

Agenda

Consent Agenda

FY 2013 1<sup>st</sup> Quarter  
Financial Report

Review of Endowments

Three Meadows Group Camp  
Fee Increase

Board Goals

Legislation/Rules Update

Director's Report

Reports

**IDAHO DEPARTMENT OF PARKS AND RECREATION**  
“To improve the quality of life in Idaho through outdoor recreation and resource stewardship”  
**Board Meeting**  
**November 13-14, 2012**  
**IDPR Headquarters**  
**Summit Conference Room**  
**Boise ID 83716**

**AGENDA.....1**

**Tuesday November 13, 2012**

<b>11:30 a.m. Call to Order</b>	
• Welcome Guests	
• Additions or Deletions to the Printed Agenda	
• Public Forum	
<b>11:45 a.m. Consent Agenda *AI.....2</b>	
• Approval of the August 2012 Minutes	
• Revised Board Policy Director Merrill	
• Transfer of the Aqualife Property to the Park Land Trust Fund Steve Strack	
• Ponderosa Sewer Easement Garth Taylor	
<b>Noon Working Lunch</b>	
<b>Financials</b>	
• FY 2013 1 <sup>st</sup> Quarter Financial Report *IO Steve Martin.....3	
• RV Funding Report *IO	
<b>1:00 p.m. Review of Endowments *AI Larry Johnson/Steve Martin.....4</b>	
<b>2:00 p.m. Three Meadows Group Camp Fee Increase *AI Tammy Kolsky.....5</b>	
<b>2:15p.m. Break</b>	
<b>2:30 p.m. Board Goals *AI Rick Just.....6</b>	
<b>4:30 p.m. Recess</b>	

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**Wednesday November 14, 2012**

<b>8:00 a.m. Reconvene</b>	
<b>8:15 a.m. Executive Session under authority of Idaho Code § 67-2345(b) to consider the evaluation of public employee and (c) an executive session may be held to discuss acquisition of private lands.</b>	
<b>9:15 a.m. Legislation/Rules Update *IO Tamara Humiston.....7</b>	
<b>9:45 a.m. Director’s Report *IO</b>	
• Fish and Game Summit Update	
• Park Passport Update (PowerPoint)	
• Registration Update	
<b>10:30 a.m. Break</b>	
<b>10:45 a.m. Reports *IO.....8</b>	
• Attorney General (Oral)	
▪ Vardis Fisher Update	
• Deputy Director	
• Fiscal	
• Development	
• MIS	
• North Region	

- Hidden Lake Float Home
- South Region
- Natural Resource Management
- Recreation Bureau
- Reservations
- Human Resource
- Communication/Marketing
- Comprehensive Planning
  - Customer Satisfaction
- Board Members (Oral)

**Noon Adjourn**

**Future Board Meeting Dates: January 23-24, 2013 IDPR Boise Headquarters**

<b>*Consent Agenda CA</b>	<b>*Information Only IO</b>	<b>*Action Item AI</b>
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(1) This is the final agenda. Copies of the agenda will be available at the Idaho Department of Parks & Recreation, 5657 Warm Springs Avenue, Boise, Idaho. The agenda can also be found on the Department Website ([www.parksandrecreation.idaho.gov](http://www.parksandrecreation.idaho.gov)) If you have questions or would like to arrange auxiliary aids or services for persons with disabilities, please contact the Department Administrator of Management Services at 208-334-4199. Accommodations for auxiliary aids or services must be made no less than five (5) working days in advance of the meeting.

(2) The Consent Agenda addresses routine items the board may approve without discussion. An item may be moved from this agenda area to another at the request of the Board, staff or citizen.

(3) The Action Items address policy and program items the Board may wish to discuss prior to making a formal recommendation or decision. An item may be moved from this agenda area to another at the request of the Board.

(4) The Director's Report provides information only. An item may be moved from this agenda area to another at the request of the Board.

Please Note: Discussion times for agenda items are approximate. The Board reserves the right to move agenda items and adjust time schedule as needed.

**IDAHO DEPARTMENT OF PARKS AND RECREATION**  
**“To improve the quality of life in Idaho through outdoor recreation and resource stewardship”**  
**Idaho Department Headquarters**  
**5657 Warms Springs Ave.**  
**Boise Idaho**  
**Summit Conference Room**

**AGENDA**

**Thursday, August 30**

**8:00 a.m. Call to Order**

- **Roll Call**
- **Welcome guests**
- **Additions or deletions to the printed agenda**

**8:05 a.m. Consideration of Resolution Authorizing Director to Execute All Necessary Documents Relating to The Restructuring of Billingsley Creek Bonds \*Al Steve Strack**

**8:30 a.m. Adjourn**

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Chairman Crimmins called the Teleconference Board meeting to order at 8:08 a.m. August 30th, 2012 with the following Board members in attendance:

Tom Crimmins, Hayden Lake  
Randy Doman, Cottonwood  
Susan Buxton, Boise  
Charles Correll, Jerome  
Jean McDevitt, Pocatello  
Bob Hansen, Menan

Also present during all or a portion of the meeting were the following individuals:

Nancy Merrill, Director  
Tamara Humiston, Deputy Director  
Jan Johns, Administrative Assistant to the Director  
Garth Taylor, South East Region Manager  
Steve Martin, Fiscal Officer  
Steve Strack, Deputy Attorney General, Natural Resources Division  
Ray Houston, Principal Budget & Policy Analysts, Legislative Service Office

**8:10 a.m. Amendment to the Agenda**

**Mr. Hansen moved to add Quit Claim Deed approval to the agenda. Ms. McDevitt seconded the motion. The Chair asked for further discussion. Hearing none, the Chair called for a roll call on the vote for the motion. Motion passed unanimously.**

**8:11 a.m.** Mr. Strack discussed the issues regarding the bonds for Billingsley Creek bonds and that he was meeting with the Bond Council and the Building Authority Council to discuss options available for proceeding. Mr. Strack asked that the Board approve the resolution authorizing Director to execute all necessary documents relating to the restructuring of Billingsley Creek bonds. Discussion followed.

**8:25 a.m. Mr. Hansen moved to approve the resolution. Ms. Buxton seconded the motion. The Chair asked for further discussion. Hearing none, the Chair called for a roll call on the vote for the motion. Motion passed unanimously.**



**8:20 a.m. Quit Claim Deed**

Director Merrill discussed the need for a Quit Claim Deed for parcel of property at 3 Island State Park that had some questions about the regarding the LWCF and the need to make a conversion/change of the properties boundaries. Mr. Taylor has been working closely with the City of Glenns Ferry on this issue. IDPR received permission to move forward with the Quit Claim Deed from the City. Director Merrill presented a copy of the Quit Claim Deed for the IDPR property to the City of Glenns Ferry for the to meet the LWFC conversion of the requirements.

Ms. Buxton excused herself from the discussion as she is the City Attorney for Glenns Ferry.

Discussion followed.

Mr. Strack noted that the exchange of property with the City of Glenns Ferry is of equal value.

**8:26 a.m. Mr. Hansen moved to authorize the Director to sign the Quit Claim Deed to transfer the IDPR property to the City of Glenns Ferry to meet the LWCF conversion requirements. Mr. Correll seconded the motion. The Chair asked for further discussion. Hearing none, the Chair called for a roll call on the vote for the motion. Ms. Buxton excused herself. Motion passed unanimously.**

**8:30 a.m. Adjourn**

**Mr. Doman moved to adjourn. Ms. Buxton seconded the motion. The Chair asked for further discussion. Hearing none, the Chair called for a roll call on the vote for the motion. Motion passed unanimously.**

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Tom Crimmins, Chair

Idaho Park and Recreation Board

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Nancy Merrill, Director

and Ex-Officio Member of the Board

☐ IDAPA RULE      ☐ IDAPA FEE      ☒ BOARD ACTION REQUIRED  
☒ BOARD POLICY      ☐ INFO ONLY, NO ACTION REQUIRED

**AGENDA**  
**Idaho Park and Recreation Board Meeting**  
**August 13-15<sup>th</sup>, 2012**  
**IDPR Headquarters**  
**Summit Conference Room**  
**Boise ID**

**AGENDA ITEM:**      **Proposed Amendments to Board Procedures**

**ACTION REQUIRED:**   **Board Action Required**

**PRESENTER:**      **Director Nancy Merrill**

**PRESENTATION**

**BACKGROUND INFORMATION:** At the August Board meeting Sara Schmidt presented Board training for Idaho State Parks and Recreation Board. Included in that training was her review and suggested amendments to the Board Procedures. Amendments include more clearly identifying the role of Board members as discussed during the training.

