

**IDAHO DEPARTMENT OF PARKS & RECREATION**

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

**October Board Meeting**

**October 28, 2024**

**Idaho Fish and Game Office**

**2885 W Kathleen Ave**

**Coeur D Alene, ID 83815**

**MINUTES**

**Monday October 28, 2024; 9:00 AM Pacific Standard Time**

Idaho Fish and Game Office

MEETING ADJOURNED AT APPROXIMATELY 12:40 P.M., October 28, 2024.

**Monday October 28, 2024**

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

- Chairman Beckley - Present
- Board Member Roady – Present
- Board Member Keating - Zoom
- Board Member Cooke –Present
- Board Member Manning – Zoom
- Board Member Liddiard – Zoom

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

Susan Buxton, Director  
Troy Elmore, Operations Division Administrator  
Steve Martin, Financial Officer  
Joanna Hiller, Management Assistant  
Craig Quintana, Public Information Officer, Senior  
Melanie Schuster, Development Bureau Chief  
Seth Hobbs, R&R Program Manager  
Joanna Hiller, Management Assistant  
Joy Vega, Deputy Attorney General  
Jennifer Quinno-Miller, Human Resources Officer  
David White, North Region Manager  
Theresa Perry, South Regional Manager  
Alyssa Leavitt, Administrative Assistant 1  
Hayden Marotz, Deputy Attorney General  
Keith Jones, Natural Resource Program Manager  
Chris Zajchowski, U of I  
Nathan Black Burn, IDPR-Heyburn  
Kathy Muir, Grants/Contracts Management Supervisor  
Ryan Buffington, East Region Manager  
Stephanie Paige, Financial Specialist  
Cami Miller, Financial Specialist, Sr.

John Seely-Lease Holder  
Curtis Scholz-Lease Holder  
Patti Kikes-Lease Holder  
JoAnn Glasgow-Lease Holder  
Ken Clark-Lease Holder  
David Kimberling-Lease Holder  
Jen Hill-Lease Holder  
Julie Sharrett-Lease Holder  
Greg Keller-Lease Holder  
Michael Fereday-Lease Holder  
George Schroeder-Lease Holder  
Sally Loeb Rogers-Lease Holder  
Susan D Weeks-Lease Holder  
Barbara & Alexander Hammond-Leaseholder  
Cynthia Peterson-Leaseholder  
Joyce Schroeder-Lease Holder  
Larry-Lease Holder  
B Harden-Lease Holder  
Kelly Nichols -Lease Holder  
Sandy -Lease Holder

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

Chairman Beckley and Director Buxton welcomed everyone to the meeting and asked for introductions.

Director Buxton thanked the leaseholders who were present and online. Buxton explained that Heyburn was the first State Park in the State of Idaho and that it is an important park as well as it is a complicated park and very important to IDPR and all the users. She stated that there has been a lot of investment in the park that would not have been possible without the Legislature and the Governor's office support.

Chairman Beckley also mentioned that this is Jim Keating's second Board Meeting and Courtney Liddiard was appointed to the board a few weeks prior and welcomed them both. Board member Liddiard responded that he is excited to serve on the Board and to get to know everyone better. Chairman Beckley asked Board Member Liddiard to tell a little about himself and what region he was located in. Board Member Liddiard said he is in Rexburg, Idaho and has a master's degree in tax. In 2002 Liddiard started working for Ball Ventures and became their CEO and had been there for 22 years. Liddiard currently serves at Texas Security Bank as well as Blue Cross of Idaho.

### **Amend the Agenda**

No amendments were made to the agenda

### **Director Update- ORFAC**

Director Buxton gave an update to the Board regarding ORFAC which is one of the funding mechanisms appropriated by the government by the legislature and approved by the Governor. There was \$5,000,000 more that's appropriated as of July 1st, but it was all part of the funding. ARPA is up as the federal program, which has tight deadlines, and US Treasury rules for encumbering the funds and eligible projects. IDPR managed to secure about \$24 million for the new replacement marinas at Rocky Point and Chacolet. Over \$20 million worth of ORFAC applications and projects across the state were received.

