

**IDAHO DEPARTMENT OF PARKS & RECREATION**  
*“To improve the quality of life in Idaho through outdoor recreation and resource stewardship”*  
**Quarterly Board Meeting**  
**June 11, 2025**  
**Best Western Lodge at River’s Edge**  
**615 Main Street**  
**Orofino, ID 83544**

**MINUTES**

**Wednesday, June 11, 2025; 8:30 AM (PST) 9:30 AM (MST)**

Orofino, ID

MEETING ADJOURNED AT APPROXIMATELY 3:30 P.M., June 11, 2025.

**Wednesday, June 11, 2025** Call to Order – Vice Chairman Roady called the meeting to order and requested a roll call.

- Vice Chairman Roady - Present
- Chairman Beckley – Zoom
- Board Member Keating – Zoom
- Board Member Cooke – Present
- Board Member Manning – Present
- 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  
Adam Zaragoza, Management Services Administrator  
Troy Elmore, Operations Division Administrator  
Steve Martin, Financial Officer  
Teresa Kraipowich, Management Assistant  
Melanie Schuster, Development Bureau Chief  
Seth Hobbs, Reservations & Registrations Program Manager  
Jennifer Quinno-Miller, Human Resources Officer  
Joy Vega, Deputy Attorney General  
David White, North Region Manager  
Theresa Perry, South Regional Manager  
Ryan Buffington, East Region Manager  
Dave Claycomb, Recreation Bureau Chief  
Alyssa Leavitt, Administrative Assistant 1  
Pamela Huck, Real Estate Manager  
John Seely, Dworshak State Park Manager  
Jen Hill, Dworshak State Park  
Steve Kuskie, Hells Gate State Park Manager  
Nathan Blackburn, Heyburn State Park Manager  
Kathy Muir, State & Federal Grant Manager  
Shelly Smith, East Region Grant Specialist  
Anissa Crane, North Region Grant Specialist

Stephanie Page, Financial Specialist  
Rebecca Honsinger, Reservations & Registrations Program Supervisor  
Chris Zajchowski, University of Idaho  
Darren Damon, Governor's Office  
Jon Word, Nez Perce Clearwater National Forest Supervisor  
Sara Alberts, United States Forest Service  
Angie Edwards, United States Forest Service  
Chris Goetz, Clearwater County Sheriff  
Mike Gladhart, Clearwater County Sheriff's Office  
Aiden Weston, Clearwater County Sheriff's Office  
Rick Just, Friends of IDPR  
Shay White, Waterway Improvement Fund Advisory Committee Member  
Richard Johnson  
Jason Welker

### **Welcome and Introductions / Vice Chairman Roady and Director Buxton**

Vice Chairman Roady welcomed everyone to the meeting.

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

Director Buxton amended the agenda to have the Forest Service go after IDL D&M Plan.

### **Consent Agenda – Action Item**

Approval of Minutes

- March 26, 2025

**Ms. Manning motioned that the Board approve the March 26, 2025 minutes. Mr. Cooke seconded the motion. The Vice Chairman asked for further discussion, hearing none, the Vice Chairman called for a vote. The motion carried unanimously.**

### **Grant Approvals – Action Item**

Kathy Muir explained the IDPR grant cycle and funding sources. Chairman Beckley asked what the total amount in the Recreation Vehicle (RV) fund is currently to which Steve Martin answered the about \$11 million a year comes to the RV fund from registration fees and between 5 to 6 million is spent on RV grants. Mr. Martin stated COVID had an impact on these funds as well as an increase in RV market prices. Ms. Muir explained that there has been a decrease in RV applications, lower dollar projects, and projects that do not meet the advisory committee and eligibility standards. Director Buxton stated there will be a budget proposal to address the surplus RV funds to promote quality RV opportunities across the state.

Ms. Muir presented the FY2026 grant projects in ranking order by each advisory committee.

FY2026 Recreation Vehicle Grants, the staff recommends that the Board approve the priority-ranking list, which will be used to fund projects in the ranked order.