Attachment: Proposed amendments to Board procedures

**STAFF RECOMMENDATIONS:** **Staff recommends approval of the changes to the Board policies as presented.**

## **IDAHO DEPARTMENT OF PARKS AND RECREATION BOARD PROCEDURES**

*Proposed amendments as of August 17, 2012*

### **BOARD PROCEDURES OUTLINE:**

- A. GENERAL PROVISIONS**
- B. POLICY FUNCTIONS**
- C. BOARD – STAFF RELATIONSHIP**
- D. FINANCIAL FUNCTIONS**
- E. BOARD MEETING PROCEDURES**

### **A. GENERAL PROVISIONS**

#### **OVERVIEW**

Board members are appointed by the Governor and appointed by the State Senate to carry out specific statutory duties and advise the Idaho Department of Parks & Recreation (IDPR). The Board has specific duties including formulating a comprehensive plan and maintaining Idaho's parks and trail system. The Board also has the authority to promulgate rules, establish policies, expend funds, collect reasonable fees, appoint advisory committees and cooperate with other units of government.

#### **PARTNERSHIPS**

IDPR board members are an important part of Idaho state government. Board members and their Director interact with the Governor, other State agencies, the State Legislature and local units of government. Board members are also a conduit between IDPR and local organizations that support parks and recreation. In all instances, board members should act and speak in a manner that it is consistent with decisions of the entire IDPR board, not based upon personal beliefs or opinions.

#### **COMPLIANCE**

The Board is required to comply with the provisions of Idaho's Open Meeting and Public Records Laws. In addition, there are multiple processes in State Government that the Board is required to follow regarding proposed legislation, rules and budgets.

#### **CONFLICTS OF INTERESTS**

Board members should be careful to avoid actual conflicts of interest and minimize the appearance of potential conflicts of interest. Board members should consider resigning from positions with other organizations that might be, or appear to be, a conflict of interest with their statewide duties for IDPR. In the event there is an actual or potential conflict of interest board members should disclose that during the meeting and if needed recuse him or herself from the discussion and/or a vote on the matter.

### **ATTENDANCE**

~~Individual board members should attend board meetings and actively participate, including service on committees and as officers. Official board business can only take place at meetings. Board members must be familiar with the meeting process, be able to make good motions, and know parliamentary procedure.~~

### **BOARD MEETING PROCEDURES**

~~The board chair call the meeting to order. A board meeting that starts on time is a sign that the remaining of the meeting will be conducted in a businesslike, productive manner and end on time~~

#### ~~1. TAKE ATTENDANCE~~

~~The administrative clerk will take attendance by roll call of board members in attendance. Note in the minutes who is present and absent. The attendance record is important proof that the meeting had a quorum present to conduct official business. Also note in the minutes who arrives late and/or leaves early during the meeting.~~

#### ~~2. RECOGNIZE VISITORS~~

~~Introduce non-board attendees who may play a key part in the upcoming meeting such as staff, vendors or reporters allowing the board to know who is in audience.~~

#### ~~3. APPROVAL OF THE AGENDA~~

~~The agenda is the board's plan for the meeting. The board should formally accept the preliminary agenda that is sent with the agenda packet to reflect exactly what the board members want to accomplish. Although board members should feel free to place items on the agenda, last-minute requests should be discouraged. An agenda item should be requested well in advance of the~~

~~meeting, allowing other board members and the director to consider and research the item before the board meeting. The director sends a draft of the proposed agenda items to the board members for their review and consideration. Board members can make their requests at that time. The board chair is responsible for the agenda contents in conjunction with the director's assistance. The director oversees the agency's business on a daily basis and is acutely aware of matters that need to be considered by the board.~~

#### ~~4. APPROVE MINUTES OF THE LAST MEETING~~

~~Minutes are the official record of board actions. Approval can be handled quickly, but the importance of the minutes should not be taken lightly. The board should review the minutes carefully before the meeting and correct errors before the board approves the minutes. Meeting minutes should be concise, recording the official actions of the board. The only official business conducted by a board is the actions it takes, not the arguments or discussions that precede votes. The minutes should include the following:~~

- ~~• date, time and place of the meeting~~
- ~~• board members in attendance~~
- ~~• exact wording of each motion and the way in which it was disposed. When a roll-call vote is taken, the vote of each board member should be recorded.~~
- ~~• time of adjournment~~

### ~~PRESENTATION OF REPORTS TO THE BOARD~~

#### ~~5. PRESENTATION OF THE FINANCIAL REPORT~~

~~The financial condition affects the actions the board take in the remaining of the meeting, so the financial report should be presented early on the agenda. The financial report should include the following:~~

- ~~• current income and expenditures~~

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- ~~• how current income and expenditures match budget projections and reasons~~
- ~~• for variances from budget projections~~
- ~~• preview of upcoming expenses or revenues~~

~~The financial report should not include lengthy discussions about where to find new revenue or how much surplus revenue should be maintained. Those issues are best handled as separate agenda items under "new business." Questions about fiscal operations should be given to the director prior to the board meeting unless it is a question the entire board needs to consider.~~

#### ~~6. PROGRAM MANAGERS' REPORTS~~

~~Program supervisors should be expected to report to the board regularly about their activities. Supervisor reports should be sent to board members in their board packets prior to the meeting. The actual report time at the meeting can then be used to answer board members' questions and clarify the written report. If the supervisor has an item that needs board action, that item should be moved to an "action item" under separate report.~~

#### ~~7. DIRECTOR'S REPORT~~

~~The directors report is like other reports—it should be for informational purposes only. Issues the director wishes the board to act on should also be under the "action items" section of the agenda. The director should be an active participant throughout meetings--recommending specific actions, providing background on issues and acting as resources for the board. The director's input is vital to a good meeting.~~

### ~~BUSINESS DECISION-MAKING~~

#### ~~8. CONSIDER UNFINISHED BUSINESS~~

~~"Unfinished business" items on the agenda are items that were not completely disposed of at a previous meeting, such as motions tabled or actions interrupted by adjournment and/or intentionally carried over for discussion or action at the current meeting. "Unfinished business" is not a catch all for any item that the board has ever discussed.~~

#### ~~9. CONSENT AGENDA ITEMS~~

~~Consent Agenda items are considered routine and are acted on with one motion. There will be no separate discussion on these items unless a board member, staff or citizen requests an item to be moved from the regular agenda for discussion. Items removed from the consent agenda will be placed on the regular agenda in a sequence determined by the board chair.~~

#### ~~10. CONSIDER NEW BUSINESS~~

~~New business is motions in response to board member requests and information heard by the board. Some boards handle much of the business by consensus. That is, members simply voice agreement and move on to the next issue.~~

### ~~BRING THE MEETING TO A CLOSE~~

#### ~~11. MAKE ANNOUNCEMENTS~~

~~The business of the board is completed and the agenda items are informational and do not require action. Before adjourning the meeting, announce future board meetings and activities.~~

