

**IDAHO DEPARTMENT OF PARKS & RECREATION**  
*“To improve the quality of life in Idaho through outdoor recreation and resource stewardship”*  
**February Special Board Meeting**  
**February 4, 2025**  
**IDPR HQ**  
**5657 Warm Springs Ave.**  
**Boise, ID 83716**

**MINUTES**

**Tuesday, February 4, 2025; 9:30 AM Mountain Standard Time**  
IDPR HQ

MEETING ADJOURNED AT APPROXIMATELY 2:33 P.M., February 4, 2025.

**Tuesday, February 4, 2025** Call to Order - Chairman Beckley called the meeting to order and requested a roll call.

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

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

Susan Buxton, Director  
Adam Zaragoza, Management Services Administrator  
Troy Elmore, Operations Division Administrator  
Steve Martin, Financial Officer  
Joanna Hiller, Management Assistant  
Melanie Schuster, Development Bureau Chief  
Keith Jones, Natural Resource Program Manager  
Robbie Johnson, Communications Manager  
Seth Hobbs, R&R Program Manager  
Joy Vega, Deputy Attorney General  
David White, North Region Manager  
Theresa Perry, South Regional Manager  
Hayden Marotz, Deputy Attorney General  
Ryan Buffington, East Region Manager  
Chris Zajchowski, U of I  
Nathan Black Burn, IDPR-Heyburn  
Alyssa Leavitt, Administrative Assistant 1  
Pamela Huck, Real Estate Manager  
Jennifer Quinno-Miller, Human Resources Officer  
Nathan Powers, IDPR  
Joel Halfhill, IDPR  
Brad Standley, IDPR

Lucas Wingert, IDPR  
Nadine Curtis, IDPR  
Sarah Sundquist, IDPR  
Bryan Griggs, IDPR  
Erik Ryan, IDPR  
Stephanie Paige, IDPR  
John Seely, IDPR  
Dan Waugh, Horse Council President  
George Schroeder  
Sandy Heaslett  
Barbara Hammond  
Brandon Daley  
Cynthia Pederson  
Dave K  
Jeff Lembeck  
Mark Johnson  
Michael Fereday  
Mitch Silvers

### **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 23, 2024
- October 28, 2024
- December 12, 2024

Ms. Manning motioned that the Board approve the September 23, 2024, October 28, 2024, and December 12, 2024, minutes. Motion was seconded by Mr. Keating. The Chairman asked for further discussion, hearing none, the Chairman called for a vote. The motion carried unanimously.  
**Motion carried.**

### **Director’s Report – Information Only**

Director Buxton reported on deferred maintenance, Capitol Projects, New Reservation and Registration System, Legislative Tour and Forestry Day. Director Buxton gave a brief update on the meetings that she attended.

### **Heyburn Recreational Residence Site and Float Home Lease Payment and Fees – Action Item**

David White provided background information regarding the October 28, 2024, Board Meeting where the staff presented the 2024 Heyburn Recreational Residence Site and Float Home Appraisals for the 143 residence lots and the 23 float homes to the Board for approval as required in the lease agreement. Mr. White mentioned that the Board had set a 5% rate, which was based on the appraisal value and adjusted by the unadjusted CPI for the 12 months preceding the preparation of the annual billing. He also mentioned that the Board had postponed the calculation of the 2026 lease rate.

Jeff Lembeck, the appraiser representing the recreational cabin leaseholders, presented his findings on the

methodology used by the Board to determine fair and reasonable rental rates for the lease sites. Mr. Lembeck suggested that the market-derived cap rates for similar properties in the region were significantly lower than the 5% rate set by the Board. Mr. Lembeck recommended adjusting the market values to reflect real-world restrictions or adjusting the land cap rate based on market-derived cap rates. Ms. Manning noted her belief that the lease rates were fair given market rates and that the lease increase was postponed one year to January 2026. Mr. Liddiard agreed and noted the existence of central sewer and water.

**Mr. Liddiard motioned to approve the staff recommendations: Calculation of January 1, 2026, lease rate at the contracted rate of 5% appraised value and adjusting this amount by the unadjusted CPI for the 12 months preceding the preparation of the annual 2026 billing. Mr. Keating seconded the motion. The Chairman called for a roll call vote.**

- 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.**

#### **Old Mission State Park, Land Lease with BLM – Information Only**

Adam Zaragoza provided information regarding the lease with BLM regarding Old Mission State Park. The Board discussed the possibility of renewing a land lease agreement that expired in 2008, with the understanding that no action would be taken unless the Board wanted to continue the dialogue with the Bureau of Land Management to be brought back to a future board meeting.

