

**+IDAHO DEPARTMENT OF PARKS & RECREATION**

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

**September Board Meeting**

**September 23, 2024**

**Harriman State Park**

**3484 Green Canyon Rd., Island Park, ID**

**MINUTES**

**Monday September 23, 2024**

Harriman State Park

MEETING ADJOURNED AT APPROXIMATELY 1:57 P.M., September 23, 2024.

**Monday September 23, 2024**

Call to Order - Chairman Beckley called the meeting to order and requested a roll call.

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

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

Susan Buxton, Director  
Troy Elmore, Operations Division Administrator  
Steve Martin, Financial Officer  
Joanna Hiller, Management Assistant  
Craig Quintana, Public Information Officer, Senior  
Melanie Schuster, Development Bureau Chief  
David Claycomb, Recreation Resource Bureau Chief  
Seth Hobbs, R&R Program Manager  
Joanna Hiller, Management Assistant  
Mike Roach  
Jennifer Quinno-Miller, Human Resources Officer  
Theresa Perry, South Regional Manager  
Alyssa Leavitt, Administrative Assistant 1  
Hayden Marotz, Deputy Attorney General  
David White, North Region Manager  
Keith Jones, Natural Resource Program Manager  
Chris Zajchowski, U of I  
Anna Medlin, U of I  
Jacqueline Snow, U of I  
Kathy Muir, Grants/Contracts Management Supervisor  
Ryan Buffington, East Region Manager

Nathan Powers, Construction Manager 1  
Jess Brumfield, Harriman State Park Manager 3  
Joseph Blackburn, P&R Manager Assistant Harriman State Park  
Stephanie Paige, Financial Specialist  
Rebecca Honsinger, R&R Program Supervisor  
Joyce Storey, Administrative Assistant 2  
Kirsten March, Manager Lake Walcott  
Jen Hill  
John Seely  
David K  
George Schroeder  
Debbie  
Patti Dikes  
Jan & Tom  
Mary Bielenberg  
Greg Prentice

**Welcome and Introductions / Chairman Beckley and Director Buxton**

Chairman Beckley and Director Buxton welcomed everyone to the meeting and asked for introductions.

**Amend the Agenda**

The board discussed amending the agenda to table the appraisal and lease issues for Heyburn State Park residents until October 28. The appraisal, delayed until September, requires further review. The board agreed to table public comment and action items.

**Mr. Rody motioned to amend the agenda to move the America 250 agenda item after the Elect New Vice Chairman on the agenda. Mr. Keating seconded the motion. The motion carried unanimously.**

Director Buxton asked the Board to amend the Appraisals-Heyburn items and make it information only and asked the Board to table any action and or comment to the week of October 28, 2024. The reason being the leases requires an appraisal, and it was not received by IDPR until the middle of September, so all parties need more time to renew it.

**Mr. Rody motioned to amend Heyburn Appraisals to information only and no public comment and move to the week of October 28, 2024, Board Meeting. Mr. Keating seconded the motion. The motion carried unanimously.**

**Consent Agenda – Approval of May 13, June 3, & July 25, 2024, Minutes - Action Item**

**Mr. Rody motioned to approve May, June and July Board Meeting Minutes at one time and accept them as written. Mr. Keating seconded the motion. The motion carried unanimously.**

**New Board Members – Information Only**

Chairman Beckley introduced Jim Keating, District 4 who lives in Hailey and is the City Administrator of Sun Valley. Cortney Liddiard was also introduced as the new board member from District 6. Mr. Liddiard had prior obligations and was unable to attend this meeting. Mr.

Keating is super excited and thanked the Harriman staff for hosting.

#### **Elect new Vice Chairman - Action Item**

Chairman Beckley noted the vacancy of the Vice Chair after Mr. Roach left the Board. He asked e asked for any volunteers for Vice Chairman. Mr. Roady volunteered himself to be Vice Chairman.