### **Heyburn Recreation Lease Appraisals - Action Item**

David White provided history of Heyburn State Park to the Board. Mr. White explained that Heyburn covers a total of 8000 acres. 2000 of that is water and another 6000 are land acres. IDPR has a total of 166 leases in the park. Of those, 143 recreational residence leases. Those are the ones that are on land. 54 of those are at Chacolet, 11 are at Hawley's and 78 are at Rocky Point, 23 float homes and those are all in Heyburn Lake. Mr. White also noted one float home broke away from its pilings, ended up on the shoreline, the water withdrew, and they had not required them to make it float, but if they ever rebuild it based upon their lease, that must become a float home. Mr. White said IDPR has the following leases:

- 10-year lease that's associated with the recreational residences that was approved and began in 2020, which expires in December 2029
- 30-year lease for the float homes were approved and began in 2015, and that's because of the sewer management agreement payment time frame. Part of allowing the float homes to stay there and relocate was that they had to tie into our sewer system, and they had to fund that themselves and so they got a loan through DEQ and to facilitate that loan we entered into a special one-time lease with them to allow it to cover the length of that loan.
- IDPR gets appraisals every five years to determine the fair market value and lease rates. The current lease fees are 5% of fair market value. The lease payment is adjusted annually by the consumer price index to adjust for up and down, they also must pay utility fees.
- Each lessee is provided to Heyburn specific park passes so that they have two vehicles that they can have in the park covered under their lease.
- For some further history prior to 1987 the Bureau of Indian Affairs was representing Coeur d' Alene Tribe filed a lawsuit against us and claiming that Heyburn was no longer being managed as part of the big portion of that was the recreational leases in the park. In 1987 The 9th Circuit Court, disagreed having leased lots on public land was common, and it started back in the 20s and 30s and had been just a way to encourage recreation. IDPR put together a little task force of both our department and some leaseholders at the time. 10-year lease, 6 months annual provision probability use only so there's no permanent residency. The department recommended a 5.6% rate. The leaseholders countered with 2% to 2.5% rate. The board approved a 4.5% rate. 2000 leaseholders challenged that, and the court vacated that decision. In 1988, the court required the Board to better describe and establish their lease rate. In 2008 an appraisal was carried out which resulted in a 21% reduction due to the great recession.

Chairman Beckley those who want to testify to provide their name and address:

- **Greg Keller, Cabin Lease Holder 229** – Disagrees with lease increase from the appraisal. Requested any increase to go in over the following four years.
- **Mike Fereday, President of Heyburn Lease Holders Association** – Disagrees with lease increase from the appraisal, requested a delay until January 26, and table the proposed rate implementation.
- **George Schroeder, Lease Holder, 350 Rocky Point** – Disagrees with the lease increase
- **Sally Loeb Roger, Lease Holder, 542 Rocky Point**- Disagrees with the lease increase from the appraisal, communication with the lease holders in a more respectful manner.
- **Susan B. Weeks, Lease Holder, Lot #7 Block B Rocky Point**– Disagrees with the lease increase from the appraisal and ask for it to be re-evaluated.
- **David Kimberling, Lease Holder and Board member** – Asked for delay of the appraisal, compromise or rate increase. Asked the Board to accept the staff recommendation.

- **Patti Dikes, Lease Holder, 375 Rocky Pointe Loop Rd.** – Disagrees with the increase from the appraisal.
- **Joann Glasgow, Lease Holder 616 Rocky Pointe Lane** – Disagrees with the increase from the appraisal.
- **Ken Clark, Lease Holder 221 Rocky Point Loop Road-** Disagrees with the increase from the appraisal.

**Mr. Roady motioned to approve the staff recommendations with an amendment to #4 which includes:**

1. **Approval of the Valbridge, Appraisal Report, Heyburn State Park and the market values stated therein for the recreational residence and float home lease lots, dated September 3, 2024.**
2. **Postponement of the Mid-Term Base Rate Adjustment based on the appraisal, which is to be implemented on January 1, 2025, until January 1, 2026.**
3. **Calculation of January 1, 2025, lease rate by applying the unadjusted CPI for the 12 months preceding the preparation of the annual 2025 billing.**
4. **Tabled - Calculation of January 1, 2026, lease rate at 5% to be decided in the February 4, 2025, Board meeting in Boise.**
5. **Requirement of lessees to present any factual or calculation errors to the Department by December 30, 2024, for Department review and consideration with approved appeals applied to the respective site appraisal.**
6. **Requirement of lessees that disagree with the overall appraisal to provide an independent appraisal of their site as outlined in the lease’s Appeal Rights with Respect to Mid-Term Appraisal must be received by March 30, 2025. If a third appraiser review is required as outlined in the appeal process, this must be completed by June 30, 2025. Approved appeal adjustments will then be applied to the respective site appraisal.**
7. **Approval of the development of an Amendment to the Recreational Residence Site Lease and the Standard Float Home Lease that includes all the aforementioned items.**

**Mr. Liddiard seconded the motion. The Chairman called for a roll call on the motion.**

- **Chairman Beckley - Yes**
- **Board Member Roady - Yes**
- **Board Member Cooke - Yes**
- **Board Member Manning - Yes**
- **Board Member Keating - Yes**
- **Board Member Liddiard - Yes**

**Motion carried.**

**Policy #4010 and a#4015 Update - Action Item**

Seth Hobbs presented Policy #4010 and Policy #4015 updates. Mr. Hobbs explained to the board directed staff to give weight to companies that offer a dynamic pricing solution and the lottery system.