#### **ARPA Update – Information Only**

Melanie Schuster introduced the development staff and provided an update on the American Rescue Plan Act (ARPA) projects. Ms. Shuster said that they have successfully obligated all \$65 million in ARPA funds by December 31, 2024, deadline, with 51 total projects. Of these, 14 are completed, 5 are nearing completion, and the rest are under construction. The projects are expected to exceed the required metrics for new campsites, boat slips, and day use statewide. The projects focus on maintenance and infrastructure upgrades. The Board commends the team for their efficient and fiscally responsible management of these funds, noting that their success has led to additional trust and funding from the Governor and Legislature.

#### **Recreational Management System – Information Only**

Seth Hobbs provided an update on the Recreational Management System launched on January 6th. Mr. Hobbs reported that the initial rollout faced some issues but were swiftly resolved by his staff and contractors. He also shared that the system has made over 83,000 on-site reservations, 6,268 lodging reservations, and over 98,000 permits sold. Mr. Hobbs also discussed the potential for increased revenue due to dynamic pricing and the addition of new cabins at Round Lake State Park.

#### **Development and Management (D&M) Plan Update with Idaho Department of Lands (IDL) Round Lake State Park – Information Only**

Adam then presented an information-only item about partnerships with the Department of Lands, specifically a contract for Round Lake State Park. Mr. Zaragoza identified immediate and long-term strategic locations as excellent recreation opportunities with IDL across the State.

#### **Staff Reports**

### **Communications**

Robbie Johnson discussed the department's communication strategies, emphasizing the importance of adapting to changing social media landscapes and utilizing various communication tools such as social media, websites, press releases, and content development. Ms. Johnson also highlighted the need for a comprehensive marketing strategy, including branding and customer segmentation. The Board noted the importance of proactive communication to manage public perception and expectations.

### **Natural Resources**

Keith Jones discussed the Round Lake timber sale proposal, highlighting the concerns about the aesthetic impact and visitor experience. Mr. Jones also mentioned the ongoing timber sales at Priest Lake and Farragut, and the need for a new management plan for the Sheridan unit at Castle Rocks State Park.

### **Financial**

Steve Martin presented the financial report, the unobligated fund balance, and the potential for increased revenue from the dynamic pricing system.

### **Human Resources**

Jennifer Quinno-Miller discussed personnel costs increases and the potential for employee compensation increases with CEC and proposed FY26 budget.

### **East Region**

Ryan Buffington discussed the East Region's activities and challenges

### **North Region**

David White discussed the North Region's activities and challenges.

### **South Region**

Theresa Perry discussed the South Region's activities and challenges.

### **Old/New Business**

#### **Idaho Trail Funding and Collaboration**

Dan Waugh discussed the need for collaboration and funding for non-motorized trails in Idaho. Mr. Waugh highlighted the significant increase in recreation usage in Idaho, with 7.8 billion dollars in GDP growth and 25% increase in National Forest usage between 2014 and 2019. Mr. Waugh also mentioned the importance of equestrian activities in Idaho, approximately 20% of the state's population being horse owners. He proposed a \$10 increase to the State Parks passport, with \$6 going to Parks and Recreation and \$4 to non-motorized trails. The funds would be used for trail maintenance, infrastructure improvements, and other projects. Mr. Waugh also emphasized the need for better facilities for horse recreation in Idaho.

Pamela Huck introduced herself as the new Real Estate Manager and gave a brief description of her history.

### **Public Comment not on agenda**

None

### **Executive Session**

At 1:47 P.M. Ms. Manning motioned 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. The motion was seconded by Mr. Keating. The Chairman called for a roll call vote on the motion.

- Chairman Beckley - Yes
- Board Member Roady – left the meeting
- Board Member Manning– Yes
- Board Member Cooke - left the meeting
- Board Member Keating- Yes
- Board Member Liddiard - Yes

Motion carried, no decisions were made and the Board ended the executive session at 2:32 P.M.

ADJOURN

The meeting was adjourned at approximately 2:33 P.M.



Chairman Brian Beckley  
Idaho Park and Recreation Board



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