

Customer Service

- The park is selling snowmobile stickers this year for the first time. As we contact our users, regarding the MVEF requirements with snowmobiles, we will look for opportunities to educate the user about the sticker requirements as well.
- Fall maintenance was completed at the Osprey Point yurts: it was determined the roofs of Bluebird and Appaloosa will require replacement. Staff is working with the Region Manager to secure funding for these replacements.

Utilization of Facilities:

- Camping tapered off dramatically in November. Day use activities were moderate as fishing improved and easy shoreline access was found as the reservoir continued to rise.
- Day use activity increased in December as visitors took to the ice for fishing and skating. The Osprey Point group yurts were utilized each weekend beginning mid-month and scheduled heavily throughout the winter weekends.
- Due to low snow levels, access to the Sugarloaf boat ramp area continued through December with heavy usage at times. Collections and restroom maintenance continued as visitors accessed the ice, especially the Sugarloaf Island area which is a prime perch fishing area.

Marketing

- The park will serve as host and provide programming for a Youth-Leadership Winter Ecology Retreat for kids 6-12th grade on Jan. 31-Feb. 2, 2014 at the Osprey Point group yurts.
- Park staff attended a meeting that focuses on a new effort for collaboration between like-minded organizations in Valley County. Attendees drafted a mission statement for the association, which is as follows: To connecting groups and move forward through a common vision for outdoor recreation in Valley County. The group will be known as the Valley Co. Recreation and Education Association (VCOREA). In addition to networking, the group discussed creation of a database of organizations to include expertise, annual events, and offerings, as well as a common calendar so events are not scheduled on top of each other. Park staff will continue to participate and will attend the January meeting.
- Park staff is seeking a vendor to provide firewood bundles for resale in our units in 2014. A proposal from a local vendor has been accepted and review has started.

Park Manager's Report

- The park's newest staff member, Ranger Jeff Walker, started work on Dec. 2.
- Park staff received the test results from BOR safety officers that the spray-on insulation used throughout the office and shop area is not asbestos materials.
- The contractor, who received the notice to proceed, was unable to start the Big Sage/Sage Bluff shoreline stabilization project. DEV staff are continuing to work with this contractor to ensure the project starts in January.

Preservation of Natural Resources

- A total of forty-six trees were secured from Jaker's Nursery this month.
- Recent information provided by Idaho Fish and Game indicates that Lake Cascade has the largest nesting population of Western Grebe in the state. Surveys over the last 10 years show the summer population has fluctuated from a low of 1,600 to a high of 4,700 birds. Also notable is recent documentation (2008, 2010, and 2013) that records almost total nest failure, likely due to extreme weather events. Specific surveys from this summer recorded nest failure directly after our largest storm event of June 19.

LAKE WALCOTT STATE PARK – TRAPPER RICHARDSON, PARK MANAGER

Top Items at This Time

1. Bucket truck is needed for tree maintenance around the park.
2. Paved trails need extensive repair work.
3. Extending fence around old office and yard area is needed.

4. The CCC rock walls are in need of repair.
5. Paving is needed on some of the main roads that were not done several years ago.

Customer Service

- With no electricity in the RV campground, late fall camping during the “Snowbird” migration has been greatly diminished. Very few campers decided to stay once they learned both the water and electricity were off.

Utilization of Facilities

- The reservoir was dropped early in fall and most of October saw below normal winter levels (60% full). Bank fishing was good with many fishermen fishing near the dam. Disc golfers also took advantage of the nice fall weather.
- Minico High School hosted a cross country meet at the park in October with seven local schools represented and approximately 150 participants.
- In December the lake froze and we saw some ice fishermen who are reporting good catch rates.

Marketing

- Inquiries into new disc golf sports discs and equipment.

Park Manager’s Report

- Two heated restrooms will remain open throughout the winter.
- Park Ranger attended the pre-construction meeting at the park in November concerning the start of the campground electrical repairs. The Park Manager has been working with the contract crew laying the electric line.

Preservation of Cultural/Historical Resources

- Working with contractors to preserve the integrity of the park resources. A BOR archeologist is onsite. They are especially trying to maintain the integrity of the old flood irrigation system.

LAND OF THE YANKEE FORK STATE PARK – JONI HAWLEY, PARK MANAGER

Top Items at This Time

1. Annual Bayhorse report completed and submitted to DEQ.
2. Contractor completed the painting exterior of park buildings and the interior of the Visitor Center.
3. Long-time partner with Custer and the Yankee Fork Historic Area, USFS ranger Russ Camper retires.
4. Group Use Permit for the River of No Return endurance race signed, which will showcase the Bayhorse area.

Customer Service

- Coordinated with volunteer fire staff to prepare for annual Christmas tree bonfire on January 17.
- Gift shop offered 20% discount to customers during December.

Utilization of Facilities

- General park use this fall was higher than the past year serving sportsman for hunting seasons.
- Veterans of Custer County hosted services for Veterans Day, with 44 people attending the service. Visitors enjoyed speakers, and three buglers provided music.
- Holiday Open House was held in December with 40 people attending to enjoy live music and refreshments.

Marketing

- Manager made a presentation to the Chamber about the Park Perks program and recruiting new vendors. Our goal is to be the number one area with vendors in the Park Perks program.
- Met with Challis Messenger to promote State Parks Passport program for upcoming article.
- Met with Chamber and discussed future “Ride the Bayhorse” event. Will be attending strategic planning meeting for Chamber.

- We continue to distribute the Challis area recreational map which includes the Land of the Yankee Fork historic area and advertisement of the park.
- Future park events listed on Chamber's event calendar.

