

IDAHO DEPARTMENT OF PARKS & RECREATION
“To improve the quality of life in Idaho through outdoor recreation and resource stewardship”
Quarterly Board Meeting
September 16, 2025
Lava Community & Senior Center
150 N. Center Street
Lava Hot Springs, ID 83246

MINUTES

Tuesday, September 16, 2025; 8:30 AM (MST)

Lava Hot Springs, ID

MEETING ADJOURNED AT APPROXIMATELY 1:05 P.M., September 16, 2025

Tuesday, September 16, 2025, Call to Order – Vice Chairman Roady notified everyone of a 30-minute recess to obtain a quorum. At 9:00 AM Vice Chairman Roady called the meeting to order and requested a roll call.

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

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
Teresa Kraipowich, Management Assistant
Melanie Schuster, Development Bureau Chief
Seth Hobbs, Reservations & Registrations Program Manager
Jennifer Quinno-Miller, Human Resources Officer
Lupe Arteaga, Human Resource Business Partner III
Kathy Muir, State & Federal Grant Manager
Shelly Smith, East Region Grant Specialist
Anissa Crane, North Region Grant Specialist
Sawyer Crenshaw, Communications Specialist
Joy Vega, Deputy Attorney General
David White, North Region Manager
Ryan Buffington, East Region Manager
Trenton Durfee, City of Rocks & Massacre Rocks Manager
Dave Claycomb, Recreation Bureau Chief
Alyssa Leavitt, Administrative Assistant II
Pamela Huck, Real Estate Manager
Keth Jones, Natural Resource Manager
Andy Stokes, Bear Lake State Park Manager

Tyson Koester, Lava Hot Springs Manager
Rebecca Honsinger, Reservations & Registrations Program Supervisor
Chris Zajchowski, University of Idaho Assistant Professor
Rick Just, Friends of IDPR
Claudia Cottle, Friends of Bear Lake State Park
Richard Johnson
Phil Lampert
Kelly Budge
Holly Garrett

Welcome and Introductions / Vice Chairman Roady and Director Buxton

Vice Chairman Roady welcomed everyone to the meeting.

Additions and Changes to the Agenda

Adam Zaragoza amended the agenda to add an action item regarding the Sanitary Sewer line easement of the Kokanee Cove Unit of Ponderosa State Park after the Board meeting dates and locations.

Ms. Manning motioned, and Mr. Cooke seconded. The motion passed with 4 votes in favor, 0 against, and 0 abstentions.

Consent Agenda – Action Item

Approval of Minutes

- July 28, 2025

Ms. Manning motioned that the Board approve the July 28, 2025 minutes. Mr. Cooke 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 – Absent for roll call**
- **Board Member Liddiard – Absent for roll call**
- **Board Member Manning - Yes**

Motion carried unanimously.

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. Director Buxton gave an update on the meetings she attended this quarter.

Advisory Committee Appointments – Action Item

Kathy Muir explained that the IDPR grants department supervises five different advisory committees and those volunteers are staggered so that annually members need to be appointed or reappointed. The Department has nine citizen advisory committee positions to appoint. Land/Water Conservation Fund Committee positions need to be realigned. Ms. Muir presented the FY2026 applicants for each advisory committee and suggested current LWCF Committee members’ terms be extended to the end of 2026.

IDPR staff recommend appointing John Howard to District IV and George Vander Meer to District VI on the Recreational Vehicle Fund Advisory Committee.

Mr. Cooke motioned for the Board to approve the FY2026 Recreation Vehicle (RV) Fund, reappoint John Howard to District IV and George Vander Meer to District VI of the advisory committee. Ms. Manning seconded the motion. The Vice Chairman asked for further discussion, hearing none, the motion carried unanimously.

IDPR staff recommend appointing Bryan Jorgensen to District V and reappointing Kent Bateman to District VI, on the Waterways Improvement Fund Advisory Committee.

Mr. Cooke motioned for the Board to approve the FY2026 Waterways Improvement (WIF) Fund, to appoint Brian Jorgenson to District V and reappoint Kent Bateman District VI to the advisory committee. Ms. Manning seconded the motion. The motion carried unanimously.

