IDAHO DEPARTMENT OF PARKS & RECREATION

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

Board Teleconference
IDPR Headquarters
September 15, 2020
Boise, Idaho

- **AGENDA**
- **Tuesday, September 15, 2020**
  - Call to Order – Chairman Black called the meeting to order at 11:05 A.M. The Chairman asked Ms. Mills to conduct a roll call.
    - Roll Call
    - Board Member Black - Present
    - Board Member Fatkin- Present
    - Board Member Beckley- Present
    - Board Member Doman - Absent
    - Board Member Roach – Present
    - Board Member Eastwood -Present

Also present during all or portions of the meeting either in person or on the phone, were the following individuals:

Susan Buxton – Interim Director
Betty Mills – Management Assistant to the Director
Keith Hobbs – Operations Administrator
Anna Canning – Management Services Administrator
David White – North Region Manager
Steve Martin – Fiscal Officer
Adam Zaragoza – Development Bureau Chief
Tammy Kolsky – R&R Program Manager
Craig Quintana – Public Information Officer
Debbie Hoopes – Human Resource Officer
Dave Claycomb – Recreation Bureau Chief
Nate Fisher – Governor's Office
LeAnn Stephens – Department of Human Resources
Board Member Doman join after the meeting had started.

Executive Session 11:05 A.M.**

Ms. Roach moved to go into Executive Session under authority of Idaho Code 74-206 (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". Motion was seconded by Mr. Beckley. Chairman Black called for a roll call vote to enter Executive Session.

- Board Member Black – Yes
- Board Member Fatkin – Yes
- Board Member Beckley – Yes
- Board Member Doman – Absent *Board Member Doman joined during the Executive Session after resolving technical difficulties.
- Board Member Roach - Yes
- Board Member Eastwood – Yes

- The Board resolved out of Executive Session by unanimous consent.
- **Open Meeting began at 11:57 A.M.**
- **Decision of Director Objectives – ACTION ITEM** – Board
- **Mr. Eastwood moved to compensate Ms. Buxton $2,500 per month while she is the Interim Director at IDPR and until we hire a new Director. Mr. Fatkin seconded the motion. The Chairman asked for further discussion. Ms. Roach clarified that this amount is in addition to Ms. Buxton's normal salary as the Director of the Department of Human Resources and does not include benefits which she is already receiving in her current position. The Chairman called for a vote on the motion. Motion carried unanimously.**

- Ms. Buxton presented a proposal to the Board for an Agency Leadership Transition Plan. This would follow an approach to provide an initial assessment and recommendation to the Board regarding the operations, employee engagement and strategic direction of the agency.
  - **Step 1: Agency and Leadership Assessment**
    A three-step approach would be used to identify areas of successes and opportunity within the agency.
    Employee Survey: The Division of Human Resources (DHR) would administer an agency-wide survey to all IDPR employees.
    Executive Leadership Team Interviews: DHR will meet individually with Executive Team members to discuss their perceptions based on a specific set of questions.
    Board Member Interviews: Ms. Buxton would meet with each Board Member to discuss successes and areas of opportunity.
  - **Step 2: Organizational Analysis**
    DHR will compile the survey and interview information and provide an overview to the Board and Ms. Buxton. Responses and high impact information will be documented and included with the overall survey findings.
  - **Step 3: Recommendations**
    DHR will facilitate a discussion with the Board and Ms. Buxton to develop recommendations based on information obtained from the survey process.

Ms. Roach moved to approve the proposal as presented by Interim Director Buxton, and delay posting the announcement for the open Idaho Department of Parks and Recreation Director's position until after the results from the Agency Leadership Transition Plan have been completed and reviewed by the Board. Motion was seconded by Mr. Beckley. The

Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

- **Interim Director Update** - Susan Buxton

  Ms. Buxton shared with the Board, the possibility that IDPR may be able to receive funds from the CARES ACT under COVID. Ms. Buxton asked staff to provide her with a list of future projects, such as paving, trail work, new reservation system expenses and additional costs to our vendor. Ms. Buxton stated that by compiling these expenses, there is a possible opportunity to get these costs reimbursed through the CARES ACT. Her goal is to obtain at least $1,000,000 for IDPR. Ms. Buxton should receive a response to this request in the next week or so and will bring the ideas back to the Board when we find out if we qualify.

  Mr. Quintana provided an update on the Groundbreaking at Billingsley being held on September 24, 2020, at 1:00 P.M. The Governor's office has been invited and we are waiting to hear of his availability. The Mayor of Hagerman has been invited to speak. Mr. Quintana is working with Central District Health and they suggested we keep the event within 100 people in accordance with the current restrictions.

- **MOA City of Hagerman – ACTION ITEM** – Adam Zaragoza

  Mr. Zaragoza provided background information regarding the development status of the negotiations between IDPR and the City of Hagerman regarding an annexation agreement. IDPR staff have been in negotiations with the City of Hagerman to provide water and sewer services to the new campground at Billingsley Creek in addition to the annexation agreement. This agreement benefits the parties mutually. The City of Hagerman will receive much needed water and IDPR receives sewer and water for the Billingsley Creek Campground. The next step will be to go through the Idaho Department of Water Resource process.

  Ms. Roach moved to approve staff recommendation as written. Mr. Fatkin seconded the motion. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

- **Region Updates**

  All parks reported a very busy Labor Day Weekend. Most schools are re-opening and park use is closer to normal.

  North Region – Mr. White reported:

  - Big windstorm up North. Priest Lake and Lions Head reported many trees down. Three RV's and 3 cars were hit by fallen trees. The managers house at Priest Lake was hit by a fallen tree. Staff assisted in cleaning things up and the park reopened last Friday.
  - Round Lake had trees down, as did Farragut.
  - Fire at Heyburn only burned 22 acres. Forest management kept fire low to help contain it.

- Dworshak marina winch cable broke, all slip renters removed boats. Corps of Engineers is re-setting cable.
- Interviewed for Farragut Manager's position.
- Interviewed for Old Mission/Trail of the Coeur' d Alene's positions.
- Reviewing the Corp of Engineers contract at Dworshak

South Region – Mr. Hobbs provided the S. Region update:

- Filled the Assistant Manager position at Lake Cascade, creating a new ranger opening
- Thousand Springs ranger being recruited
- Harriman and Yankee Fork have expected openings
- Smoke from fires are coming into parks
- Lake Walcott was hit hard by the windstorm. Region crews are helping remove fallen trees.
- Restrictions for campfires from DEQ
- Groundbreaking event at Billingsley Creek on September 24th
- Signed Agreement of water rights with the City of Hagerman was a nice win for IDPR.

Mr. Eastwood inquired about the painting project at headquarters and asked if it had been completed yet. Mr. Zaragoza reported that the job was completed a couple weeks ago, and we will send the Board photos of the completed project.

- **Mr. Fatkin moved to adjourn the meeting. The motion was seconded by Mr. Eastwood. Meeting was adjourned at 12:34 P.M.**

Pete Black

Pete Black, Chairman
Idaho Park and Recreation Board

Susan E. Buxton

Susan E. Buxton, Interim Director
Ex-Officio Member of the Board