

IDAHO DEPARTMENT OF PARKS & RECREATION

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

Board Teleconference

IDPR Headquarters

April 6, 2021

Boise, Idaho

▪ AGENDA

▪ Tuesday, April 6, 2021

- Call to Order – Board Member Eastwood called the meeting to order at 10:05 A.M. Mr. Eastwood requested for Ms. Mills to conduct a roll call.
 - Board Member Beckley – Absent
 - Board Member Black- Present
 - Board Member Fatkin- Present
 - Board Member Doman - Present
 - 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’s Office

Troy Elmore – Operations Division Administrator

Anna Canning – Management Services Administrator

David White – North Region Manager

Garth Taylor – South/East Region Manager

Steve Martin – Fiscal Officer

Craig Quintana – Public Information Officer

Seth Hobbs – Registration/Reservation Program Manager

Adam Zaragoza – Development Bureau Chief

Dave Claycomb – Recreation Resources Bureau Chief

Debbie Hoopes – Human Resource Manager

Kirk Rich – Bear Lake Park Manager

Andy Stokes – Bear Lake Park Ranger

Nate Fisher – Governor’s Office

Rob Sepich – Budget and Policy Analyst, Legislative Services

Steve Strack – Deputy Attorney General

Sandra Mitchel – Executive Director, Idaho Recreation Council

David Clayborne – President, Idaho State ATV Association

Non-Resident Fee Proposal (including Bear Lake Fee Proposal) – Anna Canning

Ms. Canning walked the Board through the various fees being presented today for their approval. Ms. Canning reminded the Board that there is a policy #4010 Fees, Section 4.3 that provides the Board with guidance in setting fees. There are several staff recommendations today and they are based on the following objectives:

- Meet the intent of HB 93 in setting increased camping and park entry fees for non-residents.
- Implement a reservation system for attendance at the Bear Lake State Park North Beach facility as a pilot project for other day use areas facing overcrowding.
- Devise an implementation strategy that is operationally feasible and that does not overwhelm our customer base or our staff.
- Leave other possible fee increases for later discussions based on the results of these measures. Given that implementation of this legislation was neither anticipated nor budgeted for in FY2021 or FY2022, the operational concerns are considerable (e.g., some parks may need additional kiosks and staff at those kiosks to ensure compliance). For that reason, staff has recommended a phased implementation. This agenda item documents the first phase.
- Address the impact of increased credit card use and associated processing fees on IDPR spending authority.
- Comply with the guidance provided in Policy #4010 Fees.

Campsite Fee Changes

This change was discussed at length during our February 2021 meeting regarding HB 93. Ms. Canning reviewed the proposed changes they are requesting the Board approve. Ms. Canning also mentioned that currently, at the discretion of the Director, IDPR offers discounted campsite fees for the senior citizens on stays Monday through Thursday (excluding holidays) at the following state parks: Dworshak, Heyburn, Winchester, Lake Cascade (excluding Poison Creek and Ridgeview Campgrounds), Three Island Crossing, Bruneau Dunes, Bear Lake, Lake Walcott, and Massacre Rocks. This discount is not based on residency and is inconsistent with the intent of HB 93. Staff recommends discontinuing the senior discount at this time. It was discussed and agreed upon that if the Board is not comfortable with deciding about doing away with the Senior Discount at this time, to carry this item over to the May 2021 Board meeting. This would allow staff additional time to obtain information on what surrounding states are doing regarding senior discounts.

Daily Motor Vehicle Entrance Fee (MVEF) Changes

Staff recommends doubling the daily MVEF for non-residents to \$14 beginning June 1, 2021 for Bear Lake State Park, North Beach and East Beach facilities and beginning January 1, 2022 at Hells Gate, Farragut, Priest Lake, and Round Lake state Park. The later implementation at the North Region parks will provide time for the agency to promote the fee changes, and give parks time to prepare new signs, adjust staffing, and any other implementation changes needed. This will reduce conflicts between staff and visitors as they try to address the changes with visitors and will minimize social conflicts between visitors who otherwise might pay disparate fees if implemented

mid-season. This is important as these parks staff expect to experience as busy of a summer as they did in 2020.

Annual Motor Vehicle Entrance Fee Changes

Staff recommended raising the cost of the annual motor vehicle entrance fee (AMVEF) to \$80 as will be allowed by IDPR Rule upon *sine die* of the 2021 Legislative Session. Staff also recommended creating an annual motor vehicle entrance fee specifically for off-highway vehicles (OHVs). Until recently, OHV owners were able to buy Idaho State Parks Passports for their vehicles. This replaces that option. Staff proposed that the Board set the fee for the sticker to follow the Passport fee (currently \$10). Currently, only IDPR sells annual motor vehicle entrance fees because there is no vendor fee available for other sales agents. Board and staff discussion followed regarding how staff would be able to enforce these fees.

Ms. Roach moved to table the Senior Discount discussion and the Motor Vehicle Entrance Fee discussion until the May Board meeting. Motion was seconded by Mr. Fatkin. The Vice Chairman asked for further discussion, hearing none, the Vice Chairman called for a vote on the motion. Motion carried unanimously.