IDPR staff recommend appointing Shannon Taylor to District III & IV Motorbike/ATV position and reappointing Rick Dolphus to District III & IV Snowmobiling position on the Off-Road Motor Vehicle Fund Advisory Committee.

Ms. Manning motioned for the Board to approve the FY2026 Recreation Trails Program (RTP) Fund, appoint Shannon Taylor to District III & IV Motorbike/ATV position and reappoint Rick Dolphus to District III & IV Snowmobiling position on the Off-Road Motor Vehicle Fund advisory committee. Chairman Beckley seconded the motion. The motion carried unanimously.

IDPR staff recommend appointing Stacy Sorensen to represent Bicycling, Dan Waugh to represent Equestrian, and Larry Ballard to represent 4-Wheel Drive. With this recommendation, this committee meets the Board Policy that not more than two individuals service in any one Board District.

Ms. Manning motioned for the Board to approve Stacy Sorensen to represent Bicycling, Dan Waugh to represent Equestrian, and Larry Ballard to represent 4-Wheel Drive on the FY2026 advisory committee. Chairman Beckley seconded the motion. The motion carried unanimously.

IDPR staff recommend that terms expiring in August 2026 be extended to December 31, 2026, to accommodate the application cycle in that calendar year. Staff also recommend recruiting and appointing the Elderly position and the Board position to secure new members before the next application cycle.

Ms. Manning motioned for the Board to approve the terms expiring in August 2026 be extended to December 31, 2026, to accommodate the application cycle in that calendar year; and recruit and appoint the Elderly position and the Board position to secure new members before the next application cycle. Chairman Beckley seconded the motion. The motion carried unanimously.

IDPR staff did not make a recommendation for the Board position. Ms. Manning nominated Jim Keating and the Board approved that recommendation.

Ms. Manning motioned for the Board to approve the FY2026 Land Water Conservation Fund (LWCF), appoint Jim Keating to the advisory committee. Chairman Beckley seconded the motion. The motion carried unanimously. The Vice Chairman called for a roll call vote.

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

Motion carried unanimously.

Kootenai Electric Easement at Farragut State Park – Action Item

Pam Huck discussed Kootenai Electric’s request for a Right-of-Way across Farragut State Park to install electrical facilities providing services to the New Peterson Group Campground. The Right-of-Way consists of lines servicing all campground amenities; and there is no fiscal impact for granting this Right-of-Way.

IDPR staff recommend the Board approve and authorize the Director to sign the Right-of-Way Agreement to Kootenai Electric, for electrical services for the new Peterson Group Camp area at Farragut State Park.

Mr. Cooke motioned the Board approve and authorize the Director to sign the Right-of-Way Agreement to Kootenai Electric, for electrical services for the new Peterson Group Camp area at Farragut State Park. Ms. Manning seconded the motion. The motion carried unanimously. The Vice Chairman called for a roll call vote.

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

Motion carried unanimously.

Moorage Fees – Action Item

Seth Hobbs reported that in February 2023 the board approved the moorage fees updating the current market rate. These market rate adjustments were the first rate adjustments since 2010 when Board Policy 6090 directed a market rate review every five years. This re-evaluation puts IDPR back on schedule with Board Policy 6090. A moorage fee review was conducted using current use data, demand based upon waiting list numbers, comparable for Idaho marinas, and historical charges and increases. Moorage fees have not kept up with fair market value of similar marinas and increases in attendance, wages, building material and traffic congestion have further impacted operations. An increase in base fees beyond the annual CPI is required to address these challenges.

Vice Chairman Roady opened discussion to the public to comment on the moorage fees.

- Phil Lampert thought the increase was too high and voiced his concern about rising costs for boat owners.
- Kelly Budge stated he is a disabled veteran, and the cost increase will price him out of having

a boat.

Vice Chairman Roady thanked the public for providing comments. Ms. Manning expressed sympathy for the continuing cost increases experienced in 2025 and stated that it is IDPR and the Board's responsibility to maintain facilities, and to adjust fees to adapt to increasing costs.