Park Manager's Report

- Met with USFS in October to evaluate and discuss the possibility of the Bayhorse Lakes campground being managed by the park; outcome pending.
- PTA and student volunteers raked leaves this fall at the Interpretive Center grounds.
- Met with USFS head trails person to plan spring training session for Bayhorse ranger and trail ranger positions along with USFS trail rangers.
- The computer systems are having constant problems causing staff wasted time not being able to access files and drives needed to complete work.

Preservation of Natural Resources

- Meeting with DEV to discuss the trail way to Skylark and possible solutions to trail maintenance.

Preservation of Cultural/Historical Resources

- Closed Bayhorse for the winter and took down and stored the interpretive signs.
- Open and cleaned display cases in museum. Rearranged and added new artifacts in display cases.

LUCKY PEAK STATE PARK – SURAT NICOL, ASSISTANT PARK MANAGER

GARY SHELLY, PARK MANAGER

Top Items at This Time

1. Upgrade of restrooms at Sandy Point is needed.
2. Automatic irrigation system at Discovery unit needed and is in the 2015 budget request.
3. Bank erosion at Spring Shores is a problem and needs to be addressed.
4. A Spring Shores master plan is needed.
5. Request is being made for additional day use shelters at Sandy Point and is in 2015 budget request.

Park Manager's Report

- We are painting the concession building at Spring Shores. Interior should be finished this winter but will probably wait until spring (and a lift) to finish the exterior. The bulk of the work is already done thanks to super park aide.
- Held last Cyclocross of the year at Sandy Point in November. Approximately 70 racers signed up and everything went well.
- A cold snap hit the same time the Spring Shores pipe chase heater failed. Result was most of the copper pipes had to be repaired and replaced. Park ranger was a huge help in fixing everything and making major improvements.
- NORCO came to Sandy Point and taught a basic welding class for staff.
- Spent time preparing for the 11th New Year's Day Polar Bear Challenge at Spring Shores. Expecting 1,400 people including approximately 400 participants.

Marketing

- We are looking at sponsorship of the disc golf course at Sandy Point and fundraising tournaments.
- Considering making Sandy Point an off-leash area for dogs this year. It should increase visitation and hopefully help reduce the number of Canada geese in the area.
- The Sandy Point disc golf course is getting very popular. We have golfers every day and a small crowd on weekends

Preservation of Natural Resources

- Nine new trees were planted at Discovery and Sandy Point. Trees were courtesy of Jayker's Nursery who donated them. Sizes ranged from 8 to 14 feet in height.

MASSACRE ROCKS STATE PARK – KEVIN LYNOTT, PARK MANAGER

Top Items at This Time

1. The park is in need of a backhoe/loader.
2. Working around the 5% budget cut for this coming fiscal year.
3. Lack of an adequate seasonal salary budget for remainder of fiscal year

Customer Service

- The lower loop campground was shut down on October 15 and water to the individual campsites was shut off and winterized at the same time. We keep the upper loop campground shower/restroom building open as long as possible to provide better service to our visitors.
- Organization efforts began in earnest for the annual Bonfire event to be held on January 4, 2014. We hope for a large turnout this year due to warmer temperatures that have been forecasted.

Utilization of Facilities

- With the continuation of nice weather in October, we were busier than normal with campers, day users and boaters.
- In November we continued to have over night campers and cabin users. Even with low water levels in the Snake River, boaters, mostly hunters, continued to use the boating facilities.
- Our disc golf course was used steadily on the weekends as regional golfers took advantage of the nicer weather.
- With the Snake River freezing over in December, boating at the park has ended until warmer temperatures break the ice in the river.

Marketing

- The January bonfire event was heavily advertised throughout December.

Park Manager's Report

- A group of hunters ended up in the Snake River when their borrowed watercraft filled with water and sank across the river from the boat ramp area. There were no injuries in the accident; the Power County search and rescue folks came out and rescued the very cold hunters.
- The distribution line connecting the dump station septic tank to the drain field was replaced with higher quality ABS pipe; at the same time a problem with the domestic water to the dump station and the fishing access picnic area was repaired.
- Volunteer applicants were interviewed during December and, to-date, we have hired five volunteers for the coming summer season. We will still be looking at bringing on another campground host.

Preservation of Natural Resources

- Park staff seeded scarred trail areas with native grass seed to prevent erosion issues in the spring. Seventeen trees were planted in various locations of the park.
- Park staff completed annual county weed cooperative reports

PONDEROSA STATE PARK – RICHARD TAPLIN, PARK MANAGER

Top Items at This Time

1. Kokanee Cove long-term future/planning
2. Peninsula road issues – improving road to point, crack filling and chip sealing paved roads.
3. Paving new bike path around Visitor Center – needs funding.
4. Erosion control / bank stabilization parks lakefront
5. Staffing level and wages of permanent and seasonal employees

Customer Service

- Visitor Center was open five days a week until ski season started. In mid-December we opened seven days a week and ski trails opened on December 21.

- Opened up our entrance station on December 26 through the end of the month and saw an increase in compliance for payment of winter access fees.

Utilization of Facilities

- Selway, Bitterroot, and the Frank Church group met in the Visitor Center on October 19 and 20.
- Cabin usage normal for November and December. Very good trail use after we finally got enough snow to open trails on December 21.

Marketing

- Park staff continues to inform public on how to get the new Idaho State Parks Passport.
- Staff and McCall Nordic Ski Club planned for the Re-Mastered Nordic Event on December 14.