#### ~~12. ADJOURN THE MEETING~~

~~A motion, second and majority vote are required to adjourn the meeting. The chair should not simply declare the meeting adjourned without a vote. The board as a whole must decide when its business is completed. Adjournment doesn't have to wait until the board covers every issue on the agenda.~~

## ~~POST-MEETING FEEDBACK AND SOCIALIZATION-~~

### ~~13. EVALUATE THE MEETINGS-~~

~~Take a few minutes after the meeting, two or three times a year, to evaluate the way the meeting worked.-~~

### ~~14. FORGET BUSINESS AND SOCIALIZED-~~

~~Board members must work together for many meetings, so members must be able to disagree in one meeting and come back to the next ready to work together to achieve common goals.-~~

## ~~HOW CAN THE BOARD MAKE BETTER MOTIONS?~~

~~Board members should be concerned about making good motions. It's not a simple matter.-~~

~~If the motion is too vague, it may be open to several interpretations. Too specific, it may not accomplish its intended purpose. Poor wording could even mean legal problems. Making motions requires advance preparation and the following guidelines will assist in making motions:-~~

- ~~• Draft motions before the meeting. The board meeting will have the wording correct and be better able to respond to questions and comments brought up at the meeting.-~~
- ~~• Clarify each motion before voting. Have the chairperson repeat the motion to make sure it will be recorded as it was intended. If the motion is not understood, the board members should ask for clarification before approval takes place. Board meeting minutes are the official record of board actions.-~~
- ~~• Seek assistance from an attorney or other professional. When the wording of a motion is critical, seek professional advice.-~~

## **B. POLICY FUNCTIONS**

### **HOW DOES A BOARD SET POLICY?**

Board policies determine how the agency will conduct business. The director implements policy and determines what agency employees will administer policy. Board policy making should impact the entire agency.

*EXAMPLE:* Approving the annual budget is setting a policy for the agency which is a board responsibility. Spending within the approved budget is implementation of the policy which is the director's responsibility. By examining financial statements and year-end balances, board members can monitor the implementation and outcome of the budget they set.

*EXAMPLE:* The board makes a policy decision when it determines the activities and services of the agency. The director implements the policy through staff who carry out the activities and services. The board monitors implementation by examining outcome statistics and financial records, but does not get involved in direct activities or services.

*EXAMPLE:* The board approves personnel policies recommended by the director. The director implements personnel policies by hiring, evaluating, disciplining and dismissal staff. The board monitors implementation of the personnel policies by auditing turnover and other employment statistics. The only individual aboard hires or dismisses is the director.

### **ARE THE BOARD MEMBER OBLIGATED TO SUPPORT THE BOARD'S OFFICIAL STAND?**

QUEST/ON: "As a board member, am I obligated to support my agency's official stand on an issue that I don't personally agree with?"

ANSWER: Board members must be leaders and promoters of the agency, not of their selves.

Every board member has the opportunity to speak out in the board meeting--pro and con--on an issue before it's voted on by the board. Once the board votes to proceed in a specific direction, know that the board has spoken. The board as a whole has made the decision and it is up to the board members to support it

### **HOW CAN BOARD MEMBERS PERSONALLY HELP THE AGENCY?**

Who do board members know who might be able to help the agency? To assist with coming up with names of resources who can help the agency, the questions below may assist in thought process:

- 1) Who could help obtain more money for the agency?
- 2) Who has special skills that the agency needs? (Who are individuals who might serve on an

advisory committee or volunteer their skills as legal, management, finance or public relations consultants? )

- 3) Who has political influence? (Who might have influence in the way government money is distributed to the agency-elected officials, media, candidates, lobbyists, political activists, special interest groups?)

#### SHOULD THE DIRECTOR AND STAFF HELP DEVELOP POLICY?

The board has the ultimate responsibility for board policy. But there is a need for director and staff input to develop these policies. The director and staff should be encouraged to influence policy according to what they perceive to be the agency's needs. Without the input, the board may end up with two sets of policies- those the board wrote and approved and those the employees follow.

#### IS THIS A POLICY OR A MANAGEMENT DECISION?

Governing the agency should be a team effort between the director and board members. Each has responsibilities to help the team succeed.

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8/22/2011

First, determine if a concern is really a board issue or something better handled by the director. Several tests quickly give the answer. The board handles the following issues:

- affect the whole agency (Administration and staff handle issues that affect individuals.)
- dictate policy (Administration and staff handle how a policy is implemented\_
- are dictated by law
- are requested by the director

Second, if it's a policy issue the board must deal with, the board should ask the director to conduct research into and recommend alternatives.

Third, make a decision after weighing the information. If the issue affects an individual and not the whole staff, the board should disqualify it as a board issue right away. Staff discipline of individuals is the director's job. However, if the staff discipline policy does not seem to be working or appears to be legally questionable, that is a board issue.

Policy affects the whole agency. The board should ask the director to report on the effectiveness of the current policy and make recommendations for improving it if necessary.

#### **A.C. BOARD – STAFF RELATIONSHIP** **IDPR DIRECTOR**

The Director is hired based upon executive ability, experience and training. The Director is the Board's 'CEO' of the agency, oversees all staff and budgets and ensures compliance with all applicable laws and regulations. The Director is responsible to oversee implementation of the Board's priorities and goals. Board member communications with the agency should be routed through the Director.

#### **DOES THE DIRECTOR KNOW WHAT THE BOARD WANTS?**

Much friction is caused when individual board members try to impose their own priorities on the director. One wants a strong emphasis on finances. Another thinks public relations should get top billing on the director's calendar.

The director spends so much time chasing the individual priorities of board members, the real work of the agency may get lost. Setting priorities for the agency is a board team effort. Board members and director must work together to set common goals so the director has no doubt what the board expects them to accomplish. There are several items that the board should consider regarding the clarity of the objectives that have been given to the director:

- Is there a distinct written job description for the director?
- Is there time set allotted at the beginning of each new fiscal year for discussion about the agency's priorities for the future?
- Are the priorities set for the director clear enough to accurately evaluate the director's performance?

#### **PROVIDE GUIDANCE TO THE DIRECTOR**

Board members must play an active role in supporting the agency and the director. One of the primary responsibilities of a board is to support the director--not to give them daily orders. The board's role is to provide the course in which they want the director to take the agency and provide the director with the necessary resources to achieve the goals. Expect feedback from the director on performance of the agency and the progress toward goals. Regularly give feedback to the director on how well they are doing. Board members, acting as a full board, must select and evaluate chief executive officer (director) who in turn becomes the board's manager. Because the director is the board's only employee, the board should be explicit in what is expected.

#### **DOES THE BOARD KNOW THE DIRECTOR'S ROLE?**

The list that follows will help separate the role as a board member from the director's role as manager.

1) PLANNING - Although the board makes long-range plans (2-10 years), the director is responsible for making short-term plans to fulfill the current year's budget and objectives. Some board members are tempted to tell the director what equipment to purchase. But if it's budgeted, the director should plan how to spend the money. It's the board's role to plan for the needs of future years.



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2) ORGANIZING - A director must organize an internal structure to help them deliver the agency's services. Frequently, board members want a say in what kind of staff positions are created. For example, a board member might think their priority should be to hire a public relations person--yet the director may want to hire a business manager. As a manager, the director should be able to create the kinds of positions and internal structure they deems necessary.

3) STAFFING - The director is in charge of hiring and dismissal of staff members. The board is in charge of hiring and dismissal of the director. The board member judges the director by the performance of the entire agency--not of individual staff members. Let the director assess the performance of individual staff members.

4) DIRECTING AND LEADING - A director motivates staff. They should inspire, direct and communicate well with all staff members. Although board members are leaders of the entire agency, they are not leaders of the staff. The director manages and leads staff. As a board member, they direct and lead the agency through the

edirector.

