419E, Idaho Code received from the sale of mountain bike license plates. ()~~

~~10.12. Off-Road Motor Vehicle (ORMV) Fund Account. That account Fund created by Section 57-1901, Idaho Code. These moneys may be used to acquire, purchase, improve, repair, maintain, furnish and equip off road motor vehicle facilities and sites or areas used by off road vehicles on public or private land, and to assist with enforcement of laws and regulations governing the use of off road vehicles in the state of Idaho. () (7-1-99)~~

~~11.13. Off-Road Motor Vehicle (ORMV) Account Advisory Committee. A nine (9) member committee appointed by the Board to advise the Department on matters involving ORMV Fund grants. () (7-1-99)~~

~~14. Project. An effort to comply with Idaho statutes and rules for which grant funds are used to assist the grantee in achieving the objectives of the grant programs. (4-11-06)~~

~~15. Project Manager. Any individual who has the principle responsibility for the ongoing management of projects. (7-1-99)~~

~~12.16. Public Entity. The state, federal or local government or a subdivision thereof (including recreation districts), or an Indian tribe. () (7-1-99)~~

~~13. Recreational Grant Program Guidance. A compilation of state procedures, rules, and instructions assembled for dissemination to the potential applicant and public entities that may wish to apply for grants. ()~~

~~14.17. Recreational Road and Bridge Fund (RRBF). That portion of the park and recreation capital improvement account (as established by Section 57-1801, Idaho Code) that is funded through fuels tax as set forth in Section 63-2412(f)3, Idaho Code designated for grants to improve roads, bridges, and parking lots in or leading to park and recreation areas of the state. () (4-11-06)~~

~~15.18. Recreational Trails Program (RTP). An assistance program of the Department of Transportation's Federal Highway Administration. The account created by the Transportation Equity Act for the 21st Century (Section 1112). This fund may be used for maintenance and restoration of existing recreational trails, development and rehabilitation of trailside and trailhead facilities and trail linkages for recreational trails, purchase and lease of recreational trail construction equipment, construction of new recreational trails, acquisition of easements and fee simple title to property for recreational trails or recreational trail corridors, and the operation of education programs to promote safety and environmental protection as those objectives relate to the use of recreational trails. () (4-11-06)~~

~~16.19. Recreational Trails Program (RTP) Advisory Committee. A ten (10) member advisory committee appointed by the Board to advise the Department on matters related to the Recreational Trails Program. () (4-11-06)~~

~~17.20. Recreational Vehicle (RV) Account Fund. That account Fund created by Section 49-448, Idaho Code. The moneys may be used for the acquisition, lease, development, improvement, and maintenance of facilities designed to promote the health, safety, and enjoyment of recreational vehicle users. () (7-1-99)~~

~~18.21. Recreational Vehicle (RV) Advisory Committee. A six (6) member committee appointed by the Board to advise the Board and Department on matters involving the RV Account-Recreational Vehicle Fund. () (7-1-99)~~

~~19.22. Staff. Any individual employed by the Department. (7-1-99)~~

~~20.23. State and Federal Grant Manager.~~ The ~~staff Department administrator~~ in charge of State and Federal grant programs. () (4-11-06)

~~24. State and Federal Grant Program.~~ That section of the Department responsible for the administration of state and federal grant programs. (4-11-06)

~~25. State Trust for Outdoor Recreation Enhancement (STORE).~~ The recreation account created by Section 67-4247, Idaho Code. (7-1-99)

~~21.26. Waterways Improvement Fund (WIF).~~ Fund ~~That fund~~ created by Section 57-1501, Idaho Code. These moneys may be used for the protection and promotion of safety, waterways improvements, creation and improvement of parking areas for boating purposes, making and improving boat ramps and moorings, marking of waterways, search and rescue, and all things incident to such purposes including the purchase of real and personal property. No such improvements may constructed in any county of the state without the approval of the county waterways committee of the plan for such improvements. (4-11-06)

~~22.27. Waterways Improvement Fund Grant Advisory Committee.~~ A six (6) member committee appointed by the Board to advise the Department on matters relating to Waterways Improvement Fund grants. () (7-1-99)

011. -- 049. (RESERVED)

050. STATE AND FEDERAL GRANT PROGRAMS.

It is the intent of the Department, through the State and Federal Grant Programs program, to provide funds and planning assistance to entities consistent with the purpose statement outlined in Idaho Code for each program and the provisions detailed in the Recreation Grant Program Guidance, for the acquisition, lease, development, improvement and maintenance of facilities and equipment to promote the health, safety, enjoyment and general welfare of recreational users in the state of Idaho. () (4-11-06)

051.SPECIFIC GRANT CRITERIA FOR WATERWAYS IMPROVEMENT FUND. WIF grants may not be used to construct improvements in any county of the state without the approval of the applicable county waterways committee (created by Section 67-7012, Idaho Code) of the plan for such improvements. The total sum of WIF grant funds approved to be used in any one (1) county may not exceed thirty percent (30%) of the total WIF grant funds approved to be used statewide in any state fiscal year. ()

~~051. -- 074. (RESERVED)~~

~~075. ELIGIBLE APPLICANTS.~~

~~Public entities as defined in Subsection 010.16, and sponsors as defined by Federal Highway Administration Recreation Trail Program Interim Guidance and the Mountain Bike License Plate, are eligible to apply for and receive grants as described on Subsection 001.02 of this chapter.~~ (4-11-06)

~~052076. -- 099. (RESERVED)~~

100. APPLICATION PROCEDURE.

All forms and documents required by these rules and the Department must be completed and submitted by according to these rules in order for a grant application to be reviewed for eligibility requirement and considered for approval. (7-1-99)

01. Eligible Applicants. Public entities are eligible to apply for all grant programs. Non-profit organizations are eligible to apply for the Recreational Trails Program and Mountain Bike License Plate Program. ()

~~Forms.~~ To be considered for a grant, an applicant must file with the Department a completed grant

~~application form and other documentation specified in the IDPR Grant Guidelines, all of which must have original signatures. An applicant must file with the Department a completed grant agreement form, with original signatures, within sixty (60) calendar days of written notification of grant approval. The application and grant agreement forms must be provided to the applicant by the Department.~~ (4-11-06)

02. Pre-application Review. The applicant or applicant's representative are encouraged to ~~may~~ review the project and all associated documentation with the Department prior to submitting the application to ensure the project and documentation meet the criteria of the State and Federal grant program. When possible, Department staff may perform an on-site visit to the project site for preliminary fact finding and to evaluate the viability and eligibility of the project. () (4-11-06)

03. Public Comment. ~~As part of the application, the~~ The applicant must provide an opportunity for public comment, submit to the Department. ~~The applicant must include~~ proof of public comment regarding the project in the application. Proof of public comment may include the results of public meetings, scoping of National Environmental Policy Act (NEPA) processes, individual contacts with recreationists and others that may be affected by the project, newspaper articles and/or other media releases (including social media) that describe the project and request public input. The opportunity for public comment should begin within one year of submitting the application. Any projects with public comment conducted over one year prior to application may be rejected by the State and Federal Grant Manager and the project will be deemed ineligible. () (4-11-06)

04. Forms. To be considered for a grant, an applicant must file a completed grant application form and other documentation specified in the Recreational Grant Program Guidance. ()

05. Real Property. The grantee must include any proposals to purchase real property with grant moneys in the grant application and must provide an appraisal consistent with Section 450 of this chapter. ()

06. Fees. ~~Except as herein provided,~~ The applicant is required to identify any existing or proposed fees associated with the grant request, including existing or proposed facilities. The applicant may propose fees ~~may be charged or donations subscribed~~ for the use of or access to facilities or real property developed or purchased with grant funds at a level commensurate with the costs of maintenance and upkeep of the facility or real property ~~with the approval of the Board.~~ Fees may be charged or Requests for donations and fees for special events of limited duration at the facility are exempt when such are intended to cover extraordinary expenses. ~~when approved by the Department.~~ () (4-11-06)

0704. Deadline. The deadline for grant applications is the last Friday in January ~~established by the Department.~~ The Department announces the availability of funds at least sixty (60) days prior to the deadline date for receipt of applications. () (4-11-06)

101. -- 149. (RESERVED)

150. ELIGIBILITY AND PRIORITY RATING OF PROJECTS.

Eligibility of all projects or applicants is determined by the State and Federal Grant Manager who considers relevant rules, statutes and past performance of the applicant. (4-11-06)

01. Pre-Application Activities. Projects, or any part thereof, either paid for by the grantee or completed prior to the grant application deadline ~~date established by the Department,~~ are ineligible for grant funding or to be considered as match. However, costs for appraisals, design and engineering incurred within one (1) year prior to the application deadline date may be considered as match, provided they are listed as a scope element on the application. ()

02. Pre-Agreement Activities. For Recreational Trail Program projects, any project activity conducted or any part thereof, completed prior to the execution of the project agreement is ~~must be~~ ineligible for grant funding reimbursement or to be considered as match. () (4-11-06)

0302. Priority Rating Criteria. The Department and/or appropriate advisory committee establishes project rankings by rating each eligible project using criteria established by the Board. ~~Specific evaluation criteria is~~

listed in the IDPR Grant Guidelines.

() (4-11-06)

151. -- 174. (RESERVED)

175. PROJECT TIME PERIOD.

01. Grant Cycle. Applications for ORMV Fund, ~~RV Account~~ Recreational Vehicle Fund, WIF, Motorbike Recreation Account (~~MRB~~), Mountain Bike License Plate, Cutthroat License Plate Fund, (~~CLP~~), and Recreational Road and Bridge Fund (RRBF), or STORE grants will be considered at least once each state fiscal year (July 1 through June 30) dependent upon adequate funding availability. Applications for RTP projects will be considered at least once each federal fiscal year (October 1 through September 30) dependent upon adequate funding availability. () (4-11-06)

02. Expenditure of Grant Funds. ~~Except as herein provided, the grantee has only the designated state or federal fiscal year or years to expend grant funds. If the grant Grant funds are not expended within the designated fiscal year or years as established by the project period in the project agreement, the grant will may be revoked unless the applicant requests and receives an extension of time from the State and Federal Grant Manager Department.~~ () (4-11-06)

03. Requests for Extension. A written request for an extension of the project period must be received by the State and Federal Grant Manager Department prior to the end of the project period. The State and Federal Grant Manager must make the final determination of extensions. No project extension will be granted for more than one (1) year, however, an applicant may request project extensions may be granted in consecutive years. () (4-11-06)

176. -- 199. (RESERVED)

200. COST INCREASES AUTHORITY FOR FUNDING APPROVAL.

~~Projects up to, and including, twenty thousand dollars (\$20,000) may be approved by the Director. Projects over twenty thousand dollars (\$20,000) must be presented to the Board for approval.~~ () (4-11-06)

01. Minor Cost Increases. Cost increases of fifteen percent (15%) or less of the original grant amount that are less than or equal to twenty thousand dollars (\$20,000), may be approved by the Director. Cost increases of fifteen percent (15%) or less of the original grant amount that exceed twenty thousand dollars (\$20,000) may be approved by the Board. () (4-11-06)

02. Major Cost Increases. Cost increases of more than fifteen percent (15%) of the original grant amount are not allowed. The applicant must either resubmit the project or submit a new grant request to increase the current project. require the project be presented as a totally new proposal and compete through the general application process described herein. Should the revised project not receive approval for cost increase grant funding, the grantee will be required to complete the scope of the project as originally proposed at its expense or return any project grant funds paid to it so that the project may be canceled and the grant funds reallocated. () (4-11-06)

03. Waterways Improvement Fund Grant Limit. ~~The total sum of WIF grant funds approved to be used in any one (1) county may not exceed thirty percent (30%) of the total WIF grant funds approved to be used statewide in any state fiscal year.~~ (4-11-06)

201. -- 249. (RESERVED)

250. PROJECT MANAGEMENT AND DISBURSEMENT OF FUNDS.

01. Grant Agreement. A grantee must complete the grant agreement form, with original or authenticated digital signatures, within sixty (60) calendar days of written notification of grant award. The Department will not disburse funds until there is a signed grant agreement in place. ()

02.01. Allowable Costs. Grantees must follow Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as set forth in 2 CFR 200 (Code of Federal Regulations), Applicable

Office of Management and Budget (OMB) cost principles, program regulations, and the terms of grant agreements must be followed in determining the reasonableness and allowability of costs. () (7-1-99)

03.02. Documentation and System of Internal Controls. Grantees must follow Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as set forth in 2 CFR 200 (Code of Federal Regulations). ~~The grantee must in maintaining~~ a system of internal controls in order to identify the source and disbursement of funds provided for all project costs and match by grant or project. As applicable, RTP grantees must follow Cost Principles for Non-profit Organizations as set forth 2 CFR 230. Accounting records must be consistent grant agreement and supported by source documentation such as vouchers, canceled checks, invoices, payroll, time and attendance records, contract and sub-grant award documents, and other required billing forms. () (4-11-06)

04.03. Match. Match is the grantee's contribution ~~donation~~ of cash, ~~product material~~, or service used to complete the grant project as ~~approved~~ defined in the grant agreement. The following types of match may be used: () (4-11-06)

a. Force Account Labor and Equipment. ~~i.e., the use of the grantee's employees~~ staff (labor) and equipment costs. Documentation of force account must include: the name of each ~~employee worker~~, dates worked, hourly rate of pay, number of hours worked, and the total cost by each ~~employee person~~. Documentation of equipment costs includes the type of equipment used, dates used, hourly rate value, number of hours used, how the hourly rate was determined, and total cost. () (7-1-99)

b. Donated Materials. ~~The value of d~~Donated material that is used as match ~~must be reasonable and~~ cannot exceed the costs of the materials as documented in an invoice or receipt, ~~to the donor~~ or the market price at the time ~~they~~ the grantee requests reimbursement for the material ~~are charged to the project~~, whichever is less. ~~The grantee must provide a~~ detailed invoice marked "donation" or a letter from the donor (including the value) ~~must be used as~~ documentation of donated material. () (7-1-99)

c. Donated Contract Labor. When an employer, other than the grantee, ~~furnishes~~ donates the services of an employee, these services are valued at the employee's regular rate of pay (not including fringe benefits and overhead costs). These services must be for the same skill for which the employees is normally paid. ~~The grantee must provide d~~Documentation ~~must that~~ includes the employee's name, dates worked, hourly rate, number of hours worked, and total cost. () (7-1-99)

d. Rates for Volunteers. Skilled and unskilled ~~volunteer labor rates~~ must be consistent with the rate ~~regularly paid by the grantee would pay for similar work or must be consistent with those paid~~ for similar work in the grantee's labor market. If the volunteer is professionally skilled and employed in the work ~~he is performing being~~ performed on the project, the grantee may use the ~~individual's~~ volunteer's normal wage rate. If the volunteer is ~~unskilled and~~ not professionally employed in the work ~~being performed on the project, he is performing~~ the grantee must value the donated labor at the national minimum wage rate. ~~The grantee must provide d~~Documentation ~~must that~~ includes the volunteer's name, date worked, hourly rate, number of hours worked, and total cost. () (7-1-99)

05.04. Reimbursement of Project Costs~~Disbursement of Funds.~~ Except as provided in Subsection 250.05 herein, the Department will authorize disbursement of funds allocated to a project on a reimbursement basis. ~~This means that~~ The grantee must initially pay all project costs and then seek reimbursement through the Department. (4-11-06)

a. General. Grantees must use only the forms specified in this section, and such supplementary or other forms as may from time to time be authorized by the Department. (7-1-99)

b. Request for Reimbursement. The grantee must complete ~~the appropriate form provided by the an~~ Idaho Department of Parks & Recreation (IDPR), Request for Reimbursement/Close-out Report form certifying that the data is correct and submit the form to the ~~Department State and Federal grant program~~ with an original or authenticated signature. () (4-11-06)

e. Extend the Due Date. The Department may extend the due date of any financial report upon receiving a justified request from a grantee. (7-1-99)

~~d. Accounting Basis. Each grantee must report program outlays and program income on a cash or accrual basis pursuant to Generally Accepted Accounting Principles. (7-1-99)~~

~~05. Cash Advances. When approved for an advance, grantees will be paid in advance no sooner than thirty (30) days prior to project start, provided they maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of funds and their disbursement by the grantee. (4-11-06)~~

~~a. Requesting an Advance. A disbursement of funds may be made on an advance basis by submitting an IDPR Request for Advancement form provided by the Department. Written Justification for an advance is required unless there is a Memorandum of Understanding or Collection Agreement on file. (4-11-06)~~

~~b. Interest Earned on Advances. Grantees and subgrantees must promptly, at grant close out, remit interest earned on advances to the Department. (7-1-99)~~

~~06. Reporting. Each grantee receiving grant funds that require reporting Grantees must remit a performance complete activities report to the Department with each reimbursement request no later than January 31 of each year that covers the preceding calendar year and must be on forms provided by the Department. Failure to report or poor performance indicated by the report may disqualify grantee from future grant application. (4-11-06)~~

~~07. Grant Closeouts. Within forty-five (45) days after the completion of the project, the grantee must submit an IDPR Idaho Department of Parks and Recreation Request for Reimbursement/Close-out Report form and immediately refund to the Department any balance of unobligated cash advanced and interest earned. (4-11-06)~~

~~08. Record Retention. The grantee must retain all financial information referenced in these rules regarding a project for a time period of three (3) years from the date of the final grant payment, unless any litigation or audit concerning the project has been started or announced. (4-11-06)~~

~~09. Audit Authority. The Department has the right of access to any pertinent books, documents, papers, or other records of grantees that are pertinent to the grant, in order to make audits, examinations, excerpts, and transcripts. An audit of the grant award may result in the disallowance of costs incurred by the recipient and the establishment of a debt (account receivable) due the Department. The Department may perform an audit randomly and without prior notice. (7-1-99)~~

~~10 251. Contingency Fund. The Department may retain grant funds from each recreational program grant account for the exclusive purpose of providing facilities or services. (7-1-99)~~

~~251. OFF-HIGHWAY VEHICLE LAW ENFORCEMENT FUND DISTRIBUTION.~~

~~01. Deposits Into and Usage of Fund. One dollar (\$1) of every off highway vehicle certificate of number will be deposited into the off highway vehicle law enforcement fund. Moneys in this fund are paid out and used as follows: (4-11-15)~~

~~a. Sheriffs of counties with a current or an actively developing off highway vehicle law enforcement program recognized by the Department receive moneys from the fund based upon the formula provided in this rule. (3-29-10)~~

~~b. A program is recognized as an off highway vehicle law enforcement program if it is sponsored by a county sheriff to promote off highway vehicle safety, education, and law enforcement and is overseen by an advisory committee of three (3) or more individuals to include at least one (1) sheriff or deputy sheriff, one (1) motorbike representative, and one (1) all terrain vehicle or utility type vehicle representative. (3-29-10)~~

~~e. The Department must not withhold recognition of an off highway vehicle law enforcement program unless it is clearly demonstrated that the program has not performed its off highway vehicle enforcement duties within the past calendar year. An annual report of accomplishments of the previous calendar year by each participating sheriff~~

~~must be delivered to the Department by March 1 of each year and includes (3-29-10)~~

~~i. The number of citations issued; (3-29-10)~~

~~ii. Assistance calls responded to; (3-29-10)~~

~~iii. Off highway vehicle contacts made; and (3-29-10)~~

~~iv. Safety classes held. (3-29-10)~~

~~d. Money from the off highway vehicle law enforcement fund will be used to defray costs for enforcement by sheriffs' offices pertaining to the use of all terrain vehicles, motorbikes, specialty off highway vehicles, and utility type vehicles as defined in section 67-7101, Idaho Code. (3-29-10)~~

~~e. Money in the off highway vehicle law enforcement fund will be used by the Department for the purpose of defraying costs of off highway vehicle related law enforcement activities that are conducted by a county sheriff's office and for no other purpose. Defrayable costs include: (3-29-10)~~

~~i. Wages (including overtime wages) of county sheriff's deputies directly engaged in off highway vehicle law enforcement, as described in this Section; (3-29-10)~~

~~ii. Wages for court appearances pertaining to violations of Idaho law pertaining to off highway vehicles, as described in this Section; and (3-29-10)~~

~~iii. Direct costs to the sheriff's office required to facilitate the enforcement of off highway vehicle laws, including vehicle purchase costs, fuel costs, supply costs and vehicle maintenance costs. (3-29-10)~~

~~**02. Annual Notification of Qualifying Offices.** Each year no later than April 1, the Department will notify the Idaho Sheriffs' Association in writing regarding which sheriff's offices are recognized by the Department as qualifying for enforcement funding under Section 67-7126, Idaho Code, and the balance of the off highway vehicle law enforcement fund. It is the responsibility of each sheriff's office to provide information regarding its off highway vehicle enforcement program in order for the Department to determine whether it recognizes the program. A sheriff's office has fourteen (14) days to request reconsideration of the Department's decision withholding recognition, and the Department must act upon such request within fourteen (14) days. (3-29-10)~~

~~**03. Formula for Distribution of Funds.** The Department distributes the funds in the off highway vehicle law enforcement fund based on the following formula: (3-29-10)~~

~~a. Total federal acres with reference to the Payments in Lieu of Taxes (PILT) number for each eligible county minus large tracts of land not open to off highway vehicle use. The result is the total off highway vehicle opportunity on federal public land for that county. (3-29-10)~~

~~b. Calculate the percentage of the total off highway vehicle opportunity on federal public land for each eligible county as compared to the entire state. (3-29-10)~~

~~c. Multiply this percentage by point zero six (0.6) to get sixty percent (60%) of the value. (3-29-10)~~

~~d. Calculate the percentage of off highway vehicle certificate of number designations for each eligible county as compared to the entire state. (4-11-15)~~

~~e. Multiply this percentage by point zero four (0.4) to get forty percent (40%) of the value. (3-29-10)~~

~~f. Add the sixty percent (60%) value from the total off highway vehicle opportunity on federal public land to the forty (40%) value of the off highway vehicle certificates of number. This total will be the percentage of the off highway vehicle law enforcement funds for which the individual county is eligible. (4-11-15)~~

04. ~~Distribution of Funds Not Used.~~ For the off highway vehicle law enforcement funds that are not allocated to a county because they do not have an off highway vehicle enforcement program as described by this rule, or for funds from undesignated certificates of number, the funds return to the off highway vehicle law enforcement fund. Any undistributed money must be allocated as follows: (4-11-15)

a. Fifty percent (50%) of the unallocated money must be distributed as per the distribution formula previously listed; and (3-29-10)

b. Fifty percent (50%) of the unallocated money will be held by the Idaho Sheriff's Association to be used for emphasis areas of off highway vehicle law enforcement. (3-29-10)

05. ~~Annual Audit.~~ All counties that receive off highway vehicle law enforcement funding are subject to an annual audit of the expenditure of the funds. (3-29-10)

252. -- 299. (RESERVED)

300. ONGOING GRANTEE OBLIGATIONS.

01. ~~Project Completion.~~ Except as herein provided, Upon approval of a grant application the grantee is obligated to complete all elements of a project as described on the approved grant application, grant agreement, or any applicable approved amendment. () (4-11-06)

02. ~~Project Management.~~ Except as herein provided, upon approval of a grant application. The grantee must ensure adequate management of the project as specified in the approved grant application or grant agreement. () (4-11-06)

03. ~~Grant Modification.~~ Only for good cause, and upon the submission of detailed justification shown in writing and approval by the State and Federal Grant Manager may the terms and obligations of the grant application or grant agreement be modified. Examples of "good cause" include extraordinary physical barriers, project re-routing necessary to avoid critical habitat, and other constraints beyond the control of the grantee. () (4-11-06)

04. ~~Maintenance and Operation.~~ The grantee must maintain any Real property, physical facilities, real property, and equipment funded by a grant must be maintained and operated in the condition or state equivalent to that existing when such facility was completed or property or equipment purchased, normal wear and tear excepted. () (4-11-06)

05. ~~Public Use/Nondiscrimination.~~ Physical The grantee must ensure that facilities and real property purchased in whole or in part with grant moneys must be are available for public use regardless of race, color, religion, national origin, gender, age, or disability. The grantee must ensure that fFacilities constructed with grant moneys must meet the requirements as set by the Americans with Disabilities Act Guidelines. () (4-11-06)

06. ~~Public Use Fees And Donations.~~ Except as herein provided, fees may be charged or donations subscribed for the use of or access to facilities or real property developed or purchased with grant funds at a level commensurate with the costs of maintenance and upkeep of the facility or real property with the approval of the Board. Fees may be charged or donations subscribed for special events of limited duration at the facility when approved by the Department. The grantee must ensure that facilities and real property are available to the general public. () (4-11-06)

07. ~~Acknowledgment of Funding Assistance.~~ Grantee must post and maintain appropriate permanent signs or decals upon project sites or equipment acknowledging funding assistance from the appropriate grant fund and the Department upon start of the project or purchase of equipment. (4-11-06)

08. ~~Notice Of Numbering Requirements.~~ ~~Off Road Motor Vehicle Account project applicants and sponsors are responsible for posting a written notice of the requirement of applicable certificate of number requirements and enforcing such requirements for special events as well as general use.~~ (4-11-15)

08.09. Project Liability. Grantees, through a signed agreement, assume all project liability and hold the

Department harmless.

(4-11-06)

09.10. Purchase and Bidding Requirements. The grantee must follow all local, state and federal laws pertaining to the expenditure of public funds, including but not limited to requirements as set forth in Section 54-1903, Idaho Code and Sections 67-2803, 67-2806, and 67-2808, Idaho Code. (____) ~~(4-11-06)~~

10.11. Permits. The grantee must legally acquire all required local, state and federal permits for the construction or development of the project before grant funds are expended. Construction must comply with the then current codes and standards as set by the Uniform Building Code, Uniform Plumbing Code, and the National Electrical Code. (____) ~~(4-11-06)~~

11.12. Responsibility for Equipment. Motorized equipment purchased with grant funds becomes the property of the grantee and must be maintained for public use. (____)

12. Record Retention. The grantee must retain all financial information referenced in these rules regarding a project for a time period of three (3) years from the date of the final grant payment, unless any litigation or audit concerning the project has been started or announced. (____)

13. Audit Authority. The Department has the right of access to any books, documents, papers, or other records of grantees that are pertinent to the grant, in order to make audits, examinations, excerpts, and transcripts. An audit of the grant may result in the disallowance of costs incurred by the recipient and the establishment of a debt (account receivable) due the Department. The Department may perform an audit randomly and without prior notice. (____)

14. Failure to Comply. Failure by the grantee to comply with ~~such terms and~~ the ongoing obligations as set forth in this rule and the approved grant application or signed grant agreement will ~~result in the immediate revocation of an approved grant or~~ constitutes a conversion pursuant to Section 350 of this chapter, as applicable. (____) ~~(4-11-06)~~

301. -- 349. (RESERVED)

350. PROJECT CONVERSIONS.

No grant funded project may, without the prior written approval of the Board, be converted to uses other than for the authorized purposes specified in the original grant application or grant agreement. (4-11-06)

~~01. Approval of a Conversion.~~ The Board may approve a conversion only when the grant moneys spent on the project can be returned to the appropriate grant fund or the grantee can provide an immediate substitution of other projects of at least equal current fair market value and of reasonably equivalent recreational usefulness and location. ~~(4-11-06)~~

~~02. Resolving a Conversion.~~ If there is a project conversion, the grantee is responsible for the appropriate grant fund an amount determined by investment amortization through use, project life expectancy, and depreciation or appreciation of the facilities or equipment. ~~(4-11-06)~~

~~03. Conversion Requests.~~ Project conversion requests must be in writing by the grantee prior to any conversion attempts. ~~(7-1-99)~~

351. -- 399. (RESERVED)

400. RESPONSIBILITY FOR EQUIPMENT.

Motorized equipment purchased with grant funds become property of the grantee. Such units of motorized equipment are subject to Subsection 250.06 and Section 350 of this chapter. (4-11-06)

351401. -- 449. (RESERVED)

450. REAL PROPERTY.

01. Appraisals. A real estate appraisal is required for all real property to be acquired with grant funds. ~~All appraisals must be prepared according to Department procedures.~~ The appraisal must be paid for by the grantee, but may be included as part of eligible project costs in the application. ~~The selection of the appraiser must be approved by the Department.~~ (_____) (4-11-06)

02. Appraisal Review. ~~The Department State and Federal Grant Program Manager reviews appraisals for reasonableness at the time of application as necessary. Any appraisal report that does not meet content requirements or use correct analysis procedures must be corrected to the satisfaction of the Department. All costs are covered by the grantee. The State and Federal Grant Program Manager may reject a grant application that includes an unreasonable appraisal.~~ (_____) (4-11-06)

03. Negotiated Price. An approved appraisal is an acceptable estimate of property value. The negotiation between a willing seller and a willing buyer may set a price that is higher than the appraisal, and this value can be considered along with the appraised value in establishing the reasonable limits of grant assistance. If the grantee believes the negotiated price is a better indication of market value, yet is higher than the appraised value, a detailed statement of this difference must be submitted to the ~~Department~~ State and Federal Grant Program Manager.(_____) (4-11-06)

04. Adequate Title and Public Access. The grantee must have clear title to, or adequate control and tenure of, the real property (land, land improvement, structures, and appurtenances) to be developed. The term “adequate control and tenure” of real property means a lease or an easement that provides the grantee sufficient control over the real property to permit the proposed development and use for a period of at least twenty-five (25) years from the date of application, unless specifically approved in writing by the Department for a shorter term. The grantee must list all outstanding rights or interests held by others in the real property to be developed. If access to the real property to be developed is over private property, then the grantee must describe the provisions made to ensure adequate public access. In the event the real property becomes unusable for its intended purposes or if such use ceases, the grantee is responsible for conversion of the project as described in Section 350 of this chapter. (4-11-06)

05. Limitations on Use. Property rights obtained with grant funds must be free of all reservations or encumbrances that would limit the use of the site disproportionate to the public benefit. (4-11-06)

451. -- 999. (RESERVED)

**26.01.31 – RULES GOVERNING THE ADMINISTRATION OF THE IDAHO DEPARTMENT
OF PARKS AND RECREATION STATE AND FEDERAL GRANT FUNDS**

000. LEGAL AUTHORITY.

The Idaho Park and Recreation Board is authorized under Section 67-4223(a), Idaho Code, to adopt, amend, or rescind rules as may be necessary for proper administration of the Department and its programs. (7-1-99)

001. TITLE AND SCOPE.

01. Title. The title of this chapter is cited in full as Idaho Department of Parks and Recreation Rules, IDAPA 26.01.31, “Rules Governing the Administration of the Idaho Department of Parks and Recreation State and Federal Grant Funds.” (4-11-06)

02. Scope. This chapter establishes procedures for grants administration of the Off-Road Motor Vehicle Fund, the Recreational Vehicle Fund, the Waterways Improvement Fund, the State Trust for Outdoor Recreation Enhancement Fund, the Recreational Trails Program Fund, the Motorbike Recreation Fund, the Cutthroat License Plate Fund, the Mountain Bike License Plate Fund, and the Recreational Road and Bridge Fund. This chapter includes requirements for project application, eligibility, review, award and management. ()

002. -- 009. (RESERVED)

010. DEFINITIONS.

As used in this chapter: (7-1-99)

01. Applicant. An authorized representative of an eligible entity, that identifies a need for a project, supplies initial support data, and applies for program grant through the Department. ()

02. Board. The Idaho Park and Recreation Board. (7-1-99)

03. Cutthroat License Plate. That portion of the Park and Recreation fund created in Section 49-417, Idaho Code, received from the sale of cutthroat wildlife license plates. ()

04. Department. The Idaho Department of Parks and Recreation. (7-1-99)

05. Director. The Director and chief administrator of the Department, or the designee of the Director. ()

06. Grant. A grant from programs or funds as described in Section 001.02 of this chapter. (4-11-06)

07. Grantee. An applicant who receives a grant from the Department for the programs or funds as described in Section 001.02. (4-11-06)

08. Motorbike Recreation Account. Fund created by Section 67-7127, Idaho Code. ()

09. Mountain Bike Plate. That portion of the Park and Recreation fund created in Section 49-419E, Idaho Code received from the sale of mountain bike license plates. ()

10. Off-Road Motor Vehicle (ORMV) Fund. Fund created by Section 57-1901, Idaho Code. ()

11. Off-Road Motor Vehicle Advisory Committee. A nine (9) member committee appointed by the Board to advise the Department on matters involving ORMV Fund grants. ()

12. Public Entity. The state, federal or local government or a subdivision thereof (including recreation districts), or an Indian tribe. ()

13. Recreational Grant Program Guidance. A compilation of state procedures, rules, and instructions assembled for dissemination to the potential applicant and public entities that may wish to apply for grants. ()

14. Recreational Road and Bridge. That portion of the park and recreation capital improvement account (as established by Section 57-1801, Idaho Code) that is funded through fuels tax as set forth in Section 63-2412(f)3, Idaho Code designated for grants to improve roads, bridges, and parking lots in or leading to park and recreation areas of the state. ()

15. Recreational Trails Program (RTP). An assistance program of the Department of Transportation's Federal Highway Administration. ()

16. Recreational Trails Program Advisory Committee. A ten (10) member advisory committee appointed by the Board to advise the Department on matters related to the Recreational Trails Program. ()

17. Recreational Vehicle Fund. Fund created by Section 49-448, Idaho Code. ()

18. Recreational Vehicle Advisory Committee. A six (6) member committee appointed by the Board to advise the Board and Department on matters involving the Recreational Vehicle Fund. ()

