

## IDAHO DEPARTMENT OF PARKS & RECREATION

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

### Quarterly Board Meeting

November 4, 2025

Twin Peaks Guest Ranch

199 Twin Peaks Ranch Rd

Salmon, ID 83467

## MINUTES

**Tuesday, November 4, 2025; 9:00 AM (MST)**

Salmon, ID

MEETING ADJOURNED AT APPROXIMATELY 12:14 P.M., November 4, 2025

**Tuesday, November 4, 2025**, Call to Order – At 9:00 A.M., Chairman Beckley called the meeting to order and requested a roll call.

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

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

Susan Buxton, Director

Adam Zaragoza, Management Services Administrator

Troy Elmore, Operations Division Administrator

Teresa Kraipowich, Executive Management Assistant

Alyssa Leavitt, Administrative Assistant II

Will Armbruster, Senior Public Information Officer

Sawyer Crenshaw, Communications Specialist

Jennifer Quinno-Miller, Human Resources Officer

Lupe Arteaga, Human Resource Business Partner III

Kathy Muir, State & Federal Grant Manager

Melanie Schuster, Development Bureau Chief

Seth Hobbs, Reservations & Registrations Program Manager

Rebecca Honsinger, Reservations & Registrations Program Supervisor (online)

Steve Martin, Financial Officer (online)

Cami Miller, Senior Financial Specialist (online)

Stephanie Page, Financial Specialist (online)

Dave Claycomb, Recreation Bureau Chief (online)

Pamela Huck, Real Estate Manager (online)

Nicolas Toryanski, Buyer (online)

David White, North Region Manager  
Ryan Buffington, East Region Manager  
Johannes Giessen, South Region Manager  
Andy Stokes, Bear Lake State Park Manager  
Chris Zajchowski, University of Idaho Assistant Professor (online)  
Trenton Durfee, Castle Rocks State Park Manager  
Zach Grogan, Twin Peaks Ranch State Park Manager  
Blake Packer, Land of Yankee Fork State Park Manager  
Nathan Blackburn, Heyburn State Park Manager  
Joy Vega, Deputy Attorney General  
Cherese McLain, Deputy Attorney General (online)  
Keith Jones, Natural Resource Manager (online)  
Jason Brown, Coeur d'Alene Tribe Recreation Program Manager  
Jillian Harmon, Attorney for the Coeur d'Alene Tribe  
Lynn Bowerman, Lemhi County Commissioner District 3  
Kim Caywood, Lemhi County Commissioner District 2  
Rick Carlson, Lemhi County Commissioner District 1  
Curt Rosin, Lemhi County Road & Bridge  
Jenny Rosin, Lemhi County Assessor  
Chase Slavin, Lemhi County Prosecutor  
Daniel Bertram, Office of Species Conservation  
Anitra Newcomb, Elk Bend Community Center  
Cache B. Morse, Elk Bend Community Center  
Richard Johnson, Guest (online)  
Roman Briggs, Guest (in person)  
Patricia Callaghan, Guest (in person)  
Joe Callaghan, Guest (in person)  
Lori Regli, Guest (in person)  
Janice, Guest (online)

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

Chairman Beckley welcomed everyone to the meeting.

### **Additions and Changes to the Agenda**

No additions or changes to the agenda.

### **Consent Agenda – Action Item**

Approval of Minutes

- September 16, 2025

**Mr. Roady moved that the Board approve the September 16, 2025, minutes. Ms. Manning seconded the motion. Motion passed unanimously.**

### **Director's Update – Information Only**

The Board approved due diligence and acquisition of the Twin Peaks property, as described by the purchase and sale agreement. Closing was completed on October 1, 2025, marking the first standalone State Park established in decades. Appreciation was expressed to Lemhi County Commissioners and citizens for their support. Lemhi County Commissioners voiced strong support for the park, noting encouraging feedback, benefits to public access, and positive impacts from state ownership. The new park is intended to provide tent and RV camping, preservation of cabins, access to OHV trails, equestrian and hiking trails, hunting access to federal lands adjacent to the park, and Salmon River access in the future. Director Buxton emphasized collaboration with the community and the broader economic and recreational benefits to the region.