Advanced Reservation Fee for Bear Lake State Park

Staff recommended that the Board establish an advanced reservation option for Bear Lake North Beach facility. The advanced reservation will allow visitors to reserve day use access in advance through the IDPR reservation system ensuring them a parking area for the day and allowing them the ability to know availability in advance. The plan is to limit sales to 500 reservations per day initially to ensure that the park personnel can manage the associated parking issues and can address any other issues that arise. The reservation fee will be \$6 for non-residents and \$3 for Idaho residents.

Credit Card Processing Fees

Credit card processing fees associated with reservations and registrations have increased tremendously over the last few years. In FY2019, IDPR paid \$131,835 in credit card fees associated with reservations. In FY2020 that amount increased to \$161,372. By the end of February FY2021, IDPR has already paid \$160,074 in credit card fees. Staff recommends that the Board direct staff to work with state purchasing to amend our current service provider contract to allow the vendor to charge credit card processing fees directly to the customer for both reservation and registration services.

Reservation Fees

Customers booking through the IDPR reservations service provider pay a \$10 fee for reservations, cancellations, and modifications. In turn, the service provider bills IDPR \$9 for performing the transaction. The more successful we are in filling our campgrounds, the larger our service provider bill. Although IDPR benefits from increased revenue, the transaction costs strain our spending authority. Staff recommends that the Board direct staff to work with state purchasing to amend our current service provider contract to allow the vendor to retain their transaction portion of the reservation, cancellation, and modification fees.

Ms. Roach moved for the Board to approve the new fees and fee changes of Policy #4015 Fee Table as detailed in this agenda item related to non-resident camping fees, annual motor vehicle entrance fee and advanced reservation fee for Bear Lake State Park. Motion was seconded by Mr. Black. The Vice Chairman asked for further discussion. Ms. Canning requested one clarification and requested for the Board to state the annual motor vehicle entrance fee for out of state residents be \$80. Ms. Roach amended her motion to allow for that language.

Ms. Roach withdrew her motion.

Director Buxton suggested we address the Motor Vehicle Fees during the May Board meeting and that Ms. Roach's original motion would stand and would not include the Annual Motor Vehicle Entrance Fee portion of the motion. Vice Chairman Eastwood suggested for clarity purposes, to have Ms. Roach reread her motion.

Ms. Roach moved for the Board to approve the new fees and fee changes of Policy #4015 Fee Table as detailed in the agenda item related to non-resident camping fees and advance reservation fee for Bear Lake State Park. Motion was seconded by Mr. Black. The Vice Chairman asked for further discussion, hearing none, the Vice Chairman called for a vote on the motion. Motion carried unanimously.

Mr. Fatkin moved for the Board to direct staff to work with state purchasing to modify the service provider contract to provide for collection of credit card processing fees from the customer. Motion was seconded by Ms. Roach. The Vice Chairman asked for further discussion, hearing none, the Vice Chairman called for a vote on the motion. Motion carried unanimously.

Mr. Black moved for the Board to direct staff to work with the state purchasing to modify the service provider contract to allow the vendors to retain their contracted portion of reservation, cancellation, and modification fees rather than billing IDPR for that same amount. Motion was seconded by Mr. Doman. The Vice Chairman asked for further discussion, hearing none, the Vice Chairman called for a vote on the motion. Motion carried unanimously.

FY2022 Change in Employee Compensation – Susan Buxton

Ms. Buxton stated that both DFM and DHR both require that Boards approve agency Change in Employee Compensation (CEC) plans. Ms. Buxton reviewed the CEC Plan with the Board and stated that these increases are merit based. Ms. Buxton stated Idaho state employees are 12% below what is paid in the private sector and 10% below the public sector, which is Federal and State sectors in other states. The Legislature provided a 2% Merit increase. Ms. Buxton also stated that she would like to be able to implement four pay periods early with Board approval as well as DFM and DHR approval. Ms. Buxton stood for questions.

Ms. Roach moved to approve the FY2022 Change in Employee Compensation Plan as presented. Motion was seconded by Mr. Fatkin. The Vice Chairman asked for further discussion, hearing none, the Vice Chairman called for a vote on the motion. Motion carried unanimously.

Discussion of Quarterly Board Meeting in May – Location or Zoom Teleconference – Susan Buxton

There was Board and staff discussion on possible tour sites to visit if we held the meeting in Idaho Falls as previously voted on by the Board. It was suggested that we hold a combination meeting, both in person for those who are comfortable traveling due to COVID and also offer the opportunity to participate in the meeting via ZOOM.

Ms. Roach moved to keep the regular scheduled meeting in Idaho Falls and any Board member who can not attend, offer a ZOOM meeting link. Motion was seconded by Mr. Black. The Vice Chairman asked for further discussion, hearing none, the Vice Chairman called for a vote on the motion. Motion carried unanimously.

Executive Session*

Ms. Roach moved to go into Executive Session under authority of Idaho Code 74-206 (b) To consider the evaluation, dismissal or discipling of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public-school student” and (c) “To acquire an interest in real property not owned by a public agency.”

The Vice Chairman called for a roll call vote to enter Executive Session.

- Board Member Beckley – Absent
- Board Member Fatkin – Absent
- Board Member Black – Yes
- Board Member Doman – Yes
- Board Member Roach - Yes
- Board Member Eastwood – Yes

Open Session

The Board resolved out of Executive Session by unanimous consent. No decisions were made.

Mr. Black moved to adjourn the meeting. The motion was seconded by Mr. Doman. The meeting was adjourned at 12:14 P.M.



Vice Chairman Eastwood
Idaho Park and Recreation Board



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