19. Staff. Any individual employed by the Department. (7-1-99)

20. State and Federal Grant Manager. The staff in charge of State and Federal grant programs. ()

21. Waterways Improvement Fund (WIF). Fund created by Section 57-1501, Idaho Code. ()

22. Waterways Improvement Fund Advisory Committee. A six (6) member committee appointed by the Board to advise the Department on matters relating to Waterways Improvement Fund grants. ()

011. -- 049. (RESERVED)

050. STATE AND FEDERAL GRANT PROGRAMS. It is the intent of the Department, through the State and Federal Grant Programs, to provide funds and planning assistance to entities consistent with the purpose statement outlined in Idaho Code for each program and the provisions detailed in the Recreation Grant Program Guidance. ()

051. SPECIFIC GRANT CRITERIA FOR WATERWAYS IMPROVEMENT FUND. WIF grants may not be used to construct improvements in any county of the state without the approval of the applicable county waterways committee (created by Section 67-7012, Idaho Code) of the plan for such improvements. The total sum of WIF grant funds approved to be used in any one (1) county may not exceed thirty percent (30%) of the total WIF grant funds approved to be used statewide in any state fiscal year. ()

052. -- 099. (RESERVED)

100. APPLICATION PROCEDURE.

01. Eligible Applicants. Public entities are eligible to apply for all grant programs. Non-profit organizations are eligible to apply for the Recreational Trails Program and Mountain Bike License Plate Program. ()

02. Pre-application Review. The applicant or applicant's representative are encouraged to review the project and all associated documentation with the Department prior to submitting the application to ensure the project and documentation meet the criteria of the State and Federal grant program. When possible, Department staff may perform an on-site visit to the project site for preliminary fact finding and to evaluate the viability and eligibility of the project. ()

03. Public Comment. As part of the application, the applicant must provide an opportunity for public comment. The applicant must include proof of public comment regarding the project in the application. Proof of public comment may include the results of public meetings, scoping of National Environmental Policy Act processes, individual contacts with recreationists and others that may be affected by the project, newspaper articles and/or other media releases (including social media) that describe the project and request public input. The opportunity for public comment should begin within one year of submitting the application. Any projects with public comment conducted over one year prior to application may be rejected by the State and Federal Grant Manager and the project will be deemed ineligible. ()

04. Forms. To be considered for a grant, an applicant must file a completed grant application form and other documentation specified in the Recreational Grant Program Guidance. ()

05. Real Property. The grantee must include any proposals to purchase real property with grant moneys in the grant application and must provide an appraisal consistent with Section 450 of this chapter. ()

06. Fees. The applicant is required to identify any existing or proposed fees associated with the grant request, including existing or proposed facilities. The applicant may propose fees for the use of or access to facilities or real property developed or purchased with grant funds at a level commensurate with the costs of maintenance and upkeep of the facility or real property. Requests for donations and fees for special events of limited duration at the facility are exempt when such are intended to cover extraordinary expenses. ()

07. Deadline. The deadline for grant applications is the last Friday in January. The Department announces the availability of funds at least sixty (60) days prior to the deadline date for receipt of applications. ()

101. -- 149. (RESERVED)

150. ELIGIBILITY AND PRIORITY RATING OF PROJECTS.

Eligibility of all projects or applicants is determined by the State and Federal Grant Manager who considers relevant rules, statutes and past performance of the applicant. (4-11-06)

01. Pre-Application Activities. Projects, or any part thereof, either paid for by the grantee or completed prior to the grant application deadline, are ineligible for grant funding or to be considered as match. However, costs for appraisals, design and engineering incurred within one (1) year prior to the application deadline date may be considered as match, provided they are listed as a scope element on the application. ()

02. Pre-Agreement Activities. For Recreational Trail Program projects, any project activity conducted prior to the execution of the project agreement is ineligible for reimbursement or to be considered as match. ()

03. Priority Rating Criteria. The Department and/or appropriate advisory committee establishes project rankings by rating each eligible project using criteria established by the Board. ()

151. -- 174. (RESERVED)

175. PROJECT TIME PERIOD.

01. Grant Cycle. Applications for ORMV Fund, Recreational Vehicle Fund, WIF, Motorbike Recreation Account, Mountain Bike License Plate, Cutthroat License Plate, and Recreational Road and Bridge grants will be considered at least once each state fiscal year (July 1 through June 30) dependent upon adequate funding availability. Applications for RTP projects will be considered at least once each federal fiscal year (October 1 through September 30) dependent upon adequate funding availability. ()

02. Expenditure of Grant Funds. Grant funds not expended within the designated fiscal year or years as established by the project period in the project agreement, may be revoked unless the applicant requests and receives an extension of time from the State and Federal Grant Manager. ()

03. Requests for Extension. A written request for an extension of the project period must be received by the State and Federal Grant Manager prior to the end of the project period. The State and Federal Grant Manager must make the final determination of extensions. No project extension will be granted for more than one (1) year, however, an applicant may request project extensions in consecutive years. ()

176. -- 199. (RESERVED)

200. COST INCREASES. ()

01. Minor Cost Increases. Cost increases of fifteen percent (15%) or less of the original grant amount that are less than or equal to twenty thousand dollars (\$20,000), may be approved by the Director. Cost increases of fifteen percent (15%) or less of the original grant amount that exceed twenty thousand dollars (\$20,000) may be approved by the Board. ()

02. Major Cost Increases. Cost increases of more than fifteen percent (15%) of the original grant amount are not allowed. The applicant must either resubmit the project or submit a new grant request to increase the current project. ()

201. -- 249. (RESERVED)

250. PROJECT MANAGEMENT AND DISBURSEMENT OF FUNDS. ()

01. Grant Agreement. A grantee must complete the grant agreement form, with original or authenticated digital signatures, within sixty (60) calendar days of written notification of grant award. The Department will not disburse funds until there is a signed grant agreement in place. ()

02. Allowable Costs. Grantees must follow Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as set forth in 2 CFR 200 (Code of Federal Regulations), in determining the reasonableness and allowability of costs. ()

03. Documentation and System of Internal Controls. Grantees must follow Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as set forth in 2 CFR 200 (Code of Federal Regulations), in maintaining a system of internal controls. As applicable, RTP grantees must follow Cost Principles for Non-profit Organizations as set forth 2 CFR 230. Accounting records must be consistent grant agreement and supported by source documentation such as vouchers, canceled checks, invoices, payroll, time and attendance records, contract and sub-grant award documents, and other required billing forms. ()

04. Match. Match is the grantee's contribution of cash, material, or service used to complete the project as defined in the grant agreement. The following types of match may be used: ()

a. Force Account Labor and Equipment. Documentation of force account must include: the name of each employee, dates worked, hourly rate of pay, number of hours worked, and the total cost by each employee. Documentation of equipment costs includes the type of equipment used, dates used, hourly rate value, number of hours used, how the hourly rate was determined, and total cost. ()

b. Donated Materials. The value of donated material that is used as match cannot exceed the costs of the materials as documented in an invoice or receipt, or the market price at the time the grantee requests reimbursement for the material, whichever is less. The grantee must provide a detailed invoice marked "donation" or a letter from the donor (including the value) as documentation of donated material. ()

c. Donated Contract Labor. When an employer, other than the grantee, donates the services of an employee, these services are valued at the employee's regular rate of pay (not including fringe benefits and overhead costs). These services must be for the same skill for which the employee is normally paid. The grantee must provide documentation that includes the employee's name, dates worked, hourly rate, number of hours worked, and total cost. ()

d. Rates for Volunteers. Skilled and unskilled volunteer labor rates must be consistent with the rate the grantee would pay for similar work in the grantee's labor market. If the volunteer is professionally skilled and employed in the work being performed on the project, the grantee may use the volunteer's normal wage rate. If the volunteer is not professionally employed in the work being performed on the project, the grantee must value the donated labor at the national minimum wage rate. The grantee must provide documentation that includes the volunteer's name, date worked, hourly rate, number of hours worked, and total cost. ()

05. Reimbursement of Project Costs. The grantee must initially pay all project costs and then seek reimbursement through the Department. The grantee must complete the appropriate form provided by the Department certifying that the data is correct and submit the form to the Department with an original or authenticated signature. ()

06. Reporting. Grantees must remit a performance report to the Department with each reimbursement request. Failure to report or poor performance indicated by the report may disqualify grantee from future grant application. ()

07. Grant Closeouts. Within forty-five (45) days after the completion of the project, the grantee must submit an Idaho Department of Parks and Recreation Request for Reimbursement/Close-out Report. ()

08. Record Retention. The grantee must retain all financial information referenced in these rules regarding a project for a time period of three (3) years from the date of the final grant payment, unless any litigation or audit concerning the project has been started or announced. (4-11-06)

09. Audit Authority. The Department has the right of access to any books, documents, papers, or other records of grantees that are pertinent to the grant, in order to make audits, examinations, excerpts, and transcripts. An audit of the grant may result in the disallowance of costs incurred by the recipient and the establishment of a debt (account receivable) due the Department. The Department may perform an audit randomly and without prior notice. ()

251. Contingency Fund. The Department may retain grant funds from each recreational program grant account for the exclusive purpose of providing facilities or services. (7-1-99)

252. -- 299. (RESERVED)

300. ONGOING GRANTEE OBLIGATIONS.

01. Project Completion. Upon approval of a grant application the grantee is obligated to complete all elements of a project as described on the grant agreement and any applicable approved amendment. ()

02. Project Management. The grantee must ensure adequate management of the project as specified in the approved grant agreement. ()

03. Grant Modification. Only for good cause, and upon the submission of detailed justification shown in writing and approval by the State and Federal Grant Manager may the terms and obligations of the grant application or grant agreement be modified. Examples of "good cause" include extraordinary physical barriers, project re-routing necessary to avoid critical habitat, and other constraints beyond the control of the grantee. ()

04. Maintenance. The grantee must maintain any facilities, real property, and equipment funded by a grant in the condition equivalent to that existing when such facility was completed or property or equipment purchased, normal wear and tear excepted. ()

05. Nondiscrimination. The grantee must ensure that facilities and real property purchased in whole or in part with grant moneys are available for public use regardless of race, color, religion, national origin, gender, age, or disability. The grantee must ensure that facilities constructed with grant moneys meet the requirements as set by the Americans with Disabilities Act. ()

06. Public Use. The grantee must ensure that facilities and real property are available to the general public. ()

07. Acknowledgment of Funding Assistance. Grantee must post and maintain appropriate permanent signs or decals upon project sites or equipment acknowledging funding assistance from the appropriate grant fund and the Department upon start of the project or purchase of equipment. (4-11-06)

08. Project Liability. Grantees, through a signed agreement, assume all project liability and hold the Department harmless. (4-11-06)

09. Purchase and Bidding Requirements. The grantee must follow all local, state and federal laws pertaining to the expenditure of public funds, including but not limited to requirements as set forth in Section 54-1903, Idaho Code and Sections 67-2803, 67-2806, and 67-2808, Idaho Code. ()

10. Permits. The grantee must legally acquire all required local, state and federal permits for the construction or development of the project before grant funds are expended. Construction must comply with the then current codes and standards. ()

11. Responsibility for Equipment. Motorized equipment purchased with grant funds becomes the property of the grantee and must be maintained for public use. ()

12. Record Retention. The grantee must retain all financial information referenced in these rules regarding a project for a time period of three (3) years from the date of the final grant payment, unless any litigation or audit concerning the project has been started or announced. ()

13. Audit Authority. The Department has the right of access to any books, documents, papers, or other records of grantees that are pertinent to the grant, in order to make audits, examinations, excerpts, and transcripts. An audit of the grant may result in the disallowance of costs incurred by the recipient and the establishment of a debt (account receivable) due the Department. The Department may perform an audit randomly and without prior notice. ()

14. Failure to Comply. Failure by the grantee to comply with the ongoing obligations as set forth in this rule and the signed grant agreement will constitute a conversion pursuant to Section 350 of this chapter. ()

301. -- 349. (RESERVED)

350. PROJECT CONVERSIONS. No grant funded project may, without the prior written approval of the Board, be converted to uses other than for the authorized purposes specified in the original grant application or grant agreement. (4-11-06)

351. -- 449. (Reserved)

450. REAL PROPERTY.

01. Appraisals. A real estate appraisal is required for all real property to be acquired with grant funds. The appraisal must be paid for by the grantee but may be included as part of eligible project costs in the application. ()

02. Appraisal Review. The State and Federal Grant Program Manager reviews appraisals for reasonableness at the time of application. The State and Federal Grant Program Manager may reject a grant application that includes an unreasonable appraisal. ()

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04. Adequate Title and Public Access. The grantee must have clear title to, or adequate control and tenure of, the real property (land, land improvement, structures, and appurtenances) to be developed. The term “adequate control and tenure” of real property means a lease or an easement that provides the grantee sufficient control over the real property to permit the proposed development and use for a period of at least twenty-five (25) years from the date of application, unless specifically approved in writing by the Department for a shorter term. The grantee must list all outstanding rights or interests held by others in the real property to be developed. If access to the real property to be developed is over private property, then the grantee must describe the provisions made to ensure adequate public access. In the event the real property becomes unusable for its intended purposes or if such use ceases, the grantee is responsible for conversion of the project as described in Section 350 of this chapter. (4-11-06)

05. Limitations on Use. Property rights obtained with grant funds must be free of all reservations or encumbrances that would limit the use of the site disproportionate to the public benefit. (4-11-06)

451. -- 999. (RESERVED)



KOOTENAI COUNTY

BOARD OF COMMISSIONERS

CHRIS FILLIOS • LESLIE DUNCAN • BILL BROOKS

Board Members

February 18, 2020

Idaho Department of Parks and Recreation

PO Box 83720

Boise, ID 83720-0065

RE: Waterways Improvement Fund Cap

Chairman Black,

Foremost, allow us to express our appreciation for all that the Idaho State Parks and Recreation Board does to promote outdoor recreation in Idaho.

Over the past many years, Kootenai County has shared concerns with IDPR regarding the 30% funding cap on the Waterways Improvement Fund (WIF) grant program. Curiously, the cap only applies to the WIF grant program and no other recreational grant managed by IDPR. After several discussions between IDPR and County staff, the County is still unclear as to the reasoning for the rule. The existing WIF cap rule prevents applicants from applying for enough funding in a single grant cycle to complete projects. This causes significant cost increases and long delays to critical projects that benefit the public.

Early in 2019, the County asked IDPR Region 1 Representative, Mr. Doug Eastwood, to assist the County in better understanding the 30-year old rule and provide an opinion as to whether the rule is still relevant today. Mr. Eastwood met with us recently and explained that historical information on the 30% cap has not been located in past board minutes, specifically discussions and comments that led to the cap rule. He also informed the County that IDPR staff suggested that if the County wants to pursue a review of the WIF cap, a written request is required.

Before we were able to provide the request, we received an inquiry from IDPR to answer a single question survey as to whether or not the County supports retaining the 30% cap in its current form. The oddly timed single question survey provides no context, background information, or other information that would assist survey responders in understanding the intent of the survey. Notably, a single question survey cannot provide adequate information necessary to form a reasonable conclusion.

Area lakes in Kootenai County and Bonner County, are much larger and deeper than typical waterways in Idaho. These unique waterways require higher costs for marine design and

engineering, construction, as well as ongoing maintenance of public marine facilities on waterways that produce large waves and thick ice. Our area waterways require unique materials and construction methods, coupled with specialized marine contractors in order to provide safe public marinas, boat launches, and dock systems. These services and high costs are again, unique to our local waterways. The costs to provide marine law enforcement services is also much greater due to the significant number of boats and number of waterways in our counties.

According to the 2016 Statewide Boating Economic Impact Study completed by IDPR, Kootenai County is "*King of Power Boating*" in the State of Idaho with a local economic impact of \$89 million dollars annually, generating more revenue than any other county in the state. Kootenai County also has more registered vessels than any other county in the state; more than double the registered vessels of any other county. Kootenai County also provides services for more boaters than any other county in the state.

Kootenai County requests the IDPR Board review the WIF program to determine whether it benefits the greatest number of recreational boaters in the state and that the program rules are similar to other grant programs managed by IDPR. The WIF cap was implemented over 30-years ago for reasons that are unknown today. It seems logical that an in-depth review is warranted to assure the rule still meets development, safety, and financial goals as it was intended.

We look forward to your response to our request and we would be delighted to meet with the board to discuss our concerns.

Sincerely,

KOOTENAI COUNTY BOARD OF COMMISSIONERS



Chris Fillios, Chairman



Leslie Duncan, Commissioner



Bill Brooks, Commissioner

CC: Governor Brad Little
IDPR Director, David Langhorst

IDAPA RULE IDAPA FEE BOARD ACTION REQUIRED
 BOARD POLICY INFO ONLY, NO ACTION REQUIRED

AGENDA
Idaho Park and Recreation Board Teleconference
IDPR Headquarters
5657 Warm Springs Ave.
Boise, ID 83716
August 12, 2020

AGENDA ITEM: **Rules Tied to Passport Fees**
ACTION REQUIRED: **Approve Amendments to IDAPA 26.01.20**
PRESENTER: **Anna Canning, Management Services Administrator**

PRESENTATION

BACKGROUND INFORMATION:

At its May Meeting, the Board directed staff to initiate an amendment to Idaho Code to raise the price of the Idaho State Parks Passport from \$10 to \$20 and to raise the fee of the Annual Motor Vehicle Entrance Fee from \$40 to \$60 in order to maintain the value of obtaining an Idaho State Parks Passport as compared to buying an annual motor vehicle pass. The proposed rule amendment positions IDPR to establish appropriate fees when we are successful in raising the Passport fee.

The entirety of IDAPA 26.01.20 Rules Governing the Administration of Park and Recreation Areas and Facilities are currently temporary rules (due to the Legislature’s failure to adopt rules during the last session). I consulted with Division of Financial Management (DFM) on the best method to process these amendments. They recommended proceeding with proposed rules with an opportunity for a public meeting and comment.

STAFF RECOMMENDATIONS:

Because the fees are in Idaho Code and because IDPR does not sell Idaho State Parks Passports, staff recommends deleting the fees from IDAPA 26.01.20.247. As requested by the Board, staff also recommends raising the fee of the Annual Motor Vehicle Entrance fee from \$40 to \$60.

247. FEE SCHEDULE: ENTRANCE. (PROPOSED AMENDMENTS ONLY)

Category	Fee
Annual MVEF	\$ 60 40/year/vehicle
Idaho State Parks Passport	\$10/year/vehicle
Idaho State Parks Passport Replacement	\$2/vehicle

RECOMMENDED MOTION:

The Board approves the amendments to IDPAPA 26.01.20.247 as presented and directs staff to proceed with the proposed rule through the administrative rules process.



Communications Memo

April-June 2020 Communications Program Report

Craig Quintana, Public Information Officer, Sr.

Accomplishments & Tasks Underway

- **Marketing / Advertising / Outreach / Experiences**
 - COVID-19 Outreach: Continued to message safe recreation through news releases, social media posts and media interviews, while also serving on the steering committee for Recreate Responsibly Idaho, an umbrella group of resource agencies promoting smart use of the outdoors. The group, coordinating with Gov. Little's Office, worked on an early July launch of a \$500,000 media campaign funded by a federal COVID relief grant, which will place messages online, in print and on radio and television.
 - Reservation and Registration Transition: Supported R&R with messaging, website updates and social and regular media releases to ease the transition to the new system.
 - Social Media Engagement – Between all park and recreation program pages, the agency has 100,556 followers on Facebook alone. This is an increase of 7,436 since the April 2020. Our IDPR main Instagram account has 15,748 followers, up more than 1,000 since April 2020. Between all park Instagram accounts (including City of Rocks with 59,000), we have 77,778 (up 7,000) additional followers, bringing our social media presence to more than 178,300 followers on Facebook and Instagram. All of which is essentially free marketing. Plus 1,031 followers on Twitter and add an additional several hundred together on YouTube, Pinterest, LinkedIn. Bringing our total monthly social media presence to nearly **180,000 people**.
 - Interpretive Program Training: Chelsea and Craig in May recorded a video for interpretative staff on how to market programs in the parks and online to maximize impact and reach. Originally, the presentation was supposed to be live but switched to a video format to adhere to COVID prevention measures.

- Non-Motorized Trails: The Idaho Trails Supporter sticker debuted officially on June 6, National Trails Day, and more than 500 stickers were sold within the first weekend. Display ads appeared in the Idaho Statesman (print and online), in the Idaho Press, in the Coeur d'Alene Press, the Idaho Post-Register, the Lewiston Tribune, the Spokesman-Review and the Idaho Mountain Express, as well as on Facebook and Instagram. Also, we shot a video with Tom Helmer, Non-motorized Trails Manager, for the IDPR website talking about the sticker and the needed funding the maintenance of trails for hiking, biking and equestrian use.
- Mind Your Wake: The Mind Your Wake educational/awareness campaign is live on television and radio across the state. Between paid advertisement spots and PSA spots, it will appear on television 5,108 times and on radio 1,806 times over the course of the summer. The company placing the ads, MTR Communications, is also working to shift some of our current time slots to air during sports showings (specifically golf and NASCAR). We've received several instances of positive feedback from the ads. We are also actively working on placing print ads in several traditional news outlets as well. Those should be on stands in various publications by late July-early August.
- Virtual Junior Ranger: Communications worked with Education Coordinator Jamie Little to put an online version of the Junior Ranger program out to the public. This includes publishing park ranger-produced virtual exploration videos on social media platforms and the IDPR webpage, downloadable *Portals to Parks* activity sheets (being put together by park staff, Chelsea, and University of Idaho students), and a stock-pile of digital resources for children to earn their Junior Ranger certificate (also digitally sent).

- **Sponsors and Partners**

- New Website: Access Idaho continues to work on the much-needed redesign of our site. We've seen detailed prototypes, all of which have a cleaner, easy-to-use layout and would be mobile-device friendly and Americans with Disabilities Act compliant – fixing current deficiencies. By August, we hope to have a draft version of the site to show internally and to begin user testing to ensure it is bug-free before any public launch.
- Idaho Lottery: The Idaho State Park Scratch Cards were finished and set to debut in early July. The campaign will have 480,000 tickets depicting 11 parks. The Lottery will pay for all printing and advertising. Because of COVID, the campaign debut will be July instead of earlier as originally planned. Wooh! Crew promotions will occur in Parks this summer to support the effort. While no

revenue will come to IDPR, the exposure will be extensive.

- Friends/City of Rocks Repairs: Worked with the Friends of Idaho Parks to publicize the group's fundraising efforts to address the graffiti at City of Rocks, sending the release statewide to media outlets. The campaign got noticed and more than met the \$5,000 goal in less than a week. The restoration has begun.
- Loaner Rods and Loaner Backpacks: Both the Loaner Fishing Rod Program and the Experience Idaho Loaner Backpack Program have been suspended due to COVID19 but expansions to both programs are in process. The Idaho Department of Fish and Game has agreed to provide the six participating parks with additional rods, tackle, signage, and support as needed throughout the upcoming fishing season. And similarly, IDPR, in conjunction with the Friends of Idaho State Parks and the generous donation from previous Governor Kempthorne, will expand the Loaner Backpack Program to three additional parks: Massacre Rocks, Lucky Peak, and Dworshak. The parks will each receive five fully stocked backpacks and a custom-built, wood stand.
- Mother Earth Brew Co.: We continue to work with Mother Earth Brew Co., Nampa, on a branded beer ("Forgotten Trail Ale") promotion to promote the Idaho Trails Supporter program. Mother Earth hopes to have the beer in stores by the fall.
- Idaho Commission for Libraries: 50,000 Youth Explorer Passes have been printed for the Idaho Commission for Libraries. These passes are distributed to libraries across the state by the commission and encourage children to read and earn passes, which give them a free entry into an Idaho state park.
- IdaHome Magazine: Wrote a piece about campaign during COVID for the June issue of IdaHome, which has a primary audience in Boise, Eagle, Meridian, Nampa and Caldwell.

Miscellaneous/ Reminders / Last Meeting Follow-Up

- Craig and Chelsea will continue to work with Idaho Recreation and Tourism Initiative and the proposed Office of Outdoor Recreation to promote playing outside.
- Working on general fundraising and relationship building opportunities.
- Continue to handle all agency-related information requests (Idaho Public Records Act) and to serve as primary media contacts.

- Misc. agency brochure revisions, news releases, web postings, etc.
- Continue to handle special projects as assigned – presentations, legislative needs, talking points, speeches, graphics and web updates.



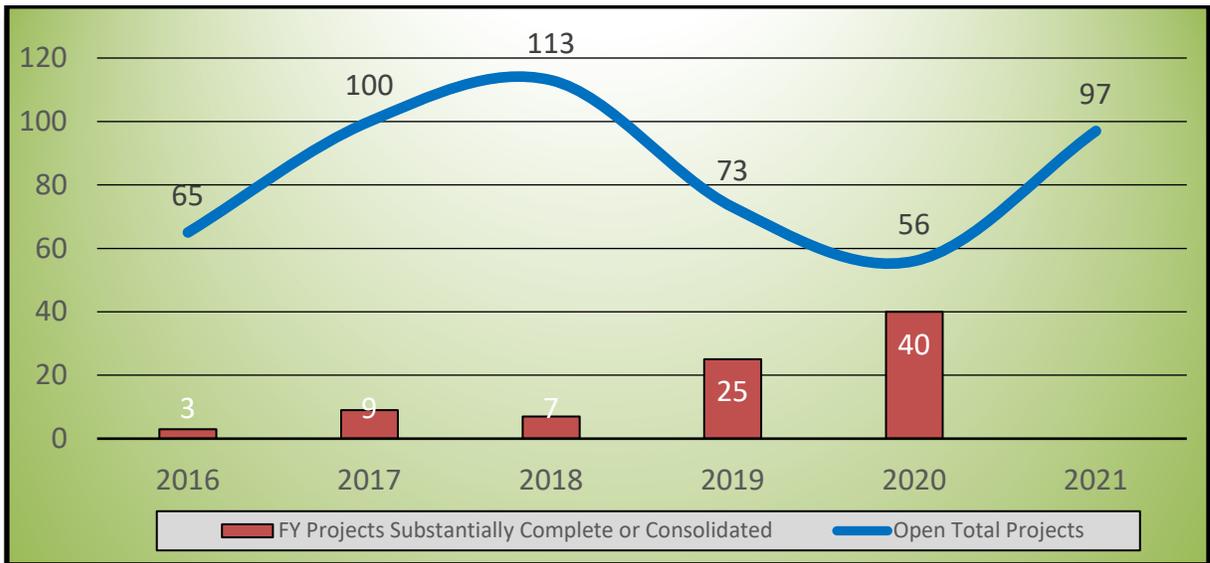
April - May - June 2020

DEVELOPMENT BUREAU
Bureau Chief - Adam R. Zaragoza

GENERAL UPDATE

At the end of the Fiscal Year, 2020, I am pleased to report the Development Team completed, consolidated or closed 40 projects this fiscal year. This is an outstanding achievement and the entire development team should be commended for their performance during these times. Each of our committed team members are passionate about their work and are having fun doing it. They continue to support our Park Managers and Natural Resources as we head into a busy Fall 2020.

The completion of projects for the past 5 fiscal years is shown graphically below.



This quarter, the team substantially completed 6 projects (8% of the total Capital Program). The spring quarter typically picks up for development as the major milestone is preparing construction projects for the Fall season, as well as initiating the new FY2021 projects.

<i>Project No.</i>	<i>Park</i>	<i>Project Name</i>	<i>Milestone</i>	<i>Date</i>
320201	Dworshak	Replace Water Line to Fish Cleaning Station	Substantial Completion	5/8/2020
310382	Round Lake	Day Use Shelter	Substantial Completion	5/29/2020
340573	Castle Rocks	Access Road Improvements	Substantial Completion	5/29/2020
350101	Massacre Rocks	Chip Seal Park Roads	Substantial Completion	5/29/2020
310301	Round Lake	Potable Water System Repairs	Substantial Completion	6/5/2020
310881	Heyburn	Rocky Point Electrical Upgrade at Docks	Substantial Completion	6/10/2020



As previously reported to the Board, we were projected to contract between \$6 and \$8 million in projects for Fall 2020 construction start. As of July 17, 2020, we have contracted or have pending contracts of \$3,700,000 in projects for summer/fall construction. The major projects yet to be bid as of this report, but are imminent, are the Thousand Springs Visitor Center and Entrance Road (\$3 million) and the Heyburn Chatcolet Campground Renovation (\$400k).

Project No.	Park	Project Name	Bid Date	Construction Start	Construction Finish	Contract Value or Estimate
320501	Winchester	Pave Boat Launch Parking Area – Boat Ramp	10/1/2019	5/12/2020	10/30/2020	\$130,000
340573	Castle Rocks	Access Road Improvements	12/18/2019	5/18/2020	5/29/2020	\$82,650
350101	Massacre Rocks	Chip Seal Park Roads	12/18/2019	5/4/2020	6/17/2020	\$217,000
350101	Bear Lake	Chip Seal Park Roads	12/19/2019	7/6/2020	7/13/2020	\$80,000
330182	Ponderosa	CG Electrical and Water Upgrades, Phase 1	3/26/2020	9/8/2020	11/20/2020	\$730,000
360182	Harriman	Silver Lake Yurt Decks	3/26/2020	6/15/2020	7/31/2020	\$46,000
350391	Bear Lake	N Beach Boat Launch Dock Replacement	4/8/2020	August 2020	9/15/2020	\$114,000
330581	Bruneau Dunes	Green Space Irrigation	4/29/2020	6/1/2020	7/15/2020	\$185,000
340302	Thousand Springs	Malad Road Repairs	5/7/2020	8/3/2020	9/3/2020	\$203,000
360111	Harriman	Phase 1 Road Paving	5/7/2020	8/19/2020	9/3/2020	\$80,000
340301	Thousand Springs	Replace Ritter Island Bridge	5/13/2020	9/21/2020	11/20/2020	\$460,000
340601	Lake Walcott	Asphalt Pathway Repairs	5/14/2020	6/9/2020	6/19/2020	\$35,000
320181	McCroskey	RedTail Primitive Campground	5/20/2020	6/29/2020	10/30/2020	\$270,000
330103	Ponderosa	Phase 3 Road Paving to Overlook Point	6/10/2020	9/8/2020	10/23/2020	\$300,000
310101	Priest Lake	Indian Creek Dock Replacement	6/10/2020	October 2020	May 2021	\$330,000
330101	Ponderosa	Replace Peninsula Boat Ramp and Dock	7/2/2020	October 2020	November 2020	\$400,000
360201	Henrys Lake	Old Loop Asphalt Repairs	7/15/2020	September 2020	October 2020	\$300,000
360182	Harriman	Historic Ranch Bridge Replacement	July 2020	September 2020	August 2021	\$100,000*
320291	Dworshak	Osprey Loop Double Vault Replacement	Re-Bid in Progress	September 2020	October 2020	\$55,000
320293	Dworshak	Freeman Creek Tent Area Vault Replacement	Re-Bid in Progress	September 2020	October 2020	\$45,000
310872	Heyburn	Chatcolet Campground Renovation	Bid Pending	September 2020		\$400,000
340303	Thousand Springs	Visitor Center	August 2020	September 2020		\$2,400,000
340393	Thousand Springs	Entrance Road	August 2020	September 2020		\$500,000
310872	Heyburn	Chatcolet Campground Renovation	August 2020	September 2020	November 2020	\$400,000
Estimated to be contracted for Summer/Fall 2020 Construction						\$7,900,000
*IDPR's portion of the project						



In addition to construction bidding, the following design projects are kicking off this summer and fall. With the amount of work that we are working on, newly funded projects that will require design may have a delayed start to balance our team resources. Our team is currently evaluating that upcoming design workload.

Project No.	Park	Project Name	Milestone	Date
330212	Eagle Island	Sewer and Water Design	Design Kickoff	7/16/2020
340381	Thousand Springs	Refurbish Pink House	Design Kickoff	August 2020

In summary, the development team has operated at a high level of efficiency and performance during the COVID period. We have continued our work, accelerated projects in some cases, and IDPR has seen the benefits of bidding during this time where a lot of work has been queued up.