**Ms. Manning motioned for the Board to approve the FY2026 Recreation Vehicle Grants priority ranking list, which will be used to fund the projects in the ranked order which does exclude any projects that are under a score of 60. Chairman Beckley seconded the motion. The Vice Chairman asked for further discussion, hearing none, the voice vote was in favor, and the motion carried unanimously.**

FY2026 Waterways Improvement Fund (WIF) Grants, the staff recommends that the Board approve the

priority-ranking list, which will be used to fund projects in the ranked order. **Ms. Manning motioned for the Board to approve the priority ranking list for the Waterways Improvement Fund Grants which will be used to fund projects in the ranking order and to reach out to the city of Sandpoint to see if we can accommodate partial funding for their project. Chairman Beckley seconded the motion. The Vice Chairman asked for further discussion, hearing none, the voice vote was in favor, and the amended motion carried unanimously.**

FY2026 Cutthroat Plate Fund Grants, the staff recommends that the Board approve the priority-ranking list, which will be used to fund projects in the ranked order. **Mr. Cooke motioned for the Board to approve funding for the Cutthroat Plate Fund Grants. Ms. Manning seconded the motion. The Vice Chairman asked for further discussion, hearing none, the voice vote was in favor, and the motion carried unanimously.**

FY2026 Off-Road Motor Vehicle (ORMV) Grants, the staff recommends that the Board approve the priority-ranking list, which will be used to fund projects in the ranked order. **Ms. Manning motioned for the Board to approve the priority ranking list for the 2026 Off-Road Motor Vehicle Grants used to fund the projects in their ranked order to the funding line. Chairman Beckley seconded the motion. The Vice Chairman asked for further discussion, hearing none, the voice vote was in favor, and the motion carried unanimously.**

FY2026 Motorbike (MB) Grants, the staff recommends that the Board approve the priority-ranking list, which will be used to fund projects in the ranked order. **Mr. Cooke motioned for the Board to approve the Caribou-Targhee National Forest Motorbike Grants request and upon further amendment and improvements, the Salmon-Challis National Forest grant be approved. Mr. Liddiard seconded the motion. The Vice Chairman asked for further discussion, hearing none, the amended motion in favor, carried unanimously.**

FY2026 Recreation Trails Program (RTP) Grants, the staff recommends that the Board approve the priority-ranking list, which will be used to fund projects in the ranked order. **Chairman Beckley motioned for the Board to approve the Recreation Trails Program Grants priority ranking list which will be used to fund projects in the ranked order. Mr. Cooke seconded the motion. The Vice Chairman asked for further discussion, hearing none, the voice vote was in favor, and the motion carried unanimously.**

FY2026 Mountain Bike Plate (BK) Grants, the staff recommends that the Board approve the priority-ranking list, which will be used to fund projects in the ranked order. **Chairman Beckley motioned for the Board to approve the top three projects in FY2026 Mountain Bike Plate Grants list. Mr. Keating seconded the motion. The Vice Chairman asked for further discussion, hearing none, the voice vote was in favor, and the motion carried unanimously.**

FY2026 Road and Bridge Fund Grants, the staff recommends that the Board approve the priority-ranking list, which will be used to fund projects in the ranked order. **Chairman Beckley moved the Board to approve the FY2026 Road and Bridge Fund. Mr. Cooke seconded the motion. The Vice Chairman asked for further discussion, hearing none, the voice vote was in favor, and the motion carried unanimously.**

### **Strategic Plan Approval – Action Item**

Adam Zaragoza presented the Strategic Plan update for FY2026 to FY2029 to be submitted in early July. The recommendations from the staff are approving the Strategic Plan with any amendments or edits the Board or staff may deem reasonable prior to the early July deadline. Mr. Zaragoza touched on tasks 1, 2, 5, 6, and 7.

**Chairman Beckley motioned the Board approve the Strategic Plan with amendments and edits the staff recommended. Mr. Keating second the motion. The Vice Chairman asked for further discussion, hearing none, the voice vote was in favor, and the amended motion carried unanimously.**

### **IDL Land Use Agreements – Action Item**

Adam Zaragoza provided information regarding the Development and Management plans for East Fork Rock Creek, a subunit of Massacre Rocks State Park, and Henry’s Lake. Both projects highlights include IDPR building and maintaining facilities and IDL setting a specific fee for each site on a per night basis. The Board had shared concerns about lease termination clauses and rate-setting discretion. Motion to approve subject to further legal and staff review passed.

**Mr. Keating motioned the Board to authorize the director to sign the final plan with the Idaho Department of Lands for development and management of endowment land recreational facilities at East Fork Rock Creek, to be managed by IDPR as a subunit of Massacre Rocks State Park, and to resolve language discussed here today consistent with the Director’s final approval and guidance. Chairman Beckley seconded the motion. The Vice Chairman called for a roll call vote.**

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

**Motion carried.**

**Mr. Keating motioned the Board to authorize the director to sign the final plan with the Idaho Department of Lands for development and management of endowment land recreational facilities at Henry's Lake State Park, consistent with the final resolution of language by the Director of IDPR. Chairman Beckley seconded the motion. The Vice Chairman called for a roll call vote.**

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

**Motion carried.**

### **Nez Perce-Clearwater National Forests – Information Only**

The Board amended the agenda to allow guests from the Nez Perce-Clearwater National Forests speak before the Draft FY27 Budget agenda item. Jon Word, the Nez Perce Clearwater National Forest Supervisor, Sara Alberts, Good Neighbor Authority Coordinator for the Nez Perce-Clearwater and Idaho

Panhandle National Forests, and Angie Edwards, Partnership Coordinator for the Nez Perce-Clearwater National Forests. Ms. Alberts gave an overview of the Good Neighbor Authority and updates on the EXPLORE ACT. The USFS staff answered questions from the Board and Ms. Edwards shared that the USFS is working to find where partnering agencies and the USFS have overlapping missions for recreation in those areas.