Mr. Hobbs said that in April 2024, the State of Idaho signed a contract with Brandt Information Services, LLC to build and service the Recreational Management System that offers dynamic pricing. This system will be open to the public on January 06, 2025. Hobbs explained dynamic pricing and gave an example of the fee model which shows how IDPR plans to leverage the dynamic pricing for the state park use which

is as follows:

- Prices will be set by Tier, Site Amenities, Booking Window, Holiday/Events, Occupancy, and Residency.
- Discounts for Senior Citizens, Veterans, and Low Income still apply.
- Reservation High Points:
  - 3,800 reservations are booked 9 months prior to stay.
  - 6,900 reservations are booked within 1 week prior to stay.
  - Prices will be at the maximum amount 9 - 8 1/2 months prior to arrival, 10 - 3 days prior to arrival, and around holidays and events. (With the exclusion of Basic sites in Tier C parks where at the 10 - 3-day window, prices will be set at \$26.00). Prices will fluctuate based on occupancy 2 days before arrival and at all other times.

Mr. Hobbs also explained that at any point three fee rates could exist: Occupancy, Booking Window, Prescheduled Holiday Rate. We will prioritize the system to take the highest fee available. The Reservations Program Manager will have the authority to adjust fees within the minimum and maximum approved by the board and offer discounts of no more than 50% of the minimum fee as an incentive to increase occupancy at any state park. Mr. Hobbs said that this will be managed through promotions after review of historical occupancy rates for that given time. He also presented the lottery systems which is in addition to dynamic pricing, IDPR will be moving to a lottery system for our most popular group sites; Lionhead Group Camp at Priest Lake and Bear Lake Group Camp 100 and 101. The lottery will be open for any stay between May 1st and September 30th of each year. Customers will pay a \$25.00 non-refundable application fee which will allow them to pick a primary and alternate date for the lottery, maximum of seven consecutive days. The lottery will be open from January 1st to January 31st each year. Customers will be notified of the lottery results by February 15th each year. The lottery may be entered one-time per customer.

Mr. Hobbs also explained that the RV Dump Stations are contributing to increasing infrastructure, staff recommends adding a \$10.00 per use fee to all IDPR dump stations. The market price for RV dump stations at private and other government location is \$10.

**Mr. Cooke motioned that the Board approve Policy #4010 (Attachment B) and #4015 (Attachment C). This includes the addition of dynamic pricing, lottery system for high demand inventory with a \$25.00 application fee, and a \$10.00 RV dump station fee. Motion was seconded by Mr. Cooke. Motion carried.**

**FY2026 Land & Water Conservation Fund - Action Item**

Kathy Muir presented the FY2026 Land and Water Conservation Fund applications that were submitted. Ms. Muir explained to the Board that the LWCF Advisory Committee reviewed five grant applications according to the “Open Project Selection Process” identified in the State Comprehensive Outdoor Recreation Plan (SCOEP), these requests totaled \$3,138,148.00. These applications are as follows:

**FY2024 LWCF Applications**

Applicant Agency:	Application Title	Total Cost	M%	Match	G%	Grant	Score
City of Post Falls	Quarry Park Development	\$ 4,248,327.00	71%	\$ 2,998,327.00	29%	\$ 1,250,000.00	72.83
City of Boise	Liberty Park Renovation	\$ 1,255,008.00	50%	\$ 627,504.00	50%	\$ 627,504.00	69.5
City of Pocatello	Centennial Park Redevelopment	\$ 1,200,000.00	50%	\$ 600,000.00	50%	\$ 600,000.00	54.67
City of Rexburg	Teton River Park South Development	\$ 525,000.00	52%	\$ 275,000.00	48%	\$ 250,000.00	49.83
City of Ketchum	Warm Springs Preserve Development	\$ 861,309.00	52%	\$ 450,665.00	48%	\$ 410,644.00	48.83
						<b>\$ 3,138,148.00</b>	

**Mr. Roady motioned that the board approves the priority -ranking list, which will be used to fund projects in the ranked order. Motion was seconded by Mr. Cooke. Motion carried.**

**Draft Memorandum of Agreement with Department of Lands - Action Item**

Director Buxton presented a draft MOA with Department of Lands regarding the recreation opportunities on state endowment lands and recommended to the Board that they authorize her to sign the MOA with the Idaho Department of Lands contingent upon any final edits that the agencies may agree upon.