Park Manager's Report

- Park staff, with help from the SR Crew and local bike club completed our new trail to the Point and the eastside of park. Some minor touch-up work will need to occur in spring.
- Visited with 30 Treasure Valley Community College people on natural resource issues and programs at park.
- About 14 inches of snow fell, most coming in a four-day period, which allowed the park to groom 15 km of ski trails. Use on trails was very good. Trail conditions were excellent, even with this being the least amount of snow since early 90s.
- Park had to cancel The Winter Start Festival on December 14 due to lack of snow. Park is currently 46 inches behind average snowfall totals.

Preservation of Natural Resources

- Hazard tree removal project consisting of two bug/hazard tree sales is completed. Working with IDL on a prevention program for Douglas Fir beetles for next year.
- Gave a forest ecology/fire ecology talk to Treasure Valley Community College.
- Park staff assisted Lake Cascade State Park planting trees.
- Staff working with IDL entomologists on Douglas Fir bark beetle trapping and dispersal project. Park is planning on treating 60+ acres in high-use areas to disperse Douglas Fir beetles, and set up five trap sites throughout the park.

THOUSAND SPRINGS STATE PARK – DAVID LANDRUM, PARK MANAGER

Top Items at This Time

1. Ritter Bridge was closed to all vehicle traffic due to safety reasons. We can take mowers, four-wheelers, and other small motorized vehicles across bridge one at a time.
2. Seal coating roads and trails at Malad Gorge. The roads are in need of repair: grass is growing through cracks in the roads and trails making the cracks larger each year it goes without repair.
3. The roofs of the employee residences are in need of inspection and replacement. After each wind storm shingles that have blown off these roofs have to be cleaned up.
4. Additional staffing needed for both seasonal and full time.
5. We have completed painting the outside of each house on Ritter Island. We now need to repair and fix up the inside of each house so that we can rent the houses for additional revenue.

Customer Service

- The final few meetings for the Hagerman Bird Festival, being held February 14-16, are taking place and it looks like there will be great attendance for this event.

Utilization of Facilities

- The Buttons and Bows square dance group used the Garden Center at Billingsley Creek in October for their annual fall potluck and dance.
- Ducks Unlimited had their annual banquet in November at the Garden Center at Billingsley Creek
- There was one school field trip with the Connecting Students with Hagerman Resources Cooperative. Students learned about fossils, dissected fish in the horse arena, and learned about the Billingsley Creek watershed. We estimated 90 students, parents, and teachers attended.

- The riding arena at Billingsley Creek is starting to be used more with the colder weather as riders would rather be inside.
- The flea market was held during the weeks prior to Christmas and will return in the New Year.

Marketing

- Facebook 484 likes and over 5,000 people seeing our posts. These numbers are expected to continue to rise with the return of eagles and the Hagerman Bird Festival.

Park Manager's Report

- Winter's cold weather has moved in; we expect to see more eagles coming to Box Canyon and that will bring more park visitors.
- The pipes froze in the pink house on Ritter Island. It took several days to get the water running again. Frost-free faucets also froze at Billingsley Creek and the pond at Malad iced over.
- We are painting and replacing some of the signs in each park unit.

THREE ISLAND CROSSING STATE PARK – JOHN FRANK, PARK MANAGER

Top Items at This Time

1. Park Manager has retired. Park Manager III position announcement will close on January 17. We hope to have a new manager by March.
2. Day use restroom was completed and DEV has signed off for public use.

Customer Service

- The entrance kiosk is closed for the season.
- We're already receiving calls to help facilitate event organizers with their family reunions, group camping vacations, and day use events. Teachers have started making reservations for their 4th and 7th grade field trips to the History Center.
- Reminding customers of the advantages of purchasing an Idaho State Parks Passport.

Utilization of Facilities

- The park had a limited number of campers in November and December; however, cabins were popular over the holidays. Colder night-time temperatures began in earnest after Veterans Day. Campers dry camp in the upper campground but there are no amenities.
- Working on designs for back nine holes of disc golf course.

Marketing

- Staff continues to update our web page and Facebook.
- Three Island S.P. endorsed the re-application of The Glenns Ferry After School Youth Enrichment program grant that is funded through the 21st Century Community Learning Center and administered under the Idaho State Department of Education.

Park Manager's Report

- December brought several local and non-resident duck hunters within park boundaries. Staff working with local law enforcement and Fish & Game officers to help educate visitors unaware of park rules and regulations.
- Finishing up recruitment for 2014 volunteers.

Preservation of Natural Resources

- The staff continues to work on the trails as time allows.
- We continue to address the influx of Rush Skelton weed throughout the park and examine best practices for control.

SOUTH REGION MAINTENANCE CREW – PAUL FAY, FOREMAN

Bruneau Dunes, the Land of the Yankee Fork, and Massacre Rocks

- November - Trees from Jaykers tree nursery of Meridian, ID, were made available to the parks. Assisted with deliveries and help in planting these trees at the various parks.

Eagle Island State Park

- October - Continued work on the overflow parking area located towards the front entrance of the park. Material for the parking area was delivered to the site; began grading and leveling the parking area.
- November - Removed a layer of $\frac{3}{4}$ minus road gravel from the ATV training area located by the maintenance area of the park. The $\frac{3}{4}$ minus road gravel was making it difficult for the young riders to keep control of their dirt bikes. A product called "reject leveling sand" was installed to make a safer environment for these young riders.
- December - Assisted park staff with the placement of concrete parking barriers at the park's new overflow parking area located near the current entrance of the park. We also assisted with snow removal from the parking areas at Headquarters and Eagle Island State Park.

Idaho City Yurts

- October - After receiving the proper permissions to perform work in the Boise National Forest, we worked on repairing sections of roads and trails leading into the yurt system. With the help of the non-motorized trails coordinator, who obtained permission to do the work, we brought in the region's backhoe to expedite the work load. All repairs were completed in a timely manner and within the guidelines set by the Forest Service.
- December - Assisted the REC program's snow grooming staff with transportation of their snow groomer to the Gold Fork Park 'n' Ski lot north of Idaho City.