New McCroskey Campground, under construction July 2020



The following is a brief narrative on active projects, their status and next major milestone as of April 28, 2020:

NORTH REGION

<u>Project Number and Name</u>	<u>Current Status</u>
310101 – Priest Lake Indian Creek Dock Replacement Evaluating the submittals 6.23.2020 and pending award.	Design
310102 – Priest Lake Shafer Cabin Elec & Plumbing Repairs Finalizing approvals needed for culvert. Road to be built this summer to allow access to new septic vault. Requesting quote from electrical contractor to see if project needs to be bid.	Design
310111 – Priest Lake Repair Shower House New 2021 project – Working with Architects West to develop Scope of Work.	Concept
310112 – Priest Lake Campground Electrical Upgrades New 2021 project – Working on RFQ for design services.	Concept
310311 – Round Lake Upgrade Road Base Complete and waiting for invoice.	Complete
310691 – Old Mission Visitor Center Lighting Upgrade Awaiting contractor’s proposal for lighting parts.	Construction
310803 – Heyburn, Replace Chatcolet Cottage New cabin design in process.	Design



Demolition of Chatcolet Cottage



Project Number and Name	Current Status
310872 – Heyburn Chatcolet Campground Renovations Design ongoing and prepping for bid. Scheduled construction for Fall 2020.	Design
310811 – Heyburn Rocky Pt. Cottage Electrical Upgrades New 2021 project	
310812 – Heyburn Replace Lake View Cottage New 2021 project	
310813 – Heyburn Replace Benewah Restroom New 2021 project	
310814 – Heyburn Replace Chatcolet Restroom New 2021 project	
320181 – McCroskey Primitive Campground & Shelters at Redtail Contract awarded and under construction. Completion date is October 30, 2020.	Construction
320202 – Dworshak Replace Marina Winch System Starting on Design Build bid docs mid-July.	Concept
320291 – Dworshak Osprey Loop Double Vault Replacement Original bids rejected and project was re-bid. In process of awarding contract after the re-bid.	Bid Award
320293 – Dworshak Freeman Creek Tent Area Vault Replacement Bids rejected and preparing new bid documents.	Bid Prep
320211 – Dworshak Upgrade Water Treatment Plant New 2021 project – Evaluating system for upgrades	
320212 – Dworshak Repaint Group Camp Building New 2021 project	
320213 – Dworshak Upgrade Shower House Plumbing New 2021 project	
320214 – Dworshak Roadway Repairs Boat Ramp Parking New 2021 project	
320215 – Dworshak Replace Freeman Creek Water Lines New 2021 project – Project kickoff meeting was held in late June.	Concept



<u>Project Number and Name</u>	<u>Current Status</u>
320301 – Hells Gate Assist Manager House Renovation Complete.	Construction
320392 – Hells Gate Marina Mooring Dock Replacement 404 Permit anticipated early September 2020. Working on design. Construction anticipated winter 2020/2021.	Design
320395 – Hells Gate Marina Dredging Dredging completed. Working on project closeout.	Closeout
320311 – Hells Gate Repair & Resurface Trail New 2021 project	
320312 – Hells Gate Remodel Marina Restroom New 2021 project	
320501 – Winchester Pave Boat Launch Parking Area Paving complete. Plan to install boat ramp this fall.	Construction



Winchester Pave Boat Launch Parking Area

MISCELLANEOUS PROJECT NOT FORMALLY TRACKED:

- Farragut entrance road
- Priest Lake Lionhead pilings moved for safety
- Waiting on an estimate to paint the restroom at Priest Lake – Deferred Maintenance



SOUTH REGION

Project Number and Name

Current Status

330101 – Ponderosa Replace Peninsula CG Docks, Boat Ramp, ADA Access
Bids have been opened and the project is being awarded. Construction to start early October.

Bidding



Boat Ramp Prior to Construction

330103 – Ponderosa Phase 3 Road Paving to Overlook Point
Bids have been received and the contract is out for signature. The Scope of the project will finish paving all the way to the point.

Construction

330111 – Ponderosa Re-Engineer Lakeview Cabin Roof Structures
New 2021 Project

330182 – Ponderosa CG Electrical and Water Upgrades Phase I
Project awarded to Granite Excavation. Construction to begin after Labor Day 2020.

Construction

330183 – Ponderosa Kokanee Cove Conceptual Plan
Dining hall demolition is complete. Working to preserve the free-standing fire pit for public enjoyment.

Construction



Demolition of Dining Hall



Dining Hall Demo Complete....Fireplace Saved!



Project Number and Name	Current Status
330292 – Eagle Island Pond Water Quality Improvement Project substantially complete. Working with contractor to develop method To secure recirculation line to pond bottom. Project will be closed out once This task is completed.	Closeout
330211 – Eagle Island Pump House Replacement New 2021 Project	
330212 – Eagle Island Sewer & Water Design Engineering officially kicked off 7/16/2020. Gathering stats from other IDPR campgrounds and re-evaluating overall master plan.	Design
330411 – Lucky Peak Pave Springs Shores Gravel Area New 2021 Project – Design and Bidding will occur this winter and Construction will occur in the spring of 2021.	Concept
330581 - Bruneau Dunes Evaluation of Irrigation System Construction started and is scheduled to be complete by mid-July 2020.	Construction
330511 – Bruneau Observatory Parking & Pathway Repair New 2021 Project	
330512 – Bruneau Staff Housing Pilot Program New 2021 Project	
330611 – Three Island Trailside CG Electrical Upgrades New 2021 Project	
330764 – Lake Cascade Blue Heron & Van Wyck Docks/Pilings Working with consultant for project design.	Design
330771 – Lake Cascade Pelican Cove Day Use ADA Improvements & CXT Current design will require a large work boat for park to install/remove for Winter. Will discuss at meeting with BOR.	Design
330781 – Lake Cascade Pelican Crown Point Docks Temporary docks installed. Conceptual design and cost estimate complete. Project is underfunded. Meeting with BOR to determine how to proceed.	Design
330711 – Lake Cascade Replace Blue Heron RR NEPA permit has been received. Plans are to bid this project by early July And get work completed by spring of 2021.	Design
340301 – Thousand Springs Replace Ritter Island Bridge Contract awarded and submittals being reviewed. Construction start late September 2020 after Festival.	Construction



Project Number and Name **Current Status**

340302 – Thousand Springs Malad Road Repairs Construction
Project has been awarded and is scheduled to begin August 3, 2020.

340303 – Thousand Springs Visitor Center Design
Project is out for bid. Bid opening is scheduled for August 13, 2020.



Rendering of Thousand Springs Visitor Center

340311 – Thousand Springs Ritter Island Barn Reroof
New 2021 Project

340381 – Thousand Springs Ritter Island Refurbish Pink House Design
Architect selected and in the process of contract negotiation. Project to be bid
In winter with spring 2021 construction.

340393 – Thousand Springs Billingsley Entrance Road Design
Project is out for bid. Bid opening is scheduled for August 13, 2020.

340395 – Thousand Springs Billingsley Creek Campground Design
Proposal received for campground construction documents. Will discuss and
Begin construction document design once awarded.

340399 – Billingsley Creek Development Phase 1 Design
Negotiating contract with Design Consultant. Will proceed with design once
Contract is fully executed. Design will be completed throughout summer
and fall of 2020.



MISCELLANEOUS PROJECTS NOT FORMALLY TRACKED:

- Engineering for Idaho City Yurts after earthquakes
- Engineering review of the Bayhorse Bridge
- Repairs to Discovery Unit picnic shelter damaged by storm
- Spring Shores Marina parking lot pavement striping and stenciling
- Sandy Point irrigation water line repairs
- Bruneau Dunes Visitor Center lighting modifications (deferred maintenance)
- Replace baseboard heaters at Ponderosa (deferred maintenance)
- Replaced fuel dock decking at Spring Shores
- Provided dock stabilization rodes at Sugarloaf
- Corrected lighting not in compliance with Valley County Dark Sky imitative at Lake Cascade
- Repaired irrigation controller at Sugarloaf Campground
- Ritter Island Barn Repainted



Ritter Island Barn Repainted



EAST REGION

Project Number and Name

Current Status

340511 – Castle Rocks VC Exterior Maintenance
New 2021 Project

340512 – Castle Rocks New Vault Toilet
New 2021 Project

340601 – Lake Walcott Asphalt Pathways Repairs
This project is complete and waiting on final invoicing.

Closeout



Lake Walcott Asphalt Pathway Repairs

340611 – Lake Walcott Boat Ramp RR Repair
New 2021 Project

350301 – Bear Lake Chip Seal Park Roads
Construction started July 6, 2020.

Construction



Bear Lake Paving



Project Number and Name **Current Status**

350311 – Bear Lake CG Loop Upgrades Phase 2
New 2021 Project

350382 – Bear Lake Tent Camping Area & Parking Improvements Construction
Finishing landscaping and campground upgrades. There is still some
Groundwork that needs to be done.



Bear Lake Camping Area and Parking Improvements

350391 – Bear Lake North Beach Boat Launch Dock Replaced Construction
HDB Marine manufacturing docks for install this summer.

360102 – Harriman Scovel Center Winterization Concept
Negotiating contract with Trout Architects to investigate subsurface
Water issues. Negotiating contract with A&E Engineering for HVAC design.

360103 – Harriman Foundation Repair and Log Replacement Construction
Construction to start in August.

360111 – Harriman Entrance Area Paving Phase 1 Construction
Notice to Proceed sent with start date of 8/19/20. Evaluating paving to
Silver Lake Dam as the first phase.

360112 – Harriman Upgrade Dormitory
New 2021 Project

360113 – Harriman Historic Bridge Replacement Bidding
New 2021 Project – In bidding process

360182 – Harriman Decks and Furnishings for Silver Lake Yurts Construction
Preconstruction meeting scheduled for 7/8/20. Construction in July 2020.

360201 – Henrys Lake Old Loop Asphalts Repairs Bidding
Project bid 7/15/20.



Project Number and Name	Current Status
360211 – Henrys Lake Caddis Loop RR Upgrade New 2021 Project	
360212 – Henrys Lake CG Loop Paving Upgrades Phase 2 New 2021 Project	
360271 – Henrys Lake RR Remodel at Boat Launch Project in design. Construction to be delayed allowing demolition of Existing restroom with 2022 budget. This will allow for better location of new fish cleaning station.	Design
360582 – Engineer Evaluation Bayhorse Building Stabilization Project in design and survived an earthquake, the bridge didn't!	Design
360511 – Land of Yankee Fork Maintain Parking Lot New 2021 Project	
360512 – Land of Yankee Fork Skylark Mine Trail Repairs New 2021 Project	
360591 – LOYF Irrigation System Project substantially completed on 10/20/19. Hydroseed change order Processed and installed. Will closeout once winterization training is complete.	Closeout

EXPERIENCE/EDUCATION PROGRAM REPORT

APRIL, MAY, JUNE 2020

EXPERIENCE/EDUCATION PROGRAM, JAMIE LITTLE, SUPERVISOR

Mission

The mission of the Idaho Department of Parks and Recreation is to improve the quality of life in Idaho through outdoor recreation and resource stewardship.

Goals

1. Assess all parks in the system in terms of needs/priorities for interpretive facilities, exhibits, programming, training, and staffing.
2. Continue creating high quality photo files of the parks for use in interpretation, social media, and marketing.
3. Lead the Interpretive Team to support implementation of improvements in the overall Experience/Education program.
4. Continue implementing the Interpretive Strategic Plan in support of the agency Strategic Plan.
5. Plan for and create Natural and Cultural Resource Assessments for the parks starting in 2019.
6. Start creating park interpretive plans in 2019, starting with City of Rocks/Castle Rocks.
7. Make adjustments in interpretation for COVID-19

Quarterly Program Report

- Coordinated the creation of an online Junior Ranger Program, including creating several Portals to Parks activity sheets, Leave No Trace activity sheet, videos, and optional park activities if present at the park.
- April 15 shared a link for information on online activities and videos available through the Idaho Department of Parks and Recreation with the state employee Wellness Coordinator with the Idaho Division of Human Resources.
- April 29 attended National Girl Scouts webinar on 2020 event in parks
- April 29 sent development staff recommendations on native plants for use in landscaping at Thousand Springs Visitor Center.
- April 30 attended meeting on 25% review of interpretive exhibits for Thousand Springs Visitor Center
- Took additional park photos at multiple parks and shared those with Social Media staff for use on Instagram and Facebook posts, as well as posting on the P drive for staff use.
- May 4 shared information on World Migratory Bird Day with parks staff.
- May 7 attended meeting on 25% review of interpretive exhibits for Thousand Springs Visitor Center
- May 19 recorded video of communications staff presentation for virtual interpretive training.

- May 20,21 recorded 8 videos of my presentations for virtual interpretive training.
- May 21st, photo of a Yellow-rumped Warbler at Eagle Island State Park I took featured in the national newsletter for the National Association for Interpretation



Pictured above: A yellow-rumped warbler at Eagle Island State Park, Idaho. Photo by Jamie Little.

- May 23 served on interview panel for City of Rocks interpretive staff
- May 23 visited Bruneau Dunes State Park to help with research for Dark Sky designation.
- May 26 recorded video of Keith Hobbs for virtual interpretive training
- May 27 recorded video of Director Langhorst for virtual interpretive training
- Supported field staff in developing online interpretation resources including providing guidelines and standards.
- Sent registration form to field staff for attending Virtual interpretive training.
- Attended webinar June 17 to plan for national Girl Scout event in 2020.
- Wrote article for IDPR News on the new online Junior Ranger Program.
- Worked with members of the Shoshone-Bannock Tribes to finalize input for the City of Rocks/Castle Rocks State Park Interpretive Plan.
- Worked with City of Rocks/Castle Rocks staff on final edits to the City of Rocks/Castle Rocks Interpretive Plan.
- May 28th participated in national conference call with state parks interpretive coordinators.
- Was interviewed by a Boise State student working on a research paper about Idaho's State Parks that will explore the impact users have on the ecology of the parks and ways this impact can be mitigated.

- Provided support and answered questions from field staff on adjustments needed to offer interpretation safely in the COVID-19 situation for summer 2020.
- Re-scheduled the Certified Interpretive Guide Workshop for September 21-25, 2020 at City of Rocks National Reserve. Attendance will be limited to 8 to allow for social distancing.
- June 17 provided updates to Anna Canning on IDPR Strategic Plan projects progress.
- June 19th, photo of a Western Tiger Swallowtail on Showy Milkweed I took at IDPR HQ was featured in the national newsletter for the National Association for Interpretation.



Photo: Western Tiger Swallowtail on Showy Milkweed at Idaho State Parks headquarters. Photo by Jamie Little.

- Assisted with registering teachers for summer workshop at City of Rocks
- June 21 visited Bruneau Dunes State Park to take photos to document dark sky conditions to support Dark Sky Designation process.
- June 24 created two handouts on interpreting the Perseid Meteor Shower and shared those with park staff.
- In June, on the IDPR website, the Learning page where the new online Junior Ranger Program is located received 3,201 hits, attracting 2,392 unique visitors.
- Additionally, all of the interpretive videos listed on the IDPR website have been watched. While a couple have only been watching between 45-70 times, several of them are well into thousands of views. Harriman's Signs of Spring video has been viewed over 2,500 times!

IDAPA RULE IDAPA FEE BOARD ACTION REQUIRED
 BOARD POLICY INFO ONLY, NO ACTION REQUIRED

AGENDA
Idaho Park and Recreation Board Meeting
IDPR Headquarters
5657 Warm Springs Ave.
Boise, ID 83716
August 12, 2020
Teleconference

AGENDA ITEM: **FY 2020 4th Quarter Financial Reports**

ACTION REQUIRED: **Information Only**

PRESENTER: **Steve Martin**

PRESENTATION

Attached are the year-end financial reports for fiscal year (FY) 2020. The information presented reflects an overview of the department’s revenues, expenditures and cash balances along with a summary of the Passport Program.

- Page 2 – FY 2020 Financial Statement / Budget Status as of 06/30/2020
- Pages 3-5 – FY 2020 Y-T-D Park Operations Revenues / Expenditures
- Pages 6-12 – FY 2020 Cash Balances as of 06/30/2020
- Page 13 – FY 2020 Y-T-D Passport Program Revenue

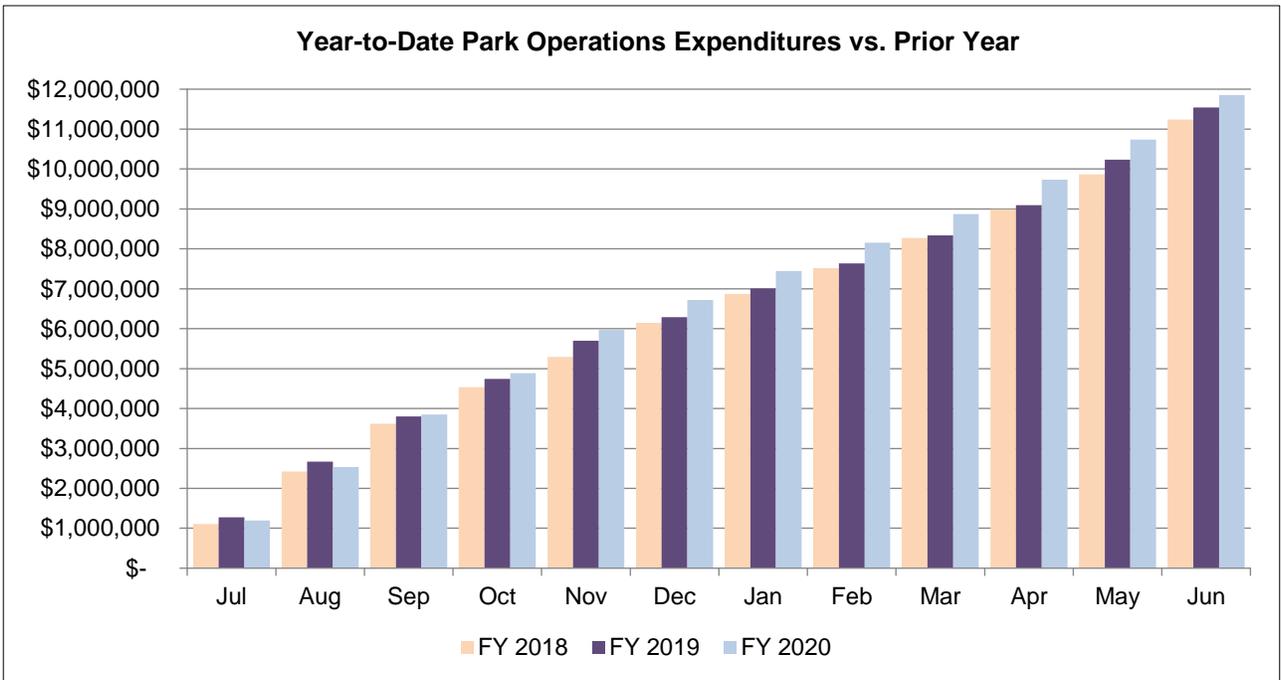
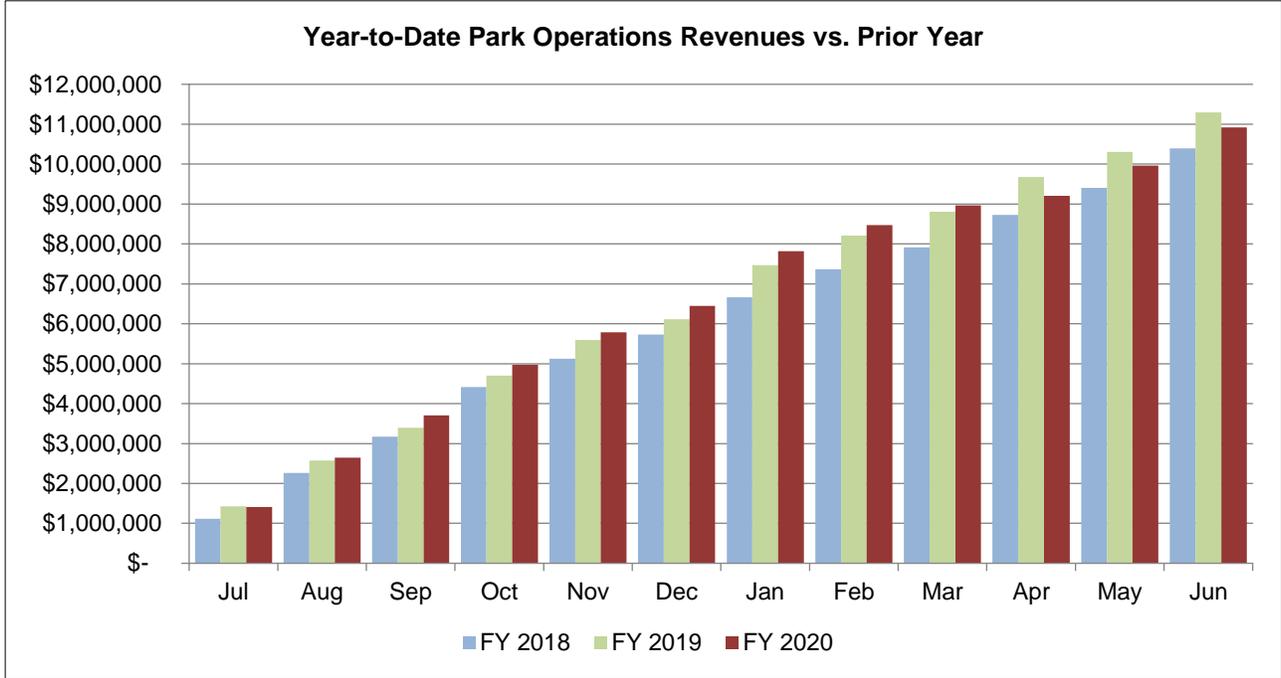
STAFF RECOMMENDATIONS

This agenda item is for information only.

**Idaho Department of Parks and Recreation
FY 2020 Financial Statement / Budget Status
as of June 30, 2020**

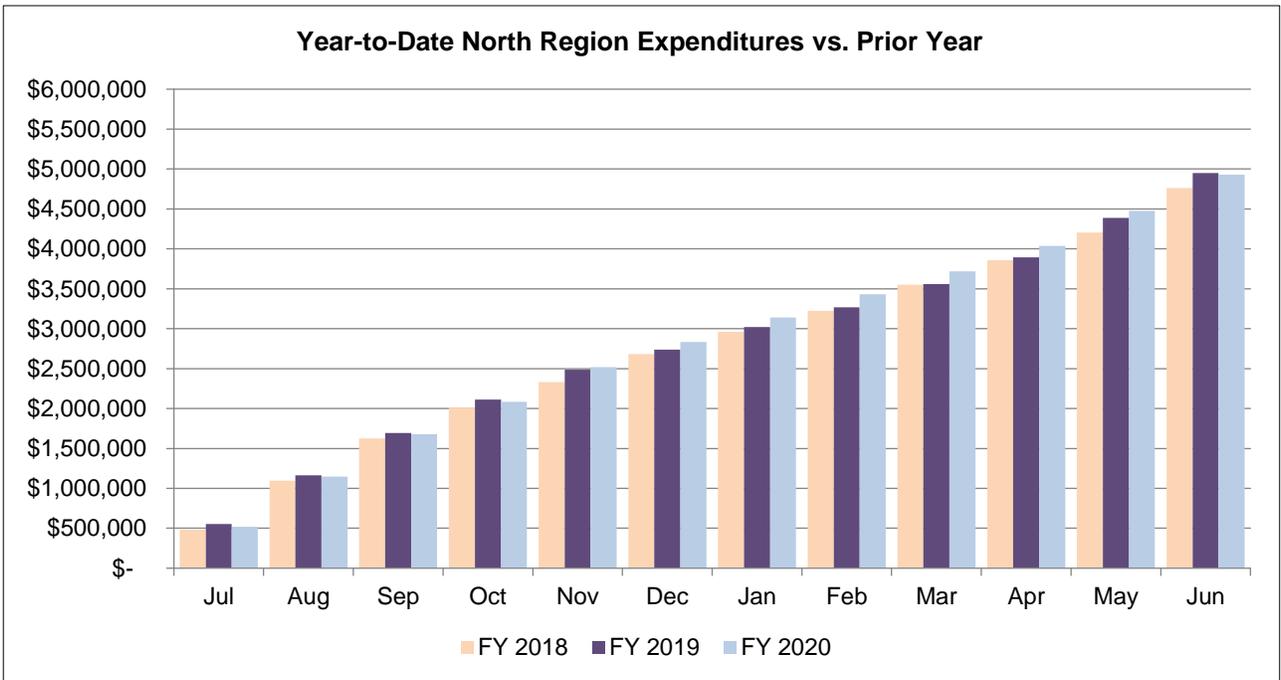
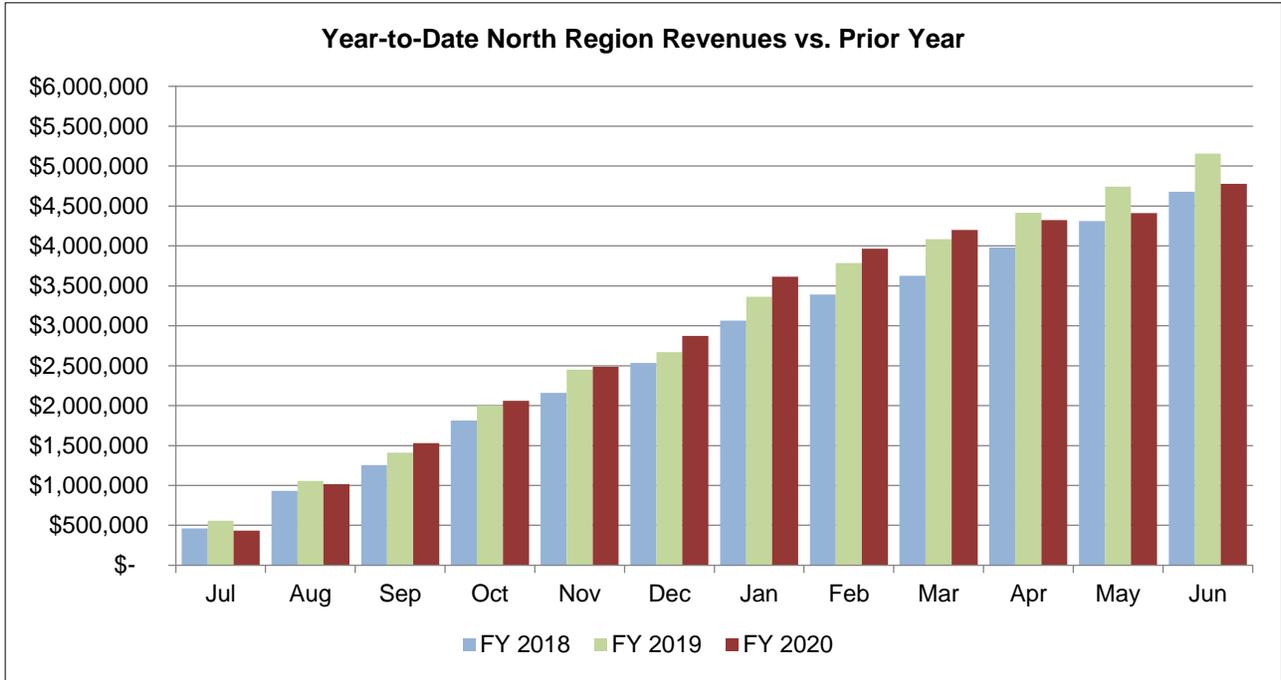
Program/Object	Appropriation	Expenditures	Encumbrances	Balance	% Remaining
Management Services					
Personnel Costs	\$ 3,157,700	\$ 2,891,179	\$ -	\$ 266,521	8.4%
Operating Expenditures	1,763,100	1,199,393	-	563,707	32.0%
Capital Outlay	84,300	84,254	-	46	0.1%
Trustee & Benefit	13,524,300	5,135,940	7,793,714	594,646	4.4%
Subtotal	\$ 18,529,400	\$ 9,310,765	\$ 7,793,714	\$ 1,424,921	7.7%
Park Operations					
Personnel Costs	\$ 10,551,400	\$ 9,759,396	\$ -	\$ 792,004	7.5%
Operating Expenditures	5,682,424	4,990,580	-	691,845	12.2%
Capital Outlay	1,731,713	1,392,175	64,665	274,873	15.9%
Trustee & Benefit	1,427,500	149,327	719,997	558,176	39.1%
Subtotal	\$ 19,393,037	\$ 16,291,477	\$ 784,662	\$ 2,316,898	11.9%
Capital Development					
Personnel Costs	\$ -	\$ -	\$ -	\$ -	-
Operating Expenditures	-	-	-	-	-
Capital Outlay	16,496,958	3,332,306	-	13,164,652	79.8%
Trustee & Benefit	-	-	-	-	-
Subtotal	\$ 16,496,958	\$ 3,332,306	\$ -	\$ 13,164,652	79.8%
Total	\$ 54,419,395	\$ 28,934,548	\$ 8,578,376	\$ 16,906,471	31.1%

**Idaho Department of Parks and Recreation
Park Operations - All Funds
Year-to-Date Revenues and Expenditures
June 30, 2020**



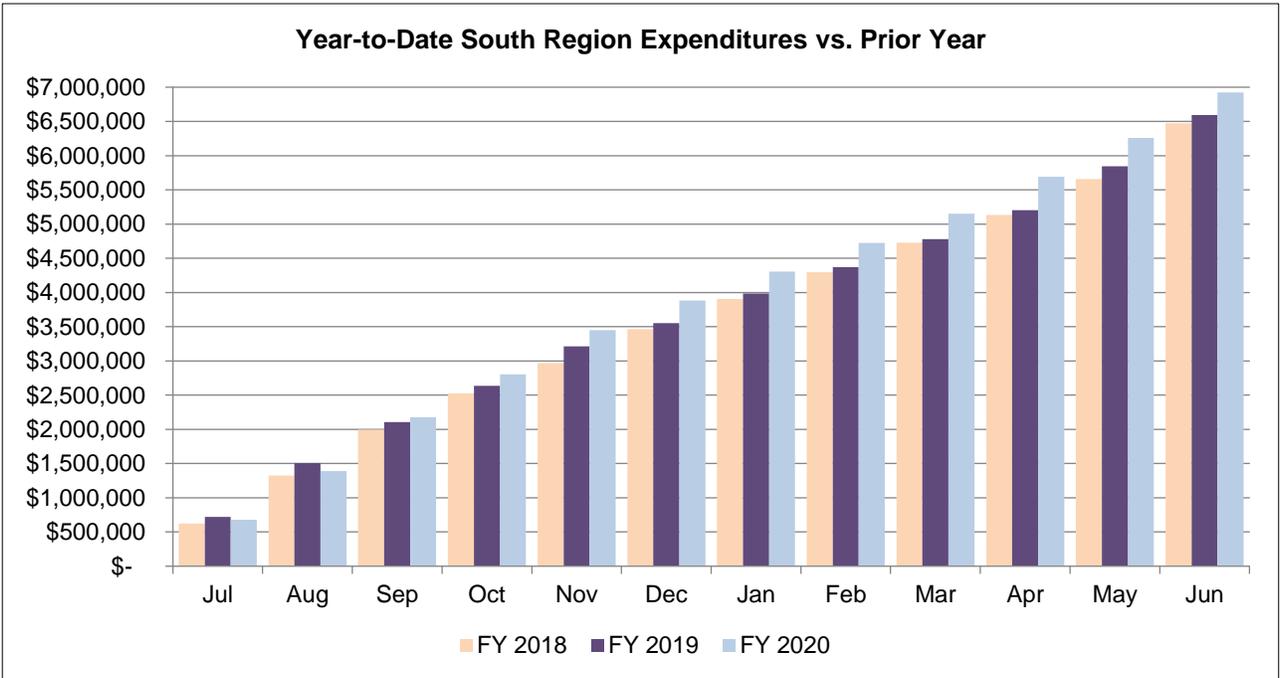
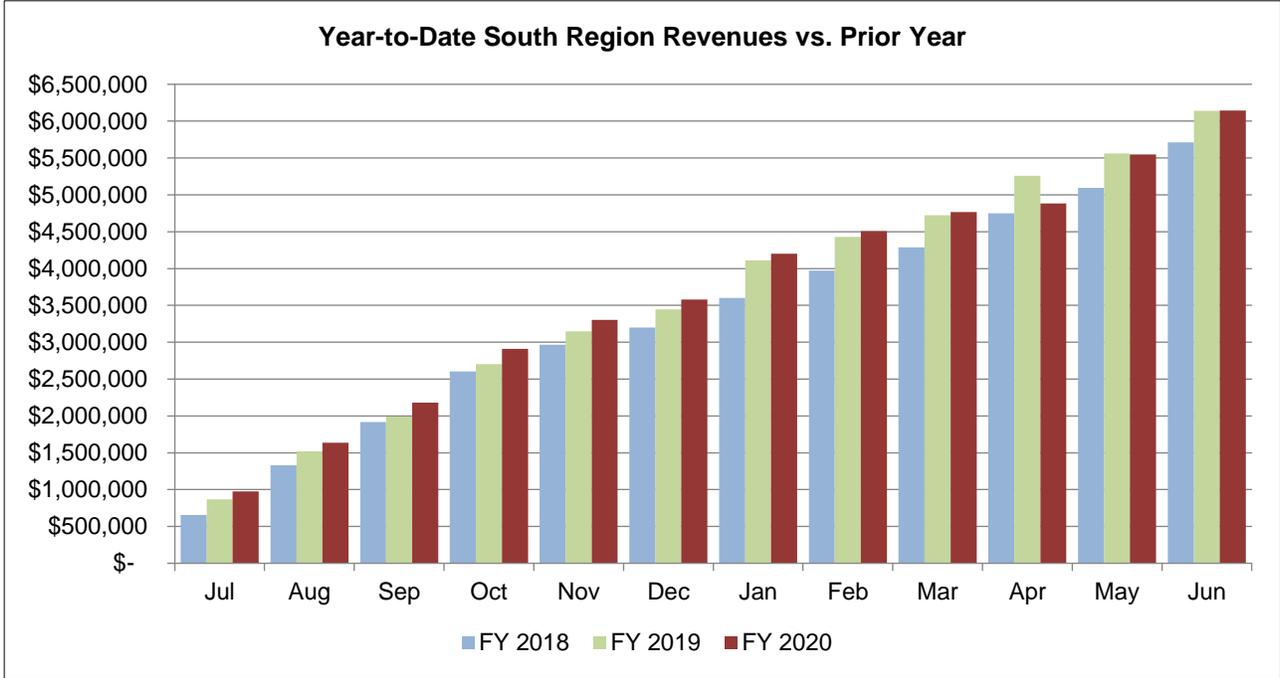
- All Park Operations fiscal year-to-date revenues are down \$375,900 (or -3.3%) compared to FY 2019
- All Park Operations fiscal year-to-date expenditures are up \$305,700 (or 2.6%) compared to FY 2019

**Idaho Department of Parks and Recreation
North Region - All Funds
Year-to-Date Revenues and Expenditures
June 30, 2020**



