

IDAHO DEPARTMENT OF PARKS & RECREATION

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

March Special Board Meeting

March 26, 2025

IDPR HQ

5657 Warm Springs Ave.

Boise, ID 83716

MINUTES

Wednesday, March 26, 2025; 1:00 PM, Mountain Standard Time

IDPR HQ

MEETING ADJOURNED AT APPROXIMATELY 3:24 P.M., March 26, 2025.

Wednesday, March 26, 2025 Call to Order – Vice Chairman Roady called the meeting to order and requested a roll call.

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

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
Steve Martin, Financial Officer
Alyssa Leavitt, Administrative Assistant 1
Melanie Schuster, Development Bureau Chief
Robbie Johnson, Communications Manager
Joy Vega, Deputy Attorney General
David White, North Region Manager
Theresa Perry, South Regional Manager
Ryan Buffinton, East Region Manager
Seth Hobbs, R&R Program Manager
Pamela Huck, Real Estate Manager
Jennifer Quinno-Miller, Human Resources Officer
Kathy Muir, State and Federal Grant Manager
Nathan Powers, Construction Manager
Michael Robinson, OHV Program Manager
Nathan Blackburn, Heyburn Park Manager
Trenton Durfee, City of Rocks Park Manager

Joyce Storey, Administrative Assistant II
John Seely, Dworshak Park Manager
Lisa Herriot, Division of Financial Management
PG, unverified

Welcome and Introductions / Vice Chairman Roady and Director Buxton

Vice Chairman Roady welcomed everyone to the meeting. *Keating and Liddiard were not present for roll call VC Roady moved forward with quorum.*

Additions and Changes to the Agenda

No additions or changes to the agenda.

Consent Agenda – Action Item

Approval of Minutes

- February 4, 2025

Mr. Cooke motioned that the Board approve the February 4, 2025 minutes. Motion was seconded by Ms. Manning. 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 the Legislative status of the enhancement budget and appropriation budget and the American 250 event *Two Lights for Tomorrow* on April 18, 2025.

ORFAC Report – Action Item

Adam Zaragoza gave an update on ORFAC projects. Mr. Zaragoza explained five projects were not in compliance and would not be funded with ARPA money as they did not meet the December 31, 2024 deadline; Fall Creek Road Boundary County, ID Trails Sawtooth Wilderness, ID Trails Frank Church Trails, WRTC Trail Improvements, and Bonner County River Story Mapping. Mr. Zaragoza proposed re-budgeting \$155,580.00 to the ORFAC General Fund program to fund the five projects. Director Buxton asked Mr. Zaragoza if he recommended the Aquatic Species Campaign and the Boulder Lake Rec Area remain tabled or be added to the re-budgeting as both projects had specifics that have not yet been resolved. Mr. Zaragoza stated the Aquatic Species Campaign and the Boulder Lake Rec Area will remain tabled.

Table 2. ORFAC ARPA Fund Update

Project	Amount	Summary Status
Winchester Dam	\$500,000	Under Contract
Kokanee Cove	\$1,200,000	Under Contract
Round Lake Cabins	\$850,000	Under Contract
Horsethief Reservoir	\$1,500,000	Under Contract
<i>Falls Creek Road, Boundary County</i>	<i>\$50,000</i>	<i>No contract submitted by deadline</i>
<i>ID Trails, Sawtooth Wilderness</i>	<i>\$8,500</i>	<i>Contract not in compliance</i>
<i>ID Trails, Frank Church Trails</i>	<i>\$17,000</i>	<i>Contract not in compliance</i>
WRLT, Rinker Ranch Trails	\$88,000	In compliance
Twin Lakes Canal Dredging	\$74,000	In compliance
<i>WRTC, Trail Improvements</i>	<i>\$20,000</i>	<i>Missed deadline</i>
Pine Street Sled Hill	\$234,296	In compliance
<i>Bonner County, River Story Mapping</i>	<i>\$60,350</i>	<i>Contract submission missed deadline</i>
Experimental Forest, U of I	\$357,000	In compliance
Canoe Launch, Glens Ferry	\$8,152	In compliance

Ms. Manning motioned to approve the staff recommendations: Authorize staff to reallocate the unfunded ARPA projects into the ORFAC Gender Fund, award the projects and funding to the sub-awardees which are highlighted in green, listed in Table 2. 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.

Development and Management Plan with IDL at Round Lake State Park – Action Item

Idaho Department of Parks and Recreation (IDPR) and Idaho Department of Lands (IDL) executed a statewide agreement for recreational opportunities on endowment land. Adam Zaragoza presented the Development and Management plan for the first project under the agreement; two overnight cabin facilities at Round Lake State Park. Funding was appropriated by Idaho State Legislature in the Outdoor Recreation Fund Advisory Council, Governor Little, and the IDPR board. Mr. Zaragoza presented focal points of the agreement between IDPR and IDL signed in Fall of 2024. IDL will annually assign a fee to be added onto IDPR’s base rental rate that will come from IDL prior to IDPR setting camping fees for the following season.

Director Buxton expressed concern that fees need to be market-based and reasonable as to not defeat the purpose of the Governor’s executive order to have outdoor recreation capabilities on IDL lands while in line with fees charged by IDPR.