Lake Cascade

- October - Poison Creek boat launch unit. After receiving permission from the BOR, we began repairs to the boat launch at the Poison Creek unit. An old section (approximately 30x40 feet) of concrete planks were removed, the site leveled, forms built, rebar placed, and concrete poured to provide a safer boat launching access to the lake.

Massacre Rocks State Park

- November - Repaired a damaged sewer line at the park's dump station. The pipe running from the dump station to the drain field was in need of replacement. The region crew excavated the old line and replaced it with a new PVS pipe capable of handling the increased use at the site.

Ponderosa State Park

- October - Constructed a mountain bike path north of the boat launch. The south region crew also brought the region's backhoe to the park to assist with cleanup (stump removal, log debris removal from North Beach, etc.) throughout the park's various units.

**RECREATION RESOURCES BUREAU QUARTERLY REPORTS
OCTOBER – NOVEMBER - DECEMBER 2013**

Boating Program:

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.

- ◆ Staff was busy preparing year-end reports for the U.S. Coast Guard.
- ◆ Idaho reported five (5) boating fatalities in calendar year 2011. This is down from eleven (11) fatalities in 2012 and is the lowest number of recreational boating fatalities in Idaho since 2002. The extremely low water levels in reservoirs and rivers present in 2013 may have been a contributing factor. Program staff participated in the Annual Grant Workshop meetings held around the state in October and have discussed numerous projects with project sponsors.
- ◆ Staff participated in strategic planning for the Snake River and Payette River Water Trail workgroups.
- ◆ Staff worked with Idaho POST on training and certification for IDPR sponsored Marine Law Enforcement training courses.

Off-Highway Vehicle Program:

Following is a list of activities that have been recently completed by the Motorized Trails Program Staff. This is in addition to the routine tasks of OHV education, trail maintenance, public outreach, and routine correspondence.

- ◆ Education Staff reduced to two.
- ◆ POST certification of OHV Instructor Course is now POST certified.
- ◆ Avalanche Awareness classes are being conducted statewide.
- ◆ Staff attended Idaho State Snowmobile Association Convention in Twin Falls.
- ◆ Added second Trail Cat Operator in North Region for upcoming season to address trail maintenance backlog in North Idaho.
- ◆ Purchased and completed delivery of three (3) snowmobile groomers (McCall, Donnelly, and Bear Lake).
- ◆ Coordinated with land managers that are seeking IDPR grant funds for the 2014 grant cycle.
- ◆ Staff met with Idaho Department of Land to discuss Thorn Creek Management Unit (Idaho City) designated trail plan implementation.

Non-Motorized Trails Program:

The overall mission is to improve non-motorized trail opportunities in Idaho by working with various landowners, user groups, and other relevant parties to facilitate quality recreation opportunities.

- ✦ Worked with numerous RTP grant applicants on their 2014 grant applications.
- ✦ Attended Selway Bitterroot/Frank Church Wilderness Trail collaboration meetings to find ways to fund the maintenance back log on Central Idaho wilderness trails.
- ✦ Updated five (5) USFS agreements relative to yurts and Park 'N' Ski.
- ✦ Coordinated Free Ski Day on January 5 for the Idaho City Yurts and Trails program. A total of 190 people attended the Banner Ridge and Rocky Ridge yurts' open houses on the same day.
- ✦ December-March yurt bookings are ahead of last year's. Occupancy rates during this period run between 70-98%.

Outdoor Recreation Analyst:

The following is a list of activities that have been recently completed by the Outdoor Recreation Analyst.

- ✦ Continued to update the Idaho Trails Web Application. New route designations were completed for the Clearwater Travel Plan Decision. The MVUM was released in November 2013. Use continues still to climb (up 51% in December 2013 compared to December 2014) even through the new application has fewer features.
- ✦ Staff prepared and submitted the Idaho Panhandle National Forest Plan Objection. We are objecting to the way the forest is managing recommended wilderness. A total of 22 objections were submitted, mostly objecting to the way the U.S. Forest Service proposes to manage recommended wilderness.
- ✦ Staff prepared and submitted comments on the Sage-Grouse Management Strategy Draft Environmental Impact Statement. Our comments were combined with Idaho Department of Lands, Office of Species Conservation, Idaho Department of Agriculture, Idaho Office of Energy, and Idaho Department of Fish and Game. This project will amend land use plans for both the Bureau of Land Management and the U.S. Forest Service. It will most likely eliminate most cross-country OHV travel (OHV Travel restricted to existing routes) in sage-grouse management areas.
- ✦ Staff worked with Development and MIS to get the IDPR HQ Plotter replaced. The old plotter bit the dust after twelve years of service. The new plotter will have the ability to scan large scale maps. We will use this capability to more accurately document changes in Travel Management over the years.

FISCAL QUARTERLY REPORT

FY 2014 – SECOND QUARTER

Fiscal's Mission: The Fiscal program works to provide the best service possible to both internal and external customers. Program responsibilities include four major categories: 1) Budget and Financial Reporting; 2) Accounting, Accounts Payable and Accounts Receivable; 3) Purchasing, Fixed Asset Inventory and Fleet Management; and 4) State and Federal Grant Management. The program provides technical assistance in all areas to ensure the department complies with all applicable Federal and State laws, rules, policies and procedures.

Accomplishments for the period October 1, 2013 through December 31, 2013 include the following.