5) CONTROLLING - The director measures and corrects the activities of staff members and controls the spending of the current budget. The board controls how much is allocated for line items in the budget. It's tempting for board members--when they see that something's not quite right--to jump in and control what goes on.

**EXAMPLE:** If expenses are too high, a board member might want to order a reduction in staff. That would be wrong, however, because the director is in charge of controlling staff and how the current budget is spent. The most important point for board members to learn is to stand back and give the director the opportunity to manage--to fulfill the director's role. Evaluate the director's performance as a manager by assessing what the entire agency has done.

#### WHAT'S THE BOARD'S PROPER RELATIONSHIP TO THE DIRECTOR?

Perhaps the best board /director relations-builder is discussion of controversial issues before a board meeting. The problem has a high likelihood of being quickly resolved and allows the board member to know the director's point of view. To enhance the director/board relations, it's essential to address controversial issues before the issue is brought before the full board.

#### HOW MANY BOSSES SHOULD THE DIRECTOR HAVE?

"I have six board members," a director said recently "and I feel like I have six different bosses." Board members can't act as individuals. They must speak with one voice--so the director can have one boss--not six.

#### WHO'S RESPONSIBLE--THE BOARD OR DIRECTOR?

AREA	BOARD	DIRECTOR
Long-term goals (more than one year)	Approves	Recommends and provides input
Short-term goals (less than one year)	Monitors	Establishes and implements
Day-to-day operations	No Role	Makes man~ement decisions

#### HOW CAN THE BOARD PREVENT CONFLICT WITH THE DIRECTOR?

One of the continual forces that ruin more board and director relationships is doubt over who is responsible for what. Even though there is a clear list of responsibilities--for both the board members and

the director many situations and many "gray" areas arise when it comes to responsibilities that no definitive list is possible. Communication on a regular basis helps clear up misunderstanding and provides clear reporting of information.

#### **MAINTAIN A PROPER RELATIONSHIP WITH STAFF**

One of a board's most perplexing problems is its relationship to staff. As a rule, board members do not manage staff. The management of the staff is the director's responsibility. The only staff person hired, managed and evaluated by the board is the director.

#### **WHAT'S A BOARD MEMBER'S RELATIONSHIP TO STAFF?**

All communication between the board and staff should be routed through the director. This includes staff contacting the board members. The director should be notified for the purpose of contact and should a board member want to contact a staff member, the director should be included in the conversation. [Routing all board contact with staff through the director allows him or her to effectively manage priorities and ensure that overall agency goals and objectives are met.](#)

Boards do not manage staff, directors do.

**QUESTION:** "What part should the board play in hiring staff?"

**ANSWER:** The board hires the best person to administer the agency and then delegates all other staff hiring to the director. The board should not interview or evaluate staff. Evaluating staff is the director's responsibility.

**QUESTION:** "Should staff have a part in the evaluation of the director?"

**ANSWER:** The board hires the director and it is the responsibility of the board to evaluate the director.

#### **HOW SHOULD THE BOARD HANDLE STAFF GRIEVANCES?**

**QUESTION:** "Do staff have a right to appeal grievances to the board?"

**ANSWER:** Personnel management is the director's job. Unless there's a policy to the contrary, staff grievances should not go to the board. When the board listens to staff grievances, they may actually be settling one problem and creating a couple of serious new problems:

- Grievances that go to the board give staff mixed signals about who's in charge. If they can appeal any administrative decision to the board, the director's authority with staff is greatly weakened.
- If the director makes a decision on a staff grievance and the board reverses that decision, the relationship between board and director will be strained. The board and the director must speak with one voice that says "the director manages staff."

Area	Board	Director
Hiring staff	No role	Approves all hiring
Staff deployment and assignment	No role	Establishes
Dismissal of staff	No role	Makes final termination decisions
Staff grievances	No role	Grievances stop at the director
Personnel policies	Adopts	Recommends and administers
Staff salaries	Allocates line item for salaries in budget	Approves salaries with recommendations from the supervisory staff
Staff evaluation	Evaluates only the director	Evaluates all other staff

#### **D. FINANCIAL FUNCTIONS**

##### **ENSURE ADEQUATE FINANCING OF THE AGENCY AND RESPONSIBLE OVERSIGHT OF BUDGET**

Board members must ensure that the agency has adequate finances and money is responsibly spent. No board can set policy and make plans for the future without assessing the need for financing. The board

should know the money is spent effectively to deliver the kind of programs and services they have authorized. The board can do this ~~is can be done by~~ with regular review of the financial dashboard showing trends as the year progresses. -In addition, IDPR is subject to regular financial reviews from the State Controller's Office and Division of Financial Management as well as ~~and~~ performance audits from the Legislative Services Office.

### WHAT'S THE BOARD'S PROPER ROLE IN FINANCE?

A board has three major responsibilities when it comes to finance:

- Board should set financial policies. This means the board is responsible for defining the agency's mission, establishing goals, and approving a budget that will enable the goals to be achieved.
- Board should give precise guidance to the director letting them know where the board wants the agency to go. What are the goals and what kinds of things would the board like the budget to achieve?
- Boards set broad financial policies--such as identifying where they want to go with their budgets. Directors are responsible for expenditures of the money in order to achieve the goals set forth by the board.
- Board should work with the agency's fiscal officer through the director as the fiscal officer reports to the director. The fiscal officer comes to board meetings as a resource person to explain detailed financial information.
- Board should monitor financial outcomes. It is the board's responsibility of a to evaluate the results of the director's spending by asking the following questions:
  - Is the agency on target with the planned expenses and revenues?
  - Is the agency financially solvent (money in the bank to pay expenses)?
  - Will the agency have income to meet future expenses?

The answers the director provides will help the board assess how budget is being spent and the programs the board authorized are being carried out.

### WHO'S RESPONSIBLE FOR FINANCE?

Item	Board	Director
Budget	Approves	Develops and recommends
Capitol Purchases	Approves	Prepares requests
Decisions on building, renovation, leasing or expansion	Makes decisions, assumes responsibility	Recommends and authorizes signing of contract
Supply Purchase	Establishes policy and budget for supplies	Purchases according to board policy and assures fiscal responsibility
Major repairs (back log and current)	Approves	Obtains estimates and prepares recommendation
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- Seek assistance from an attorney or other professional. When the wording of a motion is critical, seek professional advice.

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**IDAHO DEPARTMENT OF PARKS AND RECREATION  
BOARD PROCEDURES**

*Proposed amendments as of August 17, 2012*

**BOARD PROCEDURES OUTLINE:**

- A. GENERAL PROVISIONS**
- B. POLICY FUNCTIONS**
- C. BOARD – STAFF RELATIONSHIP**
- D. FINANCIAL FUNCTIONS**
- E. BOARD MEETING PROCEDURES**

**A. GENERAL PROVISIONS**

**OVERVIEW**

Board members are appointed by the Governor and appointed by the State Senate to carry out specific statutory duties and advise the Idaho Department of Parks & Recreation (IDPR). The Board has specific duties including formulating a comprehensive plan and maintaining Idaho's parks and trail system. The Board also has the authority to promulgate rules, establish policies, expend funds, collect reasonable fees, appoint advisory committees, and cooperate with other units of government.

**PARTNERSHIPS**

IDPR board members are an important part of Idaho state government. Board members and their Director interact with the Governor, other State agencies, the State Legislature and local units of government. Board members are also a conduit between IDPR and local organizations that support parks and recreation. In all instances, board members should act and speak in a manner that it is consistent with decisions of the entire IDPR board, not based upon personal beliefs or opinions.

**COMPLIANCE**

The Board is required to comply with the provisions of Idaho's Open Meeting and Public Records Laws. In addition, there are multiple processes in State Government that the Board is required to follow regarding proposed legislation, rules and budgets.