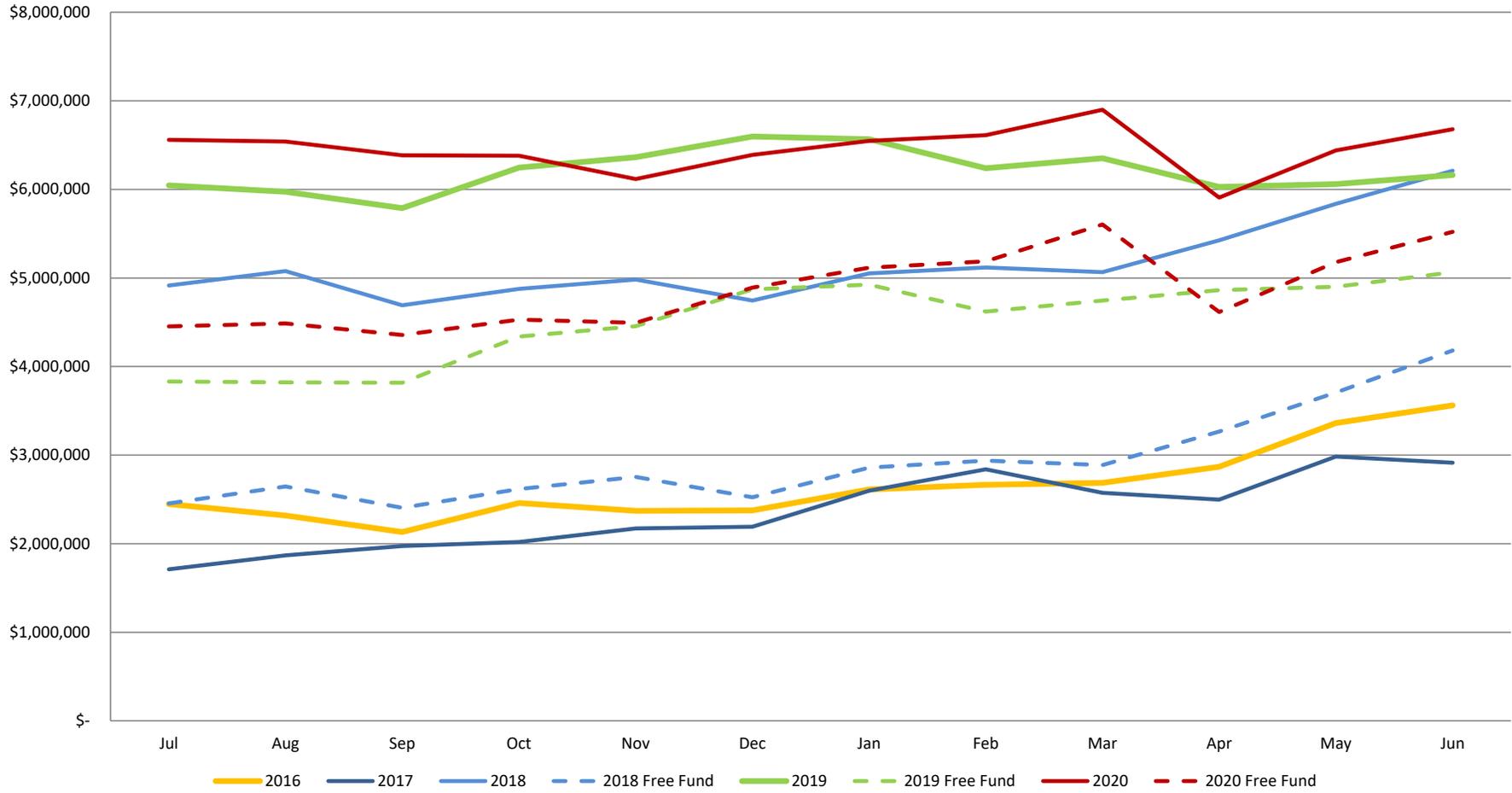
- North Region fiscal year-to-date revenues are down \$378,600 (or -7.3%) compared to FY 2019
- North Region fiscal year-to-date expenditures are down \$22,900 (or -0.5%) compared to FY 2019

**Idaho Department of Parks and Recreation
South Region - All Funds
Year-to-Date Revenues and Expenditures
June 30, 2020**

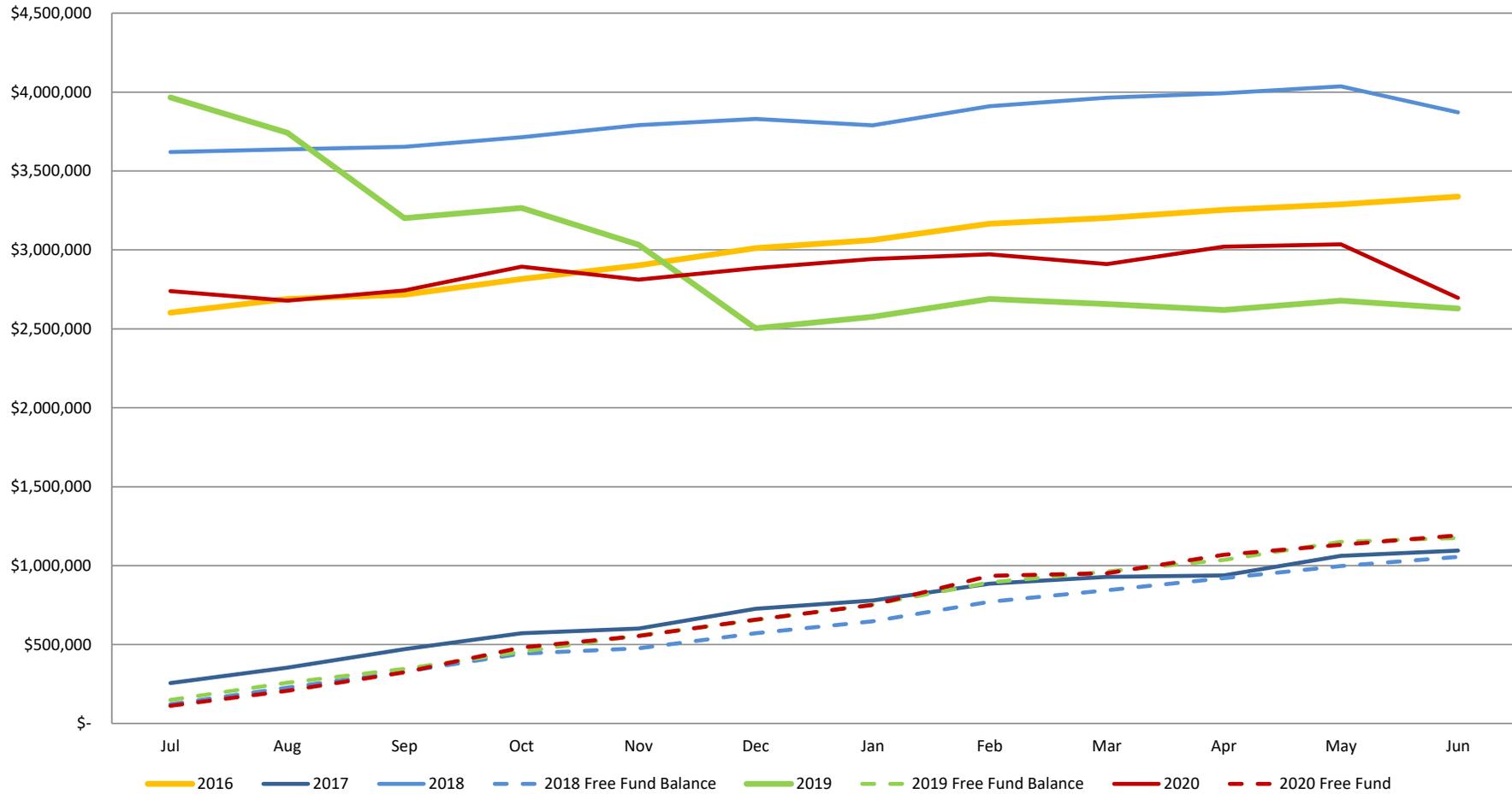


- South Region fiscal year-to-date revenues are up \$2,700 (or 0.0%) compared to FY 2019
- South Region fiscal year-to-date expenditures are up \$328,600 (or 5.0%) compared to FY 2019

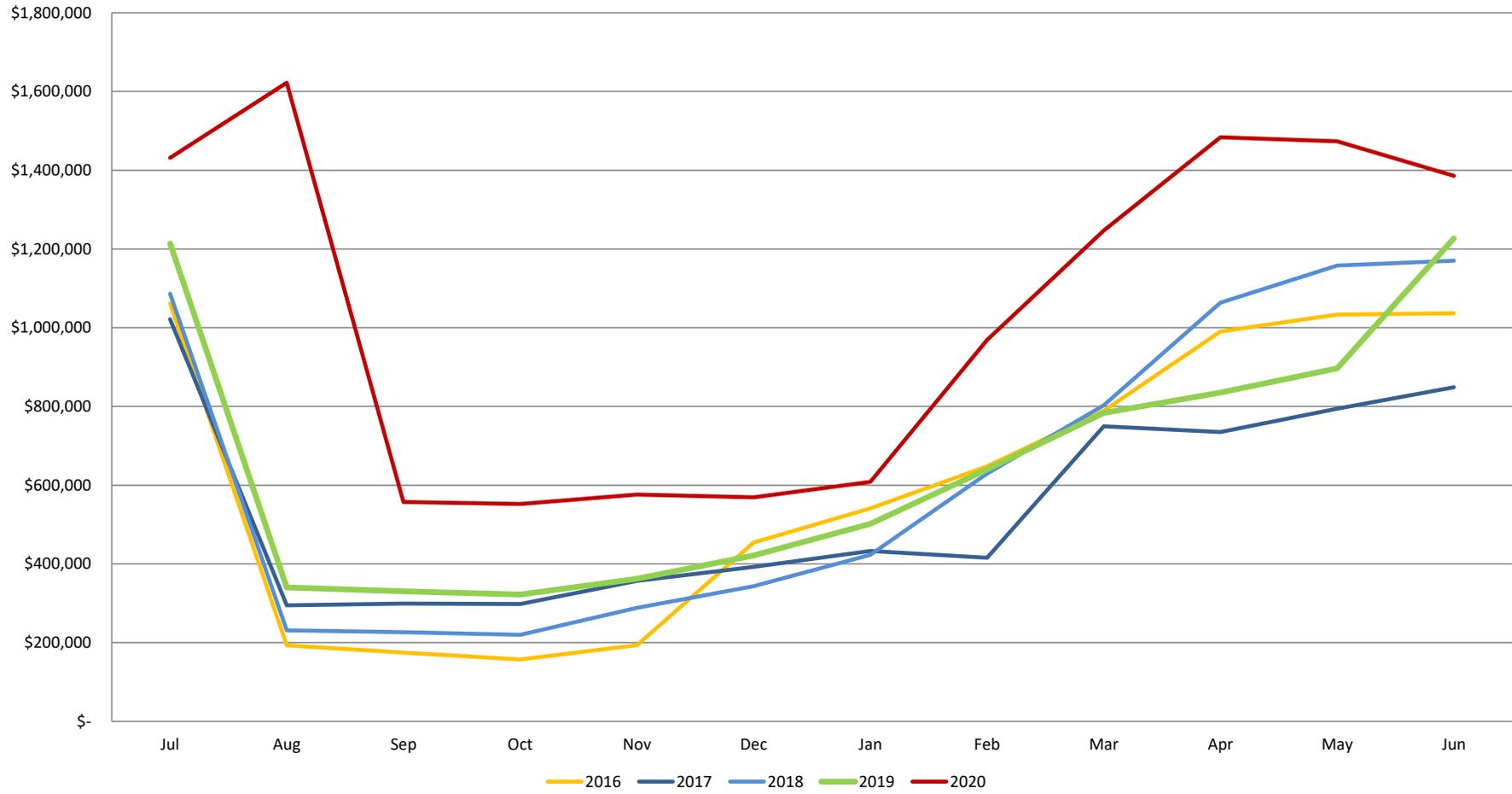
**Idaho Department of Parks and Recreation
Cash Balance Trend - Parks and Recreation Fund (0243)
June 30, 2020**



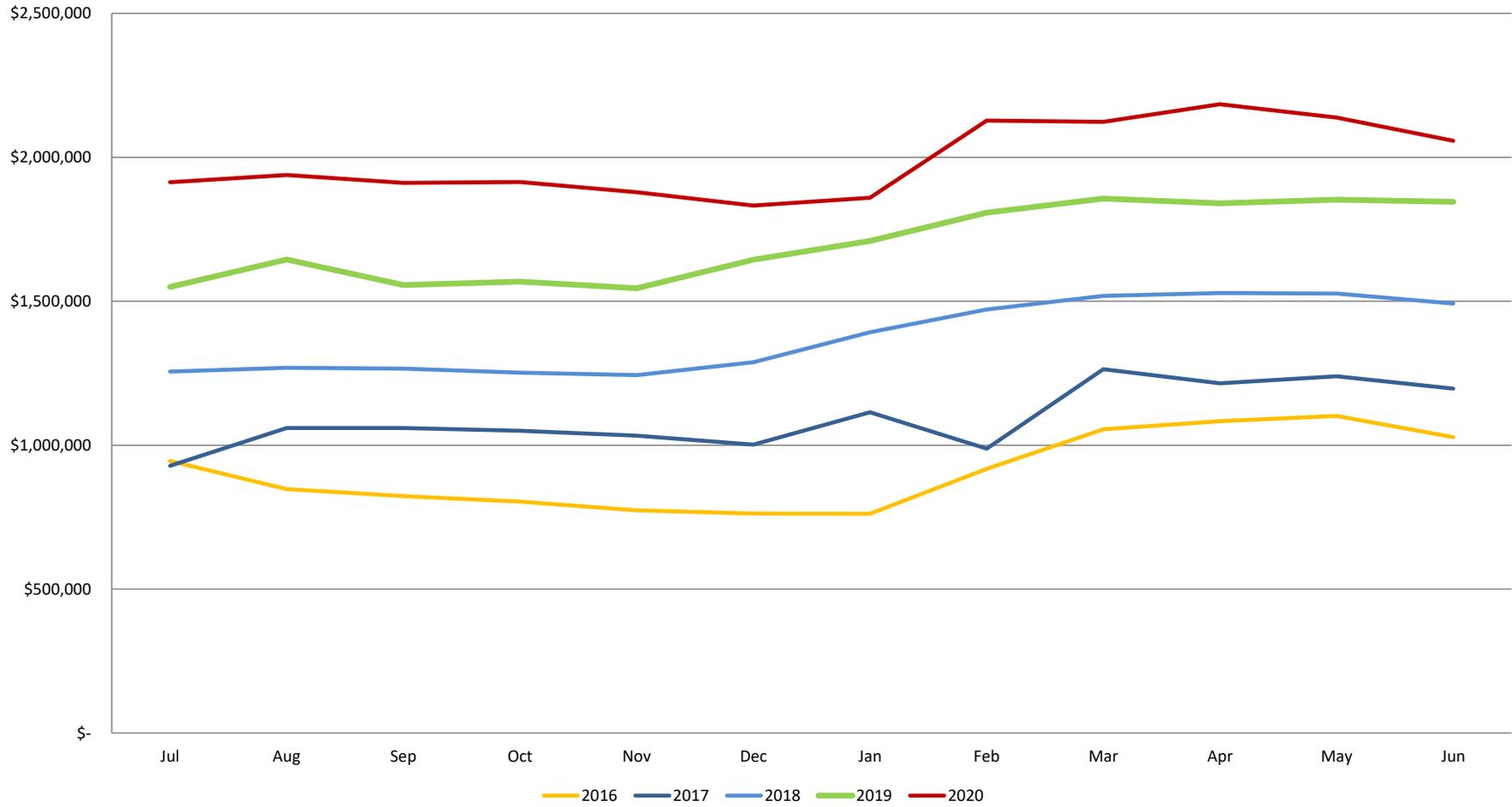
**Idaho Department of Parks and Recreation
Cash Balance Trend - Recreational Fuels Capital Improvement Fund (0247.01)
June 30, 2020**



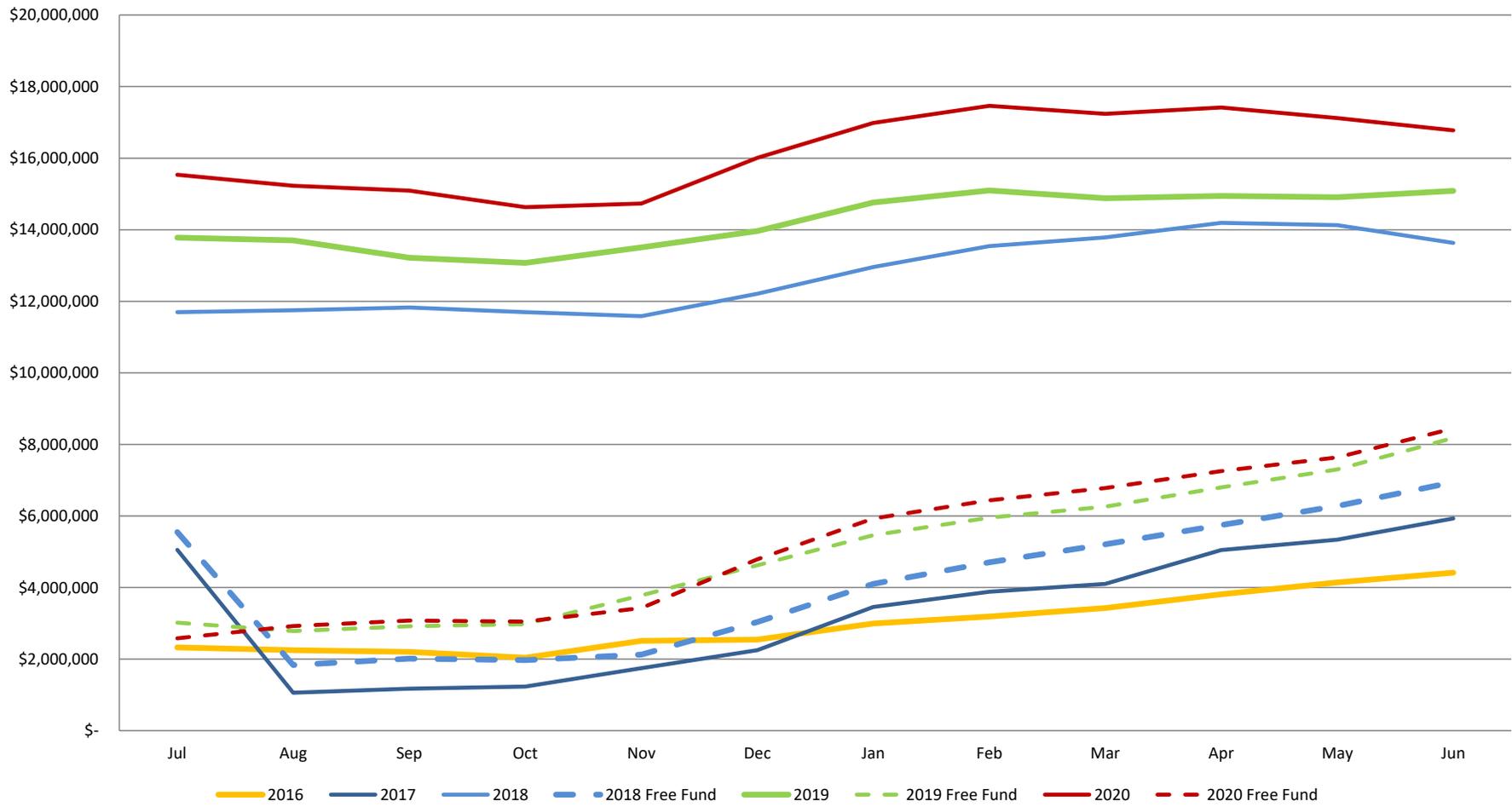
**Idaho Department of Parks and Recreation
Cash Balance Trend - Snowmobile Fund (0250.03)
June 30, 2020**



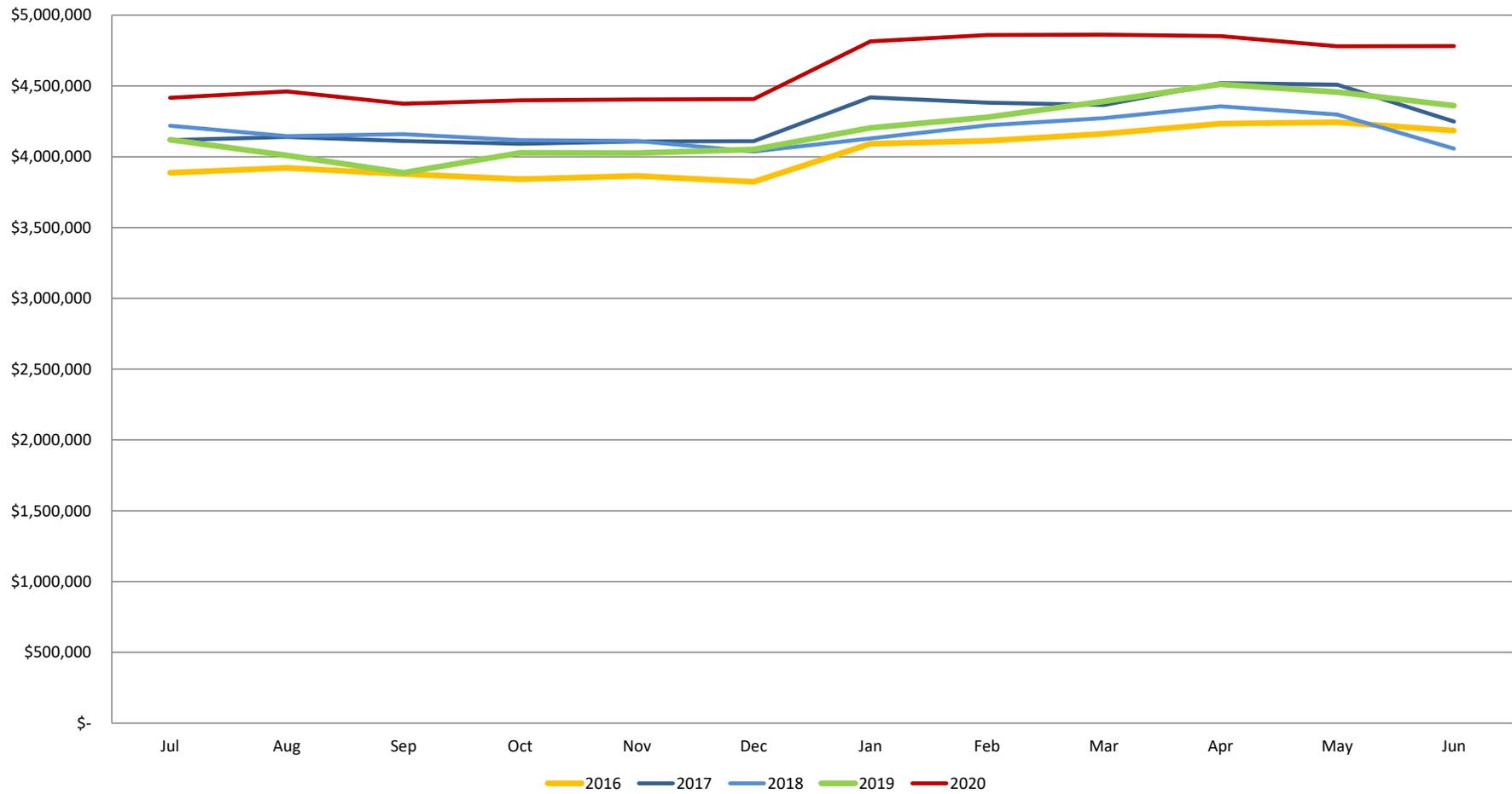
**Idaho Department of Parks and Recreation
Cash Balance Trend - Motorbike / OHV Fund (0250.04)
June 30, 2020**



**Idaho Department of Parks and Recreation
Cash Balance Trend - Recreational Vehicle Fund (0250.05)
June 30, 2020**



**Idaho Department of Parks and Recreation
Cash Balance Trend - Enterprise Fund (0410.01)
June 30, 2020**



Idaho Department of Parks and Recreation
Statement of Cash Balances - FY 2020
as of June 30, 2020

Fund	Description	Beginning Balance	Cash Inflows	Cash Outflows	Cash Balance	Encumbrances	Unobligated Fund Balance
0125	Federal Indirect Cost Recovery	\$ 415,594	\$ 354,462	\$ (394,379)	\$ 375,677	\$ -	\$ 375,677
0243	Parks and Recreation Fund	6,162,640	11,532,898	(11,015,609)	6,679,929	-	6,679,929
0243.02	Parks & Rec - Registration Administration	3,004,744	3,139,182	(2,882,449)	3,261,477	-	3,261,477
0243.03	Parks & Rec - Sawtooth License Plate	-	52,849	(39,919)	12,930	-	12,930
0243.04	Parks & Rec - Cutthroat Wildlife Plate	69,565	20,534	(15,632)	74,467	22,000	52,467
0243.05	Parks & Rec - Mountain Bike	111,133	36,607	(16,084)	131,656	-	131,656
0247.01	Recreational Fuels - Capital Improvement	2,628,908	1,713,895	(1,646,703)	2,696,100	-	2,696,100
0247.02	Recreational Fuels - Waterway Improvement	2,505,635	1,641,466	(944,482)	3,202,619	1,014,020	2,188,599
0247.03	Recreational Fuels - Off-road Motor Vehicles	3,312,218	1,641,466	(1,321,325)	3,632,359	661,670	2,970,689
0247.04	Recreational Fuels - Road & Bridge	1,878,038	859,287	(455,920)	2,281,404	243,762	2,037,642
0247.06	Recreational Fuels - Administration	476,497	1,177,489	(1,226,927)	427,059	-	427,059
0250.01	Registration - State Vessel	-	2,516,643	(2,516,643)	-	-	-
0250.02	Registration - Cross Country Ski	124,182	99,114	(99,243)	124,054	-	124,054
0250.03	Registration - Snowmobile	1,227,005	1,720,523	(1,561,487)	1,386,041	-	1,386,041
0250.04	Registration - Motorbike	1,845,664	1,097,179	(885,058)	2,057,785	64,665	1,993,120
0250.05	Registration - Recreational Vehicle	15,085,100	7,075,826	(5,380,315)	16,780,611	4,376,046	12,404,565
0348	Federal Grant Fund ¹	721,600	4,900,094	(4,384,083)	1,237,611	3,587,539	(2,349,928)
0349	Miscellaneous Revenue	64,226	34,036	(34,086)	64,176	-	64,176
0410.01	Enterprise	4,360,846	2,955,303	(2,533,946)	4,782,203	-	4,782,203
0496.01	Expendable Trust - Park Donations ²	312,431	90,351	(79,366)	323,416	-	323,416
0496.02	Harriman Trust	575,366	386,639	(316,575)	645,429	-	645,429
0496.03	Park Land Trust	3,742,513	145,121	(281,209)	3,606,425	-	3,606,425
0496.05	Trail of the Coeur d'Alenes	524,757	186,507	(129,162)	582,102	-	582,102
Total		\$ 49,148,659	\$ 43,377,473	\$ (38,160,601)	\$ 54,365,531	\$ 9,969,703	\$ 44,395,828

Notes: ¹ Federal Grant Fund is a borrowing limit and does not represent department cash

² 0496.01 Includes State Trust Outdoor Recreation Enhancement (STORE) Act Funds (see 67-4247)

Idaho Department of Parks and Recreation
Passport Program Revenue FY 2020
as of June 30, 2020

Gross Revenue	FY 2019 June	FY 2020 June	Increase/ (Decrease)	% Change
1-Year Registrations	\$ 155,730	\$ 160,530	\$ 4,800	3.1%
2-Year Registrations	112,660	141,300	28,640	25.4%
Total	\$ 268,390	\$ 301,830	\$ 33,440	12.5%

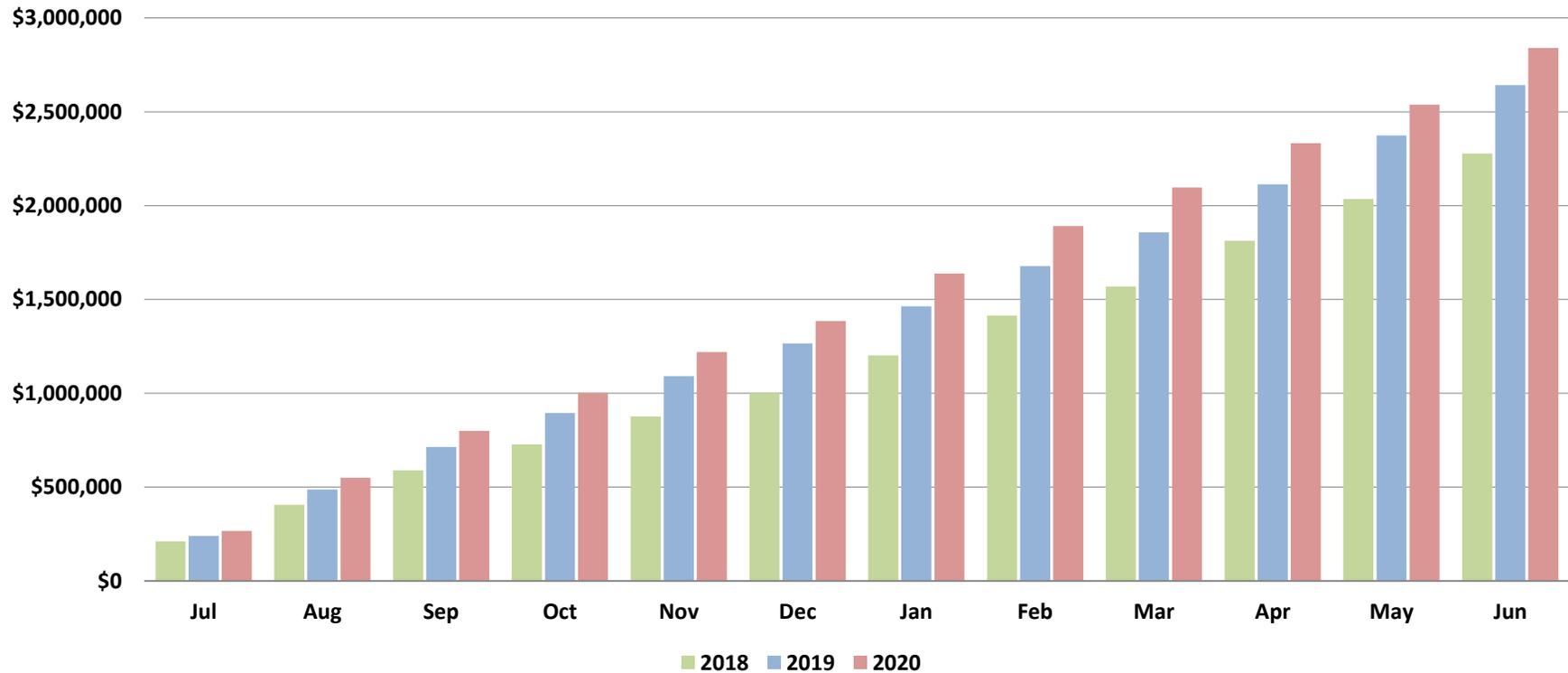
FY 2019 Y-T-D	FY 2020 Y-T-D	Increase/ (Decrease)	% Change
\$ 1,533,200	\$ 1,603,490	\$ 70,290	4.6%
1,109,260	1,236,420	127,160	11.5%
\$ 2,642,460	\$ 2,839,910	\$ 197,450	7.5%

Transactions

1-Year Registrations	15,573	16,053	480	3.1%
2-Year Registrations	5,633	7,065	1,432	25.4%
Total	21,206	23,118	1,912	9.0%

153,320	160,349	7,029	4.6%
55,463	61,821	6,358	11.5%
208,783	222,170	13,387	6.4%

Revenue Trend by Fiscal Year



HUMAN RESOURCE REPORT
April - May – June 2020

IDPR Mission: Improve the quality of life in Idaho through outdoor recreation and resource stewardship.

HR Unit’s Mission: IDPR’s human resources program strives to provide the best in human resource management by recruiting highly qualified candidates as well as diverse and motivated volunteer candidates and works to maintain a work environment that is safe, respectful of each individual and clear in expectations.

HUMAN RESOURCES: Debbie Hoopes, Human Resource Officer

- Provide management of human resource and volunteer functions agency-wide.
- Volunteer recruitment and networking continue year-round.
- Recruitment for seasonal and classified staff is ongoing and requires approval from DHR and DFM.
- Monitor IT security training per state requirement to ensure timely implementation of CEC Pay Plan for 2021.
- Quality control review of performance management agency wide.
- Develop system to track training on respectful workplace required by DHR.
- Worked with IDPR staff to provide guidance for COVID-19 questions and issues.
- Participated in weekly DHR Zoom calls to ensure compliance with state-wide HR guidelines
- Aid employees and managers to ensure an effective workforce during this unprecedented situation.
- Work closely with DHR to ensure COVID-19 employer/employee issues are addressed.

Worker’s Compensation Data for 2017-2020 (to date):

		Total Losses			
	Claims Count	Total Compensation	Total Medical	*Total Losses	# Current Open Claims
2017	26	\$13,673	\$204,995	\$167,952	3
2018	22	\$2,279	\$33,614	\$60,152	9
2019	24	\$4,938	\$11,159	\$32,036	11
2020	21	\$7,528	\$36,295	\$97,417	10

*Total Losses figures do not include reserves which are costs set aside for ongoing claims.