Budget and Financial Reporting

- Identified and corrected issues associated with the Federal-aid portion of the Recreational Trails Safety and Education program.
- Prepared an analysis of the personnel budget allocations for the Motorbike and Snowmobile funds and recommended minor changes to program managers.
- Researched and processed 21 budget allocation adjustments and 4 budget appropriation adjustments.

Accounting

- Began annual county Boating and Snowmobile program reviews (scheduled for completion in February).
- Filled vacant Financial Support Technician position effective 10/15/2013 and began training.
- Accounts Payable processed 1,355 invoices with an average turnaround time of 22.6 days.
- Accounts Payable processed 143 Travel Express vouchers with an average turnaround time of 18.9 days.
- Accounts Payable processed 809 P-Card Transmittals.
- Researched and submitted 37 revenue adjustments, 55 expenditure adjustments and 17 Capital Development project budget adjustments.

Purchasing

- Ordered five new vehicles – a Ford Fusion for Headquarters, a Ford F250 pickup for Lake Walcott State Park, two Ford F150 pickups with one going to Bruneau Dunes State Park and the other going to Winchester State Park, and a Dodge Ram pickup for Bear Lake State Park.
- Received and delivered three new snow groomers to McCall, Donnelly, and St. Charles. The total cost (after trade-ins are processed) is \$572,327.
- Ordered four heavy equipment items for a total amount of \$180,000 – a trail dozer for the Recreation Program and three tractor/backhoes for Winchester, Round Lake and Eagle Island State Parks.

- Risk Management claims were initiated for water damage at Harriman State Park and wind damage at both Round Lake State Park and Heyburn State Park

State and Federal Grants

- Staff conducted grant workshops in October throughout the state, including a separate workshop in Boise for the Forest Service to clear up some pending issues with the reimbursement process.
- Staff has been busy conducting site visits and meeting with grant applicants to discuss potential grant projects. Staff also reviewed and commented on numerous draft applications and fielded inquiries about the grant process and eligibility requirements. This year's deadline was January 31, 2014.
- Grant Manager worked to finalized four Land & Water Conservation Fund projects, including the restroom renovation at Three Island Crossing.
- Grant Manager continues to work on pending Land & Water Conservation Fund issues to resolve conflicts and conversions. We are also finalizing the SCORTP and hope the National Park Service will give their approval soon.
- Angela Manning, the grant program office specialist, accepted another position. State & Federal Grants welcomed Connie Briggs as the new assistant.

Financial Officer

- Analyzed the impact of the Federal government shut down and prepared contingency planning information as requested by DFM.
- Prepared and presented financial summary to North Region Park Managers meeting.
- Attended the 2013 Idaho Fraud Conference and Association of Government Accountants meeting to stay abreast of current issues in government accounting.
- Prepared and presented the FY 2014 1st Quarter Financial Statements to the Parks and Recreation Board.
- Prepared and presented financial summary to the Recreation Bureau Managers meeting.
- Initial planning and preparation for the director's JFAC presentation.

**REGISTRATION PROGRAM QUARTERLY REPORT
October – November – December 2013**

REGISTRATION PROGRAM – MACKENZIE STONE

Mission

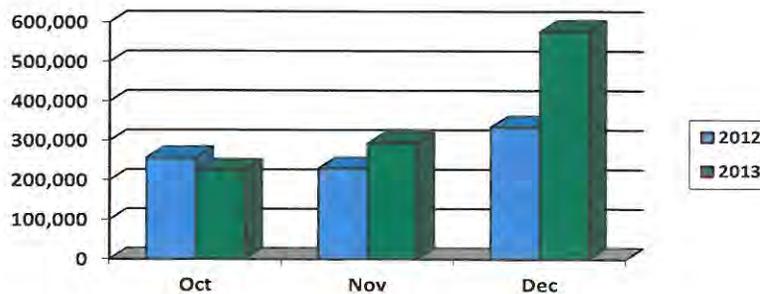
IDPR Registration generates revenue to build infrastructure and support administrative costs for recreating in Idaho.

Registration Supervisor’s Report

- IDPR Registration is currently selling 2014 stickers for all recreation types. Online sales continue to increase. The most recent web renewal report is below:

As of 01/12/2014			As of 01/12/2013		
Year	RegType	Count	Year	RegType	Count
2014	Boat	4,254	2013	Boat	3,774
2014	InvSpecies_NonMotor	486	2013	InvSpecies_NonMotor	375
2014	InvSpecies_OutofState	75	2013	InvSpecies_OutofState	53
2014	Motorbike	7,561	2013	Motorbike	6,557
2014	Annual MVEF	104	2013	Annual MVEF	143
2014	Snowmobile_NRC	237	2013	Snowmobile_NRC	190
2014	Snowmobile_Resident	2,267	2013	Snowmobile_Resident	2,157
2014	WinterRec_Annual	145	2013	WinterRec_Annual	145
2014	WinterRec_Temporary	101	2013	WinterRec_Temporary	53
		15,230			13,447

- We hired a temporary employee to assist with the additional workload that is typical during the first part of the year. She is anticipated to work through February.
- Distributed funds are on a positive trend. IDPR Registration distributed \$577,026 to Idaho recreation programs in December. Here is a three-month comparison from last year to this year:



MANAGEMENT INFORMATION SYSTEMS PROGRAM QUARTERLY REPORT
October – November – December 2013

MANAGEMENT INFORMATION SYSTEMS (MIS) – KEVIN ZAUHA

Mission

The MIS mission is to provide for the IDPR information systems needs relating to the agency's strategic plan through the support and development or acquisition of application systems and the implementation and support of an appropriate technology infrastructure.