**Mr. Keating motioned to elect Mr. Roady as the new Vice Chair. Mr. Cooke seconded the motion. The motion carried unanimously.**

#### **America 250- Action Item**

Director Buxton introduced Janet Gallimore the Executive Director for Idaho Historical Society. Director Gallimore presented a PowerPoint overview of the America 250 Idaho initiative, emphasizing the importance of community engagement and historical preservation. The initiative aims to celebrate American history and the contributions of Idahoans, with a focus on education, arts, and economic impact. The budget for the project includes a \$600,000 grants program, an oral history initiative, and the development of the Idaho Places book.

#### **Director Update**

Director Buxton reported on the May 2024 IDPR Board meeting and the Rocky Mountain States Parks Executive Conference which is the regional meeting of the National Association the State Park Directors and the Senior staff that is held every year. Director Buxton also reported on the Esto Perpetua Award the Agency received in June. Buxton reported that IDPR's FY25 proposed budget approved by the Board was submitted on August 29<sup>th</sup>.

#### **Heyburn Marina Report – Information Only**

Director Buxton explained the Heyburn residence leases and the need for more time to review the appraisal and legal counsel's input. David White, the North Region Manager, provided a brief overview of the appraisal process and the challenges faced in obtaining the appraisal on time. The Board tabled the appraisal and lease issues until a special meeting in the week of October 28, with a focus on public comment and action items. The board discusses the logistics of the special meeting, including potential locations and the importance of having a robust discussion on the leases and market value.

#### **Reservation and Use Fee Update – Information Only**

Seth Hobbs reported to the Board how the dynamic pricing will be implemented by the new reservation and registration system. He said that this information only of how the dynamic pricing structure is going to be working for us, the prices will be set by the park tier, the site amenity, so that's either basic electric full hookup, the booking window holiday or events, occupancy and residency. Mr. Hobbs stated that IDPR is still going to have the same discounts for senior citizens, veterans and the low income. He said that a couple of IDPR's reservation high points, historically over the years, have always been right at that nine-month window. About 3800 reservations are made right on that nine-month window.

The next big peak is about a week prior to the stay. That's when most of the reservations are booked.

Mr. Hobbs provided examples of the tier A, B and C parks. Showing how the sliding scale is going to work, the variation between the lowest and the highest per tier.

#### **Grant Advisory Committee - Action Item**

Kathy Muir provided the board with the applications for the citizen advisory committee positions that need to be appointed. Ms. Muir recommended that the Board appoint them all at once.

**Mr. Keating motioned the Board nominate and appoint all the staff recommended applicants. Mr. Roady seconded the motion. The motion carried unanimously.**

#### **Reports**

##### **South Region**

Theresa Perry reported on projects that are funded with the Development Bureau surplus minor maintenance funds. Parks are focusing on bringing staff and facilities online.

##### **North Region**

David White reported on Seasonal staff shortages, minimal budgets with increased fixed costs, and higher visitor use, aging facilities and equipment, and meeting ever-increasing opportunity demands that affect providing quality experiences.

##### **East Region**

Ryan Buffington reported on staffing and operation updates at Bear Lake, Lake Walcott, East Region Crew, Supplementary Minor Maintenance Funds Program and the East Region office.

##### **Reservation/Registration**

Seth Hobbs reported on registration/permits for 2024, and the recreational management system conversion.

##### **Rec Bureau**

Dave Claycomb reported on activities that have been recently completed by the Motorized Trails Programs and a list of activities that have been completed by the Non-Motorized Trails Programs.

##### **Operations**

Troy Elmore reported on monthly meetings he attended, conducted weekly region manager meetings, worked with Mr. Martin preparing IDPR FY26 budget request, participated in the Cascade marina open house in Cascade, participated in the Heyburn marina open house in Coeur d' Alene, participated in EIGA, attended RMSPEC, engaged in Horsethief campground discussions, attended the Governor's Trail ride.

##### **Natural Resource Program**

Keith Jones reported on work done with IDL and Ponderosa Park staff, seedlings planted at Heyburn SP, timber sale, Ponderosa pine restoration project, site visit at Eagle Island State Park, cooperative project with IDL and ITD, and working with IDFG on Wildlife and habitats of Harriman State Park.