#### **Draft FY27 Budget – Information Only**

Steve Martin presented the financial report, the unobligated fund balance, and the comparison of the FY 2025 and FY 2026 appropriated budgets to the FY 2027 budget draft proposal. The FY 2027 budget draft proposal assumes increases in employee health insurance costs of \$509,200, a 40% increase from FY 2025 to FY 2027, and CEC of \$501,700.

#### **America 250 – Information Only**

Director Buxton discussed the status of the America 250 campaign and shared potential America 250 celebrations IDPR may host in the next year.

#### **Theresa Perry’s Retirement – Information Only**

Director Buxton shared Theresa Perry’s career timeline with IDPR. Director Buxton expressed the important role Ms. Perry has played in the agency. Ms. Perry shared positive remarks on her career. Ms. Perry’s contributions to IDPR and the citizens of Idaho is appreciated and everyone thanks her for her service and wishes her a wonderful retirement.

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

Director Buxton reported on changes in employee compensation, interpretive/educational programs, deferred maintenance, capital projects, trail maintenance and park use, and Foster Families in the State Parks events with the Department of Health and Welfare. Director Buxton gave an update on the meetings she attended this quarter.

#### **Staff Reports**

##### **Development**

Melanie Schuster presented Development’s quarterly report. Ms. Schuster provided a list of ARPA and Surplus project tracking sheets.

##### **Fiscal**

Steve Martin gave a brief overview of fiscal’s quarterly report.

##### **Human Resources**

Jennifer Quinno-Miller discussed personnel costs increases and the potential for employee compensation increases with CEC and proposed FY 2026 budget.

##### **Management Services**

Adam Zaragoza touched on the city of McCall’s annexation of Ponderosa State Park for the utility lines only, the Almo School House, and the Chatcolet Marina projects.

##### **Operations Administrator**

Troy Elmore reported on meetings and projects completed during the quarter.

##### **Recreation Bureau**

David Claycomb reported the Recreation Bureau completed various trainings in preparation for the summer and shared the trail crew has expanded with a cost-sharing agreements with the USFS.

### **North Region**

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

### **South Region**

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

### **East Region**

Ryan Buffington discussed the East Region's activities and challenges

### **Old/New Business**

Vice Chairman Roady received a letter from Laura Wolf, Coeur d'Alene resident and IDFG employee, advocating that 60%-80% of all campsites should go to Idaho residents. Director Buxton was pleased to receive such a high compliment from a Idaho Fish and Game employee because of the way we manage our parks. Director Buxton explained that IDPR cannot discriminate based on state of residency due to LWCF funds used to develop parks, other than charging non-residents more in certain circumstances. IDPR is a dedicated funds agency and generating revenue to operate our facilities is a priority.

### **Public Comment**

None

### **Executive Session**

**At 2:08 P.M. Mr. Cooke motioned that the Board convene in executive session Under authority of Idaho Code 74-206. Executive sessions -- When authorized. (1) An executive session at which members of the public are excluded may be held, but only for the purposes and only in the manner set forth in this section. The motion to go into executive session shall identify the specific subsections of this section that authorize the executive session. There shall be a roll call vote on the motion and the vote shall be recorded in the minutes. An executive session shall be authorized by a two-thirds (2/3) vote of the governing body. An executive session may be held:**

***(b) "To consider the evaluation, dismissal or disciplining of or to hear complaints or charges brought against a public officer, employee, staff member or individual agent or public-school student."***

***(c) "To acquire an interest in real property not owned by a public agency."***

***(f) "To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement."***

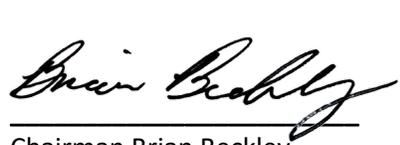
**Chairman Beckley seconded the motion. The Vice Chairman called for a roll call vote on the motion.**

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

**Motion carried. No decisions were made, and the Board ended the executive session at 3:20 P.M.**

**ADJOURN**

The meeting was adjourned at approximately 3:30 P.M.



Chairman Brian Beckley  
Idaho Parks and Recreation Board



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