### **New State Park Name – Action Item**

Director Buxton announced that as of October 1, 2025, IDPR took fee simple title of 677 acres of real property in Lemhi County, Idaho. IDPR Policy 8030 (Naming Conventions) gives the Board “approval authority over new state park names.” Under the naming convention guidelines in policy, “State parks and units, in most cases, may bear the name to which they have been historically known due to location, topography, natural resources, cultural values, or others as determined by the Board.” IDPR staff have narrowed down the following options for the Board’s consideration:

- Twin Peaks State Park
- Twin Peaks Ranch State Park
- Bighorn State Park

IDPR staff recommend the Board consider Twin Peaks State Park as the name for Idaho’s newest State Park.

**Ms. Manning moved to name the new state park, Twin Peaks Ranch State Park. Chairman Beckley seconded the motion. The Board and several members of the public, including the county commissioners, voiced their preference to continue the name of Twin Peaks Ranch State Park as it had been known that way for many years. The Chairman called for a roll call vote.**

- **Chairman Beckley – Yes**
- **Vice Chairman Roady – Yes**
- **Board Member Cooke – No**
- **Board Member Keating – Yes**
- **Board Member Manning – Yes**
- **Board Member Liddiard – Absent for roll call**

**Motion carried.**

### **In Lieu Fee Agreement Lemhi County – Information Only**

The Board had previously authorized the Director to negotiate and sign an In Lieu Fee Agreement with the County upon the purchase of Twin Peaks Ranch. Adam Zaragoza reported his work with the County Commissioners and Assessor to finalize the agreement. As the Board had already granted authorization, no additional action was required, and staff remained available to answer questions. The Board reaffirmed authorization for Director Buxton to sign the agreement. The property's removal from the tax rolls is authorized under code 67-4243, consistent with prior acquisitions. Following established precedent, the in-lieu payment was calculated based on the last assessed value, totaling a lump sum payment of \$105,838.50 which was approved by the Lemhi County Commissioners.

### **Jack O'Connor Center Concession Agreement – Information Only**

Mr. Roady requested that staff develop a proposal to address concerns about the Jack O'Connor Center paying an 8% fee on individual donations. Director Buxton emphasized the need to ensure IDPR costs are covered and to avoid creating exceptions to policy for nonprofit concessionaires and described the need for consistency with concession agreements. The Board requested staff explore alternative fee structures that may account for special circumstances.

### **Chatcolet Marina Development and Management Agreement – Action Item**

IDPR and the Coeur d'Alene Tribe jointly own and manage sections of the Trail of the Coeur d'Alenes (TOC), including the portion through Heyburn State Park. The TOC was created both to address environmental remediation along the former railroad right-of-way and to operate as a unified, high-quality recreational trail. Several agreements—outlined in Recital G of the Chatcolet Marina Development and Management Agreement—govern this joint management. To guide this project, IDPR and the Tribe agreed a formal contract was necessary. The resulting Agreement outlines each party's rights and responsibilities for the marina and parking area.

IDPR staff recommend the Board approve the *Chatcolet Marina Development and Management Agreement Between Idaho Department of Parks and Recreation and the Coeur d'Alene Tribe* as drafted and to authorize the Director to sign the AGREEMENT.

**Mr. Keating moved that the Board approve the Chatcolet Marina Development and Management Agreement between the Idaho Department of Parks and Recreation and the Coeur d'Alene Tribe Marina as drafted and written and authorize the Director to sign. Mr. Roady seconded the motion. The Chairman called for a roll call vote.**

- **Chairman Beckley – Yes**
- **Vice Chairman Roady – Yes**
- **Board Member Cooke – Yes**

- **Board Member Keating – Yes**
  - **Board Member Manning – Yes**
  - **Board Member Liddiard – Absent for roll call**
- Motion carried unanimously.**

**Advisory Committee Appointment – Action Item**

Kathy Muir reported one (1) vacant citizen advisory committee position on the Land and Water Conservation Fund Committee which needs to be filled before the upcoming application cycle in 2026. She recommends the Board appoint Bill Davis, a retired Forest Service employee, with 40 years of experience in recreation. He has worked with LWCF in the past. Bill has also worked closely with IDPR’s grant department to secure funding for recreation projects in the Caribou Targhee National Forest. He will represent the elderly interest on the LWCF committee.