**CONFLICTS OF INTERESTS**

Board members should be careful to avoid actual conflicts of interest and minimize the appearance of potential conflicts of interest. Board members should consider resigning from positions with other organizations that might be, or appear to be, a conflict of interest with their statewide duties for IDPR. In the event there is an actual or potential conflict of interest board members should disclose that during the meeting and if needed, rescues him or herself from the discussion and/or a vote on the matter.

**B. POLICY FUNCTIONS**

**HOW DOES A BOARD SET POLICY?**

Board policies determine how the agency will conduct business. The director implements policy and determines what agency employees will administer policy. Board policy making should impact the entire agency.

*EXAMPLE:* Approving the annual budget is setting a policy for the agency which is a board responsibility. Spending within the approved budget is implementation of the policy which is the director's responsibility. By examining financial statements and year-end balances, board members can monitor the implementation and outcome of the budget they set.

*EXAMPLE:* The board makes a policy decision when it determines the activities and services of the agency. The director implements the policy through staff that carry out the activities and services. The board monitors implementation by examining outcome statistics and financial records, but does not get involved in direct activities or services.

*EXAMPLE:* The board approves personnel policies recommended by the director. The director implements personnel policies by hiring, evaluating, disciplining and dismissal staff. The board monitors implementation of the personnel policies by auditing turnover and other employment statistics. The only individual aboard hires or dismisses is the director.

**ARE THE BOARD MEMBER OBLIGATED TO SUPPORT THE BOARD'S OFFICIAL STAND?**

*QUEST/ON:* "As a board member, am I obligated to support my agency's official stand on an issue that I don't personally agree with?"

*ANSWER:* Board members must be leaders and promoters of the agency, not of their selves.

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- 3) Who has political influence? (Who might have influence in the way government money is distributed to the agency-elected officials, media, candidates, lobbyists, political activists, special interest groups?)

#### **SHOULD THE DIRECTOR AND STAFF HELP DEVELOP POLICY?**

The board has the ultimate responsibility for board policy. But there is a need for director and staff input to develop these policies. The director and staff should be encouraged to influence policy according to what they perceive to be the agency's needs. Without the input, the board may end up with two sets of policies--those the board wrote and approved and those the employees follow.

#### **IS THIS A POLICY OR A MANAGEMENT DECISION?**

Governing the agency should be a team effort between the director and board members. Each has responsibilities to help the team succeed.

8/22/2011

First, determine if a concern is really a board issue or something better handled by the director. Several tests quickly give the answer. The board handles the following issues:

- affect the whole agency (Administration and staff handle issues that affect individuals.)
- dictate policy (Administration and staff handle how a policy is implemented\_
- are dictated by law
- are requested by the director

Second, if it's a policy issue the board must deal with, the board should ask the director to conduct research into and recommend alternatives.

Third, make a decision after weighing the information. If the issue affects an individual and not the whole staff, the board should disqualify it as a board issue right away. Staff discipline of individuals is the director's job. However, if the staff discipline policy does not seem to be working or appears to be legally questionable, that is a board issue.

Policy affects the whole agency. The board should ask the director to report on the effectiveness of the current policy and make recommendations for improving it if necessary.

### **C. BOARD – STAFF RELATIONSHIP** **IDPR DIRECTOR**

The Director is hired based upon executive ability, experience and training. The Director is the Board's 'CEO' of the agency, oversees all staff and budgets, and ensures compliance with all applicable laws and regulations. The Director is responsible to oversee implementation of the Board's priorities and goals. Board member communications with the agency should be routed through the Director.

#### **DOES THE DIRECTOR KNOW WHAT THE BOARD WANTS?**

Much friction is caused when individual board members try to impose their own priorities on the director. One wants a strong emphasis on finances. Another thinks public relations should get top billing on the director's calendar.

The director spends so much time chasing the individual priorities of board members, the real work of the agency may get lost. Setting priorities for the agency is a board team effort. Board members and director must work together to set common goals so the director has no doubt what the board expects them to accomplish. There are several items that the board should consider regarding the clarity of the objectives that have been given to the director:

- Is there a distinct written job description for the director?
- Is there time set allotted at the beginning of each new fiscal year for discussion about the agency's priorities for the future?
- Are the priorities set for the director clear enough to accurately evaluate the director's performance?

#### **PROVIDE GUIDANCE TO THE DIRECTOR**

Board members must play an active role in supporting the agency and the director. One of the primary responsibilities of a board is to support the director--not to give them daily orders. The board's role is to provide the course in which they want the director to take the agency and provide the director with the necessary resources to achieve the goals. Expect feedback from the director on performance of the agency and the progress toward goals. Regularly give feedback to the director on how well they are doing. Board members, acting as a full board, must select and evaluate chief executive officer (director) who in turn becomes the board's manager. Because the director is the board's only employee, the board should be explicit in what is expected.

#### **DOES THE BOARD KNOW THE DIRECTOR'S ROLE?**

The list that follows will help separate the role as a board member from the director's role as manager.

1) PLANNING - Although the board makes long-range plans (2-10 years), the director is responsible for making short-term plans to fulfill the current year's budget and objectives. Some board members are tempted to tell the director what equipment to purchase. But if it's budgeted, the director should plan how to spend the money. It's the board's role to plan for the needs of future years

2) ORGANIZING - A director must organize an internal structure to help them deliver the agency's services. Frequently, board members want a say in what kind of staff positions are created. For example, a board member might think their priority should be to hire a public relations person--yet the director may want to hire a business manager. As a manager, the director should be able to create the kinds of positions and internal structure they deems necessary.

3) STAFFING - The director is in charge of hiring and dismissal of staff members. The board is in charge of hiring and dismissal of the director. The board member judges the director by the performance of the entire agency--not of individual staff members. Let the director assess the performance of individual staff members.

4) DIRECTING AND LEADING - A director motivates staff. They should inspire, direct and communicate well with all staff members. Although board members are leaders of the entire agency, they are not leaders of the staff. The director manages and leads staff. As a board member, they direct and lead the agency through the director.

5) CONTROLLING - The director measures and corrects the activities of staff members and controls the spending of the current budget. The board controls how much is allocated for line items in the budget. It's tempting for board members--when they see that something's not quite right--to jump in and control what goes on.

**EXAMPLE:** If expenses are too high, a board member might want to order a reduction in staff. That would be wrong, however, because the director is in charge of controlling staff and how the current budget is spent. The most important point for board members to learn is to stand back and give the director the opportunity to manage--to fulfill the director's role. Evaluate the director's performance as a manager by assessing what the entire agency has done.

#### **WHAT'S THE BOARD'S PROPER RELATIONSHIP TO THE DIRECTOR?**

Perhaps the best board /director relations-builder is discussion of controversial issues before a board meeting. The problem has a high likelihood of being quickly resolved and allows the board member to know the director's point of view. To enhance the director/board relations, it's essential to address controversial issues before the issue is brought before the full board.

#### **HOW MANY BOSSES SHOULD THE DIRECTOR HAVE?**

"I have six board members," a director said recently "and I feel like I have six different bosses." Board members can't act as individuals. They must speak with one voice--so the director can have one boss--not six.

#### **WHO'S RESPONSIBLE--THE BOARD OR DIRECTOR?**

AREA	BOARD	DIRECTOR
Long-term goals (more than one year)	Approves	Recommends and provides input
Short-term goals (less than one year)	Monitors	Establishes and implements
Day-to-day operations	No Role	Makes management decisions

#### **HOW CAN THE BOARD PREVENT CONFLICT WITH THE DIRECTOR?**

One of the continual forces that ruin more board and director relationships is doubt over who is responsible for what. Even though there is a clear list of responsibilities--for both the board members and

the director many situations and many "gray" areas arise when it comes to responsibilities that no definitive list is possible. Communication on a regular basis helps clear up misunderstanding and provides clear reporting of information.