TURNOVER

Fiscal Year	Begin Count	End Count	Avg Emp	Number of Separations	Turnover Rate	State
2018	149	147	148.0	<u>16</u>	10.80%	11.3%
2019	148	144	146.9	<u>29</u>	*19.9%	14.9%
2020	144	154	149.0	<u>17</u>	11.7%	15.0%
2021	146	144	145	<u>3</u>	2.1%	1.3%

*11 retirements

MANAGEMENT SERVICES QUARTERLY REPORT
April 25, 2020 to July 20, 2020

MANAGEMENT SERVICES DIVISION ADMINISTRATOR – ANNA BORCHERS CANNING, AICP

IDPR Mission:

Improve the quality of life in Idaho through outdoor recreation and resource stewardship.

Management Services Division Goals:

1. Provide management services staff with the necessary tools to succeed in their jobs and provide leadership and direction to registration, reservation, grants, fiscal, IT, development, planning and facility programs.
2. Work with the Operations Administrator to identify needs of the operations staff and assist in meeting those needs.
3. Proactively work to meet Director and Board priorities and concerns.

Management Services Division Administrator's Report

- Attended the May Quarterly Park and Recreation Board Meeting (teleconference).
- Assisted Reservation and Registration Programs Manager Tammy Kolsky with implementation of the Aspira combined reservation and registration program solution. Tasks included regular updates to the counties through ITD, teleconference meetings with the recreation lobbyists, investigating new solutions for product fulfillment, discussing changes with the tax commission and reviewing new forms, arranging funds to hire additional temporary help, and stuffing thousands of envelopes.
- Attended teleconference meeting with Kootenai County and Bonner County to listen to their concerns regarding the WIF program.
- Greeted and welcomed consultants on the Idaho Foundation for Public Lands short list to prepare a master plan for the Barber Pool Conservation Area.
- Listened in on numerous teleconference meetings including the Permanent Building Fund Advisory Council, the Agency Leadership Weekly COVID-19 Call, Idaho Power American Falls Relicensing, Information Technology Leadership Council, North Region Development Projects, South | East Region Development Projects,
- Discussed Renewal of Veteran's Park Lease with Boise City Parks and Recreation and later met staff on site to discuss opportunities. Initiated legal review for new lease template.
- Said goodbye to our remaining IT staff: Cheryl Baldus, Cozette Bolshaw, and Ehrin Affolter. Met with new ITS programmers assigned to the Department.

- Began work on restructuring the Strategic Plan to meet new times. Met with the Director and Operations Administrator to discuss format and general approval of the concept.
- Worked with State and Federal Grants Manager Kathy Muir to develop new drafts of the rules for State and Federal Grants and Land and Water Conservation Funds.
- Worked with Department Buyer, John Arnold, on selecting vehicle for the HQ motor pool fleet.
- Continued to monitor Billingsley Creek Master Plan progress to ensure it is consistent with Board priorities. Listened to Hagerman City Council meeting on discussion of water rights and provision of sewer services.
- Submitted appropriate forms to DFM regarding proposed amendments to Idaho Code associated with recreational activities.
- Anticipating success of our proposal to amend the Idaho State Parks Passport fee in Idaho Code, submitted appropriate forms to DFM regarding proposed rule changes to the fee table that includes the passport fees and the annual motor vehicle entrance fee.
- Provided timely accounting and travel approvals for management services, human resources, development bureau, communications, and marketing staff as well as Board travel.
- Various tasks and meetings to support the Finance, Grants, Reservations & Registrations, Development, and Information Technology work groups.
- Unfortunately, not much work on developing “Strengths” culture during the pandemic.
- Went on a fantastic jet boat ride up the Snake River to Hells Canyon Dam.

NORTH REGION QUARTERLY REPORT

APRIL – MAY – JUNE 2020

MISSION:

To serve North Idaho Park users and recreationists providing them a quality experience that is safe and enjoyable while managing and protecting the public's investment and the natural resources.

GOALS:

- Ensure that all facilities are kept clean and hazard free
- Utilize both paid and volunteer staff to man visitor centers and entrance booths to answer questions and sell park permits
- Patrol parks ensuring user needs, user safety, and resource protection
- Manage operations and opportunities to ensure quality experiences and resources are provided and enhanced

Primary Issues and Concerns

1. Staff Shortages
2. Minimal budgets, increased fixed costs, and higher use
3. Aging facilities and equipment
4. Meeting ever-increasing use and opportunity demands insuring quality experiences

NORTH REGION SERVICE CENTER – DAVID WHITE, BUREAU CHIEF

- Coordinated several conference calls with Park Managers to discuss operations impacts due to Covid-19 and operational plans associated with managing to and in the future for Covid-19
- Participated in Executive Staff Conference Calls to discuss operational impacts due to Covid-19
- IDAHO VRS Go-Live Webinar Training
- Assisted staff with moving Round Lake picnic tables so that the logger had better access to conduct windstorm clean-up activities
- Reviewed operations at Nesbitt, Farragut
- Responded to COE concerning the Dworshak lease asking for clarification on several conditions and providing IDPR direction on others
- Assisted parks in planning and opening facilities and opportunities in line with the State's re-opening guidelines
- Provided feedback on Fee adjustments to be presented to the Board for approval
- Participated in IDPR Board Conference Call/Meeting
- Developed a NR Service Center re-opening plan so that we could begin to serve users once again in particular with the high need from users due to the new registration system implementation and the inability for them to purchase recreational vehicle stickers
- Coordinated purchasing and obtaining Covid-19 PPEs then delivering them to parks for their use
- Coordinated private land donation located in the middle of McCroskey State Park for Board consideration and Bayview water line request
- Coordinated August Board meeting with staff and Kootenai County
- Assisted with Hells Gate Administrative Assistant 1 position interviews
- Met with IDFG, DEQ, and PHD to discuss IDFG Black Rock Slough engineering studies and how to proceed with the project and contacted UPRR

NR MAINTENANCE CREW

Dworshak:

- Delivered signs and backpack rack to Hells Gate for Manager to pick up

Farragut:

- Built and placed new entrance booth for South Rd
- Moved Ecology blocks to close East entrance and redirect traffic on South Rd
- Delivered signs and PPE
- Ordered epoxy for traffic counter on North road
- Installed concrete caps on gate bases for Scott Field

Heyburn:

- Signs
- Tore out concrete slab and handrail above retaining wall at Rocky Point cabin
- Transferred Toro mower to Farragut
- Talked with Beth about re-scheduling retaining wall work at Rocky Point cabin

North Region Office:

- Started having air lines replaced in shop;
- New airline installation complete for NR shop
- Built sneeze shield and installed on front office counter
- Made and installed rope barriers for vestibule in front of lobby doors
- Mixed up 89 gallons of hand sanitizer for office and parks
- Hung new bulletin boards in front office
- Used weed eater and cut weeds around parking shed
- Sprayed weeds around NR complex
- Replaced battery in generator for work trailer
- Mounted slope cutting blade on trail cat
- Helped Natural Resource Manager tear apart bearings on chipper (Needs new axle)
- Installed new recessed pull handles on truck box in R-533
- Installed hose in air system so outside air line could work properly

Old Mission:

- Signs
- Measured church steps and deck for new lumber and façade of porch for stonework
- Delivered signs and PPE
- Picked up stain and paint and delivered it to park
- Talked with Ranger about filter install in irrigation system
- Ordered and pick up stencil plastic for TOC

Priest Lake:

- Replaced front window in store with three small windows
- Signs
- Helped spread topsoil around new shelter
- Helped chip branches around shelter
- Pushed up burn pile and stump pile with backhoe
- Fixed and re-installed handrail on amphitheater stage
- Dug out another stump and repaired waterline that was under it

Round Lake:

- Took forklift to park and moved all picnic tables out of campground for loggers
- Replaced all picnic tables with forklift
- Used backhoe to smooth out rough areas in campground

Winchester:

- Signs

Hells Gate:

- Signs
- Installed vent hood in Asst. Manager's residence
- Started tearing down carport at Asst. Manager's residence

McCroskey:

- Dug perc holes for new campground

NR OFFICE STAFF

- Assisted TOC Manager with invoicing and researching leases
- Kept website and internal calendars updated with park events and activities
- Learned new registration program and procedures
- Re-opened to serve the public in May and have been consistently exceedingly busy with walk-in registrations
- Assisted Region Manager with PPE projects

PRIEST LAKE STATE PARK – LONNIE JOHNSON, PARK MANAGER

Customer Service

- Restrooms open and day use open to the public at Indian Creek. Dickensheet and Lionhead are snow free and open for day use.
- Staff continues to inform visitors about motor vehicle entrance fee and good social distancing.
- May 30th opening day of camping. All campgrounds, facilities, trails, beaches, docks and park store were prepped and ready.
- After opening for camping all three campgrounds, group camp and store are going strong.
- We continue to keep facilities and areas clean and sanitized as much as possible.

Park/Program Usage

- Boaters continue to use one of the only boat launches open on the lake at Indian Creek.
- Weekend use at Indian Creek higher than normal.
- All three campgrounds full, six cabins full, Lionhead group camp, store busy and visitors filled the beach on Saturday May 30.
- After opening all three campgrounds, six cabins and Lionhead group camp have remained full. The park store has seen heavy use each day. The new outside service windows have been a huge success keeping staff and visitors safe while being able to sell ice cream.

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming	12	311
Interpretive Programming	23	629
Jr. Ranger Programming	9	112
School Programming	0	0
Special Events	6	7

Preservation of Natural, Cultural, and/or Historical Resources

- Hazard tree removal being performed at all three campgrounds.

Staff Training

- OJT- all staff are keeping self and facilities sanitized.

- OJT continues for the new reservation system and selling all passes which include boating, OHVs, invasive species, Fish and Game, and annual passes.

Strategic Plan Actions

- None

Park Manager’s Narrative

- Staff keeping up on Governors stages for re-opening. Preparing to bring on seasonals and volunteers.
- Saturday May 30 was opening day for camping. All three campgrounds filled up. The beaches were full of people. The lines to check in were full. The park store was extremely busy with sales of all types.
- We were notified that a storm could be moving our way in the early evening of Saturday May 30th. Campers were notified during check-in about weather conditions and if the wind became strong all the safe places to go. At 9:30 pm the wind hit, and the campground was evacuated with no issues. It lasted about 30 minutes with approximately 6 trees coming down, only one in a campsite that no one was in. Sunday the trees were removed, and all returned to normal. The campers were very thankful of the quick response by park staff. An exciting way to begin the camping season.
- June began warm and turned to lots of rain toward the end of the month. This had a minor effect on visitation with some campers cutting their stay short.
- To date over 60% of campers and visitors have been from out of state. Staff continues to do their jobs professionally and safely while concerns mount over safety of all as the numbers of campers and visitors continue to increase.

ROUND LAKE STATE PARK – MARY MCGRAW, PARK MANAGER

Customer Service

- Visitor Center was open 2 to 3 hours in the beginning; then we opened regular summer hours 11:00am to 9:00pm as of June 19. We have been working on projects, repairing and performing maintenance on facilities and equipment.
- Park staff provided regular updates to phone and web services to keep customers informed of operational changes for the current season.
- No changes have been seen or brought forth with regards to customer expectations.

Park/Program Usage

- There have been no campers at the start. Day use area was opened. Visitors have been using the trails and day areas to fish, hike, and walk dogs.
- We experienced the worst windstorm (Friday the 13th windstorm) in over 20 years. Camping was closed due to the damage and large amount of clean up required to safely allow the public into the park. Clean up and repairs continue. Camping reopened May 30th.
- Campers arrived. The shelters have been rented out after the lifting of the Covid-19 restriction were lifted.

Program Services

- SOLE conducted their June Jr. Naturalist program. We have conducted 2 Jr. Ranger programs and 1 interpretive program.

Program Type	No. of Programs	No. of Attendees
Experiential Programming	5	60
Interpretive Programming	1	34
Jr. Ranger Programming	2	23
School Programming	0	0
Special Events	0	0

Preservation of Natural, Cultural, and/or Historical Resources

- We have been working with the Resource Manager to put together a timber sale after the windstorm damage in the campground. Over 250 trees were blown down.
- Loggers were in the park to take care of the downed trees in the campground.
- Discussions are ongoing regarding funding the installation of defined living pads in each campsite in conjunction with vegetation management plan to protect the resource and enhance visitor camping experiences. Staff continued working to get road barriers put in place as well as filling holes from the uprooted trees.

Staff Training

- Seasonal staff attended the virtual Interp. training.

Strategic Plan Actions

- We have been working with the Resource Manager to put together a timber sale after the windstorm damage in the campground. Over 250 trees were blown down. (Objective % Good stewards of our Natural resources)

Park Manager's Narrative

- Manager was out for knee replacement surgery.
- Manager participated in conference calls to update procedures for the Covid-19 pandemic.
- We have worked to secure disinfectant and other items to be able to provide a sanitary workplace and safe facilities for the visitors.
- Most of our time was dedicated to dealing with the damage of the windstorm.
- We have worked with the Resource manager to manage a timber sale for the downed trees in the campground.
- We have worked with the insurance adjuster to identify all the damage from the storm.
- We are working with the contractor to get 4 buildings repaired.
- A tree removal service was hired to remove trees off the shop and booster station after the storm.
- The new reservation system was installed
- Manager has been working with Development to get the interior of the water tank painted. Work continues.
- Several volunteers have been helping at the park with clean up.
- Manager has been working with the contractor to complete the new shelter. Staining, mason work, and finishing the roof trim still need to be completed.
- Ranger has been contacting potential volunteers for the summer. When they find out there is no sewer hookup, they decline the volunteer position.
- We have been working with reservations to get the new credit card system to work and to get the two programs to sync.
- The Manager and Ranger were invited to do a radio show with the local radio station "Community Conversations"
- Manager videotaped two programs to be used for the seasonal interpretive training in June.
- Manager worked with Development to get the old well "Valved off" to meet DEQ requirements.
- Worked with Development to upgrade the winter road, work was completed.
- Manager has worked with SOLE to get the concession agreement put together and signed for the summer's day camp for kids.
- We worked with ICC to accommodate the crews staying at the park while working in North Idaho. In return, they spent a week working in the park. Work included trails clearing, clean up around the visitor center, bagging wood, splitting wood, and removing snails from the lake and creek.
- The railing at the amphitheater was repaired.

- We had a break in the water line that supplied the day use area, this was repaired with the help of the Region Crew.
- We have cleared the trees from the sewer bed area to prep for mowing the area.
- We moved topsoil back to the area around the shelter, raked, and seeded the area to provide more of a finished look to the area.
- We have turned on the sprinkler system and have made repairs and replaced heads as needed.
- We have had an email and internet (Check point box) black out since June 27th.
- Removed leaning trees at the north west edge of property to prevent damage to adjacent landowner property

FARRAGUT STATE PARK – ERIN MCKINDREE, ASSISTANT PARK MANAGER

Customer Service

- Due to the good weather and many public recreation areas being closed, Farragut is experiencing high day use numbers with some areas exceeding capacity. Many of these users are new to the area and do not understand what park opportunities are available and the need to adhere to rules and regulations. Consequently, the park consolidated entrances at the North and South Road intersection with Highway 54, closing the Locust Grove entrance. Park entry to the south side of the park will require passing by fee booths. Staff have directed visitors to areas that are open and provide reminders about park rules and current Covid-19 orders and guidance. A self-pay station with an information board is available for use when the booths are not staffed. This shift to one entrance will be a positive shift when the park moves into the peak season.
- Signage is being developed for education and information for all areas that have been affected by the western pine beetle and the IPS beetle with input and guidance from both IDPR Natural Resource Manager and staff of Idaho Fish and Game.
- As the month of May progressed the park continued to experience high day use numbers in the park at all recreation areas on both the South and North sides of the park. On May 30, 2020 the park had a smooth re-opening of all campgrounds with guidelines and procedures in place for campsite check ins, MVEF, Boat Registrations, and MVEF sales. The Farragut South Road Entrance Station has been in full operation.
- An increase in campers from northern Idaho counties and out of state users were seen with the closure of the Canadian Border. The park has seen an increase in cancelations for large group facilities at both Scott Group Camp and Thimbleberry Group Camp due to the Covid-19 Pandemic.
- The Farragut South Road Entrance Station has been in full operation. During the month of June, the Bayview Community Council voiced their opposition to the closure of the East Entrance Station at Locust Grove. Park staff communicated with concerned Bayview citizens with additional information for the single entrance and provided information regarding the Central Entrance Planning that has occurred since 2007.

Park/Program Usage

Group Use	No. of Groups	No. of Attendees
Farragut Junior Ranger Station	0	0
Museum at the Brig	0	0
Group camping or day use events	14	1,612

Preservation of Natural, Cultural, and/or Historical Resources

- Because of the increase in use of the park due to local population growth and more park facilities, greater attention is being paid to protecting the resources of the park. Significant

impacts from use is seen in campgrounds that affect the trees within them (hammocks hung from trees damaging bark, people chopping on the trees, compaction around roots from use), the high occupancy numbers need to be addressed to allow the resource to handle such use. Removal of companion sites in Whitetail is one step needed to be implemented by the Department.

- Future resource plans are now focused on addressing the salvage and work in areas that have been impacted by the beetle outbreak. This winter resource work started in conjunction with IDFG as they do a similar prescription on their ownership in the shoreline area. That sale was sold at auction and work began in December. This project impacts an area of over two miles of shoreline from the Viewpoint east to Beaver Bay Beach. Resource work with assistance from Natural Resource Manager and IDL is in the final stages in Whitetail Campground as significant loss of Ponderosa Pine trees have occurred there. Collaboration and communication with both the Reservation and Registration Program and the North Region has kept customers informed of the process. Work has been completed in Locust Grove and Snowberry Campground as insect damage has increased there. The Tree to Tree course had to be modified because key trees had to be removed that were dying because of the western pine beetle.
- Soil erosion along the peninsula at Beaver Bay Beach in Farragut is being addressed as part of the resource work parameters. In December large rock was added to the lake side of the peninsula to reduce erosion caused by both boat (especially wake boats) and wind. This project is expected to be completed in the spring.
- Insect spraying is now occurring regularly for Whitetail restroom, Locust Grove restroom, and the visitor center as Velvety Tree Ants have infested and are impacting the internal framing. There is also a quarterly preventative bed bug spraying of the cabins.

Staff Training

- None to report

Strategic Plan Actions

- The park is working with Tree to Tree-the park concessionaire- addressing areas within Locust Grove that have been affected by the Western Pine Beetle. Work is being done on in-park advertising and updates to the park brochure.
- The park completed a concessionaire agreement with Embers Firewood out of Athol Idaho to supply the park with firewood during May through September.
- Tree to Tree Idaho opened for 2020 reservations on May 30,2020 for weekends only until June 12, 2020.
- Concessionaire agreements have been signed and currently operating for ROW adventures. The park is currently working on finalizing the concessionaire agreement with North Idaho RV Rental for 2020.

Park Manager's Narrative

- On April 16, 2020 Park Manager Randall Butt retired after 32 years of service with Idaho Department of Parks and Recreation. The park staff thanked him for his leadership and guidance at the park over the last 17 years at Farragut. In the interim the current Assistant Manager Erin McKindree is assisting during the Manager Vacancy.
- The park continued to provide safe recreational opportunities to the public during the Covid-19 Pandemic with all hiking, biking and horse trails open to the public. Both Beaver bay and Eagle Boat Launch have been active water based recreational opportunities such as boating, fishing and kayaking. All five disc golf complexes at Farragut have seen high visitation and use during the month of April. During the month of April, the number of both seasonal and volunteer staff assisting permanent employees on preparing the park for the season has been reduced due to the pandemic. This has changed the priority of staff to focus on preparing all campgrounds for opening and ensuring all areas that are open are maintained for public use. This time has

allowed staff to develop appropriate safe cleaning practices and protocols for all Farragut employees.

- As the park looks towards the summer, the park will be tasked to be innovative with retail sales at the park with promoting retail sales within the visitor center while still generating revenue.
- IDFG requested consideration of expanding hunting within the park and WMA boundaries. Because of the short timeframe for changes to the hunting regulations and lack of public involvement the proposal will be delayed until public involvement can be accommodated.
- As of May 31, 2020, the Farragut State Park Managers Position is still vacant.
- During the month of May, the number of both seasonal and volunteer staff assisting permanent employees were returned to summer operations. Staff had all campgrounds open and ready for campground re-opening on May 30, 2020. Group camps and large use facilities are still currently closed due to Rebound Idaho plan. The park continues to practice appropriate safe cleaning practices and protocols for all Farragut employees and visitors.
- The Museum at the Brig provided a virtual tour and short historical snapshot of the park during the month of May for Northside Elementary fourth graders as part of the interpretive efforts.

COEUR D'ALENE LAKE PARKWAY – ERIN MCKINDREE, ASSISTANT PARK MANAGER

Customer Service

- Minor improvements and updates to benches along the trail that are within the CDA Lake Parkway have been made with The Centennial Trail Foundation.
- Artwork restoration is complete. Spring Mowing and Maintenance have started along the trail for summer park operations. Ongoing sign replacements and touch up painting has been completed due to minor tag vandalism to CXT Vault restrooms. Tesh Inc. has started the cleaning restrooms for the 2020 summer season. Reservations for Higgens Point has started to resume for groups booking in June, July and August.
- The Coeur d'Alene Audubon Society has asked to work with the park in developing backyard birding interpretive signs as a donation to the park.
- Seasonal use patterns for the month of June have resumed at the parkway with continued increase in visitation for day use recreation. Park staff continues to address issues related to minor vandalism such as spray paint tagging signs and guard rails.

Park/Program Usage

- April had increased visitation compared to last year due to closures of fitness centers and people heading outside for exercise.

Program Services

- None to report

Preservation of Natural, Cultural, and/or Historical Resources

- Severe erosion points along the Parkway have been threatening the paved trail, and one shoreline bench placement. One area by Silverbeach (City of Coeur d'Alene ownership) has now eroded to the point where asphalt has broken down and is encroaching farther into the trail surface. This area has been identified by the City for them to repair under our MOU with them. At Beacon Point one bench now has erosion up to the front of the concrete base, park staff are prepping the area for repairs. And, a one-thousand-foot-long section is creating hazardous conditions at and to the west of the Osprey Trailhead site.

Staff Training

- None

Strategic Plan Actions

- The Parkway and Farragut were assessed by park staff to best address the customer needs of both areas and utilize staffing and budget of the two parks to provide the best services possible. Two Ranger positions are now shared between the two areas. The Manager position provides

basic compliance and servicing of the Parkway on their shifts. A contract for restroom cleaning during the summer months is used, with Parkway seasonal positions converted to Farragut and seasonal staff then brought down to do projects and grounds maintenance, and the remaining seasonal funds utilized at Farragut. Larger projects are coordinated to utilize staff from Farragut. Equipment is moved between the sites for best utilization and avoid duplication. These steps have been key to adjust to the demands of both parks for equipment and to address the growth of both areas, (use at the Parkway, and use and development at Farragut).

- To better position staff and reduce any potential direct contact while dealing with Covid-19 pandemic issues the following is being implemented. Ranger will assume all duties of the Parkway and temporarily work independent of Farragut operations; seasonal staff will assist to provide Parkway services throughout the week.

Park Manager's Narrative

- As of April 16, 2020, Park Manager retired from Idaho Department of Parks and Recreation. Prior to retirement he provided training and information to both the Assistant Manager and to both Park Rangers that have a role in the Parkway Operations.
- The CdA Lake Parkway saw an increase in visitation due to the Covid-19 Pandemic. Visitation numbers for the month of April increased to the amount of use that is normally seen in the peak summer season. Park Staff worked with the department in promoting responsible recreation and proper social distancing from the guidelines provided by Governor Little for visitors at the parkway. Guidelines were continued to provide a set standard to ensure all safety protocols were in place for cleaning. Higgins Point Reservations were not taken during this point in time.
- Visitation numbers for the month of May are starting to return to what is normally seen in the peak summer season. The parkway has seen an increase in use after hours from local car groups from both north Idaho and Washington that like to gather in large groups of 200 or more and race up and down Coeur d'Alene Lake Drive ending up at the Boat Launch and large parking lot at Higgins Point during the spring and noted contacted with a group racing on May 4, 2020. Future planning on how to address these groups will need to be developed.
- Visitation numbers for the month of June have returned to what is normally seen in the peak summer season.

COEUR D'ALENE OLD MISSION STATE PARK – KATHLEEN DURFEE, PARK MANAGER

Customer Service

- Weather varies between sunny and warm, and rainy throughout the month. Visitor Center and historic buildings closed due to Coronavirus Response Measures. No seasonal staff. Started mowing.
- Weather varies between sunny and warm, and rainy throughout the month.
- Visitor Center and historic buildings closed due to Coronavirus Response Measures opened June 13. Good sized groups and use for two weeks. All seasonals on by the end of the month.

Park/Program Usage

- Visitation high regardless of building closures. 1813 cars for the month – 7.6 % increase over March.
- All scheduled weddings school groups, and tours canceled through May 15.
- This is attributed to the cancelation of school field trips, bus tours, weddings and group use. 2951 cars for the month. All scheduled school groups, and tours canceled through May 31. One small wedding took place within the Mission.
- 5511 cars for the month. All scheduled school groups, and tours canceled through June 13. One high mass, one wedding, and 4 tours took place within the Mission.

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming		
Interpretive Programming	4 – Tour/Program 167 – DVD 117 - Exhibit	147 540 414
Jr. Ranger Programming	23 – Books 13 – Badges 13 – Patches 0 – Certificates 0 – Programs	23
School Programming	0 - Schools	0
Special Events	0	0

Preservation of Natural, Cultural, and/or Historical Resources

- Staff monitoring temps and humidity to maintain requirements as issues with new HVAC system continue – techs on site to resolve. THPO on site to review projects. Staff eradicating noxious weeds and trimming vegetation in cemetery.
- Working through and compiling needed information to send to NMAI to complete loan renewal request for Men’s Shirt.

Staff Training

- OTJ – Entrance Station, Visitor Center, Weed Management, Time Sheets, Reporting, Transmittals

Strategic Plan Actions

- None reported

Park Manager’s Narrative

- Repairs made to new HVAC system
- Current challenges include staffing, reopening park, and addressing concerns for Covid-19. Working with volunteer groups to schedule projects in park. Completing prep work and supplies ordered.
- Completed needed/requested information for response measures due to coronavirus
- Monitoring and testing completed for Mission Fire Suppression system – N2 tanks switched out.
- Volunteer group of 35 painted the barn and fencing. Volunteer group also helping with tree and brush trimming.
- Small wedding held in the Mission.
- Lighting project to switch lights to LED in Museum started.
- Visitor Center and historic buildings closed and reopened June 13.
- Wedding held in the Mission – 100 people.
- High mass held in the Mission – 130 people.
- Work computers down for six days. Unable to use internet or networked systems.

TRAIL OF THE COEUR D’ALENES – KATHLEEN DURFEE, PARK MANAGER

Customer Service

- Staff focused on maintenance, trimming, and clearing debris. Use numbers stayed steady and higher than normal the weather warmed – High number of WA residents noted. Trail open from Plummer to Wallace with patches of snow between Wallace and Mullan. All nine restrooms cleaned three times per week or more as needed.
- Trail completely open from Plummer to Mullan. All nine restrooms cleaned 3 - 5 times per week or more as needed due to increased use. Seasonals started.

Park/Program Usage

- Wallace – 7,107
- Harrison – 13,014
- Enaville – 10,992
- Kellogg – 7,895

Program Services

- None reported

Preservation of Natural, Cultural, and/or Historical Resources

- None reported

Staff Training

- None

Strategic Plan Actions

- None reported

Park Manager's Narrative

- Continue to work through encroachment issues at Smeltonville, Kellogg, Wallace, Enaville, and Medimont.
- Continue to work with IDFG concerning Gene Day Pond lease.
- Current issues/challenges in light of Covid-19 include lack of staff, summer visitation levels, and addressing concerns for Covid-19. Completed and sent 9 small concession permits for approval and signature.
- Trail inspection completed during the month separately from Arcadis.
- Conference call/emails with Tribe to determine coronavirus response measure for trail and posting of signs
- Trimmed and chipped sections of trail between LaTour Creek, Riverbend, Springston, Harrison and Osburn, and Tribe/State line to Harrison.
- Higher use than normal due to visitors seeking areas to recreate due to coronavirus
- Interviewed potential seasonals via phone.
- Completed needed/requested information for response measures due to coronavirus.
- Trimmed and chipped sections of trail between Springston and Harrison, and Osburn.
- Vandalism at Pine Creek Trailhead – 49 post n chain
- Bore holes patched with hot mix at Black Rock Slough.
- Bore holes through trail and in ROW at Black Lake/Gray's Meadow
- Fielded questions via email and phone regarding weed management on the trail.
- Rocks placed at Pine Creek Trailhead where vandals removed post and chain

HEYBURN STATE PARK – RON HISE, PARK MANAGER

Customer Service

- Staff has been gradually opening more facilities. The visitor center remains closed but staffed Monday through Friday and by appointment on weekends. A large amount of staff time has been spent dealing with the more than normal use for this time of year.
- Doors remained closed until May 30 and staff has enacted social distancing precautions after opening. Since the County DMV quit selling OHV and boat registrations, visitor center staff have been inundated with people looking for those items. Maintenance and compliance staff have been hired and continue with training and orientation. Campgrounds, cottages, and cabins opened on May 30.
- All seasonal and volunteer staff are on-board. The visitor center is open seven days a week with extended hours on weekends. The marina store at Rocky Point is open Wednesday through Sunday. Most of the staff time is being spent on dealing with the large increase in

visitors. Approximately 30 – 40 people per day come to get their registrations. As a result, staff cannot devote much time to taking care of park visitors and campers or doing the normal associated administrative duties.

Park/Program Usage

- Camping remained closed, but day use has been about double what it normally is for this time of year. At least half of our visitors are from Washington. Staff has posted self-quarantine notices throughout the Park, but they continue to be ignored. Our traffic counter showed 845 more vehicles this April than what was counted for April of 2019.
- Traffic counter readings for May show 3,853 vehicles more than what was counted for May of 2019. Memorial Day weekend was busy with 137 vehicles counted at the Chatcolet day use parking lot on Sunday. Other trailhead parking lots were overflowing. Camping opened on May 30 and we were expecting to be inundated. It wasn't as busy as expected although most all the RV sites were occupied. Many tent sites were still available. The Rocky Point boat launch parking lot has been filling early on the weekends.
- We counted 702 more vehicles in June than what we counted for June of last year. Campgrounds are full for the weekends and mostly full during the week. Day use has increased to the Point that parking is hard to find on weekends or nice weekdays.
- Horse trail use and camping has been busy. Our Southside Trailhead camping area has been full on weekends.

Preservation of Natural, Cultural, and/or Historical Resources

- Our park resource specialist that we share with IDL resigned to take a job with the Forest Service. We have not yet established plans on a replacement.

Park Manager's Narrative

- All camp host volunteers we had signed up for the year have cancelled.
- Staff worked on getting campgrounds prepared for when we get the OK to open. Our goal is to have all facilities ready to open when needed.
- Boat slipcovers have been installed at the marinas, breakwater boom logs were repaired, and general dock maintenance priorities were taken care of.
- The contractor finished the upgrade to the electrical system at the Rocky Point marina.
- Staff found volunteer camp hosts for Hawley's Landing and Benewah campgrounds. We are still hoping to find hosts for the Chatcolet campground.
- Most seasonal positions have been filled and we are much better staffed than we were last year.
- Staff spends most of their time dealing with the increase in park visitors. We are the only place in Benewah County selling OHV and boat registrations. 30 – 40 people per day come to our VC for those registrations taking time away from staff's normal park duties.
- We had a park ranger resign the last part of June so we will be going through another summer short staffed. Fortunately, we have a good seasonal and volunteer crew to help make up for some of the loss.
- Asbestos abatement began in the old Chatcolet cottage. Once that is finished demolition of the structure will begin.
- The Manager continues to work with Development staff on the Chatcolet campground upgrade project.

MCCROSKEY STATE PARK – RON HISE, PARK MANAGER

Customer Service

- Staff has been waiting for the roads to melt off to be able to start spending more time in the park.
- Staff spent most of the month getting the park ready for the season. Roads were cleared, restrooms opened, the water system turned on, roads were graded/raked, etc.

- Staff has been spending more time than usual in the park due to the increase in visitation.

Park/Program Usage

- Snow blocked most access to the park until late in April. The west end of the park opened first. Staff has posted NO CAMPING information around the park to follow the state Covid-19 orders, but it does little to stop people who want to camp.
- The park was busy over the Memorial Day holiday. Most camp areas were occupied, and all trailhead parking areas were full. Primary use was OHV traffic. Some people were there to enjoy the wildflowers and pick mushrooms.
- So far, camping and day use are up approximately 30% from last year.

Program Services

- None

Preservation of Natural, Cultural, and/or Historical Resources

- Our park resource specialist that we share with IDL resigned to take a job with the Forest Service. We have not yet established plans on a replacement.
- Very little resource damage from OHV use was noticed. There are some minor areas that need a little rehabilitation work that staff plans to address.
- The Northern Sky timber sale sold at auction for \$605,235. It was bid up from the appraised value of \$195 per thousand board feet to \$257. Harvesting will probably begin this coming winter.

Park Manager's Narrative

- New benches were added to the fireplace area thanks to an Eagle Scout project.
- Staff reviewed and commented on the new Red Tail campground plans.
- Staff has been working with Development on the design and development of the new Red Tail campground. Bids closed and a contractor has been picked.