IDPR staff recommend the Board appoint Bill Davis to the LWCF Advisory Committee.

**Mr. Cooke moved that the Board appoint Bill Davis to the FY2026 Land Water Conservation Fund Advisory Committee. Mr. Keating seconded the motion. The Chairman called for a roll call vote.**

- **Chairman Beckley – Yes**
  - **Vice Chairman Roady – Yes**
  - **Board Member Cooke – Yes**
  - **Board Member Keating – Yes**
  - **Board Member Manning – Yes**
  - **Board Member Liddiard – Absent for roll call**
- Motion carried unanimously.**

**Almo School House Donation – Action Item**

Adam Zaragoza reported that IDPR was approached by the Almo Recreation District regarding the donation of the Almo Schoolhouse, which has been managed by the Recreation District and serves an important role in the Almo community. Acceptance of the donation would enhance City of Rocks and Castle Rocks State Parks by providing a larger, centrally located visitor center, improving visitor services and onsite management, and offering a smooth transition for staff. Mr. Zaragoza described the condition of the property and felt the agency would save considerable money acquiring this existing building and property.

IDPR staff recommend a roll call vote to accept the property donation and authorize the Director to execute the necessary paperwork. Upon execution of the deed, IDPR staff further recommend that parcel number RP15S24E228903 be designated as real property owned and managed within the IDPR Board.

**Mr. Keating moved that the Board accept the donation of property and authorize the Director to sign the warranty deed; and upon receipt of an executed Deed to IDPR, referenced as parcel number RP15S24E228903 be recognized as real property owned and managed by the Idaho Department of Parks and Recreation. Ms. Manning seconded the motion. The Chairman called for a roll call vote.**

- **Chairman Beckley – Yes**
- **Vice Chairman Roady – Yes**
- **Board Member Cooke – Yes**
- **Board Member Keating – Yes**
- **Board Member Manning – Yes**
- **Board Member Liddiard – Absent for roll call**

**Motion carried unanimously.**

**Mr. Roady asked whether it is more accurate that the Director accept the deed. Mr. Keating restated the motion to accept the deed, and for the Board to accept the donation of the Almo School House property for IDPR. Mr. Cooke seconded the motion. The Chairman called for another roll call vote.**

- **Chairman Beckley – Yes**
- **Vice Chairman Roady – Yes**
- **Board Member Cooke – Yes**
- **Board Member Keating – Yes**
- **Board Member Manning – Yes**
- **Board Member Liddiard – Absent for roll call**

**Motion carried unanimously.**

#### **LCA Harriman Horseback Tours – Action Item**

LCA Harriman – Ryan Buffington and Troy Elmore reported All Right Outfitters, the existing horseback concessionaire at Harriman State Park, completed the terms of its concession agreement and chose not to renew. An RFP was issued over the summer, resulting in three applicants. After reviewing and evaluating the proposals, staff determined that Haviland’s Old West Adventures was the best fit for the park. The company operates in multiple states, including Utah, Colorado, and Arizona, and has experience working with state parks. Proposed services include light outfitting, wagon rides, and western-themed experiences, with additional opportunities to be negotiated through the concession contract.

IDPR staff recommend the Board approve the award of the Large Concession Agreement for the Harriman State Park Horseback Tour service to Haviland’s Old West Adventures. This approval authorizes the department to officially notify Haviland’s Old West Adventures of the selection and proceed with finalizing and executing the Large Concession Agreement.

**Ms. Manning moved that the Board approve the award of the Large Concession Agreement for the Harriman State Park Horseback Tour service to Haviland’s Old West Adventures and authorized representatives to notify Haviland’s Old West Adventures and negotiate a final concession agreement. Mr. Roady seconded the motion. Motion carried unanimously.**

**Policy 4010 – Action Item**

Adam Zaragoza discussed Policy 4010 (Fees) was last updated by the Board in March 2017 and any change to this policy must be approved by the Board. After an administrative review, staff need to update this 8-year-old policy. The proposed changes are:

**Section 3, Responsibility:** Change the owner of the policy from Operations Administrator to Reservations and Registration Program Manager.