#### **MAINTAIN A PROPER RELATIONSHIP WITH STAFF**

One of a board's most perplexing problems is its relationship to staff. As a rule, board members do not manage staff. The management of the staff is the director's responsibility. The only staff person hired, managed and evaluated by the board is the director.

#### **WHAT'S A BOARD MEMBER'S RELATIONSHIP TO STAFF?**

All communication between the board and staff should be routed through the director. This includes staff contacting the board members. The director should be notified for the purpose of contact and should a board member want to contact a staff member, the director should be included in the conversation. Routing all board contact with staff through the director allows him or her to effectively manage priorities and ensure that overall agency goals and objectives are met. Boards do not manage staff, directors do.

**QUESTION:** "What part should the board play in hiring staff?"

**ANSWER:** The board hires the best person to administer the agency and then delegates all other staff hiring to the director. The board should not interview or evaluate staff. Evaluating staff is the director's responsibility.

**QUESTION:** "Should staff have a part in the evaluation of the director?"

**ANSWER:** The board hires the director and it is the responsibility of the board to evaluate the director.

#### **HOW SHOULD THE BOARD HANDLE STAFF GRIEVANCES?**

**QUESTION:** "Do staff have a right to appeal grievances to the board?"

**ANSWER:** Personnel management is the director's job. Unless there's a policy to the contrary, staff grievances should not go to the board. When the board listens to staff grievances, they may actually be settling one problem and creating a couple of serious new problems:

- Grievances that go to the board give staff mixed signals about who's in charge. If they can appeal any administrative decision to the board, the director's authority with staff is greatly weakened.
- If the director makes a decision on a staff grievance and the board reverses that decision, the relationship between board and director will be strained. The board and the director must speak with one voice that says "the director manages staff."

Area	Board	Director
Hiring staff	No role	Approves all hiring
Staff deployment and assignment	No role	Establishes
Dismissal of staff	No role	Makes final termination decisions
Staff grievances	No role	Grievances stop at the director
Personnel policies	Adopts	Recommends and administers
Staff salaries	Allocates line item for salaries in budget	Approves salaries with recommendations from the supervisory staff
Staff evaluation	Evaluates only the director	Evaluates all other staff

#### **D. FINANCIAL FUNCTIONS**

##### **ENSURE ADEQUATE FINANCING OF THE AGENCY AND RESPONSIBLE OVERSIGHT OF BUDGET**

Board members must ensure that the agency has adequate finances and money is responsibly spent. No board can set policy and make plans for the future without assessing the need for financing. The board

should know the money is spent effectively to deliver the kind of programs and services they have authorized. The board can do this with regular review of the financial dashboard showing trends as the year progresses. In addition, IDPR is subject to regular financial reviews from the State Controller's Office and Division of Financial Management as well as performance audits from the Legislative Services Office.

### WHAT'S THE BOARD'S PROPER ROLE IN FINANCE?

A board has three major responsibilities when it comes to finance:

- Board should set financial policies. This means the board is responsible for defining the agency's mission, establishing goals, and approving a budget that will enable the goals to be achieved.
- Board should give precise guidance to the director letting them know where the board wants the agency to go. What are the goals and what kinds of things would the board like the budget to achieve?
- Boards set broad financial policies--such as identifying where they want to go with their budgets. Directors are responsible for expenditures of the money in order to achieve the goals set forth by the board.
- Board should work with the agency's fiscal officer through the director as the fiscal officer reports to the director. The fiscal officer comes to board meetings as a resource person to explain detailed financial information.
- Board should monitor financial outcomes. It is the board's responsibility of a to evaluate the results of the director's spending by asking the following questions:
  - Is the agency on target with the planned expenses and revenues?
  - Is the agency financially solvent (money in the bank to pay expenses)?
  - Will the agency have income to meet future expenses?

The answers the director provides will help the board assess how budget is being spent and the programs the board authorized are being carried out.

### WHO'S RESPONSIBLE FOR FINANCE?

Item	Board	Director
Budget	Approves	Develops and recommends
Capitol Purchases	Approves	Prepares requests
Decisions on building, renovation, leasing or expansion	Makes decisions, assumes responsibility	Recommends and authorizes signing of contract
Supply Purchase	Establishes policy and budget for supplies	Purchases according to board policy and assures fiscal responsibility
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- Draft motions before the meeting. The board meeting will have the wording correct and be better able to respond to questions and comments brought up at the meeting.
- Clarify each motion before voting. Have the chairperson repeat the motion to make sure it will be recorded as it was intended. If the motion is not understood, the board members should ask for clarification before approval takes place. Board meeting minutes are the official record of board actions.
- Seek assistance from an attorney or other professional. When the wording of a motion is critical, seek professional advice.

☐ IDAPA RULE                      ☐ IDAPA FEE                      **X BOARD ACTION REQUIRED**  
☐ BOARD POLICY                      ☐ INFO ONLY, NO ACTION REQUIRED

**AGENDA**  
**Idaho Park and Recreation Board Meeting**  
**November 13-14, 2012**  
**IDPR Headquarters**  
**Boise, ID**

**AGENDA ITEM:**                      **Transfer of the Aqualife Property to the Park Land Trust**

**ACTION REQUIRED:**                      **Board Action Required**

**PRESENTER:**                      **Director Merrill & Steve Strack**

**PRESENTATION**

**BACKGROUND INFORMATION:** In 2001, the Idaho State Building Authority, using the proceeds from the issuance of certain revenue bonds, acquired two parcels in the Hagerman Valley: the Billingsley Creek Farm and the Aqualife property. The Department of Parks and Recreation leased the properties from the Authority and operated them as part of Thousand Springs State Park. Recently, the Building Authority and the Department have worked cooperatively to refund the 2001 bonds and allow the Authority to transfer title of the Billingsley Creek Farm and the Aqualife property to the Department. After bond closing on October 25, 2012, the Authority will convey fee title to the Department.

This Board has previously directed the Department to proceed with sale of the Aqualife property after acquiring title. A necessary prerequisite to the sale of the property is the placement of the property into the Park Land Trust.

Under the terms of Idaho Code § 67-4241, the Board may place any lands under its jurisdiction into the Park Land Trust, if such designation is not prohibited by deed or other restriction. The Park Land Trust is an internal designation that allows for disposition of property by the Board. Once placed into the Trust, the property may be exchanged for property of equal value, or sold at a price not less than the appraised value. Proceeds from the sale may be used "to acquire property for the park land trust which has substantial potential for park and recreation purposes, which can be efficiently managed by the department, or which can be traded for other lands with high park and recreation potential."

There are no restrictions in the deeds for the Aqualife property that prevent its designation as Park Land Trust property. Likewise, the Aqualife property is not subject to Land and Water Conservation Fund restrictions that would prevent its disposition or require replacement property to be acquired.

**STAFF RECOMMENDATIONS:**

Staff recommends that the Board place the Aqualife property into the Park Land Trust.

<input type="checkbox"/> IDAPA RULE	<input type="checkbox"/> IDAPA FEE	<input checked="" type="checkbox"/> BOARD ACTION REQUIRED
<input type="checkbox"/> BOARD POLICY	<input type="checkbox"/> INFO ONLY, NO ACTION REQUIRED	

**AGENDA**  
**Idaho Park and Recreation Board Meeting**  
**November 13-14, 2012**  
**IDPR Headquarters**  
**Summit Conference Room**  
**Boise ID**

**AGENDA ITEM:** Ponderosa Sewer Easement

**ACTION REQUIRED:** Board Action Required

**PRESENTER:** Gath Taylor

**PRESENTATION**

**BACKGROUND INFORMATION:**

For the last 4 or 5 years the Payette Lakes Recreational Water and Sewer District has been attempting to establish an easement that allows them permission to maintain and improve when needed the main sewer lines that service Ponderosa's infrastructure. As part of this easement the sewer district is cleaning up ownership issues with these main sewer lines, man holes, and other vital infrastructure. With the proposed easement agreement the sewer district will forever maintain, repair and replace the main sewer lines in the park, at no cost to the park or state of Idaho. This removes the park from possible future operational expenses in areas that require special certifications that park staff currently do not have, and are extremely expensive to acquire and maintain – i.e. lift stations and waste disposal requirements. This agreement addresses concerns about notification for repairs of park resources in the case of needed work. It also protects the major investments the park and the sewer district have in all of the sewer system.

