

**IDAHO DEPARTMENT OF PARKS & RECREATION**

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

**Quarterly Board Meeting**

**May 3-4, 2023**

**Living Waters Ranch**

**3599 Garden Creek Rd**

**Challis, ID 83226**

**Zoom Meeting Link:**

<https://us02web.zoom.us/j/89019530225?pwd=TTY3U0F4cnYybEVYU1BNcFBZZWc0dz09>

**Meeting ID: 890 1953 0225**

**Passcode: 351514**

**MINUTES**

**Wednesday, May 3, 2023**

CHALLIS HOT SPRINGS REDEDICATION, LUNCH AND TOUR OF BAYHORSE AND LAND OF THE YANKEE FORK VISITOR CENTER

MEETING ADJOURNED AT APPROXIMATELY 4:00 PM MAY 3, 2023, AFTER THE TOUR. NO BUSINESS NOR DELIBERATION ON ANY PENDING MATTER OCCURRED DURING THE CEREMONY OR TOUR.

**Thursday, May 4, 2023**

Call to Order - Chairman Beckley called the meeting to order and requested a roll call.

- Chairman Beckley - Present
- Board Member Cooke - Present
- Board Member Fatkin - Present
- Board Member Manning - Absent
- Board Member Roach - Present
- Board Member Roady - Present

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

Susan Buxton, Director  
Troy Elmore, Operations Division Administrator  
Adam Zaragoza, Management Services Administrator  
Melanie Schuster, Interim Bureau Chief/Sr. Project Manager  
Kathy Muir, Grant Manager  
Tami Iasonides, Management Assistant  
Craig Quintana, Public Information Officer  
Debbie Hoopes, Human Resources Officer  
Joy Vega, Deputy Attorney General  
Erik Ryan, Design Professional  
Keith Jones, Natural Resources Manager  
Theresa Perry, South Region Bureau Chief  
Seth Hobbs, Registration & Reservation Program Manager  
Steve Martin, Financial Officer

John Seely, Park Manager  
Wallace Keck, Region Bureau Chief  
Shelly Smith  
Alyssa Alves, Administrative Assistant  
Chris Zajchowski, Assistant Professor/Parks, Tourism, and Recreation Ecology U of I  
Kellie Joyce, Grants/Contracts Officer  
Sandra Mitchell  
Kent Bateman  
Krissey Veseth, Division of Financial Management  
Lisa Herriot, Division of Financial Management  
Paxti Larrocea-Phillips, Idaho Cattle Association

### **Welcome and Introductions / Chairman Beckley and Director Buxton**

Chairman Beckley and Director Buxton welcomed everyone to the meeting and thanked staff and the Hammond Family for all the hard work that went into the Challis Hot Springs Rededication and also thanked Living Waters Ranch for their accommodations and hospitality.

### **Additions or Deletions to the Printed Agenda**

The Chairman asked if there were any additions or deletions to the printed agenda. Director Buxton suggested that for the sake of time, we move the program reports to a June meeting in order to allow Managers to go over them with the Board and answer any questions they may have. The Director reminded the Board that the reports are already in the Board book they received and available online.

### **Consent Agenda**

Approval of Minutes February 8, 2023, March 13, 2023, and April 6, 2023

**Mr. Fatkin moved to approve the minutes as written with the addition of the location of the new Park Manager (Harriman) in the April 6, 2023 minutes. Motion was seconded by Mr. Roach. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

### **Director's Report & Legislative Update**

Director Buxton reported on the following topics:

- **2023 Legislative Session**  
IDPR had several legislative matters this session. Our Legislative bills were passed after a successful session. Many thanks to the Governor's office, Legislators, stakeholder friends, the Board and IDPR Staff. Bear Lake and surplus funds bill signings with the Governor took place in April.
- **Travel and Field Visits**
  - Director Buxton attended RMSPEC with staff in Newport, OR, April 17-21, 2023.
  - Took Division of Human Resources staff to tour Bruneau Dunes State Park, Thousand Springs State Park and Ritter Island on April 14, 2023.
- **Leases**
  - Currently working with the Idaho Department of Lands on leases and will provide more detailed information in the June meeting. Working on how to monetize recreation on Endowment Lands, especially these located in close proximity to Idaho State Parks where the public is already accessing & recreating.