**Mr. Roady moved to authorize the Director to sign the MOA with the Department of Lands contingent upon any final edits that the agencies may agree upon. Motion was seconded by Mr. Keating. The Chairman called for a roll call on the motion.**

- **Chairman Beckley - Yes**
- **Board Member Roady - Yes**
- **Board Member Cooke - Yes**
- **Board Member Manning - Yes**
- **Board Member Keating - Yes**
- **Board Member Liddiard - Yes**

**Motion carried.**

**Cooperative Agreement w/Idaho Transportation Department - Action Item**

Adam Zaragoza presented to the Board the amended Cooperative Agreement with the Idaho Transportation Department for the State Highway 54 and Brig Road Intersection and recommended that the Board authorize the Director sign the amended agreement.

**Mr. Cooke moved to authorize the Director to sign the amended Cooperative Agreement with the Idaho Transportation Department for the State Highway 54 and Brig Road intersection. Motion to seconded was seconded by Mr. Roady. The Chairman called for a roll call on the motion.**

- **Chairman Beckley - Yes**
- **Board Member Roady - Yes**
- **Board Member Cooke - Yes**
- **Board Member Manning - Yes**
- **Board Member Keating - Yes**
- **Board Member Liddiard - Yes**

**Motion carried.**

**2025 Board Dates and Locations - Action Item**

The Board was presented the Board Meeting Dates and Locations from Joanna Hiller. The dates are subject to possible changes by the Director.

February 4-5	Boise, ID	Idaho City Yurts
June 11-12, 2025	Orfino, ID	Winchester
September 17-18, 2025	Montpelier, ID	Bear Lake
November 3-4, 2025	Almo, ID	Castle Rocks

**Mr. Roady moved to set the 2025 IDPR Board Meeting dates and locations for February 4 & 5, 2025 in Boise, June 11 & 12, 2025, September 17 & 18, 2025 in Montpelier, and November 3 & 4, 2025 in Almo, Idaho, the dates and locations are subject to amendment or change. Motion was seconded by Mr. Liddiard.**

**Motion carried.**

**Board Comments**

No Board Comments

### **Management Services Update-Information Only**

Adam Zaragoza gave an update on Management Services and stated that The Director, Operations Division Administrator, and himself all attended the East Region Manager meeting at Harriman State Park with all the staff, the North Region Managers meeting at the regional office. Mr. Zaragoza said he continues to meet with IDPR's engineering and consultant teams. Zaragoza said there's a hard deadline coming up here with that December 31st, 2024, ARPA deadline to ensure everything is under contract. Zaragoza's been working with our Development Bureau Chief to make sure everything is under contract as well as working with the director of all the ORFAC. Applications that came through and ensuring those timelines and the and the deliverables are met. Zaragoza let the Board know of recent changes in staff regarding the Real Estate Manager position and Maintenance Foreman position.

### **Operations Update-Information Only**

Director Buxton gave a quick Operations update on Billingsly Creek Campground and Eagle Island State Park, Round Lake, and The Brig has had a new roof on it, paint was donated to it as well. Keith Jones reported on the timber sale @Priest Lake and another one that will be at Round Lake.

### **Old/New Business**

Sub-Committee for pricing, Board Member Liddiard was asked to be on it with Chairman Beckley and Board Member Roady. Board Member Liddiard agreed to join it.

### **Public Comment**

Chairman Beckley stated that public comment was already made during the Heyburn update.

### **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. Cooke. The Chairman called for a roll call vote on the motion.**

- **Chairman Beckley - Yes**
- **Board Member Roady - Yes**
- **Board Member Cooke - Yes**
- **Board Member Manning - Yes**
- **Board Member Keating - Yes**
- **Board Member Liddiard - Yes**

Motion carried, and the Board commenced the executive session at 11:53 AM.

The Board resolved the Executive Session at 12:39 P.M. and no action was taken.

### **ADJOURN**

The meeting was adjourned at approximately 12:40 P.M.

---

Chairman Brian Beckley  
Idaho Park and Recreation Board

---

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