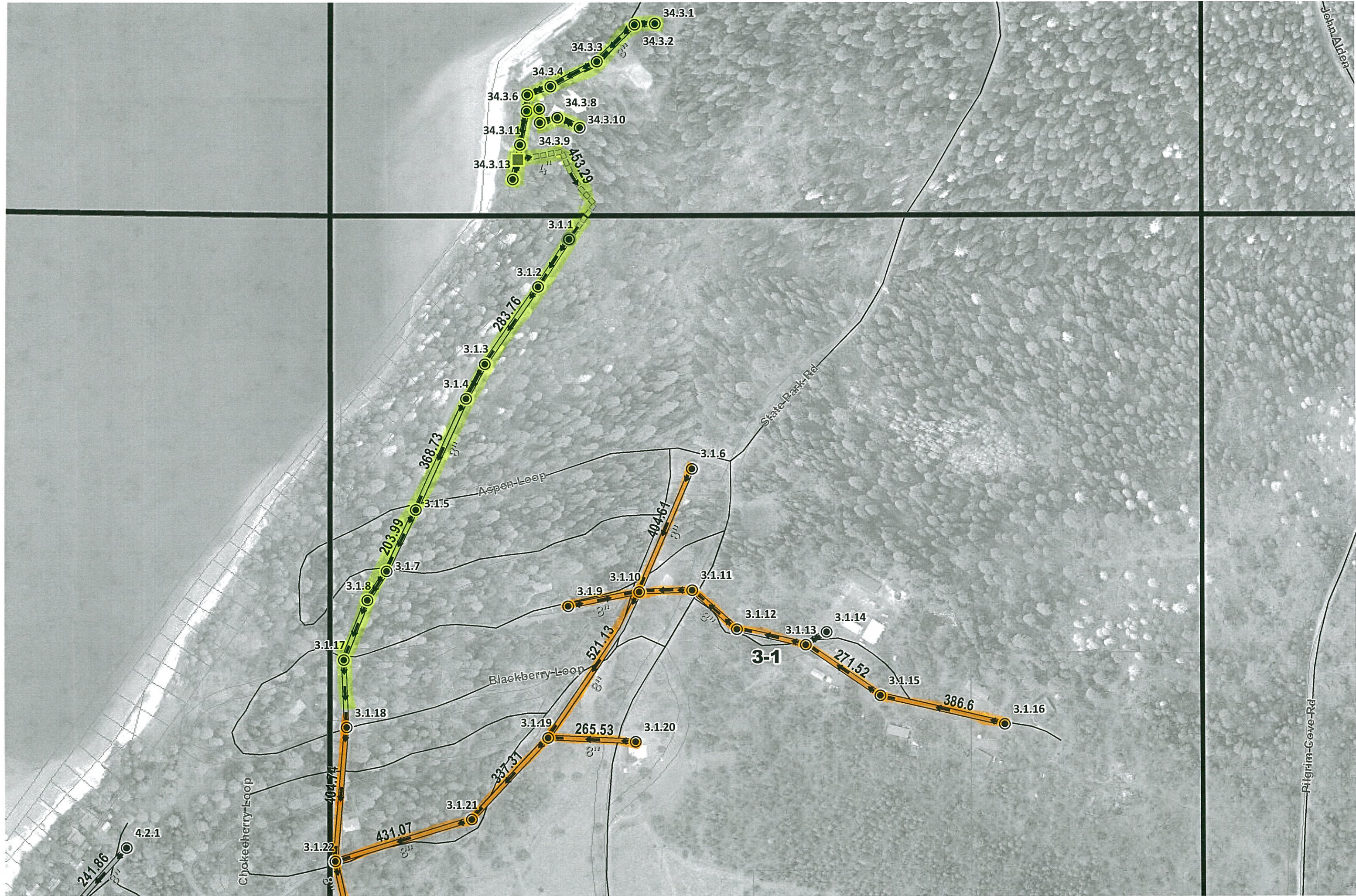
**STAFF RECOMMENDATIONS:**

Staff recommends approval of the Ponderosa Sewer Easement

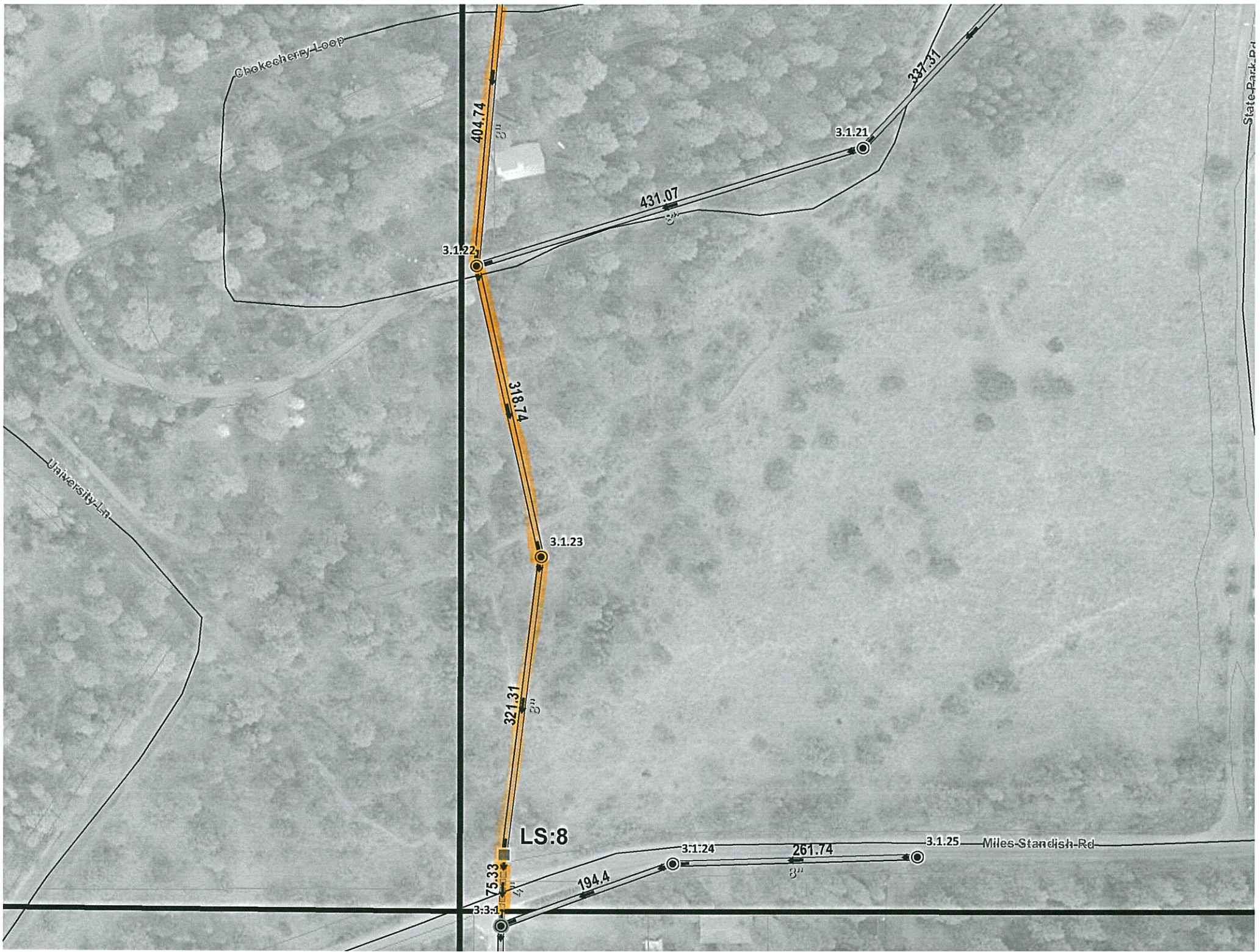








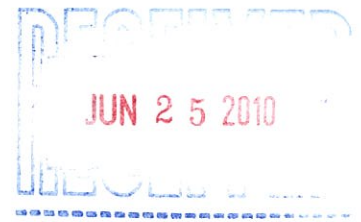












June 16, 2010

**C. L. "Butch" Otter**  
governor

**Nancy C. Merrill**  
director

**David M. Ricks**  
deputy director

.....  
**IDAHO PARK AND  
RECREATION BOARD**  
.....