Accomplishments for the past quarter include:

Information Systems

Vicki Heazle, now Senior Programmer Analyst, worked to fill the vacant Systems Analyst position. The first solicitation of applications was just prior to the holidays and was not successful. We advertised again recently and appear to be gaining much more interest than previously.

The Senior Program Analyst continues as a participant in the Registration Modernization efforts. She is actively working with the Registration Supervisor to understand registration statutes and processes and the implications of such with regard to the upcoming RFP.

The Senior Program Analyst met with Peggy Koolmer at ITD with regard to data needs and transfer from ITD on the Passport Program. As noted in previous reports, MIS continues to work with the ITD to address issues associated with recording and reporting the statistical data necessary to monitor and measure the success of the Passport sales. Once the data is received in its final form, MIS Information Systems Staff will schedule work to design and construct a repository for storing the passport sales statistics. We will then design a suite of reports related to the passport program.

The Senior Program Analyst assisted the Reservation Program Manager by adding additional functionality to the Facilities Inventory Application. The new functionality allows the Reservation Program to identify high demand and premium camp sites.

The Senior Program Analyst continues to maintain the critical maintenance issues of the MIS Systems Analyst, including operational support of and minor maintenance on the recreation Registration Information System (RIS), the Incident Reporting System (IRS), the Revenue Reconciliation Interface (RRI) and the Facilities Inventory Applications.

Infrastructure Support

The MIS Infrastructure Support Staff received 342 helpdesk service requests (tickets) over the course of the second quarter of FY14 and closed 337 helpdesk tickets.

The MIS Infrastructure Support Staff continues with upgrades to the IDPR systems for the Microsoft Office Suite 2010. We are currently on schedule for completing the roll-out in April, 2014. The OCIO continues to work the bugs out of their installation with some minor impact to the IDPR's email environment.

We are in process of upgrading computer desktops in the Parks and at the Headquarters Office. Trips to parks to upgrade hardware and software have been completed and additional trips have been scheduled through April, 2014.

We continue to review service providers at all Park locations with the intent of finding the best affordable network connections to meet the needs of the park computers and WiFi.

Our project to implement file-share systems and backup configurations progresses with completed installations at Ponderosa (upgraded), Round Lake, and Sandy Point. Parks still to be completed: Spring Shores, Eagle Island, Henry's Lake, Winchester Lake, City of Rocks, and Bear Lake.

Staff at Headquarters received training on using the video conference cameras, computer and SmartBoard. The installations of end-points at additional key park locations throughout the state are now being discussed. Bandwidth at the parks will be one of the determining factors.

Communications / Marketing

February 2014 Board Report

Accomplishments / Tasks Underway

- **Marketing / Advertising**
 - New marketing goals for 2014: Idaho State Parks as wedding venues
 - North Region parks serving as pilot for effort
 - Partnerships with photographers, wedding planners, caterers in process
 - The Passport marketing campaign will continue in 2014.
 - First quarter focus will remain on Treasure Valley until numbers are received from ITD allowing strategic ad placement in other markets.
 - “I’ve been everywhere, man” will be used through 2014
 - Advertising will be complemented with PR efforts and social media

- **Idaho State Park Passport**
 - Over \$1 million in Passports sold since program’s inception
 - Parks are reporting increased use of Passports especially in parks closest to population centers. Idahoans are buying Passports and visiting the park closest their home more often.
 - Collateral material re-order in process

- **Branding**
 - Custom stamps and stickers will be ordered for each park that will play a role in a new campaign geared at encouraging visits to every Idaho State Park. This is still underway and will serve a dual purpose with the new *Ida Book*.
 - Retail programs are still in the process of ordering branded items to carry in park Nature Stores

- **Social Media**
 - Facebook following on all agency, park, and program pages continues to grow
 - Social Media continues to be a great tool in spreading the word about program classes and park promotions.

- **Idaho Parks and Recreation “Welcome Kits” (All agency informational guide)**
 - Revisions are underway for the 2014/2015 Welcome Kit
 - It’s a huge benefit to work with Good Solutions Group who supplies these valuable informational tools at no cost to IDPR.
 - We’ve requested an additional 5,000 maps this year to help offset the increase in demand, now that DMVs are giving one with every Passport purchase

- **Idaho History in Idaho State Parks Classroom Kits**
 - Ongoing project: It is the program's intent to modify the current IDPR Classroom Kits and curriculum to make them available once again for use in Idaho's Fourth Grade classrooms.
 - Update: A husband and wife volunteer duo (Retired- teachers extraordinaire) have agreed to assist with updating the kit and lessons! (This is excellent news!)
 - Fourth grade teachers will provide input on how to provide lessons that best meet their curriculum needs. This will increase the usefulness and hopefully the implementation of the Kits in Idaho Classrooms
 - First Lady Lori Otter has offered her services in selecting lessons for our Kit and will assist with media efforts to promote

- **OHV Outreach "Stay on Trails" Campaign**
 - www.idaho-ohv.org
 - Group is submitting a grant in this cycle to help fund the campaign through 2014.
 - Campaign will not be able to continue if grant funds are not available

- **Explore Your Parks**
 - The North Face (TNF) sponsored the "first-time camper program." Hells Gate / Priest Lake / Lake Cascade State Parks will be receiving funds from TNF for their participation this year.
 - New emphasis will be placed on the program in 2014 to offset interpretation needs within these participating parks.

- **Children in Nature**
 - The new website is up and running.
 - The group is currently in a point of transition and reorganization, and hopes to meet a few legislative goals this session.