HELLS GATE STATE PARK – CHARLIE CHASE, PARK MANAGER

Customer Service

- The marina store operated by Snake River Adventures remained closed for the season. Several jet boat excursions were cancelled due to the Covid-19 virus. The Jack O'Connor Center, staffed mostly by volunteers who are in the high-risk category, requested permission to close the Center on March 17th, and has remained closed since.
- New reservation system hardware arrived and was installed by park seasonal staff at the park office. Once installed, office staff attended online training.
- With the Covid-19 closures and the Governors directive for out-of-state travelers to self-quarantine, no new hosts arrived, and no new seasonal employees were hired. Two sets of camp host volunteers who were scheduled to arrive changed their plans and chose to not volunteer at Hells Gate this season. The search for additional hosts and volunteers, as well as seasonal workers continued throughout the month.
- Camping and Cabin rentals remained closed until May 31st. Opening day began with approximately 40 campers waiting for the 2:00 starting bell. Our last camp host arrived at 1:50 after several days of travel. The hosts took the lead with the other campers following them to the campgrounds. The opening day saw approximately 70% occupancy. Shower facilities remained closed.
- Marina Moorage Agreements were prepared and signed. With the new requirement of having proof of insurance and three specific requirements, all existing agreements were terminated, prorated forward or backward depending on their previous payment status, insurance verified, slips selected, payment completed, and keys issued. All Agreements now expire on December 31st, which will allow for renewals to occur all at one time in the slower month of December. Every existing and new customer had the required insurance, with the only uninsured being the

vessel that sank at the end of last year. Moorage customers were quite pleased to have moorage available.

- The Lewis and Clark Discovery Center was open seven days per week, 9:00 am to 6:00 pm limited to camper check-ins and boat/OHV registrations for the public. The interpretive displays and theater remained closed due to the Covid-19 virus precautions. The Entry Station was staffed from 9:00 am to 6:00 pm the first week of June, then extended to 9:00 am to 8:00 pm due to longer daylight hours and increasing evening traffic. Having the Entry Station open for longer hours has reduced the load of fee compliance for the Park Rangers and allowed them to focus on the maintenance needs of the park.
- The Discovery Center staff has been buried from the added load caused by the new registration process. Hells Gate State Park is the only outlet in Nez Perce County where customers can get boat and OHV registration stickers. To add to the load, most of Latah County is coming here for the same service, as they have no IDPR park in their county. Registration stickers were only being issued 100 at a time, and we were constantly running out and unable to fulfill the orders. Many days there is a line at the door before opening hours, and for much of the day there are lines to and out the door. The phones ring constantly from the Centers opening until late in the evening, adding stress to staff who are dealing with customers standing at the counter.
- The marina store operated by Snake River Adventures was open at first for limited hours early in the month then progressed to being open from 10:00 am to 4:00 pm seven days per week. Towards the end of the month weekend hours were extended to 6:00 pm. Their jet boat excursions have been increasing throughout the month with many leaving from the park. The Jack O'Connor Center, staffed mostly by volunteers who are in the high-risk category, opened their doors to the public on June 4th, Thursday through Sunday. Weekday hours were 10:00 to 4:00 pm, weekend hours 1:00 to 4:00 pm. With a limited pool of volunteers, some of the ones who are more at risk have chosen to remain at home until the effects of Covid appear to be a lessor risk to their health.
- Camping reopened on May 31st and has been way above normal usage compared to previous years. All three camping loops have a set of experienced camp hosts, all new to this location. Park staff feels lucky to have the hosts we have this year; they all have been great with our customers. That has helped maintain a “family” feeling and we have had fewer incidents in the camping loops as compared with prior years.

Park/Program Usage

- Day use activities remained open. Visitation fluctuated with the spring weather, but there was an overall increased use as compared to prior years at this point of the season, as perceived by park staff. Evenings and weekends saw heavier use when the weather was warmer and dry. Trail use has been busy, but the boat launch facility had the highest use in the park.
- With the Entry Station closed, fee compliance became a chore. For some reason, many park visitors were ignoring the multiple signs regarding self-pay of the motor vehicle entry fee. Park Rangers spent a greater than normal amount of their time educating non-compliant park visitors.
- Mid-month the Entry Station was opened on Friday, Saturday, and Sunday with the limited staff available. This helped reduce the need for Park Rangers to perform constant fee compliance patrols, allowing them to focus on grounds maintenance duties. Local park visitors are notorious for ignoring the signs and instructions regarding paying the required entry fee unless compelled by a Park Ranger further in the park.
Hells Gate is seeing well above average camping occupancy. All weekends have been full, Sunday nights are historically busier than one would expect and have been near-full all month, and the mid-week usage has been much busier than “normal” years. Following is the overall usage average by site-type for the month:

1. Camper Cabins – 65%
 2. Campsite Serviced/W/E/SWR – 94%
 3. Campsite Serviced/W/E – 81%
 4. Campsite Standard – 55%
- Day Use shelters (6) had 23 paid reservations for various activities including graduations, birthday parties, weddings, etc.
 - Marina slip rentals (long-term) total 25 out of 50 spaces available. Some of the vessels require two spaces due to their width, so less than 25 spaces are available. These wider vessels pay an additional fee for their requirements.

Program Services

- Efforts were made to develop Portals to Parks activities for the online version of the Jr. Ranger program.

Preservation of Natural, Cultural, and/or Historical Resources

- Weed control was a huge undertaking this month. With a cooler and wetter weather pattern, weeds and grasses bolted. Herbicide application is labor intensive and weather dependent. With much rain and many windy days, the crew was limited in appropriate opportunities to perform spraying operations. Also, with a suffering budget balance, financial resources were not available to purchase all the herbicides needed. IDPR Natural Resource Manager, supplemented the purchase of enough herbicide to treat the priority areas. This winter the crew will work working on developing a better weed control plan, including stocking up on the needed products, so they are available in the early spring

Staff Training

- Seasonal office staffed received training on the new Aspira reservation system. The camp hosts who arrived just prior to the camping closure also basic training of park operations.
- New seasonal maintenance staff and volunteers have received basic training on the operation of equipment such as commercial deck mowers and chainsaws.

Strategic Plan Actions

- Covid-19 virus.
- With limited staff, heavier than normal park usage, increased facility cleaning needed due to Covid, and the increased workload caused by the new registration system, Hells Gate State Park staff has focused on the basics associated with our mission; To Improve the Quality of Life in Idaho Through Outdoor Recreation and Resource Stewardship.

Park Manager's Narrative

- Field park staff focused on grounds maintenance and spring cleanup with the help of the two new camp hosts who arrived just before the closure. These volunteers were eager to tackle the challenges and have performed over and above our expectations.
- May saw every possible extreme of springtime weather: cool, wet days, warm days, hot days (100 degrees), high winds (60 mph), extreme rain and hail, and thunder and lightning on multiple occasions. Day activities use fluctuated with the weather throughout the month.
- Spirits were lifted on May 31st with the opening of the campground gates. Campers were grateful to get outside again and for the most part, compliant and thankful.
- At Hells Gate, Park Rangers hire and supervise the seasonal maintenance staff. They have also been successful in bringing in a quality crew this spring. Hiring seasonals at this location is difficult due to competing with the Washington State minimum wage. Both Rangers worked through the challenge and have assembled a great crew

WINCHESTER LAKE STATE PARK – STEVE KUSKIE, ASSISTANT PARK MANAGER

Customer Service

- With the VC and campgrounds still closed for most of the month, customer service continued to consist of emails/phone calls and explanations of the parks situation as it was at that time. Day use on the weekends has been intense, minimal issues overall though.
- Once the park was open to camping on May 30th, we again engaged in face to face customer service. Customers identified the changes in park protocols and procedures and were cooperative.
- Campgrounds and yurts are full on weekends and almost so over the week, shower house is getting a lot of use as well as our vault toilets. An increase in visitation and an increased level of cleaning has the crew running at full capacity.

Park/Program Usage

- Weekend Day use numbers mostly above average for this time of year. Weekdays remained slow. All other facilities closed.
- Opening weekend saw 65% usage of our W/E sites, 56% usage of our standard sites and 100% usage of our yurts.
- June was a busy month. The water/electric sites saw 71% usage, our standard sites saw 60% usage and the yurts had an average of 95% usage. Day use numbers were also up considerably.

Program Services

- Experiential program – None
- Interpretive program – We have implemented distancing measures in our amphitheater in order to continue with the Wolf Education & Research Center’s bi-weekly movies and our Outdoor Idaho videos.

Program Type	No. of Programs	No. of Attendees
Experiential Programming	N/A	-
Interpretive Programming	N/A	30
Jr. Ranger Programming (Saturday A.M.)	N/A	25
Jr. Ranger Programming	Self-Guided	
School Programming	N/A	-
Special Events	N/A	-

Preservation of Natural, Cultural, and/or Historical Resources

- **Natural:** We have formulated a burn plan with IDL that includes further thinning efforts this season, if possible. A meeting was held in the fall with IDPR’s Natural Resource Manager and the Craigmont IDL office, who began producing a burn plan for the treated areas within the park. A spring follow-up meeting was held March 3rd. A plan was finalized and signed by Fish and Game. We will now see what can happen with the current landscape.
- **Cultural/Historical:** The Park has been able to replace the interpretive panel discussing the history of the mill and subsequently how the lake was made. A duplicate panel was discovered while cleaning the shop. More panels throughout the park could always be added.

Staff Training

- Both Assistant Manager and Ranger attended the new Reservation software training 4 hrs.

Strategic Plan Actions

- Providing new experience-based programs – We are going to try and incorporate a wider variety of programming this season. This will hopefully include both interpretive offerings as well as some experience-based programs. We will continue to have the backpack loaner program as well as a fishing pole loaner program with Fish and Game. If conditions change to where we can’t lend things out this season, we will adapt.

- Increasing revenue – Our overall visitation seems to be on the rise. We currently offer the senior discount which coupled with an annual pass, significantly decreases the amount of money the park sees from those visitors. An observation made this season was folks were staying here for other reasons than the discounted rate. It was a perk, not a deciding factor to stay. A look at this could be a way to increase the revenue of the park without any added resources. As always, we will continue to better our sites in order to entice more visitors.

Park Manager's Narrative

- Again, this month, the flow of information is commendable considering how fast it changes and how many channels it needs to go through.
- From the park's perspective, we are in a good position to open the park as we can. PPE is on its way; staff has been approved to join us again and opening plans are being developed. We have tons of things to accomplish but now have resources to do so. We are also squeezing in a paving project before everything opens again.
- We were able to complete the paving project on time. Our boat ramp and a smaller day use parking lot were both paved and striped for parking stalls. This has been a huge benefit to the park from a management perspective. It is now very easy to determine when the parking lots are full. New striping has also aided in traffic flow around the boat ramp.
- We were able to bring staff on early in May. With this, opening weekend occurred with no problems.
- It has been interesting balancing new sanitation policies and customer's expectations with staffing. We were very lucky to find another host couple to help us through July. Without these two folks, we would be hard pressed to keep the facilities sanitized as they should be.
- The park is at or near capacity most of the time now. We have found a routine that works and allows for a small bit of project time if all goes smoothly.

DWORSHAK STATE PARK – NATHAN BLACKBURN, PARK MANAGER

Customer Service

- With record day use visitation, serving our customers took on a major role for April. Fee compliance was strongly needed with confusion about closures and fees abundant. Customers also required heavy phone support for reservation cancellations and concerns about upcoming stays not yet affected by Covid related closures and restrictions. Marina billing had additional challenges with the new insurance requirement, requiring considerably more time to complete every lease. Despite these challenges most park users expressed gratitude that their public lands were available.
- May customer service was similar to April. Heavy day use required opening the entry station on weekends to minimize issuances of surcharges but was difficult due to the continued hiring freeze through the early part of the month. Closure of all United States Army Corps of Engineer restrooms placed an increase burden on the park at Freeman Creek with the only open restroom on the reservoir. The rollout of the new registration system was problematic, with a large burden placed on park staff to issue many of the OHV registrations in the region due to excessive wait times for phone support and problems with customers using the online portal, as well as all transfers which require in person assistance.
- With the transitioning of Idaho into Stage 3 of the Opening up Idaho Plan, Dworshak State Park came out of the gate at a dead run. The park began staffing both the Entry Station and Marina Store daily. Off Highway Vehicle registrations became a major problem, with new employees struggling to learn how to operate the system and demand at an exceptionally high level. Numerous customer complaints were received for our difficulty operating the system, wait times for the 1-800 number, problems with the online system, and the inability of the DMV to assist. Camping customer appreciation was at an all-time high. We received many accolades on the grounds, restroom cleanliness, and helpfulness of the staff.

Park/Program Usage

- Park Usage for the first half of the month was near triple that of a normal early April, which was likely a combination of excellent weather and people getting out of their homes due to lockdowns. Most of these users were boaters, but many also were sight seers who often just drove in and then left. The second half of the month was closer to normal use, with only an estimated increase of 30% from normal. This was likely due to particularly cold and wet weather.
- Overall park usage was considerably higher than normal in May, despite the continued closure of camping. Sunny weekends saw near to holiday visitation levels, with all boat launch parking used and creative parking required to accommodate trucks and trailers without opening the campgrounds to access the overflow area. Users were predominately from neighboring counties, but despite the requirement of out of state visitors to self-quarantine approximately one-fourth were from Washington. Revenue numbers showed close to normal day use fee collection, despite a significant number of refunds due to lack of camping, and overnight use fees were the highest on record. Traffic counter numbers were also the highest on record, again despite lack of camping. All of this together shows a pattern of much higher than normal use.
- Day use was down in June from May as evidenced in traffic counter numbers, likely due to unusually cold and wet weather. Camping on the other hand was unprecedented. The park filled to maximum capacity every single weekend, which is something that has only happened before on holiday weekends. Regardless of decreased total day use visits, every weekend all boat launch and overflow parking filled.
- The park hosted the postponed Clearwater Archers Marked Yardage Shoot (normally held in April). Attendance was down as a result of not having enough camping available for the number of normal attendees, but nevertheless saw over 200 participants.

Program Services

- School Programming - programming specifically aimed at achieving curriculum requirements of primary and secondary aged children.
- Special Event - a hosted or sponsored program or event which is considered outside normal park/program operations and is open to the general public.

Program Type	No. of Programs	No. of Attendees
Experiential Programming	0	0
Interpretive Programming	0	0
Jr. Ranger Programming	0	0
School Programming	5	Unknown, video format
Special Events	1	200

Preservation of Natural, Cultural, and/or Historical Resources

- Several items have been identified for natural resource management. The park needs to develop a preventative bed bug program for cabins, a weed management plan needs to be developed, and woody plants need to be removed from sewage lagoons at the request of the USACE. Natural Resource Program Manager has approached Park Manager for the establishment of a fire break for the properties uphill of the park.

Staff Training

- Both Rangers took the introduction to interpretation online course.

Strategic Plan Actions

- Repairing power and infrastructure issues detailed in the Manager's Narrative helps to fulfill Objective 5: To Be Good Stewards of the Resources and Assets Entrusted to IDPR.
- Exploration of methods to attract a new user group has resulted in the decision to abandon the 3D archery course, maintain the archery range and add an 18-hole disc golf course. These

improvements will help to fulfill Objective 1.1 to provide different and unique outdoor experiences.

- Manager Blackburn is working with Natural Resource Program Manager Keith Jones to establish fire breaks to the neighboring property, helping to meet Performance Measure 3.1.2 to improve fire safety within our parks.
- Blackburn is developing a long-range weed management plan for the park, helping to meet Objective 5 subcategory of quality natural resource management in our parks.
- Expansion of the retail program at the Big Eddy Marina store and the Freeman Creek campground will help to meet Performance Measure 3.2.1, to continue to seek additional revenue.

Park Manager's Narrative

- April revenue again took a major hit, with more than \$35,000 less in total receipts than 2019. Closure of campgrounds caused the loss of the archery tournament, which typically fills the park for one weekend of April, and the loss of all reservations through May 15th. Despite this setback in reservation and camping MVEF, total Day Use Fees were still in the positive, showing incredibly high day use visitation. This is corroborated by near record MVEF Annual Pass sales, record Overnight Use Fees (boat in camping despite low reservoir levels), and traffic counter numbers which were the highest on record.
- Maintenance Craftsman and Ranger worked on hazard tree and brush removal with aid of the North Region chipper for the first week of April. They then worked on bringing the surface water system online, getting the Hach equipment fully running and recalibrated in preparation for the switch to surface water. Two water leaks in the campground were repaired and grounds equipment was brought out of winterization.
- Response to Covid-19, exceptionally high day use visitation, installation of new registration and reservation equipment, standard early season startup challenges, and inability to bring on needed seasonal staff due to the hiring freeze all factored into a busy and challenging month.
- Without camping, total park revenue was decreased by approximately \$20,000 in May from 2019 levels. Despite this, there was still positive day use fee collection and record overnight use fees (customers accessing the USACE mini camps) exemplifying the record high day use visitation.
- Ranger worked with the local school on creating educational videos, with three made during the month.
- Park revenue in June was over \$2,000 higher than the prior highest on record, 2016. Camping was \$16,000 higher than in 2019, a fiscal year which saw the park with the highest total revenue generation on record. Additionally, June camping revenue was over \$7,000 higher than any year on record. Additionally, day use revenue was \$3,600 higher than 2019, and within \$10 of the highest on record despite ever increasing percentage of customers with annual passes or passports.
- Fulfilling the need for OHV registration remained a major challenge, but staff learned the system for the large part by the end of the month and customers were very happy for the help. This has presented the largest problem at Big Eddy Lodge and Office, where normal business activities of financial management and customer inquiry responses are major challenges due to steady lines for registration. Staffing was increased to help minimize this challenge, but with only one credit card terminal shared between the marina store and the office, this is a major bottleneck. Registration and Reservation has agreed to acquire another machine for the park to help with this problem.
- In summary, June was challenging with record use but successful. Customer satisfaction seems very high, with frustrations about registration problems the major issue; but overwhelming endorsement of grounds, facility, and customer service common with visitors.

**NATURAL RESOURCE MANAGEMENT PROGRAM
QUARTERLY REPORT APRIL – MAY – JUNE 2020**

NATURAL RESOURCE MANAGEMENT PROGRAM – KEITH JONES, NATURAL RESOURCE OFFICER

Mission

Help protect and enhance the natural resources of Idaho State Parks.

Goals

1. Assist parks with forest and/or land management activities that promote resource health and safety, while meeting the objectives of the park.
2. Assist parks with weed control efforts.
3. Help parks with wildfire hazard mitigation.
4. Develop a working network with natural resource professionals, partner agencies, and organizations that will benefit IDPR.

Timber/Forest Management:

- Completed clean up and follow up grass seed and tree planting in the Whitetail campground. This is in response to the emergency salvage timber sale we set up and conducted to address over 400 beetle killed trees in the campground this winter.
- MOU and scope of work with IDL for the grants we were awarded are completed and working through agency approval stage. One is the Landscape scale restoration grant and the other is the western states fire mitigation grant. The total award will be \$480k, \$240k for each. The LSR grant will focus on preparedness, planning and visitor education to initiate a “firewise” standard for IDPR parks. The Western states fire grant will fund on the ground hazard fuels mitigation for prioritized Park projects.
- Planning for a native vegetation restoration area on several acres by the visitor center at Bruneau Dunes. Restoration will incorporate invasive eradication followed by sowing and planting native grasses, forbes and shrubs.
- Continue work on the vegetation management plans for the Lionhead campground at Priest Lake and broken wheel campground at Bruneau. A key component will be living pads installed at each campsite to help confine user impacts on the site and allow for successful establishment and future maintenance native plant material to help insure the resilience and natural aesthetic experience of the areas into the future.
- Worked with IDL to create a prescribed burn plan for several areas at Winchester Lake SP. The plan is complete and is now awaiting signatures from the landowner (Fish and Game).

- Timber sale marking and set up is complete, as are public informational handouts for the Park to distribute for the scheduled Meadow Marsh II timber sale at Ponderosa State Park. This will be a 90-acre sale (900MBF), set up to return a dry mixed conifer stand to its historical range of variance. Restoring historic pre fire suppression era species composition and returning periodic low intensity prescribed fire to the system. This action will, in combination with 3 previous operations, create a firesmart belt across the peninsula helping to protect Park and community resources from the potential catastrophic fire that could occur in the current stand conditions. Work is scheduled to begin Fall/winter 2020/21.
- In coordination with a planting crew, we planted 3500 W. White Pine and W. Larch seedlings on the “West Farragut” timber sale site at Farragut State Park.
- Cutting on the “Beavertail” sale at Farragut is done for the season and will resume after Labor Day 2020. This project is continuing the efforts of IDPR and IDFG to cooperatively restore 63 acres of the South side of the park to its Ponderosa Pine dominated past as outlined in the Park Natural resource management plan and remove hundreds of beetle-killed Ponderosa Pine trees. This sale funded the armoring of the Beaver Bay swim area shoreline to protect it from continued erosion.
- The Round lake SP direct sale is complete. This sale was in response to a severe wind event at the Park that took down over 300 trees in the campground.
- Sale set up for the “Northern Sky” timber sale at McCroskey is complete and was auctioned off in July. This project will selectively remove approximately 2.3 million board feet of over stocked shade tolerant tree species on 128 acres and generate roughly \$600,000 in revenue. The road cleanings and seral tree species planting on the site, creating a more historically representative fire included stand.
- Conducted hazard tree assessments and removals at Winchester, Round Lake, and Farragut State Parks.

Noxious Weed Management / Restoration:

- Setting up a scotch Broom weed pulling day for volunteers to help remove an extra pesky invasive species from Higgens point this fall.
- Working with State, and Tribal programs to map and prioritize treatments for the outbreak of Bohemian Knotweed along the Trail of the Coeur d Alene’s.

Operations Division Quarterly Report

April - June 2020

Operations Division: Keith Hobbs, Administrator

Mission

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

Goals

1. To provide leadership and direction for the ongoing daily operations of Idaho State Parks and the IDPR Recreation Bureau.
2. To leverage existing resources to provide staff with the necessary tools to accomplish the mission of the Idaho Department of Parks and Recreation.

Administrator's Report

Continued to receive and organize park 2019 Annual Reports for distribution, along with Park Work Plans for 2020.

Assisted Development Bureau Staff and Region Managers compile the Capitol Project list for the FY22 Budget Request.

Routinely attended the South Region Managers conference call to review current park operations and challenges during the Covid 19 pandemic.

Meet with Registration Program staff and the Management Services Administrator to determine the roll out and timeline for the upcoming Registration Modernization effort and the transition away from IDPR's existing Registration program.

Reviewed on-going Development Bureau projects occurring in each of the two regions, at regular development update meetings.

Worked with Executive Staff to develop a response to the City of Hagerman's request to link the transfer of Billingsley Creek water rights with the connection of new park facilities to city water and sewer.

Worked with Operations staff to develop and implement procedures and guidelines for the safe day-use operation of Idaho State Parks during the pandemic and the eventual operation of park campgrounds. Continued working with Operations staff to develop strategies for the re-opening

of our parks, during the pandemic, while experiencing record levels of visitor use. Procedures and guidance were created to properly accommodate:

- Reservation cancellations and refunds
- Seasonal hiring
- Personnel Protection Equipment use and its acquisition
- Accommodation out of state employees and visitor use
- Facility closures and re-opening
- Employee travel
- Agency messaging

Acquired PPE for field staff which was distributed in attempt to supplement existing park inventories.

Worked with the IDPR Experience/Education Coordinator to develop online interpretive training opportunities for IDPR staff, to replace canceled in-person training.

Participated in the Idaho Agency Leadership Weekly conference call.

Continued discussions with the Bureau of Reclamation, working towards the renewal of the lease agreement for the continued operation of Lake Cascade State Park and began discussions with the City of Boise for the renewal of the lease for their operation of Veterans Memorial State Park.

Completed the final performance evaluations of supervised staff.

Approved all seasonal hiring for parks, as per instructions from the Division of Human Services.

Worked with several parks in dealing with specific issues related to the Covid pandemic, such as facility closures in and around Lucky Peak State Park, cabin operation at Harriman State Park and several others.

Worked with the Office of the Attorney General to prepare supplemental agreements for existing concessionaires to deal with potential closures or limited operations in Idaho State Parks, which would affect these private operations.

Assisted park staff at Thousand Springs State Park to get funding arranged for the painting of the Ritter Island Barn, a project which has been in the works for two years.

Worked with the IDPR Education/Experience Coordinator to develop park guidelines for the presentation of interpretive and educational programs within Idaho State Parks during the pandemic.

Assisted complete the FY22 Budget Request.

Assisted several parks with their end of the year capital outlay purchases.

Worked with the IDPR Natural Resource Program Manager and IDPR Communication Officer to develop messaging in advance of the forest management practices which will be occurring at Ponderosa State Park this upcoming winter.

**RECREATION RESOURCES BUREAU QUARTERLY REPORTS
APRIL– MAY - JUNE 2020**

RECREATION RESOURCES BUREAU, DAVID CLAYCOMB, BUREAU CHIEF

BOATING PROGRAM, DAVID DAHMS, PROGRAM MANAGER

The following is a list of activities that have been recently completed by the Boating Program. This is in addition to the routine tasks of answering questions from the general public and county marine deputies, grant administration, preparation for various training courses, attending county waterways committee meetings, attending user group meetings, and ordering of equipment and supplies.

- ◆ The annual Marine Law Enforcement Academy was held in Boise June 11 – 18. The academy is an intensive eight-day training course for new marine deputies and includes both classroom and on-the-water scenario-based training. The 19 students that attended gave excellent feedback on the course evaluations. The 19 students represented 13 county programs.
- ◆ As of June 30, there have been 5 confirmed boating fatalities around the state. Four of the fatalities involved paddle craft and one was a motorized boat. Early reports suggest an uptick in accidents around the state – likely due to more activity early in the year due to more people recreating during the Covid situation.
- ◆ The Program launched the “Mind Your Wake” safety campaign to urge boating to operate responsibly. Promotions include TV and Radio public service announcements as well as paid ads on social media. Anecdotal feedback from users has been very positive.
- ◆ Staff met with city, county, and federal entities to discuss facilities improvements in Bonneville, Bingham, and Madison counties. The focus of these meetings was to determine need, feasibility, and public interest/benefit from these potential projects. Needs varied from parking lot expansion to replacement of boat launch sites.
- ◆ Staff worked with law enforcement to determine areas of public safety concerns. Additional signage will be added to address these concerns to potentially increase education and reduce boating-related incidents. Staff also distributed safety supplies and materials to counties and vendors around the state.
- ◆ For National Safe Boating Week staff created a 30 second boat safety video (life jackets and cold water) for Coeur d’Alene schools for use in their online learning curriculum.
- ◆ The My Boat app continues to be heavily used by boaters. For 2020 there have been over 11,000 independent hits including two of the highest use months recorded.

MOTORIZED TRAILS PROGRAM, TROY ELMORE, PROGRAM MANAGER

The following is a list of activities that have been recently completed by the Motorized Trails Program. This is in addition to the routine tasks of answering questions from the general public and working with our federal land management partners.

- ◆ Staff attended the 9th Annual Magic Mountain OHV Safety Fair where 113 students completed IDPR's Responsible Riders course. Additionally, a total of 536 OHV safety certificates were issued from April 1 - June 30 to the public and agency personnel across the state.
- ◆ Staff met with USFS R1 and R4 to finalize Trail Ranger/Trail Cat Challenge Cost Share Agreement. Staff also met the BLM personnel and completed the same basic agreement for the Trail Ranger/Trail Cat Program on their lands. The Trail Ranger/Trail Cat Programs have existed for 30 years on what essentially amounts to a handshake agreement, but a changing work environment finally forced us the “codify” that agreement with the aforementioned Challenge Cost Share Agreement.
- ◆ Attended Owyhee County Commissioner meeting regarding historic OHV levels on Owyhee County Lands. The county’s resources were being stretched to the limits, and litter in particular had become a serious issue. IDPR partnered with the county and the Idaho Recreation Council to help message to our shared users, as well as assisting financially with clean-up efforts.
- ◆ Staff co-hosted a field trip in Sawmill Canyon with Theodore Roosevelt Conservation Partnership. Attendees included the Salmon Challis National Forest as well as other interested groups.
- ◆ Staff completed a site visit to DFD property (Wilkes Bros) near Bogus Basin to assess the kiosks and signage we previously installed. IDPR, the Idaho Recreation Council, and DFD have partnered for the last year to allow continued public access across the critically important piece of private land to allow access to surrounding public lands.
- ◆ Staff completed a site visit to Sagehen Reservoir to assess logging project and OHV recreation impacts. The USFS is being “overrun” with recreational use while attempting to limit access to the public for the duration of the logging period. The project is expected to be completed by the end of the summer, and we included all of their public information on our social media sites to help educate the public about what is taking place and the temporary restrictions in place.
- ◆ Trail Ranger and Trail Cat training has been completed statewide. All crews are up and running despite logistical challenges due to Covid-19. Operational costs will likely be higher this summer, due to limited housing options on USFS properties associated with social distancing guidelines. Despite those challenges, staff have made progress across the state in addressing maintenance issue on trails.

NON-MOTORIZED TRAILS PROGRAM, TOM HELMER, PROGRAM MANAGER

The following is a list of activities that have been recently completed by the Non-Motorized Trails Program. This is in addition to the routine tasks of answering questions from the public, Yurt maintenance and upkeep, and tasks around the office.

- ◆ The “Idaho Trails Supporter” successful rollout began on June 6. This is a voluntary pass, or sticker, that Idaho trail users are able to purchase online. The goal is to raise awareness of

non-motorized trail issues and raise revenue for non-motorized trail maintenance on public lands statewide. Approximately 900 stickers sold by the end of June

- ◆ Idaho Trails Supporter ads ran in the Idaho Statesman (print on online), in the Idaho Press, in the Coeur d'Alene Press, the Idaho Post-Register, the Lewiston Tribune, the Spokesman-Review and the Idaho Mountain Express, as well as on Facebook, Instagram, and Google
- ◆ Staff have continued developing a partnership with Mother Earth Brewing to promote the Idaho Trails Supporter Program
- ◆ Partner organizations—Youth Employment Program and Idaho Conservation Corps—have continued to work on the Central Idaho Trail Maintenance project as part of a grant written and received by Leo Hennessey in 2018. These organizations maintained 55 miles of trails during the summer of 2019, completing nearly 3,000 hours of service. An additional 5 miles of trail maintenance will occur during the summer of 2020.
- ◆ The second Central Idaho Trail Maintenance Project RTP grant in partnership with the Idaho Trails Association, Selway Bitterroot Frank Church Foundation, Youth Employment Program, and Idaho Conservation; along with the Payette, Boise, Salmon-Challis, and Nez Perce-Clearwater National Forests. The goal of the grant is to maintain a large swath of trails within the Central Idaho Priority area and be a model for trail partnerships approved by the IDPR board
- ◆ Began “Trail Talk” web series interviewing Idaho Non-Motorized trail leaders
- ◆ The Idaho City Yurts system winter season was extremely busy. Occupancy was near 100% from January 1 until the Covid-19 shutdown at the end of March
- ◆ A new trail grooming computer application was rolled by the Recreation Department showing real time trail grooming updates for the Idaho City Yurt grooming program.
- ◆ The adopt a yurt volunteer program roll out began in June and will continue through summer/fall. The goal is to increase volunteerism at the yurts while decreasing yurt closers
- ◆ Yurt crew began on June 1; summer projects include wood cutting, new floors at Banner and Skyline, new decking at Skyline, and rewiring of solar systems.

OUTDOOR RECREATION ANALYST, JEFF COOK, LANDS PROGRAM SPECIALIST:

- ◆ Due to the Covid-19 crisis, the number of proposed land management actions have been slowing down. The Nez Perce-Clearwater National Forest Draft Forest Plan and Environmental Impact Statement was out for review. We submitted comments collaborative with other agencies to the Office of Energy and Resources Management. Also, more integrated projects are moving forward, which we must pay attention to. We were successful on an Emmett Ranger District project on keeping an ATV Trail. The project was going to decommission this trail which was dropped from the proposed action.
- ◆ Continued to maintain and keep up to date the Idaho Trails Web App. Some emergency closures were modified or dropped after getting information on that the closure was rescinded.

- ◆ Developed a Trail Ranger Survey 123 App that allows work crews to submit their reports on their smart phones, rather than write a report out on paper.
- ◆ The Idaho Park N' Ski Web App, the Idaho Centennial Trail Web App, and the Trail of the Coeur d' Alenes Story Map were accepted into ArcGIS Living Atlas.

**RESERVATION & REGISTRATION (R&R) PROGRAM QUARTERLY REPORT
April – May – June '19**

RESERVATION & REGISTRATION PROGRAM – TAMMY KOLSKY

Mission

The program's scope of responsibility includes oversight of IDPR's camping resources, statewide retail sales including permits, and the department's recreational registration program for snowmobiles, boats, and off-highway vehicles. The program also distributes registration funds to communities and other agencies statewide to develop and maintain trails, facilities, and programs for motorized recreation. The R&R program proudly supports IDPR's customers.

Program Manager's Report

Program Manager Emphasis over the past three months has been on significantly different elements of work than those normally reported on. Normally this report would address project work, ongoing staff efforts and some trend data.

This year the timeframe of April – June is so vastly different than historical quarters of the same time frame I will attempt to report on three key factors that have affected my workgroup, as well as some sales stats.