Mr. Zaragoza stated the cabins will be managed as part of IDPR’s recreation portfolio through the reservation system. Mr. Zaragoza shared three changes in the Development & Management Plan for the Round Lake State Park overnight cabin facilities that IDPR submitted to IDL. IDPR proposed an alternative to an easement on IDPR property for IDL to use, maintain, repair, improve, and replace the electrical utility when the agreement expires as to maintain land use. IDL has sole discretion on fees, however, IDPR would

like to include language to ensure fees reasonable. IDPR proposed termination of the contract must be after the unanimous decision of its governing board and no sooner than 180 days after written notice from that governing board. The Board stated they are comfortable with the Director and the Department negotiating changes to the contract.

Chairman Beckley motioned to approve the staff recommendations: The Board authorizes the Director to sign the final Plan with Idaho Department of Lands for development and management of endowment land recreation facilities at Round Lake State Park. Mr. Keating 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.

Sanitary Sewer Right-of-Way and Service Agreement with Eagle Sewer District – Action Item

Melanie Schuster shared Eagle Sewer District partnered with IDPR to provide sewer service to Eagle Island State Park. IDPR designed the new sewer system to service the new 50-unit campground to meet Eagle Sewer District standards. After construction is complete, the sewer system will be turned over to Eagle Sewer District to provide sewer service to Eagle Island State Park. The Sanitary Sewer Right-of-Way and Service Agreement allows Eagle Sewer District access to service and maintain the sewer system.

Chairman Beckley motioned to approve the staff recommendations: The Board authorize the IDPR Director to sign the Right-of-Way Agreement with Eagle Sewer District to provide sewer service to Eagle Island State Park. Mr. Liddiard 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.

Heyburn State Park, Cottage Site Purchase – Action Item

Director Buxton presented the purchase of a cottage to be operated by Heyburn State Park. Director Buxton stated this is the only house of these cottages that is on the right-of-way of the Trail of the Coeur d'Alene's. Nathan Blackburn, Heyburn State Park Manager, shared the historical nature of the cottage is remarkable. Mr. Blackburn also shared the family selling the cottage to IDPR to be in public hands is a great opportunity. Chairman Beckley asked what the timeframe for allowing renting or leasing of the cottage. Adam Zaragoza did not have a definitive time as the cottage needs maintenance work and construction projects in Heyburn State Park are still in progress.

Chairman Beckley motioned to approve the staff recommendations: The Board accept the personal property and authorize the Director to sign the final Bill of Sale. Staff further recommends that upon receipt of an executed Bill of Sale, that the personal property commonly known as 139 Chatcolet

Lower Road be owned and managed within the Idaho Department of Parks and Recreation system.

Mr. Keating 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.

Harriman Rodeo – Information Only

Director Buxton met with Averell Fisk after the September 2024 board meeting to discuss Harriman State Park's needs. Mr. Fisk suggested bringing back the tradition of the local rodeo to that area. Director Buxton presented the potential positive outcomes of the rodeo and asked the Board for their opinions and direction on whether to pursue further discussions of this potential rodeo or not. Mr. Keating asked how the revenue structure would be managed. Director Buxton replied that this rodeo would be a customized agreement that IDPR would ensure all State requirements are met. Mr. Liddiard expressed concern about resource damage, cleanup, and liability but shared the opinions that the positive exposure and community engagement may outweigh negative impacts. Mr. Keating expressed similar concerns but stated he fully supports the rodeo as it would be meaningful to the broader community in the area and to showcase Harriman State Park. Mr. Liddiard would like to see an IDPR booth at the rodeo for public outreach. Vice Chairman Roady concluded the discussion with stating the Board is supportive of a rodeo being hosted at Harriman State Park.

Shared-Cost Trail Ranger Project – Information Only4

Director Buxton has discussed with federal land managers about where the agencies can help each other to ensure Idahoans have continued access to outdoor recreation property. IDPR is creating templates to assist federal partners with trail maintenance. Director Buxton said meetings with regional foresters and forest superintendents have taken place and will continue. Director Buxton shared there are opportunities with ranger districts that have facilities and equipment where IDPR would add seasonal employees to IDPR's existing program for trail rangers. Troy Elmore specified that the trail ranger program has its own equipment and IDPR has helped some ranger districts with their trail crews in the past but with the changes in federal administration, the federal hiring process has become difficult. Mr. Elmore stated IDPR has current program funds to hire seasonal employees to work exclusively out of the Challis Ranger District and use Forest Service housing and equipment to maintain trails on their district for the duration of the summer. Mr. Elmore stated this is within the same purview and scope of what IDPR does. Vice Chairman Roady shared that the EXPLORE Act passed by Congress in 2025 authorized Good Neighbor Authority with the states to include recreation in addition to forest management. Mr. Keating supported the shared-cost trail ranger project and asked how sustainable the project is economically. Director Buxton replied that further evaluation of Good Neighbor Authority under the EXPLORE Act may provide the opportunity to assist with financing.

Old/New Business

None.

Public Comment not on agenda

None.

Executive Session

At 2:21 P.M. Chairman Beckley 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 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 Manning - Yes
- Board Member Liddiard - Yes

Motion carried and the Board commenced the executive session at 2:30 P.M.

Action Items from Executive Session

The Board resolved out of Executive Session at 3:21 P.M.

Chairman Beckley motioned for the Board to authorize the Director to sign a letter of intent to purchase a private real property. Mr. Liddiard second the motion. Vice Chairman Roady 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 Manning - Yes
- Board Member Liddiard - Yes

Motion carried.

ADJOURN

The meeting was adjourned at approximately 3:24 P.M.



Chairman Brian Beckley
Idaho Park and Recreation Board



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