- **Miscellaneous**
 - Park 'N' Ski Brochure re-print
 - Boating publication revisions
 - Continue to handle all agency-related information requests (public information act) and serve as primary media contact
 - Misc. agency brochure revisions, news releases, web postings
 - Continue to handle special projects as assigned – presentations legislative needs, talking point needs, speeches, graphics, website updates

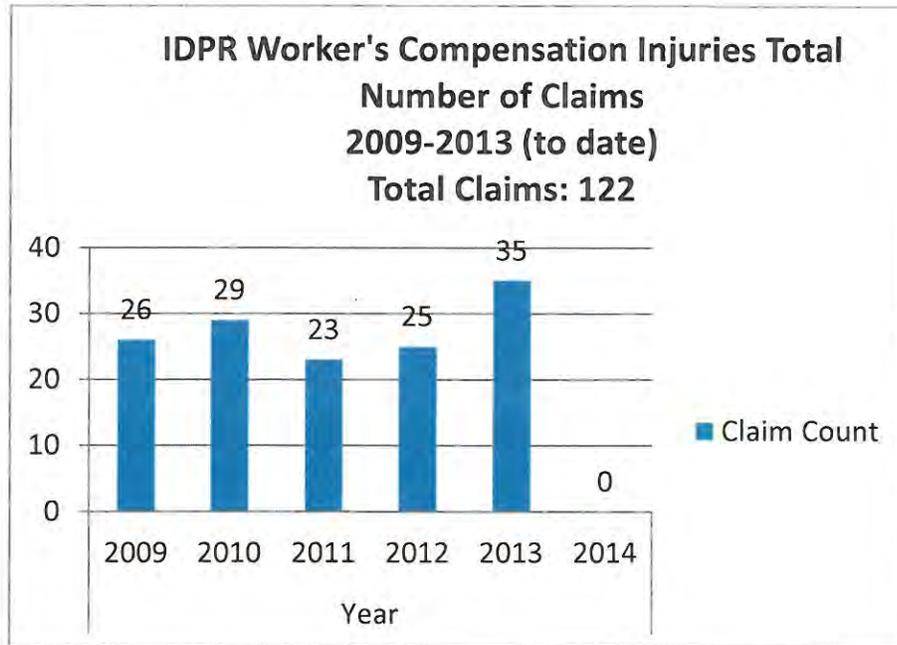
HUMAN RESOURCE REPORT
February 2014

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: Kristy Bobish-Thompson, Human Resource Officer

- Assist management with interviews for vacant positions.
- Serve on the statewide Green Team (HR Managers collaboration on best practices).
- Monitor positions to determine need for reclassifications.
- Conduct Exit Interviews for employees leaving the agency.
- Monitor and analyze Turnover data for trends, retention strategies.
- Manage the Department's Random Drug Test program.
- Serve as the administrator and help desk support for the Incident Reporting System (IRS).
- Continue to manage the Workplace Safety Team including the Operations and Management Services Division Administrators, Region Managers, Recreation Bureau Chief, Fiscal Officer, and Human Resources Officer. Implementing direction and infrastructure established by original Safety Committee, including policy revision, local safety representatives in each park and program, Worker Comp and Incident Report monitoring, regular training, and information dissemination.
- Oversee policy review/updates for agency.
- Prepare and provide annual and as-needed training.
- Monitor Worker's Compensation claims and provide coordination among employees, management, and State Insurance Fund for progress and return-to-work information. Provide agency update on Worker's Comp and general safety information at region meetings and Director's newsletter.
- Worker's Compensation Data for 2009-2013 (to date) on following page.



	Claims Count	Total Losses			# Current Open Claims
		Total Compensation	Total Medical	*Total Losses	
2009	26	\$66,512	\$166,614	\$233,126	0
2010	29	\$81,078	\$185,863	\$272,916	1
2011	23	\$57,615	\$141,415	\$215,418	2
2012	25	\$16,835	\$76,512	\$93,347	0
2013	35	\$7,761	\$51,080	\$95,091	4
2014	0	\$0	\$0	\$0	0

*Total Losses figures do not include reserves which are costs set aside for ongoing claims.

PAYROLL and RECRUITMENT: Denice Gardner, Personnel Technician

- Maintain payroll and benefit services for all employees, process new hires and separations as well as any demographic changes throughout the year.
- Continue to provide information to management and staff concerning budget, work hours, salaries, etc.
- Coordinate the recruitment process and assist with interviews, reference checks and new hire processes.

HIRES during the last three months:

Headquarters

- ❖ Financial Support Tech – Susan Packard- transferred from Registration when Teresa Hourani resigned in October
- ❖ Project Coordinator – Evelyn Mason- new hire when Megan Boatman resigned in September
- ❖ Office Specialist 2 – Carly Van Riper– new hire when Susan Packard transferred to Fiscal
- ❖ Office Specialist 1 (grants) – Connie Briggs – new hire when Angela Manning went to ISU.

North Region

- ❖ Round Lake, Manager 2 – Chuck Gross promoted to replace Dave Russell who retired in October
- ❖ Hells Gate, Manager 3 – Charlie Chase promoted to replace Marty Gangis who demoted to Ranger in September

South Region

- ❖ Lake Cascade, Ranger – Jeff Walker – new hire to replace Ryan Olsen who resigned in September
- ❖ Harriman, Manager 3 – John Sullivan – new hire to replace Keith Hobbs who promoted to Operations Administrator in October

CURRENT VACANCIES:

Headquarters

- ❖ IT Programmer Analyst Sr. – Vicki Heazle promoted to IT System Analyst 9/15/13
- ❖ Planner – Connie Vaughn retired 12/20/13

North Region

- ❖ Dworshak, Manager 2 – Charlie Chase promoted to Hells Gate in October
- ❖ Program Training Coordinator – Randy Herman retired 5/31/13
- ❖ Trainer Associate, OHV – Scott Hildesheim resigned 10/9/13

South Region

- ❖ Three Island, Manager 3 – John Frank retired in December
- ❖ Yankee Fork, Ranger – Joni Hawley promoted to Manager 2 9/1/13

VOLUNTEER PROGRAM: Kathryn Hampton, Volunteer Services Coordinator

Kudos for the Quarter:

Feedback from Bill Connely, Priest Lake Volunteer:

“I do not think there is a nicer crew of rangers than what the ones are at the Priest Lake Campgrounds. Lonnie, (Mgr) is a super guy and Erin (Assistant Mgr) was super also. The entire crew was great to work with. Feedback was always positive.”