IDPR staff recommend setting the seasonal moorage rate fee for Heyburn State Parks, Chatcolet, and Rocky Point Marinas at \$2,950 per slip and setting the seasonal moorage market rate fee for Lucky Peak State Park, Spring Shores Marina to \$945 for the 18-foot slips; \$1,550 for the 24-foot slips; and \$2,252 for the 28-foot slips.

Ms. Manning motioned for the Board to approve setting the seasonal moorage rate fee for Heyburn State Parks, Chatcolet, and Rocky Point Marinas at \$2,950 per slip and setting the seasonal moorage market rate fee for Lucky Peak State Park, Spring Shores Marina to \$945 for the 18-foot slips; \$1,550 for the 24-foot slips; and \$2,252 for the 28-foot slips. Chairman Beckley seconded the motion. The motion carried unanimously. The Vice Chairman called for a roll call vote.

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

Motion carried.

Board Meeting Dates and Locations – Action Item

Teresa Kraipowich stated the Board set the upcoming November meeting dates and locations in October 2024 but are subject to changes by the Director. Due to the newly acquired state property and uncertain weather conditions in Almo, IDPR staff recommend the Board consider changing the November 2025 meeting dates from November 3rd and 4th to November 4th and 5th and change the location from Almo, ID to Salmon, ID. Director Buxton proposed to name the new state park at the next Board meeting.

Mr. Cooke motioned for the Board to approve changing the November 2025 meeting dates from November 3rd and 4th to November 4th and 5th and change the location from Almo, ID to Salmon, ID. Ms. Manning seconded the motion. The motion carried unanimously. The Vice Chairman called for a roll call vote.

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

Motion carried.

Kokanee Cove Sanitary Sewer Line – Action Item

Pamela Huck announced that Payette Lakes Recreational Water and Sewer District requested a Sanitary Sewer line easement agreement to allow for access and ongoing maintenance. The sewer lines to the Kokanee Cove area of Ponderosa Park will support the current improvements of the event center, new cabins, and bathroom facilities.

IDPR staff recommend the Board authorize the Director to sign the Final Sanitary Sewer line easement agreement and the Bill of Sale to Payette Lakes Recreational Water & Sewer.

Mr. Cooke motioned the Board to authorize the Director to sign the Final Sanitary Sewer line easement agreement and the Bill of Sale to Payette Lakes Recreational Water & Sewer. Ms. Manning seconded the motion. The motion carried unanimously. The Vice Chairman called for a roll call vote.

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

Motion carried.

Staff Reports

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.

Draft FY27 Budget – Information Only

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

Recreation Bureau

David Claycomb reported that the Recreation Bureau recruited for a new East Region Recreation Educator and welcomed Blake Service to IDPR to fill the role. Blake comes to IDPR as an experienced OHV educator and swift water rescuer.

Development

Melanie Schuster presented Development's quarterly report. Ms. Schuster provided a list of ARPA and Surplus project tracking sheets and the status of development projects.

Human Resources

Jennifer Quinno-Miller discussed personnel costs increases and the potential for employee compensation increases with CEC and proposed FY 2026 budget. Five new approved positions are now filled.

Management Services

Adam Zaragoza touched on the city of McCall's annexation of Ponderosa State Park for the utility lines only, and the continued negotiations for a potential new state park near Salmon, Idaho.

Natural Resource Management

Keith Jones continued working with the Parks to create their top five natural resource project priorities, in alignment with the development process and help maximize collaboration, identify, and allocate potential alternative funding sources for projects, minimize any duplication of efforts, and create complete projects that are turnkey for the Parks and public to enjoy (from design/construction to restoration and re vegetation).

College of Natural Resources

Chris Zajchowski reported that the College of Natural Resources is partnering with College of Education, Health, and Human Sciences (CEHHS) to create an interdisciplinary outdoor recreation certificate.

Operations Administrator

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

Reservations and Registrations

Seth Hobbs gave a brief overview of his department as his staff continued to work with Brandt to resolve system issues.

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

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

Old/New Business

None.

Public Comment

None.

There was no Executive Session

ADJOURN

The meeting was adjourned at approximately 1:05 P.M.



Chairman, Brian Beckley
Idaho Parks and Recreation Board



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