##### **College of Natural Resources**

Professor Chris Zajchowski reported on the PRL graduate students: Jacqueline Snow who is continuing her recreation monitoring work co-advised by Dr. Jason Karl at Rinker Rock Creek

Ranch, Anna Medlin who visited Priest Lake, Dworshak, Hells Gate, Ponderosa, Lucky Peak, Thousand Springs, Harriman, Bear Lake State Parks and the Ashton-Tetonia Trail to complete interpretive inventories of their placards, waysides, and visitor center exhibits, and Shahriar Rahman who contributed to research on wildfire smoke impacts on river-based outfitters and guides in Idaho.

At the National Outdoor Recreation Conference in Lake Tahoe, UI graduate students, IDPR staff, and Dr. Zajchowski delivered eight peer-reviewed presentations. Topics ranged from Palouse prairie preservation at McCroskey State Park to the future of outdoor recreation programs in higher education. Maddie Cottrell, Shahriar Rahman, and Anna Medlin were all awarded student scholarships to attend and present. UI's rockstar graduate students were awarded the most scholarships of any school.

### **Management Services**

Adam Zaragoza's report was attached, which reported on administrative duties which include focus on support the team members, reviewing agency policies, interpretations, and various projects for the agency.

### **Human Resources**

Jennifer Quinno-Miller reported on staff updates and the employee engagement survey.

### **Financial**

Steve Martin reported on the year-end financial reports for the fiscal year (FY) 2024. The transition to Luma continues to impact our financial reporting and we have made every effort to show accurate comparisons to prior fiscal year(s). The information presented reflects our best effort to show our customary reports including an overview of the department's revenues, expenditures, and cash balances along with a summary of the Passport Program. He also provided the following information regarding total Park revenue for FY 2024 ended up \$416,000 (2.9%) versus FY 2023. This increase is attributable to the acquisition of Challis Hot Springs, which added approximately \$435,000 of additional revenue. Passport revenue ended up approximately \$57,000 (1.3%) versus FY 2023. Year-to-date expenditures are up consistent with increases in our budget appropriation. The FY 2024 Park Operations base personnel and operating budget was \$2.5 million (13%) higher than FY 2023. Actual expenditures were only \$1.6 million (10.6%) higher than the prior year primarily due to vacant positions throughout the year.

Capital Development expenditures totaled \$24.8 million, with the remaining \$123.1 million budget carrying over into FY 2025.

### **Development**

Melanie Schuster reported that the Development Bureau currently has 177 active projects with 12 projects closed this quarter. Active projects now total over \$128 million. While we have until 2026 to spend all ARPA funds, we are nearing the finish line on the deadline to have all ARPA funding obligated, or "under contract". The original \$45 Million in ARPA funding was increased to \$65 Million and may now be increased at the last minute due to other agencies not obligating their ARPA funding. This leaves our final ARPA budget a moving target which is only possible because of our availability to use Surplus funding to fill in the gaps. Every ARPA dollar we use frees up our Surplus funding for more IDPR projects. The charts presented illustrate where projects currently are in the development process.

**Communications**

Craig Quintana reported on the Ride Responsibly public service campaign that ended in July, news releases, social media engagement, and sponsors/partners, interpretation and environmental education.

**Board Comments**

No Board Comments

**Old/New Business**

Ideas for a Board Retreat; Ritter Island, Hagerman

**Public Comments**

None

**Thank you, Farwell to Mike Roach**

Director Buxton and the Board thanked Mike Roach for his dedication and service to the Board and expressed how much he contributed to IDPR and that he will be missed.

**Executive Session**

**Mr. Roady moved 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. Motion was seconded by Mr. Keating. The Chairman called for a roll call vote on the motion.**

- Chairman Beckley - Yes
- Board Member Cooke – Not Present
- Board Member Roach - Yes
- Board Member Roady - Yes

Motion carried, and the Board commenced the executive session at 1:20 P.M.

The Board resolved out of Executive Session at 1:56 P.M. and no actions were taken.

**ADJOURN**

The meeting was adjourned at approximately 1:57 P.M.



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Chairman Brian Beckley  
Idaho Park and Recreation Board



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