IDAHO DEPARTMENT OF PARKS & RECREATION

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

Special Board Meeting
July 27, 2026
IDPR Headquarters
5657 Warm Springs Ave
Boise, ID 83716

MINUTES

Thursday, July 27, 2026; 12:30 PM (MST)
IDPR HQ, Boise, ID
MEETING ADJOURNED AT APPROXIMATELY 1:52 P.M., July 27, 2026

Thursday, July 27, 2026, Call to Order – At 12:30 P.M., Chairman Roady called the meeting to order and requested a roll call.

- Chairman Roady – Online
- Vice Chairman Cooke – Online
- Board Member Keating – Online
- Board Member Manning – Online
- Board Member Liddiard – Not Present
- Board Member Malmen – Online

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

Susan Buxton, Director
Troy Elmore, Operations Division Administrator
Steve Martin, Financial Officer
Joanna Hiller, Executive Management Assistant
Sawyer Crenshaw, Public Information Specialist
Jennifer Quinno-Miller, Human Resources Officer
Melanie Schuster, Development Bureau Chief
Anna Medlin, Administrative Assistant I
Seth Hobbs, Reservations & Registrations Program Manager
Kathy Muir, State & Federal Grant Manager
Johannes Giessen, South Region Manager
Robert Follett, Deputy Attorney General
Lisa Herriot, Senior Financial Management Analyst, DFM - Online
Llyod Knight, Policy Director for Governor Little
Hailey Husband, Non-Motorized Trails Program Coordinator (online)
Cami Miller, Senior Financial Specialist
Stephanie Page, Financial Specialist (online)
Pamela Huck, Real Estate Manager (online)
David White, North Region Manager (online)
Ryan Buffington, East Region Manager (online)

Kellie Joyce, Financial Specialist (online)
Rebecca Honsinger, R&R Program Supervisor (online)
Michael Robinson, OHV Program Supervisor (online)
Rich Gummersall, P&R Program Training Coordinator (online)
Nico Lostra, Policy Advisor Office of The Governor (online)

Welcome and Introductions / Chairman Roady and Director Buxton

Chairman Roady welcomed everyone to the meeting. Director Buxton gave a brief introduction of Llyod Knight the new Policy Director in the Governor's office. Mr. Knight introduced himself and told the Board that he came from State Department of Agriculture, where he was a Deputy Director.

Additions and Changes to the Agenda

There were no changes or additions to the agenda

Director's Update – Information Only

Director Buxton highlighted the activity the agency has been going through by showing a video of the following which included the first year. Discovery Park at Lucky Peak, Kokanee Cove, Chatcolet Marina, Round Lake, Peterson Group Camp at Farragut, Twin Peaks, Eagle Island, Challis Hot Springs and Billingsley Creek. Director Buxton let the Board know that the August 11, 2026, meeting would be cancelled and the Staff Reports would go out early September to keep everything current. The November Quarterly Board meeting in Coeur d' Alene is still scheduled.

Director Buxton also explained to the Board that there was an annual employee survey and there was 78% participation so far.

Fiscal Year 2028 Budget

Steve Martin reported on the Final Year 2028 Budget proposal that has been presented in the June Board meeting. Main changes were the increase in health cost and CEC/personnel cost due to the extra payroll for the year. Mr. Martin asked if there were any questions. There was a discussion regarding the rise in health care costs this year.

Mr. Keating moved that the Board approve the FY 2028 budget proposal based upon the ranked replacement and enhancement items, for an estimated total of $68,562,700, as summarized on page 2 of the agenda item attachment. Ms. Manning seconded the motion. The Chairman called for a roll call vote:

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

Director Buxton presented the Certificate of Service signed by Governor Little to Steve Martin, thanking him for his 20 years of service.