**Section 4.2, Board Approved Fees:** Added “annually” to ensure the Board reviews all fees.

**Section 4.3, Considerations in Setting Fees:** Removed redundancies and subjective language.

**Section 4.4, General Fee Waivers and Discounts:**

- Updated disabled veteran information to include paying for reservation fee and cancellation fee may be waived.
- Updated Native American Tribes and MVEF.

**Section 4.5, Department Employee Discounts:**

- Updated the Camping and Lodging Section.
- Board members and employees may reserve facilities within 14 days (not 30 days).
- Added Group Camp and Event Locations.

**Section 4.6, Committee Member and Lifetime Pass Discounts:**

- Deleted the MVEF stickers and two nights free camping to RV Advisory Committee members.

This entire section will be deleted.

- Updated Lifetime Pass holder conditions for use of IDPR facilities.

IDPR staff recommend the Board approve the revisions to Policy 4010 as written.

**Mr. Keating moved that the Board approve the revisions to Policy 4010 as written. Mr. Cooke seconded the motion. The Chairman called for a roll call vote.**

- **Chairman Beckley – Yes**
- **Vice Chairman Roady – Yes**
- **Board Member Cooke – Yes**
- **Board Member Keating – Yes**
- **Board Member Manning – Yes**
- **Board Member Liddiard – Absent for roll call**

**Motion carried unanimously.**

### **2026 Board Meetings Dates and Locations – Action Item**

Director Buxton reported that historically the first Board meeting of the new year has been scheduled in Boise during the Legislative session as Board members may be appointed by the Governor and must go through the Senate confirmation hearings. The following dates and locations have been suggested: February 19, 2026, in Boise, May 5, 2026, in McCall-Cascade (Ponderosa State Park, Kokanee Cove, Tamarack Marina), August 11, 2026, in Burley (Castle Rocks State Park), and November 3, 2026, in Coeur d’Alene.

IDPR staff recommend the Board consider proposed meeting dates and locations.

**Mr. Cooke moved that the Board approve the 2026 meeting dates and locations. Ms. Manning seconded the motion. The Chairman called for a roll call vote.**

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

**Motion carried unanimously.**

**Chairman Beckley moved staff to set a meeting with IDPR Board and IDFG Commission in 2026. Mr. Roady second the motion. Motion carried unanimously.**

### **Staff Reports**

#### **Development**

Melanie Schuster and Nathan Powers from the Development Bureau reported that, along with the regional maintenance crew and park staff, they are coordinating a substantial list of projects. The Development Bureau will lead larger capital projects using designated funds, while the regional maintenance crew is addressing items such as ditch work and irrigation, and staff are handling routine building maintenance. Twin Peaks Ranch State Park is progressing toward full operational status with a targeted grand opening by June 15, 2026. Staff also noted that event reservations will be accepted in the near future, as soon as the reservation system has added it.

#### **Communications**

Director Buxton gave an update on the communications department. With an absence in the Public Information Officer position, Administrative Assistant II Alyssa Leavitt and newly hired Public Information Specialist Sawyer Crenshaw have been working diligently on keeping all communication duties attended to.

Will Armbruster (newly hired PIO for IDPR) shared his background, noting he began his career in Ohio’s State Legislature, serving as a deputy press secretary, campaign manager, and legislative aide for approximately three years. He then worked for the Ohio Department

of Natural Resources; where his work focused heavily on parks and recreation, including youth engagement, concessionaire management, and the opening of a new state park in Ohio. Will noted that he moved to Idaho four months ago with his fiancé and is excited to now be working with the Idaho Department of Parks and Recreation.

No other program reports were presented orally during the Board meeting.

### **Old/New Business**

None.

### **Public Comment**

None.

### **Executive Session**

**At 11:52 A.M. Ms. Manning 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. Mr. Keating seconded the motion. The Chairman called for a roll call vote.**

- o **Chairman Beckley - Yes**
- o **Vice Chairman Roady - Yes**
- o **Board Member Cooke - Yes**
- o **Board Member Keating - Yes**
- o **Board Member Manning - Yes**
- o **Board Member Liddiard – Absent for Roll Call**

**Motion carried.**

**No decisions were made in executive session, and the Board ended the executive session at 12:12 P.M.**

### **ADJOURN**

The meeting was adjourned at approximately 12:14 P.M.

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Chairman Brian Beckley  
Idaho Parks & Recreation Board

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