1. Coping with COVID -19
2. New System Rollout (Reservation and Registration System Integration),
3. Restructuring Reservations and Registrations

Coping with COVID -19

- COVID -19 required us to get staff out of the building and working from home in shifts to reduce the number of staff in our HQ building and further reduce the number of my staff working in close quarters.
- Technologically, IDPR was not prepared to have my work group work from home as efficiently as we would have hoped. We have taken steps to try to be nimbler with transitioning registration staff to work at home as call center agents should the need occur. But truthfully, we are not where we need to be yet.
- During the quarter COVID -19 required Reservation staff to work through cancelling 7,714 reservations. The canceling of these reservations required a fair amount of effort to ensure refunds went back to credit card payments, or system credits (Vouchers) if they were the original source of payment, and lastly get sent to fiscal for State Warrants if the original payment was by personal check or an expired credit card.
- Reservation cancelations due to COVID -19 are still an ongoing task due to border closures, customer illness, and reluctance to travel.
- Providing contactless remote training. Our new system rollout requires a fair amount of training.
 - Training of my staff and call center agents, as well as park and region offices has been difficult under these circumstances
 - COVID -19 required all county DMVs to close, this has had ongoing impacts to registration sales and to training availability for DMV staff.

- COVID -19 has required us to come up with alternative ways to train our retail vendors across the state.
- **COVID -19 ultimately forced IPDR to bring up the new system and processes without any county or retail vendors.**

New System Rollout

Due to an extremely aggressive timeline necessitated by the need to get out of our legacy registration software before we lost IT support and prior to ITD's go live of their new system. IDPR implemented in 6 months. Of which the last 2 ½ months were during the COVID -19 shutdown.

The new system was activated on April 29th.

On that day IDPR went live with:

- A minimally tested Internet Sales Channel,
- An understaffed Nationwide Vendor Call Center. Due to COVID-19 impacts affecting their ability to hire additional staff and meet the demand of an already taxed workforce handling Reservation Cancellations for several states,
- A limited IDPR staff comprised up of 5 registration clerks, 1 reservation customer support agent, 2 temps, and program management staff consisting of the program manager and a newly hired (6- month) assistant manager. In addition to registrations, this group is responsible for oversight of the reservation program and the HQ lobby.

Without Retail Vendors or County DMV's to load share initial call volume for both the nationwide Call Center and IDPR was brutal, wait time was horrifying, and not too surprisingly the system had "Undocumented Features".

Since April 29th staff have been focused on reducing call volume, assisting customers to get them through the changes, working to resolve "undocumented features, training Retail Vendors and County DMV's, and lastly bring online County DMV's and Retail Vendors.

Follows are some stats to demonstrate progress made:

Call Volume:

From April 29th – June 30th :

- IDPR registration staff now augmented with 4 additional temps have answered 5,923 calls and are down to an average wait time of 7:16 minutes
- The Nationwide Call Center answered 17,911 calls with an average handle time of 8:06 minutes. The Call Center is taking calls to process Reservations, Reservation Cancellations, Reservation Changes, and now Registration sales.

Depending on the day of week and time of day hold time can still be an issue with both locations, more so with the Nation-wide Call Center but it is getting better.

Regarding "Undocumented Features" follows is a summary from Aspira's (ReserveAmerica) issue tracking system documenting issues (cases) identified and their resolution tracking:

Owner	Number of Cases
ASPIRA	32
FUTURE PCR	2
IDPR	12
CLOSED	220
Grand Total	266

Owner	Number of Cases
ASPIRA	32
AWO Support	11
Product	2
Professional Services	6
TAM	13
FUTURE PCR	2
IDPR	12
CLOSED	220
Grand Total	266

Of the 266 closed tickets – 173 were resolved by Help Desk team (meaning they were not significant issues requiring development or tech ops).

Product Change Requests (PCR) Delivery:

Since Go-Live, Aspira have delivered 13 PCRs – and have deployed 3 releases and 2 patches. With 4 more PCRs entering user acceptance testing (UAT) 7/19/ – 3 more entering UAT by end of the week (7/24). These 7 are highlighted in green in the table below. Based on direction from Aspira Execs, Aspira dev team has been working overtime to get more PCRs in the month of July than originally planned.

Below is the list of remaining PCRs with their projected release dates:

PCR 10026 Co-Owner Vehicle Information support in the "Merge Customer" workflow	29th July 2020
PCR 10034 Display Purchase Permit option in Call Manager	29th July 2020
PCR 143534 (SF 1926167) Update Privilege Order Search to restrict access to orders created at the logged-in location	29th July 2020
PCR 143778 (SF 1918833) Restrict Non-Resident Customers to register/renew/transfer Resident Vehicles (OHV, Snowmobile)	29th July 2020

PCR 147318 (SF 1961042) Quick Renewal Vehicle Search - Add Vehicle Inventory Search	29th July 2020
PCR 147508 (SF 1988501) Bypass Hull ID Validation Based on the State Issued MIC	29th July 2020
PCR 148654 (SF 2021837) Fulfill Temporary Documents by Email	28th August 2020
PCR 148655 (SF 2021781) Allow Shorter Suffix Length for Add Edit Vehicle Certificate of Number	29th July 2020
PCR 10037 Allow Co-Owners to view/transact against VRS orders on Web	28th August 2020
PCR 10038 Allow for Multiple Transactions in Cart when VRS Transfer is In-Process	28th August 2020
PCR 147027 (SF 1974735) New Summary Audit Fulfillment Report - to provide Batch Summary with Inventory/Stickers used for Fulfillment	28th August 2020

As for our County DMV's and Retail Vendor Partners

We are now working several Vendors and County Locations through a multi-step process to get them up and running. Our Processes include ensuring the locations staff have taken training provided by Aspira, having each location participate in at least one pre-go live (many request additional) IDPR webinar to go over questions and process, receipt of a completed set-up form used for system logons and inventory issuing. Our process takes time but is also designed to help us load level support for new sales locations.

To date we have 5 county locations quietly piloting the software and approximately 50 Retail Vendors selling products. We are trying hard to not publicize sales outlets until each outlet feels that they are ready.

We have extended invitations to all to counties to start the process and are working through contacting all of our Retail Vendors to encourage them to start or complete the process.

We are hosting pre go live webinars every Wednesday morning for Vendors and Wednesday afternoons for Counties in an attempt to continually bring Active a new class if you will each week.

However, due to the time it takes to train and allow new locations to get comfortable with the system it is anticipated that this process will take several weeks.

Restructuring Reservations and Registrations

Since go live we have learned a lot about what our new paradigm looks like. We have morphed from a semi cross trained yet separate work groups (two sides of the house) to one large customer service centric group seemingly overnight.

We have learned a lot about what fulfilling thousands registrations and permits a day while providing phone sales and support takes.

While I am certain we have a lot more to learn and better refine we are in a much better place than we were a few months back.

We have taken a step back and worked to break R&R into small functional teams. Our team approach has allowed us to better provide customer service in the areas of:

- Over the counter sales and service
- In bound transaction calls
- Consumer Support
- Vendor Support

All the above are elements of the customer service our group is responsible for providing. Because of this approach we have been able in an organized fashion to ensure that:

- Customers are being served in the lobby.
- Our phone and web customers are getting served.
- Customers are receiving customer assistance via e-mail.
- Second level (Tier 2) customer service is available and being applied as needed.
- Fulfilment is occurring and staying current.
- Vendors are getting trained, and in many cases are now Active.
- We are now starting to focus on getting counties active.

We have implemented a new IDPR Customer Support Mailbox that we staff to provide coaching and support to our web customers and to route to our Consumer support work group as needed for over the phone service, thereby bypassing the sales agents call line.

We have implemented our own service help desk ticketing software to provide support to our County DMV and Retail Vendor partners further allowing us to free up phone bandwidth.

We have reclassified a position in our group that became empty due vacancy to an Administrative Assistant 1 Position for the group to better help with keeping the “Wheels on the Bus”.

FY20 4th Quarter Stats

Reservations

Due to Campground closures for all of April and all but the last day of May Quarter occupancy is not truly comparable to year prior.

A sneak peak at next quarter occupancy would indicate that barring additional closure FY 21 is off to a decent start.

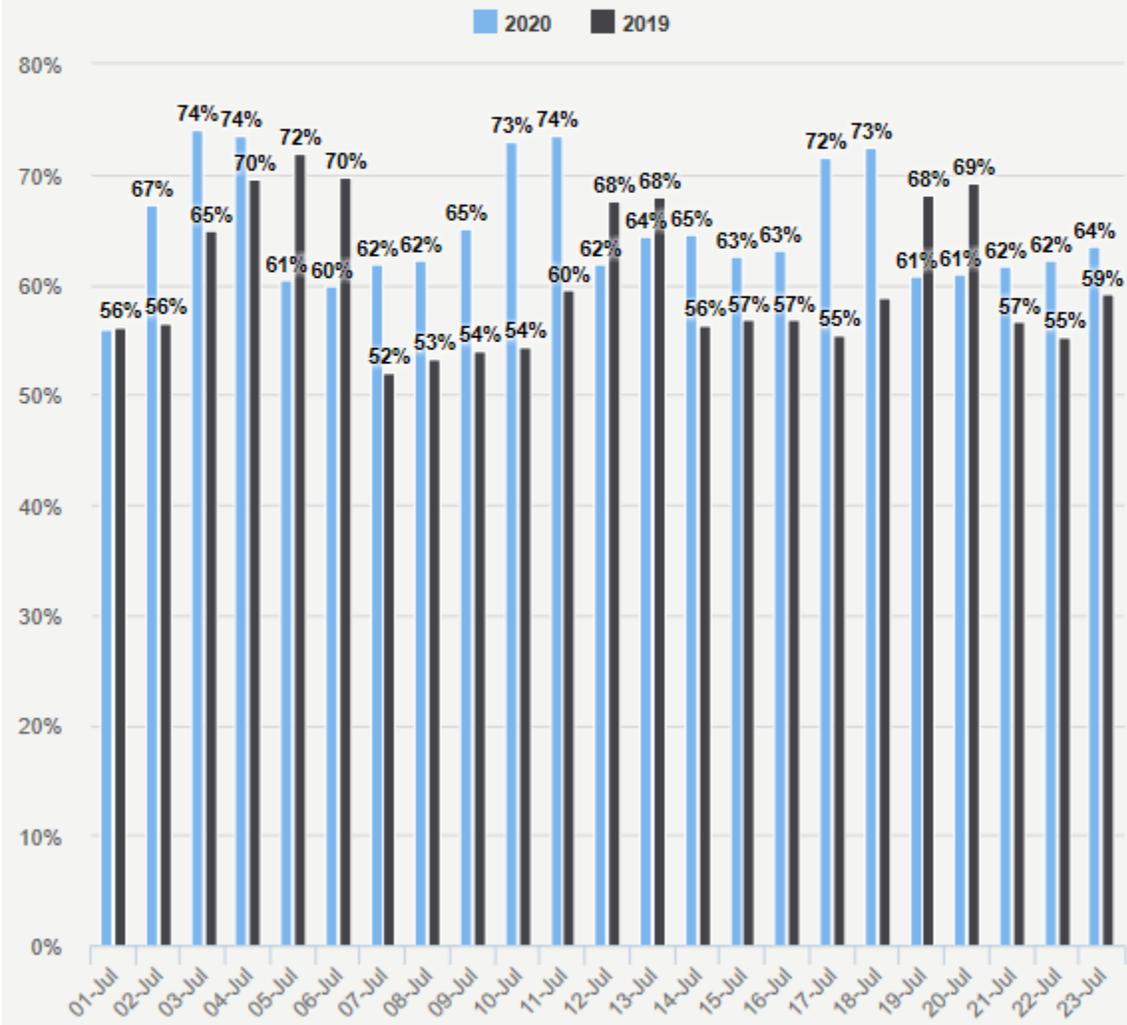
UTILIZATION

more

Key Performance Indicators



Site Utilization Trends MTD



During the quarter:

- 7,714 Reservations were cancelled
- 20,650 Reservations were made booking 50,073 nights

FY20 4th Quarter Stats
Registrations

Product Type	2020 Migrated	April - June Aspira Sales	Migration & Aspira Sales	Annual Average Sales
Boat	40,096	31,236	71,332	91,429
Motorbike	91,857	28,723	120,580	162,185
Non-Resident Motorbike	None Migrated	3,552	3,552	New Sticker Type
Invasive Species (Non-Motorized)	None Migrated	33,936	33,936	51,322
Invasive Species (Not Registered in Idaho)	None Migrated	2,895	2,895	11,248
Resident Snowmobile	26,623	38	26,661	28,579
Rental Snowmobile	1,097	1	1,098	913
Non-Resident Snowmobile	None Migrated	None	None	13,463

*None migrated = Pay to Play Sticker no equipment to migrate

**Snowmobile Sticker Year 2020 completed prior to system launch

***2020 Sticker Year will have additional counts (non-migrated) not reflected in table above

SOUTH-EAST REGION QUARTERLY REPORT

APRIL – MAY – JUNE 2020

MISSION:

To provide a safe and unique experience while preserving, protecting, and enhancing recreation. We interpret natural, cultural, and historic values. To maintain park infrastructure for visitor services and programs, while looking for new opportunities.

GOALS:

- Ensure that all facilities are kept clean and hazard free.
- Utilize both paid and volunteer staff to staff visitor centers and entrance booths to answer questions and sell park permits.
- Patrol parks ensuring user needs, user safety, and resource protection.
- Assess operations and opportunities to ensure quality experiences are provided.

SOUTH REGION SERVICE CENTER – GARTH TAYLOR, SOUTH REGION BUREAU CHIEF

- Continued monitoring of Region operating and seasonal budgets.
- Working with park managers on creating new opportunities with limited resources.
- Continue investment in interpretation, marketing, and revenue enhancing ideas.
- Continue to work on incident reporting and staff training.
- Working with parks for new programming, special events, new potential partnerships, and concession opportunities.
- The BLM Recreation and Public Purpose Act, (R&PP), lease for Castle Rocks at Smoky Mountain campground has been drafted and submitted for a new R&PP lease. We still haven't seen the final SHPO report of findings from BLM's archeologist report. They did approve a chip seal project to proceed this summer while they process our new lease.
- Continue agency policy reviews and discussion.
- Billingsley Creek development planning continues with NPS on the proposed visitor center for interpretive displays. Park manager reports that his staff and the NPS staff are meeting once a month for lunch to get to know each other. Folks continue to enjoy the new paved trail connecting us to the town of Hagerman. The new visitor center drawings/design documents are under way and Development hopes to go out to bid the end of July.
- Continued monitoring of many development projects across the region.
- Meetings continue with BOR and decision makers to discuss the possible marina concept at Lake Cascade. Discussion continues renewing a 20-year lease. There are two interested companies interested in developing a marina on the lake; they, of course, need a longer lease to amortize the investment.
- Recruitment and hiring were delayed but continued for essential employees. We still have an open assistant manager position at Cascade. We do have a new ranger in next fiscal budget for Thousand Springs.
- Continue to work with our Harriman Friends group on replacement of the historic bridge across the Henrys Fork. A MOA with SHPO was created for the project to cover any adverse effects and we plan to interpret with photo panels and some displays. The bridge is now completely removed and new spring/summer work will continue to replace the important trail connection with the community.
- As you know, we continue to work with the power company, who owns North Beach, for additional beach access at Bear Lake North Beach West. I believe our meeting and tour at Bear Lake to see this firsthand will keep the process moving. No new updates here as we are in a holding pattern as additional water right discussions continue.

- Continued participation with interested parties planning for future improvements at the old Teton Dam site, called the Teton Coalition, including: BOR, County Commissioners, irrigators, Friends of the Teton River, BLM, F&G, etc. A \$75,000 federal highways grant has been awarded to help start some planning efforts at the BOR abandoned area. This is a slow process, but we have had open productive meetings about the possibility of IDPR as a managing partner. Had discussion at the last Board meeting with Mike Hillard from the BOR. I do know the county commission is cleaning up the site and preparing for some improvements at the overlook so larger vehicles, i.e. buses, can turn around more easily. Nothing new to report on this front since the last report.
- Our parks remain open providing needed escape for residents. Some parks have experienced more visitation than others, but we continue to provide great, safe service. My hat is off to those on the front line!
- Bear Lake has been experiencing over capacity every Saturday in June at North Beach.
- Since April we have been having a manager's conference call every Monday morning to see how things are going across the Region. Most parks are seeing above average visitation with visitor having little or no respect for masks or PPE.

BEAR LAKE – KIRK RICH, PARK MANAGER

Customer Service

- Due to Covid guidelines the campground was closed through most of May. Many people canceled their bigger vacations and chose to recreate a little closer to home.
- Memorial Day weekend weather was stormy, but usage was similar to most Memorial Day weekends.
- There continues to be strong demand for beach access. Most people feel safe outdoors in terms of possible exposure to any disease.

Park/Program Usage

- May was slow to begin, however, a warm final weekend brought over \$7,000 in collections. The first night of camping (May 30) brought a half full campground and that last weekend brought over 600 cars at North Beach on Saturday with record-setting temperatures.
- Due to the "Covid Effect" we are seeing increased usage as visitors are choosing Bear Lake as a closer site to visit. June usage and revenue are about double of last year for June. However, much of that increase is due to better weather this year as compared to last year. Overall, it appears we are looking at about a 10% increase in usage for the season with the start of July.

Program Services

- Nothing to report.

Preservation of Natural, Cultural, and/or Historical Resources

- Ranger participated in the Cooperative Weed Management Area meeting. This zoom meeting lasted two hours and discussed weed control with cooperating agencies. There appears to be money available for various products. The park obligation is to help with ATV spraying on park properties.

Staff Training

- Staff received zoom training on new computer reservation/sales system startup.
- Individual campsite upgrades have been completed.

Strategic Plan Actions

- Cleanup and renovation of sites 1-8 in the campground has begun.

Manager's Narrative

- The Quonset storage area cleanup was completed. This involved eight dump truck loads and one rental dumpster to the landfill.

- Both water systems activated with good tests on culinary. Several major problems related to the main zone valves has plagued the irrigation system. However, the lawn is mostly green. We are looking at battery powered individual zone control units to solve the problem.
- Dr. Monte Weston moved cattle onto the McLeish property just west on east side property. The plan is to move cattle out by mid-June and will not be returned until fall.
- We have topped out for lake level at 5919.4 feet of elevation. This is about 1.0 foot lower than last year. This will make for additional parking at the old Hot Springs property which allows us some extra parking from North Beach overflow.
- Landscaping updates to the new restrooms and tent camping have been completed by a contractor.
- The east beach day use area road refurbishing bid was measured with actual work to start July 6. It should be complete by July 15.
- Weed spraying, campsite cleanup, and sagebrush removal from the post and cable fence have been significant achievements.
- Two watering zones continue to be operated on manual only basis. Inconvenient, but the grass still lives.
- We had to bring in a garbage dumpster because of traffic congestion related to the EB road resurfacing project.
- Epic Rental, at hot springs, has opened an additional 200 parking spots just adjacent to North Beach. This should improve our crowding situation at North Beach.
- We completed some temporary upgrades to the jetty boat docks to improve safety.

BRUNEAU DUNES – BRYCE BEALBA, ASSISTANT MANAGER

Customer Service

- We installed a “Do Not Enter” sign at the entrance after seeing an increase in people ignoring the stop sign and entering the park around the “gate” going the wrong direction to avoid the line of cars at the pay station.
- Staff built a very nice oak/plexiglass screens for the visitor center desk.
- We have resumed renting a limited number of sand boards. Demand is high but cleaning and sterilization procedures are time consuming and are the reason we have limited the number rented each day. Sand temps are climbing and will effectively halt rentals at some point in July.
- We are seeing more septic/plumbing backups, possible due to people flushing wet wipes as they sanitize the restroom before use. We’ve put up signs in all stalls which seems to have helped.
- Restroom cleaning right now takes up much of staff time, effectively stopping most other projects.
- Upon opening for camping on May 30, we started limiting entrance to the visitor center to no more than eight people at a time (plus two employees) and have placed directional arrows on the carpet for better traffic flow. We have also removed merchandise that children frequently handle (or moved it higher for parents to view), and when a customer wants to purchase ice cream staff are using food service gloves to retrieve their choice from the freezer rather than self-service.
- The observatory landscaping “Amphitheatre” project is taking shape with the ground cleared and leveled.
- Director Langhorst and Assistant Manager Bealba met with KTVB Boise for a story highlighting what Bruneau Dunes has to offer. It will be aired July 2.
- We added a water trough to the Equestrian camp and hope to replace corral poles this summer as well.
- Showers in the park remain closed.

Park Usage

- Record breaking numbers of people visited the park in April with totals exceeding any April on record. Most visitors were from Ada and Canyon counties despite Stay-at-Home orders and guidance to recreate in one's community.
- Due to increased visitation in April and May we restricted entrance into the park once we hit a pre-approved capacity limit. The limit was based on parking availability, staff and visitor safety, and restroom availability.
- April car count was highest ever recorded at 4,464 and May car count was 5,293. The May count was 250 cars less than May of 2019, despite the fact we were closed to camping until the end of the month! June car count was 5,133 which was 1,100 cars more than June of 2019, despite not having observatory programs!
- We are seeing an increase in photographers in the park with few knowing about Film and Concession permit requirements.
- Fishing is picking up with small boat, tube, kayak, and pontoon fishing being extremely popular on weekends.
- As we observed before the shutdown, most RV campers are not using the campground restrooms but rather using their own facilities which has made restroom cleaning a little easier.
- Camping numbers remained higher than normal in June, with sold out weekends and busier than normal mid-week camping stays.

Program/Program Services

- The Mountain Home Arbor Day festival was cancelled.
- Observatory staff have continued making improvements to the Observatory and Steele-Reese facility. This includes painting the auditoriums a deep "space" blue in anticipation of a new hire coming on in August who is a painter. The plan is to add space-themed images throughout the rooms, darkening the rooms in a thematic way.
- Park staff are discussing and developing safe ways to provide limited astronomy programs that we hope to have finalized in July. This would entail "laser pointer" weekend astronomy programs as well as reservation only private observatory programs using the GUP process and limited to 10-15 guest per program.
- We have been discussing options for the observatory once programming resumes. Social distancing and possible reemergence of the virus will likely require major changes in what type of programs, if any, we can offer this season. Concerns center around social distancing in the Steele-Reese building and lines for telescopes, as well as eyepiece sterilization procedures.

Preservation of Natural, Cultural, and/or Historical Resources

- We are seeing an increase in fires at day use areas, (no fire rings), as well as off roading that is damaging the road edges when vehicles come back onto the road.
- Ranger has been cutting our dead trees in the Broken Wheel campground, making it look much more appealing.
- Herbicide spraying and manual weed pulling continues. Both the Russian Thistle and Rush Skeleton weed are growing fast.
- We have cut fire lines on main roads and around most structures.
- The pump was turned off May 15 allowing lake levels to decline.
- The Idaho Conservation Corps spent one week here training new crews for summer service. In exchange for a few campsites they spent the week clearing trail and brushing the park. The work was greatly appreciated and dramatically improved our trails. We have approached them about making this an ongoing training facility for their group.
- Campground lawns are looking stressed, likely due to either the altered irrigation schedules or the inline filter installed this winter. Further compounding irrigation issues is that a long since buried valve tied to the system has begun to fail resulting in a sizeable leak during watering. We have

located and exposed the valve, but due to its age and corrosion level we likely will not be able to fix it. We are looking at options at this point.

- Due to our efforts to respond to the virus and visitation increase, we have not been able to spend any time on the Dark Sky application and will likely not be able to apply this quarter. Jamie Little has helped the effort by photographing the night sky horizon, a requirement of the application designed to document any “light domes” from surrounding cities.
- Gophers are still an issue in the park.

Staff Training

- Nothing to report.

Strategic Plan Actions

- We added a bike rack at the visitor center.
- A second group grill was added at the Big Dune shelter with one more remaining to install.
- Staff have been creating astronomy-based videos for Facebook, which have been well-received.
- We’ve improved the Big Lake picnic area and increased shore access.

Manager’s Narrative

- The observatory landscaping “Amphitheatre” project is taking shape with the ground cleared and leveled in June. Due to water being shut off to the area we are beginning to lose 6-10 trees in the parking lots. The lower field was not addressed in the original plans and IDPR staff are looking for funding options to ensure this well-used area remains irrigated.
- Park staff, both seasonal and permanent, have been working tirelessly and fatigue is starting to set in. The stress of working in unknown and potentially dangerous situations for months now has taken a toll. Employees should be recognized and commended for how they have conducted themselves and the jobs they’ve accomplished, not only here at Bruneau, but across all Idaho State Parks.

CITY OF ROCKS/CASTLE ROCKS – WALLACE KECK, PARK MANAGER

Customer Service

- On April 21, we were able to open Emery Pass and Bread Loaves Group Camp.
- High priority park/county roads were dust guarded with Mag-Chloride in May.
- Security patrols were made daily, both early and late in the day.
- Manager processed two Temporary Concession Agreements, a grazing lease, and five grazing permits.

Park/Program Usage

- Most visitors in April and May came for hiking, auto-touring, and climbing. Campgrounds, visitor center, and all but three vault toilets were closed the entire month of April. A lot of fisherman utilized the pond, and although not restocked yet for the season, people were successfully catching last year’s trout.
- Most visitors in June came for camping and climbing. Day use continued to be high throughout the spring.
- Campgrounds and visitor center are open and all vault toilets are open and cleaned twice daily.

Program Services

- Staff developed virtual visits and interpretive materials for posting on social media and our website, and one of our rangers completed some Jr. Ranger California Trail Vlog videos.
- Conducted two live morning interviews with KIVI-TV in April about virtual learning opportunities.
- Manager led a wildflower walk for two people in May. Ranger did a roving interp to 15 attendees at Camp Rock.
- Manager conducted the 7th Annual Birding Big Day competition on June 6.

- Manager spoke to the Idaho Cattlemen Association on June 23 and to the retired USU professors hiking group on June 16.
- Staff installed all 12 new waysides and two upright kiosks.
- National Trails Day was promoted with a social media blog.

Program Type	No. of Programs	No. of Attendees
Experiential Programming	1	8
Interpretive Programming	4	92
Jr. Ranger Programming	0	0
School Programming	0	0
Special Events	0	0

Preservation of Natural, Cultural, and/or Historical Resources

- Completed entering Jensen homestead artifacts into the database.
- Staff conducted sage grouse lek surveys with no sightings to report from Castle Rocks.
- Management participated in the first planning meeting of the NPS Resource Stewardship Strategy (RSS) that will be conducted over the next 12-14 months.
- Manager continued the resource inventory documentation for CIRO/Castle Rocks, especially the phenological documentation of first blooms. As the park’s only naturalist, manager fields upwards of eight phone calls/emails per day with questions about proper identification of birds and flowers and other natural history questions. These requests come from other parks, City of Rocks staff, and the public.
- Assistant manager monitored wayside installations to ensure no cultural resources were disturbed along the California National Historic Trail and completed the required report.
- Staff finished restoration on two of the graffiti areas on Camp Rock. Started removal on the other two but those will require additional treatment in early July.
- Manager met with Dr. Jim Cane from USU to examine forest pests and to hypothesize what may be killing the pinyon. Another field day with other scientists from the Sawtooth NF is scheduled for August.

Staff Training

- IDPR Respectful Workplace, Crucial Conversations, and NPS IT security training was attended by some staff.
- Assistant manager continued Certified Public Manager coursework online. She finished the capstone proposal for CPM, received Operations Division Administrator’s signature and submitted to CPM program.
- Ranger conducted Quick Response Unit/Search & Rescue training with new belay equipment.

Strategic Plan Actions

- Nothing to report.

Manager’s Narrative

- Staff members charged the Smoky Mountain Campground water system, and other than a few minor issues in the bathrooms/showers, the facility was ready for opening on May 30.
- Bath Rock and Emery water systems were also made operational for the season, but retesting was required after a sample failed.
- Manager continues to work on climbing guide permits for the 2020-2021 season.
- Except for the vault toilets at Bath Rock, visitor center and Castle Rocks, all facilities remained closed during the month of April. Staff cleaned these units daily as well as patrolled the park from 7 a.m. to 10 p.m. Weekends were busy, and parking lots were partly full.
- On April 26, management was notified of spray paint vandalism to Camp Rock. Manager documented vandalism with photos and immediately posted on Facebook that the public’s help was needed to catch the vandals. The request along with photos went viral, and within a few

weeks the post had received 610,730, views, and 195,000 engagements. Because of this we were able to determine rather quickly the names of those involved. Because the vandalism was to a historic site on federal lands, this immediately became an ARPA violation. Manager contacted National Park Service law enforcement, and the Region office assigned two investigators: Cullen Tucker and Dionne Pegeder. The friends of Idaho state parks started a *go fund me* page and the park was provided a check in the amount of \$5,661. Funds are to be used for the removal of the graffiti, and if need be for the investigation, and/or additional graffiti removal. Unfortunately, the NPS is no longer pursuing the case due to higher priorities related to the protests, riots, and pandemic. Staff and volunteers have managed to completely remove the smaller markings and have applied a first coat to all others.

- Completed the NPS Land Acquisition Requests (LARS) for the Sheridan easement and 360-acre NPS/IDPR purchase from Sheridan. Developed strategy for purchase.
- Wayside exhibits arrived and placement was scheduled to begin the first week of June.
- Ranger organized Idaho Conservation Corps crews to train in Castle Rocks. These crews completed almost all routine trail maintenance in Castle Rocks.
- Ranger supervised two groups of BlueFire volunteers who stained the wagons with linseed oil and cleared vegetation on the CRSP loop trail.
- Installed 12 new waysides and two upright kiosks.
- Met on-site with DEQ to go through water systems and sanitary survey in CRSP and CIRO.
- The Sheridan realty proposal continued to move forward, with the Conservation Fund agreeing to hire an appraiser and surveyor to determine the full extent of the ROW value.
- Manager worked with Jamie to review and respond to comments provided by the Sho-Ban Tribes.
- Processed Climbing Guide Temporary Concession Agreements.
- Enforced drone use and collected \$100 after catching a photographer posting a commercial with a backdrop of Castle Rocks without a permit.
- CIRO and CRSP facilities closure and reopening were in line with the Governor’s “Idaho Rebound” plan. Therefore, all facilities were fully open with the following exceptions: (1) RV dump station closed approximately 2 days due to grinder pump repairs, (2) Visitor Center closed except for direct access to check-out register, and (3) face-to-face interpretive programs, including the Junior Ranger program, loaner backpack program, and climbing experience program. Roving interpretation and selected presentations to VIP groups in outdoor/socially distant conditions were conducted.

EAGLE ISLAND – GARY SHELLEY, PARK MANAGER

Customer Service

- Shelter reservations and events were being cancelled due to COVID-19 but we continue to take shelter reservations for later in 2020.
- Continued to update Facebook followers about COVID-19 delays and closures.

Park/Program Usage

- Over 10,000 vehicles entered the park in April, average is 6,000 and over 13,000 vehicles entered the park in May, average is 9,000.
- Limited vehicle entrance on weekends due to infrastructure and amenity limitations (COVID-19).
- Special events: Silver Creek Volunteer Fire District held their annual certification, Welcome to the Chain Gang disc golf tournaments, and Equine Trail Sports Trail Challenge.
- Police K-9 training continued to use our fields and outbuildings for training.

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming	0	0

Interpretive Programming	0	0
Jr. Ranger Programming	0	0
School Programming	0	0
Special Events	4	103

Preservation of Natural, Cultural, and/or Historical Resources

- Continued to patrol the Park’s historical buildings to look for damage from vandalism: repaired damage to slaughterhouse and barn near silos.
- Continued to spray invasive weed species.

Staff Training

- Water rescue training would be good training to have for permanent and summer seasonal staff.
- CPR recertification will be needed for permanent staff.

Strategic Plan Actions

- Working with City of Eagle trails master plan.
- Working with local dog groups on the feasibility of a dog training area in the Park.
- Working with Sheriff’s Department regarding bike patrols at Eagle.

Manager’s Narrative

- Closed restrooms, playground, and Visitor Center in April due to COVID-19 and in May we opened restrooms with COVID-19 plan and precautions in place.
- EcoLake treated lake for milfoil (second treatment).
- Continued to work with Development and historical representatives on the Park’s historical buildings.
- Met with State Cross-Country race representatives to talk about this year’s races.
- Met with Development and lake water quality engineers and representatives to start-up circulation pump.
- Opened the Visitor Center on Memorial Day weekend, but with COVID-19 PPE and precautions in place. Cleaning rental equipment put a strain on park staff to keep up with visitor demand.
- Cleaned and opened the playground. Posted signs about the playground not being professionally sanitized.
- Worked with the District Health Department to draft a waterslide opening plan (COVID-19). In June waterslide opened with COVID-19 plan and precautions in place.
- Zip Boise opened with COVID-19 precautions in place.
- Met with City of Eagle Fun Day Fireworks representatives to talk about parking logistics, security, safety, and amenity needs. This event was cancelled.
- Continue to work with Development on water/sewer study project.
- Met with Kelly from Equine Trail Sports to talk about upcoming event.

HARRIMAN– MARK ELIOT, PARK MANAGER

Customer Service

- The park refunded over \$4,000 in reservations and our rental facilities; visitor center and day use group facilities were closed due to the coronavirus outbreak.
- On May 30 we opened our yurts to be rented and opened the visitor center. Staff decided not to open our resale program until we could establish a better game plan for limiting contamination on our resale items. We also opened Ranchview and Osborn CXTs for public use and have implemented a more in-depth and frequent cleaning schedule.
- Staff members created signs to encourage our day use visitors to follow Center for Disease Control (CDC) guidance; practice social distancing, small groups, and isolation while enjoying the outdoors and getting exercise. Our guests have been compliant and respectful to our efforts to promote social distancing within the visitor center.