Strategic Plan Approval

Melanie Schuster reported on the Strategic Plan Approval that was presented in the June Board meeting. The plan is to measure for reduced backlog and maintenance projects and establish an ongoing maintenance program. The Idaho Department of Parks and Recreation's development strategy focuses on balancing rapid growth in outdoor recreation demand with long-term stewardship of Idaho's natural and cultural resources. The plan is centered on sustainable expansion, asset management, and enhancing visitor experiences while maintaining fiscal responsibility. A core priority is reinvestment in aging facilities, including campgrounds, utilities, roads, and visitor amenities. The plan promotes resilient infrastructure that supports year-round use and adapts to changing environmental conditions. IDPR will leverage partnerships with local governments, tribes, federal agencies, and private organizations to expand recreation opportunities, share costs, and strengthen community engagement.

Ms. Manning moved that the Board approves the FY2027-FY2030 Strategic Plan Update with any amendments or edits the Board or staff may deem reasonable prior to submission with our budget in August. Mr. Cooke seconded the motion. The Chairman called for a roll call vote:

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

Legislation & Rules

Mr. Hobbs reported that IDPR needs flexibility for fee increases to cover the rising costs of providing electricity, water, and sewage services to sites. He also explained that during the Legislative session in 2026, 26.01.20.250 had been rejected because it included an increase to the Basic campsite fee. The legislature instructed the Department to remove the fee increase for the Basic sites and resubmit in the 2027 session the fee increases for electric, full hook-up, companion sites, and showers.

Ms. Melman moved that the Board approves the IDPR Staff recommendation to approve the legislative initiatives as presented. Mr. Keating seconded the motion. The Chairman called for a roll call vote:

- **Chairman Roady – Yes**
- **Vice Chairman Cooke – Yes**

- **Board Member Keating – Yes**
- **Board Member Manning – Yes**
- **Board Member Melman - Yes**
- **Board Member Liddiard – Absent**

Advisory Committee Appointments

Ms. Muir presented to the Board the five (5) citizen advisory committee positions to appoint. Ms. Muir reported that the open positions include: one Recreational Vehicle Fund position, one Waterways Improvement Fund position, one Off-Road Motor Vehicle Fund position, and two Recreational Trails Program Fund positions. Ms. Muir attached the summary of the candidates for the Board to review the applications from each applicant with pertinent registration information for the equipment the potential applicants own.

Ms. Manning motioned that the Board approve the staff recommendation to nominate and appoint committee members to the appropriate committees from the applicant list that is provided. Mr. Keating seconded the motion. The Chairman called for a roll call vote:

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

Surcharge Policy

Mr. Giessen reported to the Board an amendment Policy #6067 which includes changing the terminology from "surcharged envelops" to "surcharge forms" and updating the stated fee collection amount to reflect broadly the current fees rather than the outdated $10 amount. Mr. Giessen explained that replacing the surcharge envelopes with the new form would reduce the cost of an order of 1,000 forms from approximately $3.50 per envelope to approximately $0.41 per form, saving the agency more than #3,000 per 1,000 form order. Mr. Giessen said the proposed amendment would provide a pathway to the use of a simpler, more cost-effective alternative to the current surcharge envelopes while supporting the Department's ability to conduct fee compliance checks throughout the state park system.

Mr. Keating moved that the Board approves the proposed revision to Policy #6067, including changing the terminology from "surcharge envelops" to "surcharge envelops while supporting the Department's ability to conduce fee compliance checks throughout the state park system. Ms. Manning seconded the motion. The Chairman called for a roll call vote:

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

Review and Set Quarterly Board Meeting Schedule

Director Buxton asked the board to cancel the August 11 Meeting and give the Director the authority to establish another meeting in the fall.

Mr. Cooke motioned that the Director cancel the Burley Board meeting and begin developing plans for calendar year 26-27 and bring it back to the meeting in September or October. Ms. Manning seconded the motion. The motion passed unanimously.

Executive Session

At 1:36 P.M. Ms. Manning 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." Mr. Keating seconded the motion.

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

No decisions were made, and the Board ended the executive session at 1:50 P.M.

ADJOURN

The meeting was adjourned at approximately 1:52 P.M.

Chairman Chuck Roady
Idaho Parks & Recreation Board

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