### **Grant Approvals - Kathy Muir**

Ms. Muir provided an overview of the Grant program and requested approval on the following grant applications:

- Recreation Vehicle Fund

**Mr. Roady moved to approve the priority ranking list which will be used to fund projects in the ranked order for any project scoring above 50. Motion was seconded by Mr. Roach. Motion carried unanimously.**

- Waterways Improvement Fund

**Mr. Fatkin moved to approve the Waterways Improvement Fund grant application as written. Motion was seconded by Mr. Roady. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

- Cutthroat Plate Fund

**Mr. Roady moved to not approve the project on the list as we will fund in RTP. Motion was seconded by Mr. Roach. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

- Off-Road Motor Vehicle Fund

**Mr. Roach moved to approve the Off-Road Motor Vehicle Fund priority-ranking list, which will be used to fund projects in the ranked order. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

- Recreational Trails Program

**Mr. Cooke moved to approve the Recreation Trails Program priority-ranking list, which will be used to fund projects in the ranked order. Motion was seconded by Mr. Roady. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

- Mountain Bike Plate Fund

**Mr. Fatkin moved to approve the Mountain Bike Plate Fund grant application as written. Motion was seconded by Mr. Roady. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

- Recreational Road & Bridge Fund

**Mr. Cooke moved to approve the Recreational Road & Bridge Fund grant application as written. Motion was seconded by Mr. Roach. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

- Land & Water Conservation Fund

**Mr. Cooke moved to approve the Land & Water Conservation Fund priority-ranking list with the committee recommendation to pass over the City of Pocatello’s Centennial Park proposal. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

**FY 2025 Draft Budget - Steve Martin – Information Only**

Mr. Martin provided information on the FY 2025 budget. Chairman Beckley suggested that the budget overview and discussion be tabled for now and asked Mr. Martin to provide fund-specific details of the budget in the June meeting. In June there will be a discussion to prepare for August budget approval. Mr. Martin offered to meet with Board members on an individual basis in order to provide them with all the information they need in order to make the best decision for IDPR.

**CIP Priority Discussion - Adam Zaragoza, Melanie Schuster – Information Only**

Mr. Zaragoza provided a brief background on CIP prioritization and stated that it is an all-agency effort. Ms. Schuster provided a list of priorities and the logic behind the list. Ms. Schuster met with all Park Managers to discuss their deferred maintenance needs and requested their first priorities and must haves. Projects have been packaged in order to make it easier for contractors to manage. Ms. Schuster also provided an update on the recent bid for Eagle Island State Park’s campground. The contractors are anxious to start on the project as soon as possible.

**Ashton-Tetonia Trail Visitor Center - Adam Zaragoza – Action Item**

Mr. Zaragoza provided background on the Ashton-Tetonia Trail Visitor Center, Lease Agreement and asked the Board to authorize the Director to sign a Lease Agreement with the option to purchase. Mr. Zaragoza made it known that the lease agreement does not obligate us to purchase, only allowing that option for a future Board decision.

**Mr. Roach moved to authorize the Director to sign the Lease Agreement with Option to Purchase for the Ashton Visitor Center, and to authorize staff to continue due diligence on the possible purchase of the real property, including incurring certain related costs. Motion was seconded by Mr. Roady. The Chairman called for a roll call vote on the motion.**

- Chairman Beckley - Yes
- Board Member Cooke - Yes
- Board Member Fatkin - Yes
- Board Member Roach - Yes
- Board Member Roady - Yes

Motion carried.

**Quitclaim Deed from Idaho State Building Authority/Billingsley Creek - Adam Zaragoza – Action Item**

Mr. Zaragoza provided background information on the Quitclaim Deed regarding the Billingsley Creek Unit of Thousand Springs State Park and recommended that the Board accept the property upon receipt of a signed quitclaim deed.

**Mr. Roach moved to accept the property upon a signed quitclaim deed acceptable to IDPR. Motion was seconded by Mr. Roady. The Chairman called for a roll call vote on the motion.**

- Chairman Beckley - Yes
- Board Member Cooke - Yes
- Board Member Fatkin - Yes
- Board Member Roach - Yes
- Board Member Roady - Yes

Motion carried.

**Policy 8030 and 7080 Revisions - Adam Zaragoza – Action Item**

Mr. Zaragoza provided information on the revisions to Policies 8030 (Park Naming Conventions) and 7080 (Sponsorship Approvals) and requested approval of the revisions.

**Mr. Cooke moved to approve the revisions to policy 8030 and 7080 as presented. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

**Park/Challis Hot Springs Naming - Director Buxton – Action Item**

Director Buxton recommended that the Board name Challis Hot Springs as a unit of Land of the Yankee Fork State Park.