Park/Program Usage

- Our rental facilities continue to be in high demand. Staff have been working diligently to keep the cleaning standards high to provide a safe and secure environment to our guest utilizing the facilities.

Program Services

- All programs were canceled for April and May, however, our interpretive ranger supplemented programs with interpretive videos bringing the park to the people and showcased the production on social media. To coincide with the videos, trail cameras were placed to capture wildlife in the park. Staff then established Trail Cam Tuesdays to present the best pictures and videos on the social media websites. This program has been extremely popular.
- June was an exciting month with our interpretive programs returning but with precautions and regulations due to the Covid-19 safety regulations. Programs that took place were Wildflower Wander, Highway Clean UP, Summer Star Gazing, and a Bio Blitz. We also gave interpretive tours of our historical buildings, but they were restricted to family groups or individuals.

Program Type	No. of Programs	No. of Attendees
Experiential Programming	1	5
Interpretive Programming	2	49
Jr. Ranger Programming	0	0
School Programming	0	0
Special Events	1	15

Preservation of Natural, Cultural, and/or Historical Resources

- Minor repairs to the Jones House entryway were completed to help mitigate normal wear-and-tear damage caused from house access.
- The assistant manager has been working with Fremont County Weeds Department to arrange a spray day at the park. The county weed superintendent visited the park for a walk through to outline the areas with highest concentration of weeds. Arrangements were made to have a spray day July 8.

Staff Training

- The Assistant Manager went through an online supervisory academy that was held on Tuesday's throughout the month. The Assistant Manager also participated in several hour-long learning micro models such as Performance Evaluations and Setting Expectations and is enrolling in Documentation training that will be held in July.

Strategic Plan Actions

- We remain in close contact with our Juvenile Correction Center volunteer group. They are very eager to return to the park to continue to be part of our team. The time frame to which they can return is still unknown due to the COVID-19 precautions.
- The Assistant Manager continued to work with an Eagle Scout on building bike and ski racks. The Eagle Scout come across many challenges to collect funds to complete the project. His dedication to challenge himself and the crew prevailed and after conducting a car wash event he raised enough funds to build 14 bike and ski racks.

Manager's Narrative

- The Assistant Manager has been working diligently with the fishing concessions to ensure they have all the proper permits for the coming season. He has scheduled individual appointments to ensure conformance to CDC guidance during this coronavirus pandemic.
- Omni Fire, 3-D Fire Protection, and Code Red Fire Services came to the park to complete inspections on our fire suppression systems, fire extinguishers, and fire alarm systems.
- Two pre-bid meetings were held at the park facilitated by Development. The first was for paving of the visitor center parking areas, the Scovel Center parking area, and a small portion of the park

road adjacent to the dam over Silver Lake. The second meeting was for a very extensive log replacement project on the Cookhouse. Both projects will be coordinated together to minimize disruption to park visitors.

- After Scovel Center room #1 was put back together and the electricity was turned on, it was apparent that there was an electrical issue throughout rooms 1-4. We had an electrician come to the park to resolve the issue and determined that it was a faulty wire in room one. Due to the complexity of the situation and the electricians busy schedule he would not be able to resolve the issue until a later date. They put us on top of the priority list and are hoping to have this resolved before mid-July.
- Our seasonal head housekeeper took a different, higher paying position mid-month and staff have been working effortlessly to get another housekeeper position filled.

ASHTON TETONIA TRAIL – MARK ELIOT, PARK MANAGER

Customer Service

- Posting on Facebook to notify trail users of trail conditions.
- Re-graded parking area at Marysville in April and completed painting of the Marysville CXT in May.
- Graded all other parking areas and relocated “Non-Motorized” signs to reduce confusion at trailheads
- Replaced reroute signage to make them more visible and easier to follow. Additional signage (i.e. a kiosk at each end) may be necessary in the future.
- Installed information kiosk at Lamont and added two picnic tables at the Bitch Creek Trestle.
- Installed a new parking area on the corner of Squirrel Road and Grainville Road. This has helped reduced parking conflicts on private land and provides easier access to the Conant Creek Trestle.

Park/Program Usage

- The trail saw an explosion in usage in May. Most of the trailheads have been literally overflowing with cars each weekend (15-20 in Marysville and 10-15 in Felt). This has created an issue with users parking either on adjacent private property, or parking in farmer’s field access points. So far, the only landowner that has come forward has been the individual in Felt.
- To address parking issues, we have identified temporary parking areas in Marysville and Grainville and are encouraging users to park only on park property.
- Forest Service Pack Test was held on May 29, 2020 with approximately 20 people. The group used trail from 3700 N to 3800 N in Marysville.
- Marysville saw 405 vehicles in May and 340 in June.
- Bitch Creek had 622 vehicles in May and 677 in June.
- We have continued to see high usage on the weekends; however, more counters will be necessary to get a better idea of usage on the trail.

Program Services

- Nothing to Report

Preservation of Natural, Cultural, and/or Historical Resources

- Purchased 3-point sprayer for the Kubota Tractor to spray weeds along the trail.
- Fremont County Weed Management sterilized down the center of the entire trail.
- Teton County Weed Management is working with us to establish an agreement for regular spraying on the Teton County section of the trail.
- Ranger is working to spray the remainder of the Fremont County section of the trail with equipment on hand.

Staff Training

- Interpretive panels: We reached out to the Ashton City Archives to begin gathering information on the history of the railroad. Although they had limited information, they had a wealth of

photographs of the early railroad in the area that they were willing to share with us. We will continue our efforts in finding more information.

Strategic Plan Actions

- Continued to work with Ouray to design hats and T-shirts to promote the trail. Delivery of product will depend largely on manufacturing being able to continue as restrictions are lifted surrounding COVID-19.
- Participated in the monthly Rails-to-Trails webinar trainings.
- First-time users have consistently said that they hear about the trail from their friends. In efforts to continue that trend, we have begun handing out stickers, T-shirts, and hats to trail users, particularly first-time users. We have also initiated resale of these products in the Harriman visitor's center.
- We have seen an increase in equestrian use and are looking for ways to better accommodate them such as identifying locations for hitching posts and to identify gates that are wide enough to allow them through.

Manager's Narrative

- Ranger split his time between Harriman and the Trail as the snow continued to melt; however, he will be focusing more time on the trail in the future.
- The City of Teton reached out to us about unauthorized motorized use of the trail within city limits. They offered to help address this by talking with motorized users as they see them, if the ranger is elsewhere on the trail, and installed a mini barricade across the trail to try to deter vehicles.
- Lamont: The trail map, trail logo, and the no camping sign were stolen off the new kiosk. We replaced them and have not had issues since.
- The access gate north of Bitch Creek was unbolted from its mounting posts, removed, and set aside, likely for unauthorized vehicle access to the trestle.

HENRYS LAKE – MARK ELIOT, PARK MANAGER

Customer Service

- Many of the park's customers have been coming to fish the opening of Henrys Lake for years but there were not many complaints about reservations being cancelled in support of Governor Little's Idaho Rebounds Program.
- Even though the opening day of fishing was a blizzard, Memorial Day was pretty. Because there was no camping, staff was able to accommodate all day use parking by using the Adams and Blue Dun Loop sites.
- Because of COVID-19, staff members are wearing masks when they are closer than six feet to the public and are disinfecting touch points in the morning, with a thorough disinfecting of the restrooms and showers in the afternoon.
- Park usage has been high enough to keep three, and sometimes four, staff busy in the entrance station, especially in the mornings.
- Staff is having a difficult time keeping up with mowing the lawns as customers expect. Another mower would help rectify this situation.
- One customer was kind enough to say she had been to several state parks and Henrys Lake was the cleanest she had seen. There have been numerous compliments about the park, staff, and the facilities.

Park/Program Usage

- The park was opened to day use after the snow melted off the roadway in May but snow was still blocking the road to the Adams and Blue Dun Loops and day use parking lot for the first part of the month. The counter was installed starting on May 8 with 1,251 vehicles from May 8-20, and a total of 6,978 for the month.

- The campground opened on May 30 with 38 reservations and several walk-ins. The numbers increased to almost full on Monday, June 1, partly due to the west gate of Yellowstone National Park being reopened.
- The park's day use in June was almost double over last year's numbers with 17,129 vehicles.
- The fishing has been very good and with COVID, campers have been getting out more locally. The average daily vehicle number was 571.
- Staff has noticed there has been more diversity in the customers coming to the park this year.

Program Services

- Six badges were awarded for the State Junior Ranger Program in June before the program moved to online.

Preservation of Natural, Cultural, and/or Historical Resources

- Nothing to report.

Staff Training

- A four-hour staff orientation was presented and a test was given to learn staff strengths, show staff ways to look at each other in a new light, and how to get along with each other even with our differences.
- Fremont County Weed Control Supervisor gave staff some training on how to run the park's new sprayer, how much chemical should be used in each tank, and what chemical is best for different weeds. It will be used for spraying weeds and possibly mosquitoes.

Strategic Plan Actions

- Fish Cleaning Station: There were no changes in the project, but staff has had problems with the water system in the facility. When it was winterized last fall the waterlines in the basement were broken. Because of the hazards of the methane gas, it was decided not to repair the lines, and instead, a new way to get water to the fish cleaning station was devised. Issues are still being worked out of this system, but it is working, and will be used in the fall.
- The dump station is now only for campers at the park. One man even paid for a site so he could dump and then left.
- We were awarded grant money to pave the Blue Dun Loop along with the Adams Loop starting in September. Development has started the process for going to bid.
- Plans are being made to purchase wildflower seed to plant in the fall so it will be ready to sprout next spring.
- Park staff have worked to have tent sites ready to use. Rules are being worked out as the sites are occupied. We are using a calendar to record when the sites are in use and the number of occupants. The new single vault toilet has been opened for their use. It is closed when the sites are not occupied to keep day use customers from using it.
- We purchased bed frames and mattresses as part of the park's work plan. Due to the campground being closed in May and less electricity usage, there was enough money to make the purchases.

Manager's Narrative

- April 2019 revenue was \$27,255.82 vs. April 2020 revenue at \$423.37.
- There was one accident/incident report in the park. On May 29, a man was attacked by a grizzly sow, who was protecting her two cubs and carcass on the Aspen Trail of the park. He was able to walk out to get help from staff and was released from the hospital late that evening.
- The lake was 100% full in May. The ice was blown off this year by a north wind on May 6 and 7. The fish came into the ramp in large numbers on May 16 as staff was putting the docks into the lake.
- Saturday, May 23, opening day of fishing on the lake, was a complete blow out, literally. The park had blizzard conditions all day. Many visitors came to the park to only look at the lake and then turn around and leave; a few waited 5-6 hours for the winds to calm only to leave without getting on the water.

- The Sunday weather was much improved, allowing fishing for some. Then on Monday, the Memorial Day holiday, the day-use parking lot and Adams and Blue Dun Loops were filled before parking started to rotate in and out.
- May 2019 revenue was \$19,334 vs. May 2020 revenue was -\$108.87. June 2019 revenue was \$28,579.20 vs. June 2020 revenue \$40,386.58. The park finished the Fiscal Year 5.7% higher in 2020 than 2019. Totals were \$351,515.92 compared to \$332,441.57 in 2019.
- The fire danger is low in the area. There have been two or three large storms that have given the area rain/snow over a couple of days. This keeps the lawn green and the park looking good.

MESA FALLS – VISITOR CENTER CLOSED

- Nothing to report

LAKE CASCADE – THERESA PERRY, PARK MANAGER

Customer Service

- Park staff ensured many of the park’s water systems and buildings were brought online in April, along with installing some handling docks - including the Van Wyck and Blue Heron docks which requires a diver who able to dive in cold water for the installation of the sea flex anchor lines.
- Interpretive programs within the park started in June, with some restrictions. The park’s seasonal rangers offered guided hikes and evening campfire programs. Effort is also being spent on developing longer term self-guided interpretative brochures for the park.
- The park continues to serve as the only vendor in Valley County for registration sticker sales, and the limited number of office staff available. This new service is preventing park staff from processing camping and day use revenue – the park is falling behind and attempting to find a viable solution.
- Ensuring the current standard for cleaning and sanitization of buildings and amenities has been the priority for park staff and campground hosts. At this time the park will not open shower facilities until there is enough additional staff to handle the cleaning duties and the Covid-19 exposure risk lowers.
- The park has set up numerous hand-washing stations throughout the park to help offset the lack of hand sanitizer.

Park/Program Usage

- The annual Howdy’s spring fishing tournament, which typically brings several hundred anglers to the park, was cancelled to due Covid-19 concerns.
- While the visitor center was closed to public access because of the Covid-19 concerns, park staff provided mail out and curb-side service to visitors who purchased the new registration stickers.
- Due to the ongoing Covid-19 concerns campground openings and reservations were delayed until May 30th. At the end of the month, park staff began the transition of covering multiple shifts to meet this need.
- In June, the park hosted three fishing tournaments at the Van Wyck, Sugarloaf, and Boulder Creek units, as well as the Southern Idaho Sailing Association regatta – based from Big Sage and Blue Heron units.

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming	0	0
Interpretive Programming	7	21
Jr. Ranger Programming	0	0
School Programming	0	0
Special Events	0	0

Preservation of Natural, Cultural, and/or Historical Resources

- Significant numbers of ground squirrels in the Sugarloaf units are creating problems with the park's grounds, landscaping, and irrigation system in the units—the damage also creates trip and fall hazards for visitors. Park staff were able to eliminate some but were limited by time and the spring workload.
- Park staff assessed and removed hazard trees and the associated slash. It was necessary to hire a local tree service for the removal of two trees in Huckleberry campground due to the technical nature of felling that was necessary.
- Weed control continued with the use of chemicals and manual removal of noxious weeds.

Staff Training

- Training needs identified: Reservation system, Elements of Supervision, Compliance Enforcement (full 60-80-hour course), First Aid and CPR, and Crucial Conversations.

Strategic Plan Actions

- Completed the assembly and installation of grills at Sugarloaf campground.
- Park staff continue to communicate with Development and Reclamation staff to complete the necessary permits and project details—determining the location of the ADA fishing access is still needed.
- Tamarack Resort and Tipton Mobile Ice Cream have been permitted again to operate in the park.

Manager's Narrative

- The park has been able to find a basic number of seasonal employees to assist with the maintenance of the park. However, the park is not finding seasonal employees to work in the office. With the new service of selling recreational stickers this need is critical. It seems the effect of the Covid-19 pandemic coupled with competing with local wages, available job openings, and limitation in affordable housing continues to make employee recruitment very difficult.
- All staff have worked diligently to prepare the park for the peak visitation expected in July, and especially to prepare the park for the 4th of July holiday. Tamarack resort will provide a firework display from a barge on the lake and the Cascade Chamber of Commerce will sponsor fireworks will be set up on the Cascade Golf course. These are the only two displays scheduled for this region of the state due to Covid-19 concerns.

LAKE WALCOTT – TRAPPER RICHARDSON, PARK MANAGER

Customer Service

- Covid-19 precautions in May required that we help customers over the phone and/or outside of the visitor's center. In June we cautiously started allowing people into the visitor's center one or two at a time. As the month progressed, we fully opened the visitor's center and have had little to no problems with social distancing.
- We have had many calls inquiring about camping that we have had to turn away because the campgrounds were full.

Park/Program Usage

- Boating season successfully opened in April. Bird and wildlife watching was as popular as ever and disc golfers continued to use the course. Plenty of people were also using the walking trails, playground, and riding their bikes.
- Camping season opened on May 30, our first day was a great success. We have seen some cancelations due to the coronavirus but there has been no problem backfilling these.
- War of Forbidding and Chaos Wars have canceled their events for this summer.
- At this time, the park is still set to host the State Disc Golf Championship this year.
- We have had an increase in last minute gatherings. We have seen a lot of people booking shelters for family picnics and birthday parties. We are also still getting GUPs for events such as weddings and groups looking to use the park facilities.

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming	0	0
Interpretive Programming	1	20
Jr. Ranger Programming	0	0
School Programming	0	0
Special Events	0	0

Preservation of Natural, Cultural, and/or Historical Resources

- We are in contact with Keith Jones about the birdfeeder project for around our office and down by the lake. Hoping to see this happen over the summer.
- Ranger has been working to fix woodpecker holes in structures, cleaning up after raccoons, and cleaning up downed saplings from beavers.
- One of our local 4-H groups came to visit the park and helped with re-staining some of the picnic benches in the lakeview camping area.

Staff Training

- Staff attended the OHV safety training and will be getting their cards in the mail.
- Staff are participating in the online interpreter training and participated in the reservation training.

Strategic Plan Actions

- We recently updated our brochure to place in the community and promote the park.
- Manager continues to attend Chamber of Commerce meetings.
- We are using social media and flyers to connect with the community and look for volunteers.
- The Facebook page continues to be a useful way of communicating with the public; we receive comments and messages about park information often.

Manager's Narrative

- We continue to sanitize frequently and are readied to reopen the showers in June. We held off until we knew we had enough staff to cover the cleaning needs the showers bring with them.
- Work on re-staining the cabins should be done soon. They ended up taking more stain than originally expected.

LAND OF THE YANKEE FORK – JONI HAWLEY, PARK MANAGER

Customer Service

- The park is on summer hours; open seven days a week from 9am- 5pm.
- The park carries the USFS Challis and Salmon area maps for sale and sell firewood permits.
- Park has registration stickers for ATV, boat, invasive species, and snowmobiles available to the public.

Park/Program Usage

- The park had 0 visitors in April, 23 in May, and 1,029 in June.
- The park movie was shown 82 times to a total of 276 visitors in May and June.
- The Yankee Fork Gold Dredge opened in June and had 2,058 visitors.
- Custer City also opened in June and had 2,042 visitors.

Program Services

- GUP River of No Return Run - cancelled due to Covid.

Preservation of Natural, Cultural, and/or Historical Resources

- Completed final touch-ups in the museum for the May 30 opening.
- Staff traveled to Custer to set out major artifacts and took shutters off buildings in preparation for a June 12 opening.

- Staff searched for photos to complete the updated “Land of the Yankee Fork – In Words and Pictures” book sold at the Interpretive Center, Dredge, and Custer.
- Staff has begun (IHT) grant work on the Bayhorse Hotel.

Staff Training

- New employees completed their cyber security training.
- OHV training was held for staff.

Strategic Plan Actions

- All meetings with partners were cancelled in April and May but manager did attend the June chamber meeting.
- Manager has been in contact with partners by phone and email on upcoming season and closures. Met with USFS about Custer.
- Opened Custer and the Dredge June 12 for the season with limited services due to Covid.

Manager’s Narrative

- Development did a walk-through on the irrigation system and checked on the hydro seed.
- Bayhorse bridge was discovered to have broken beams and has been deemed unusable other than for foot traffic. Discussions with the BLM concerning ownership and repairs are underway.
- Completed water and soil testing for Bayhorse and had county weed spray.
- ATV use has been quite high and attendance at Bayhorse very good.
- Ended year with excess in most budgets as we were trying to be conservative due to the lower revenues being collected statewide.

LUCKY PEAK – SURAT NICOL, ASSISTANT MANAGER

Customer Service

- Marina contracts were sent out in April.
- Seasonal staff was hired and park operating hours were extended in May.
- COR lake restrictions were lifted in June. Camping and campfires are allowed on the lake and Spring Shores is back to being open 24 hours a day with Sandy Point hours extended to 9pm.

Park/Program Usage

- Scheduled programs including Race to Robie Creek were cancelled through the end of May due to Covid 19.
- Attendance has been very high and activity has increased with warmer weather and people going stir crazy with Covid 19.
- IDFG camped at Spring Shores so they could conduct creel studies at night on Lucky Peak.
- Sandy Point is back to no pets, Discovery and Spring Shores is leashed animals only.

Program Services

- Nothing to report

Preservation of Natural, Cultural, and/or Historical Resources

- Staff is establishing pollinator gardens with educational signage.
- We have been recording stories from seniors about the history of the Lucky Peak area.

Staff Training

- Staff went through new Aspira training for Registration
- Staff received training from Boise City Historian Brandi Burns on conducting interviews for our living history project.

Strategic Plan Actions

- Looking at creative ways to conduct interpretive programs during Covid 19.

Manager’s Narrative

- A new deck was installed on fuel dock. A big THANK YOU to Development for getting this project done.

- In April, COR brought up a series of temporary gates to assist in traffic control and operating hours at Spring Shores. Many citations were issued for vehicles left in lots after closing hours.
- Attendance was up 66% for April at Spring Shores due to being the only lake access. We had approximately 5,000 visitors on an 80-degree Wednesday in April. This caused a huge strain on labor and resources as we tried to get ready for spring operations.
- May attendance for Spring Shores more than doubled our average putting strain on park staff. Additional compliance patrols to enforce closure hours have taken away from regular preparations for summer.
- Activity continued to increase in June with Covid 19 restrictions being lifted. Staff have been dealing with stranded boaters, a sunken boat, storms, crowds, and other summer activities.
- BLM used Lucky Peak as a qualifying test for filling air tankers. Pilots dipped water from the lake and dumped it on the hillsides. Unfortunately, they didn't follow their own schedule, so planes started dipping on Memorial Day and other unexpected times.
- The sailing club acquired two more small sailboats for their academy at Spring Shores. Classes are in a holding pattern due to Covid-19.
- The Sandy Point Concessionaire is having a mural painted on the snack bar. It will be a beautiful mural featuring the natural wonders, landmarks, flora and fauna of the Boise area and will have a section for photo opportunities.
- A severe windstorm took out a very large ponderosa pine tree at Discovery which hit a picnic shelter causing damage. The tree will be given new life in the form of custom tables. We partnered with a Woodlab who sent a sawyer out to cut about 12 slabs (8' long, 2' wide 4" thick) that will be dried, sanded, and then be converted into custom tables. Proceeds (after expenses) will be donated back to the park. Drying takes at least two years so it will be awhile before we see the first piece.
- Marina renewals have been completed and waiting list folks are now being taken care of. Covid-19 has delayed us by two months and we are playing catch up.
- Spring Shores hosted Marine Law Enforcement training for on the water activities. Nineteen students spent three days learning how to maneuver boats, do tows, make approaches, and go through scenarios.
- Thank you to Development for getting the parking lots painted at Spring Shores and to Garth for funding it. It not only spruced the place up, but it also has been a huge help in traffic flow.

MASSACRE ROCKS – TRAVIS TAYLOR, PARK MANAGER

Customer Service

- Lots of phone calls regarding camping and availability and visitor center has been busier than normal.

Park/Program Usage

- Day use has been up dramatically across the board through the spring. Disc golf and hiking were up, and fishing, both from boats and shore, is also up.
- Camping opened again May 30 and we were about three-fourths full that weekend.
- June has been a record month for Massacre Rocks. The campground was full every weekend, usually reserved at least a week in advance. We still turn away campers every weekend who didn't make reservations.
- Vehicle count for June was 6,467, which was 2,077 more than 2019. This was the largest vehicle count number I could find at Massacre Rocks.
- Boating also remained high in June, with the parking lot at the ramp near capacity on the weekends.

Program Services

- All interpretive field trips were canceled for spring.

Preservation of Natural, Cultural, and/or Historical Resources

- Very high river levels so far this spring with the river running between 11,000 and 14,000 cfs. We're anticipating this being the norm for this summer.

Staff Training

- Nothing to report.

Strategic Plan Actions

- We are looking to provide a wider range of interpretive opportunities for school groups and park visitors, both young and old. We need to develop a parkwide interpretive plan to take us into this new future. We have been pouring through the park's interpretive history and working on a plan.

Manager's Narrative

- We were able to reschedule our paving project to be completed prior to reopening. They finished the chip seal on May 29. The entire VC parking lot was repaved and the aging water main was replaced.
- Our new ranger has been a huge help in a very short amount of time and has moved into the park residence.
- Termites were discovered in said park residence shortly after ranger moved in. We caught the infestation quickly were able to have it treated relatively fast. Two wall studs and some sheetrock had to be replaced.
- While we are fully staffed, we are shorter staffed from where we were last year. With the new minimum wage for seasonals we had to hire one less seasonal maintenance worker this year.

PONDEROSA – MATT LINDE, PARK MANAGER

Customer Service

- The month of May was somewhat more predictable. We did our usual tasks of getting the campground ready for the May 30 opening of the campgrounds as well as cabins.
- Most of our users just wanted to know when the campground was going to open and if there were any restrictions related to Covid-19.

Park/Program Usage

- All events and group gatherings were terminated.
- There were no programs and few activities in May but the campground was full on the May 30 opening day. We also saw an uptick in day users in May as we became a place for users to get out and enjoy the outdoors.
- Most events were cancelled in June. We still have one large event scheduled in August but it remains to be seen if it will still be held.
- All Jr. Ranger programs have been cancelled as well as our Saturday evening programs. This is mostly due to our interpretive ranger being out.
- Camping in June is going smoothly with full campgrounds almost nightly. Cabins rentals are also high with hardly a day in between reservations.

Program Services

- Roots pre-school was cancelled for all of April.

Preservation of Natural, Cultural, and/or Historical Resources

- We are putting together a plan for some forest thinning with the help of Keith Jones and the foresters at IDL. This will most likely take place late this fall and into the first of next year. More information to come on this as we move along.
- We got back in touch with the artist working on the panels for the interpretive displays. We made our choice of options given and are now moving forward with plans to put this display in this year.

Staff Training

- Ranger needs insect and tree disease class when that gets back up and running.

- Our Admin Assistant was able to take an excel class online and brush up on her skills. We are all current on CPR and First Aid so we will look for trainings as they open this summer.

Strategic Plan Actions

- New signage was worked on during the slow time in May. This allowed us to put up some more signage related to dogs off leash.
- We are actively working with the Development Bureau to upgrade amenities in the Aspen Loop of the campground this fall and are also working to upgrade the boat ramp this fall.

Manager’s Narrative

- The visitor center and rental cabins were closed and visitation was almost nonexistent in April due to Covid.
- We currently have four projects that will significantly curb how the park is enjoyed in the fall. We have worked closely with Development to get three of the projects off the ground. If all goes as planned, we will start right after Labor Day with shovel ready projects.
- Challenges we are currently facing are keeping the general public as well as our staff as safe as possible from Covid-19. We are also seeing staff tire of the constant sanitizing we are doing.
- One thing that popped up in June is a land transfer between IDL and a private LLC out of Boise. I feel that the park is going to get brought into this discussion at some point as a place to keep lands public and in the people’s hands.

THOUSAND SPRINGS – DAVID LANDRUM, PARK MANAGER

Customer Service

- We have started our ATV and motorbike classes with our first class being nearly full.
- With the Coronavirus we haven’t been doing group tours.
- We are planning our annual Ice Cream social on Ritter Island; this year we will also celebrate 100 years of the Island if we can with the Coronavirus.

Park/Program Usage

- Our houses on Ritter Island are open and are booked most weekends for the summer.
- Day use in our parks has increased dramatically. The public is getting out and hiking Box Canyon, riding horses in the arena, walking the bike/walk path at Billingsley Creek, fishing at Crystal Springs, picnicking at Malad Gorge, and touring Ritter Island.

Preservation of Natural, Cultural, and/or Historical Resources

- Native grasses have been planted at Billingsley Creek and have started coming up.
- The long-awaited bridge replacement on Ritter Island will take place in September.
- Painting of the barn on Ritter Island will wrap up by the second week of July and it looks great!



Staff Training

- Two staff members attended the OHV Train the Trainer class

Strategic Plan Actions

- Nothing to report.

Manager's Narrative

- It's been strange with this Coronavirus going on, not being able to open the Ritter Houses for so long or holding tours, you would think we would be slowing down. Instead, we are seeing some of the highest day use in all our parks. With schools closing their door, parks like Box Canyon are seeing higher than normal usage. It has added more work on the shoulders of our park staff. They have all been working together with positive attitudes and doing a fantastic job of making the parks one of the best places for our visitors to make memories.
- Houses are turning over on Sundays with people are leaving, and the next group coming in with only two hours in between to clean the houses. With this virus it takes longer and this is stretching our staff.
- We will be getting a new ranger in the new fiscal year; this is a much-needed position and we are excited.

THREE ISLAND – NITA MOSES, PARK MANAGER

Customer Service

- There were only two seasonal employees assisting classified staff in April. One mowed while the other irrigated. The park is looking great!
- Camp hosts returned on May 6 and quarantined in the campground in preparation for the reopening of the campground. They have been doing a lot of trimming of branches, hauling of limbs downed by windstorms, and cleaning of the park grounds.
- The Oregon Trail History and Education Center opened daily with limited access on June 1. The self-guided museum, theater, and exhibits were still closed to the public and only six people plus the two employees are allowed in the building at a time. Sanitizing stations have been set up as well as plexiglass at the gift shop counter. The floor has been marked with tape indicating the 6-foot spacing distances.
- The Oregon Trail History and Education Center was open 30 days and 240 hours in June which is a decrease of 34 hours from last year in June. It has been open 82 days YTD and 551 hours YTD. This is down 72 days YTD and 646 hours from June 2019.
- The kiosk reopened on May 29. The total YTD hours open for the kiosk is 470. This is 12 hours more than last year in June, but it is 510 YTD hours less than 2019 through June.
- Kiosk staff counted 751 cars between the hours of 4:00-6:00 pm. The traffic counter reading for June was 6,266.
- Sr. Maintenance Craftsman does camp host duties two days per week as well as his other duties. And our administrative assistant has been working in the kiosk and at the counter in the history center as well as her other duties.
- Another two volunteer couples pulled into the VIP area sites and will help for June. They will mow and help in the history center.

Park/Program Usage

- There was one shelter reservation cancelled for April. It was for the "Rolling w/Oldies" for 200 people.
- Staff also cancelled a PERSI workshop due to the virus.
- The campground was completely booked shortly after the announcement of the reopening of the campground.
- The Oregon Trail History and Education Center had 1,376 visitors for June and 1,940 YTD. This is a decrease of 1,171 visitors from June 2019 and an overall decrease of 5,123 visitors YTD due to the closure.
- The campground was extremely busy in June. There were two weeks straight that every campsite was completely booked every day.

Program Services

- Two school group tours were cancelled due to Covid-19.

Preservation of Natural, Cultural, and/or Historical Resources

- Staff continues to maintain the grounds with pruning, mowing, irrigating, edging, spraying, fertilizing, weed trimming, and staining throughout the park.
- There was a bad windstorm towards the end of June and many limbs and branches came down.
- The irrigation sprinklers at the lower camping loop have been clogging up a lot and there are many brown spots. There used to be a filter in the day use area that filtered the sprinklers in the lower loop. We had an unused filter in the upper loop. Manager gave the go ahead to move that filter to the lower loop.

Staff Training

- April 21 – Reserve America computer training for the new system registrations; two people for eight hours combined. Afterwards the seasonal kiosk employee watched the video link making the total hours 12 for this training.
- Training of seasonal employees on Blood Borne Pathogens, Respectful Workplace, and Cyber Training – three people/three hours.

Strategic Plan Actions

- Retail revenue for June totaled \$2,829.12 and FY20 YTD Retail Revenue totals \$22,520.72. The 2020 Annual Retail revenue totals \$4,847.61.
- Total field deposits were \$13,786.46 in June. (NOTE: These “field deposits” revenues do not include reservations made online or through the call center.)

Manager’s Narrative

- Compliance is increasing due to the tension the public is feeling by COVID-19. There were numerous dogs off leash contacts in April.
- Administrative Assistant worked on grounds maintenance the first part of May, then began readying posters in preparation for the reopening.
- The canvas at the Oregon Trail History Center was showing a lot of wear. There was a complaint about it by a customer, so we have removed it. Maintenance has been reaching out to vendors to get an estimate on replacing them. (There were some smaller ones behind the history center that were previously removed,) No vendors have responded. Staff has noticed a huge temperature difference without the shade. This is most noticeable when we must ask customers to wait outside due to the Covid-19 restrictions with social distancing.
- Additional issues have been speeding, large parties, and defiance towards IDPR rules and regulations. There is a sense of frustration and it seems people are irritated with being told what they can and cannot do. Park ranger has been yelled at every day she works for trying to enforce park rules. We’ve had several complaints about the restrooms being closed while they are being sanitized and by campers having to wait until check-in time so staff can water the grass during these busy times.
- The park was asked to host the board meeting on July 1. The director’s Administrative Assistant came out and she and the manager prepared the conference room for the meeting.

SOUTH REGION MAINTENANCE CREW – CHRISTOPHER RE, FOREMAN

Eagle Island State Park

- April - Finished working on East Trail to raise it approximately six inches to help keep the trails out of the water during the irrigation season.

- Also worked on raising trails on both west side and east side of bridge.



- June-Replaced culvert in road that was collapsing



Harriman State Park

- June - Graded road from Visitor Center to Scoville Center



Lake Cascade State Park

- April - Put in Van Wyck Docks
- May - Helped the park fix a water leak at Crown Point camping area
- May - Put in Sheriff temporary handling docks at Crown Point



- Worked on Boulder Creek parking area, removed old down trees, graded and defined parking area.



Lake Walcott State Park

- May - Started to remove path along lakeside for Development to repave. Finished removing path in June.



- Fixed water leak at dump station. Pulled out old asphalt and cement to uncover water line approximately 6 feet down. Replaced old shut-off valve with a Frost-Free hydrant.



Ponderosa State Park

- May - Spread gravel and graded point road