2014 Volunteer and Seasonal Employee Recruitment is on!

- Received 188 applications for 2014 volunteer positions
- To date 431 individuals and groups have committed to volunteer for IDPR in 2014
- 46 on-line applications for seasonal employment received and processed

2013 volunteers made a difference to Idaho State Parks in these ways:

- 391 individual volunteers and groups contributed 68,948 hours to IDPR.
- Those hours represent an equivalent of 30 full-time employees and an added value to the Department of over 1.1 million dollars.

- **Volunteers performed these tasks for us last year:**
 - Most volunteer hours were donated to IDPR to greet and develop a relationship with our customers, prepare and teach nature programming, collect our fees, tell our story at visitor centers and museums, maintain campgrounds, clean cabins and yurts, repair vehicle fleets, maintain landscaping, and repair facilities and grounds.

- **Other significant and unique contributions include:**
 - Free ski and snowshoe Day guides, teachers, and mentors
 - 600 hours from statewide snowmobile clubs for winter trail grooming
 - OHV instructors for the Motorized Trails program donated over 200 hours teaching ATV and motorbike riders trail etiquette, safety, and rules of the road.
 - 1,045 hours donated to the non-motorized trail program for backcountry yurt renovation, maintenance, firewood cutting/stacking, and trail brushing/blazing
 - Boise Astronomical Society and the Magic Valley Astronomical Society donated over 400 hours to Bruneau Dunes and Castle Rocks to support their star parties, and solar viewing experiences
 - 480 hours donated by Boy Scout troops from around the state to maintain/build trails, rebuild horseshoe pits, repair sprinkler systems, remove noxious weeds, fence building, rebuilding historic structures
 - Master Naturalist volunteers planted and maintained native gardens, led nature walks for youth
 - IDPR Grant Committee members donated over 200 hours of their time to visit project locations, consult with grantees, and participate in the grant selection process
 - Volunteers at Dworshak and Priest Lake, John and Betty Olson educated and entertained park customers with their astronomy programs. John is also a talented photographer and photo-documented hundreds of flora and fauna species in the park.
 - Volunteers assisted with special events such as International Migratory Bird Day, National Public Lands Day, fishing derbies, 25th Anniversary celebration of City of Rocks National Reserve, and many others.

- For the 2nd year in a row, Bill Piggott, volunteer for the Volunteer Services Coordinator; also put his extensive photography skills to work snapping over 500 shots of “people in action”. Many of his photos have already been used in park reports and brochures, in the IDPR cookbook promotions, in the Director’s newsletter, and as part of the Idaho Passport promotions.

Kudos to Park and Program Staff:

- Hells Gate Park Ranger, Nathan Blackburn orchestrated the largest single volunteer day of service in the history of the park and maybe even the history of this agency! 141 volunteers from the Lewiston community descended on the park and painted almost all wood structures in the park, removed a large portion of the invasive Himalayan Blackberries in the day use area, and installed a new native plant garden. They donated over 282 hours! Nice work, Nate!
- Kudos to Travis Taylor, Ranger at Lake Walcott for his excellent work with volunteers this summer. Quotes from a letter received from volunteers Smokey and Karma Fields: “Travis has been very supportive of us and has worked to make our volunteer experience a pleasant one. He always kept us informed about activities...necessary to help us perform our duties here. Travis made us feel that we have made a contribution...He has always expressed his appreciation for the job we have done...”
- Tonya Robbins, Office Assistant at Lake Walcott also received this thanks: “Tonya is wonderful! She is the glue that holds Lake Walcott together.”
- From volunteers Gail and Al Holm: “The staff [at Bruneau Dunes] made us feel very appreciated. We got the impression that visitors and staff valued our efforts.”

IDPR Volunteer Services Coordinator activities:

- Emcee for International Volunteer Managers Day ceremony held at the State Capitol. Proceedings included a proclamation reading by Idaho Senator Patti Anne Lodge and presentation of the first D.O.V.E. (Directors of Volunteer Excellence) awards.
- Assisted volunteer applicants with questions and issues related to working with IDPR.
- IDPR Volunteer Services Coordinator continues to serve on the national board of directors for the Association of Leaders in Volunteer Engagement (ALIVE)
- Member of the Leadership Team for the Southwest Idaho Directors of Volunteer Services (SWIDOVS)
- Assisting HR Director develop orientation and training for seasonal employee and volunteer supervision.
- Facilitated the 4th IDPR Crucial Conversations for South/East Region and HQ staff
- Co-facilitated Crucial Conversations for Dept. of Lands North Region staff
- Maintaining web-based volunteer management record-keeping on all volunteers.
- Administering the Idaho State Parks and Recreation Volunteer Facebook page.
- Managing the IDPR on-line seasonal and volunteer application process.
- Screening, interviewing, placing volunteers in parks and programs for 2014

Other News:

- 2013 IDPR Cookbook sales—208 cookbooks sold at 11 retail locations including Headquarters. Revenue generated for IDPR= \$3,120.