**Mr. Fatkin moved to name Challis Hot Springs as a unit of Land of the Yankee Fork State Park. Motion was seconded by Mr. Roach. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

**Alcohol Ban-McCall - Troy Elmore**

Mr. Elmore provided background information on the interim park rule prohibiting alcohol during the July 4<sup>th</sup> holiday. IDPR will continue the interim rule for 2023, 2024 or 2025 – if determined an appropriate action by the Ponderosa Park Manager to protect the public safety, use and enjoyment of the lands administered within the Park. Each year the interim rule is applied, it will be posted for public view at least thirty days before the Fourth of July holiday.

**Tamarack Alcohol TCE - Troy Elmore**

Mr. Elmore provided information on the waterfront concession agreement with Tamarack Resort regarding alcohol sales.

**Mr. Roach moved to approve the sale of liquor, beer, or other alcoholic beverages, subject to the special terms and conditions listed below and included in Attachment C of the Concession Agreement with Tamarack Resort. These sales would be limited from the concessionaire’s food truck based within the Poison Creek Unit of Lake Cascade State Park. Special contract provisions will be:**

**(a) Concessionaire must have a valid alcohol beverage license issued by the Idaho State Police that allows the handling and sale of alcohol on the premises, as dictated by the license. Concessionaire and its employees must comply with all state and local laws, rules, and ordinances regarding the handling and sale of alcohol.**

**(b) The sale of beverages containing more than fourteen percent (14%) alcohol is prohibited.**

**(c) The sale of any beverage in a glass container is prohibited.**

**(d) Other than discreet signage on the premises, Concessionaire shall not advertise the sale of alcoholic beverage without the prior written approval of IDPR.**

**(e) IDPR reserves the right to impose reasonable Park regulations on the sale or consumption of alcohol not in conflict with the rules administered by the Alcohol Beverage Control Division of Idaho State Police.**

**(f) The sale of alcoholic beverages may be terminated at any time by IDPR if it determines that such sale creates management problems or negatively impacts the park visitor experience.**

**Motion was seconded by Mr. Fatkin. The Chairman called for a roll call vote on the motion.**

- Chairman Beckley - Yes
- Board Member Cooke - Yes
- Board Member Fatkin - Yes
- Board Member Roach - Yes
- Board Member Roady - Yes

Motion carried.

### **Program Reports**

Chairman Beckley noted that program report presentations will be heard in a June 2023 Special Board meeting.

### **Old/New Business**

#### **New Business**

- Chairman Beckley requested volunteers to make up a subcommittee for the Eagle Island Concession Agreement renewal. Mr. Roach volunteered. Mr. Roach and Chairman Beckley will work together on the renewal and report back to the Board.
- Director Buxton is working with other agencies on access and capacity for outdoor recreation and hopes to have some information to present to the Board in June.
- Mr. Roady was informed by Commissioners that there had been a complaint by landowners regarding the Idaho Centennial Trail and their inability to locate the trail. Mr. Roady requested a map and information so that he can get back with the Commissioners to help address the complaints.

### **Public Comment**

- Patxi Larrocea-Phillips from the Idaho Cattle Association thanked the Board for the opportunity to participate in the meeting and offered to provide candidates for the multi-agency working group authorized by S1196, the IDPR's supplemental funding bill. Director Buxton thanked the association for the work in support of the bill and the department's operating budget.

### **Executive Session**

**Mr. Roady moved that the Board convene in executive session pursuant to Idaho Code § 74-206(1)(b), (c), and (f) to, respectively, evaluate a public officer, to discuss the acquisition of real property not**

owned by a public agency, and to communicate with legal counsel for the public agency to discuss the legal ramifications or legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Motion was seconded by Mr. Roach. The Chairman called for a roll call vote on the motion.

- Chairman Beckley - Yes
- Board Member Cooke - Yes
- Board Member Fatkin - Yes
- Board Member Roach - Yes
- Board Member Roady - Yes

Motion carried, and the Board commenced the executive session at 11:29 AM.

The Board resolved out of Executive Session at 1:10 PM. No decisions were made.

#### **Action Items from Executive Session**

**Mr. Roach moved to authorize Director Buxton, Joy Vega, and Adam Zaragoza to enforce the terms of the construction contract for Billingsley Creek campground. Motion was seconded by Mr. Roady. The Chairman asked for further discussion, hearing none, the Chairman called for a roll call vote on the motion.**

- Chairman Beckley - Yes
- Board Member Cooke - Yes
- Board Member Fatkin - Yes
- Board Member Roach - Yes
- Board Member Roady - Yes

Motion carried.

The meeting was adjourned at approximately 1:15 PM.



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Chairman Brian Beckley  
Idaho Park and Recreation Board



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Susan E. Buxton, Director  
Idaho Department of Parks and Recreation