**Steve Klatt**  
region one

**Randal F. Rice**  
region two

**Ernest J. Lombard**  
region three

**Latham Williams**  
region four

**Jean S. McDevitt**  
region five

**Douglas A. Hancey**  
region six

.....  
**IDAHO DEPARTMENT OF  
PARKS AND RECREATION**  
.....

p.o. box 83720  
boise, idaho 83720-0065

(208) 334-4199

fax (208) 334-3741

tdd 1-800-377-3529

street address  
5657 warm springs avenue  
boise, idaho 83716

[www.parksandrecreation.idaho.gov](http://www.parksandrecreation.idaho.gov)

Payette Lakes Water & Sewer District  
201 Jacob Street  
McCall, ID 83638

Re.: Temporary Permit(s)

Gentlemen:

I am in the process of updating IDPR's Temporary Permit Files. Your assistance in this process will be greatly appreciated. I have listed the permit issued to your company as follows. Please review the list and reply at your earliest convenience.

Temporary Permit #	Purpose	Expiration Date	Location
0331-03-2005 Ponderosa	Construct and maintain underground sewer lines.	12/31/2005	Sec. 34, T19N,R3E Sec. 3 & 4, T18N, R3E Valley County

In renewing the temporary permit, please complete the enclosed APPLICATION FORM FOR TEMPORARY PERMITS ON LANDS OWNED BY THE IDAHO DEPARTMENT OF PARKS AND RECREATION.

I am providing you with a copy of "*Rules Governing the Administration of Temporary Permits on Lands Owned by the Idaho Department of Parks and Recreation.*"

Please contact me at 208-514-2451, if you have questions relative to this process.

Sincerely,

Nadine Curtis  
Management Services Administrative Assistant

Enclosures



# STATE OF IDAHO

## TEMPORARY PERMIT # 0331-03-2005

(Renewal of Temporary Permit No. 33-1-P-93)

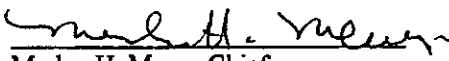
### Ponderosa State Park

The Idaho Department of Parks and Recreation (hereinafter Grantor) hereby grants permission to Payette Lakes Water and Sewer District (hereinafter permittee) to utilize a certain portion of state land for a sewer line. The land is located within Ponderosa State Park in a portion of Sections 3 and 4, T18N, R3E, BM, as shown on the attached map (Exhibit #1) and legal description (Exhibit #2) attached hereto and hereby made a part of this permit.

This permit is issued subject to the following terms and conditions.

1. The Permittee assumes all operation and maintenance responsibilities and expenses for that portion of the Grantor's existing sewer system which the Permittee will jointly utilize, including the existing lift station and construction and/or maintenance of an underground electrical service to it.
2. The joint use of the Grantor's existing sewer facilities authorized by this permit shall be subject to the Grantor's future expansion of the park.
3. The issuance of this permit shall not change the Grantor's present agreement for sewer service with the City of McCall.
4. The use and term of this temporary permit is limited solely to that specifically stated in this permit.
5. The Permittee shall maintain at its sole expense the permit site in a condition satisfactory to the Park Manager. All disturbed areas during construction or maintenance shall be leveled and reseeded to Grantor's specifications, and shall be left in as good or better condition as before work commenced. The Park Manager at Ponderosa State Park is designated as the Grantor's on-site representative. All construction and maintenance work shall be scheduled and approved by the Park Manager.
6. In accepting this permit, the Permittee, its agents and contractors shall indemnify and hold harmless the State of Idaho and its representatives against and from any and all demands, claims, or liabilities of every nature whatsoever arising directly or indirectly from or in any way connected with the use authorized under this temporary permit.
7. Should the land be needed for park development or recreational use, the Director of the Idaho Department of Parks and Recreation hereby reserves the right to order the change of location or the removal of any structure(s) or facility(ies) authorized by this permit, said change or removal to be made at the sole expense of the Permittee, or its successors or assigns.
8. This permit is not exclusive to the Permittee, and shall not prohibit the Grantor from granting other permits or franchise rights of like or other nature to other public or private entities, nor shall it prevent the Grantor from using or constructing roads and structures over or near the lands encompassed by this permit, or affect the Grantor's right to full supervision or control over all lands which are part of this temporary permit.
9. The Director of the Idaho Department of Parks and Recreation may cancel this permit or amend any of the conditions of this permit if the Permittee fails to comply with any or all of its provisions or requirements set forth or through willful or unreasonable neglect, fails to heed or comply with notices given.

10. The Permittee will comply with all applicable state and local laws, rules, and ordinances including but not limited to: State fire laws and all rules of the State Land Board pertaining to forest and watershed protection and with the Stream Channel Protection Act as designated in Chapter 38, Title 42 of the *Idaho Code*.
11. The Permittee will comply with all State and Federal statutes, rules, and regulations pertaining to wetlands protection.
12. Temporary permits on land located within Land and Water Conservation Fund 6(f) boundaries, their amendment, renewal, assignment and all subsequent actions shall be subject to the terms and the requirements of the Land and Water Conservation Fund Act of 1965 (P.L. 88-578, 16 U.S.C.S. Section 4601-4 et seq.).
13. Any excavation within the bounds of this permit must be coordinated with the Idaho State Historic Preservation Office.
14. The Permittee shall comply promptly with any laws, regulations, conditions or instructions affecting the activity hereby authorized if and when issued by the Environmental Protection Agency, or any federal, state, interstate or local governmental agency having jurisdiction to abate or prevent pollution. The disposal of any toxic or hazardous materials within the premises is specifically prohibited. The storage of any toxic or hazardous materials of waste without the prior approval of the Director, Idaho Department of Parks and Recreation is prohibited. Such regulations, conditions or instructions in effect or prescribed by the Environmental Protection Agency, or any federal, state, interstate or local governmental agency are hereby made a condition of this permit.
15. The Permittee shall exercise every reasonable effort to protect the forage and watershed resources.
16. The Permittee shall not discharge waste or effluent from the property in such a manner that the discharge will contaminate streams or other bodies of water or otherwise become a public nuisance. The Permittee will use all reasonable means available to protect the environment and natural resources, and where damage nonetheless occurs arising from the permittee's activities, the permittee shall be liable to restore the damaged resources.
17. Upon termination of the temporary permit for any reason including cancellation, expiration, or relinquishment, the Permittee shall have thirty (30) days from the date of termination to remove any facilities and improvements constructed by the Permittee, and shall restore the permit site to the satisfaction of the Park Manager. Upon written request, and for good cause shown, the Director of the Idaho Department of Parks and Recreation may allow a reasonable additional time for the removal of improvements and facilities and the restoration of the site.
18. This permit shall expire on December 31, 2005, but may be extended upon written request from the Permittee and at the discretion of the Director, Idaho Department of Parks and Recreation.

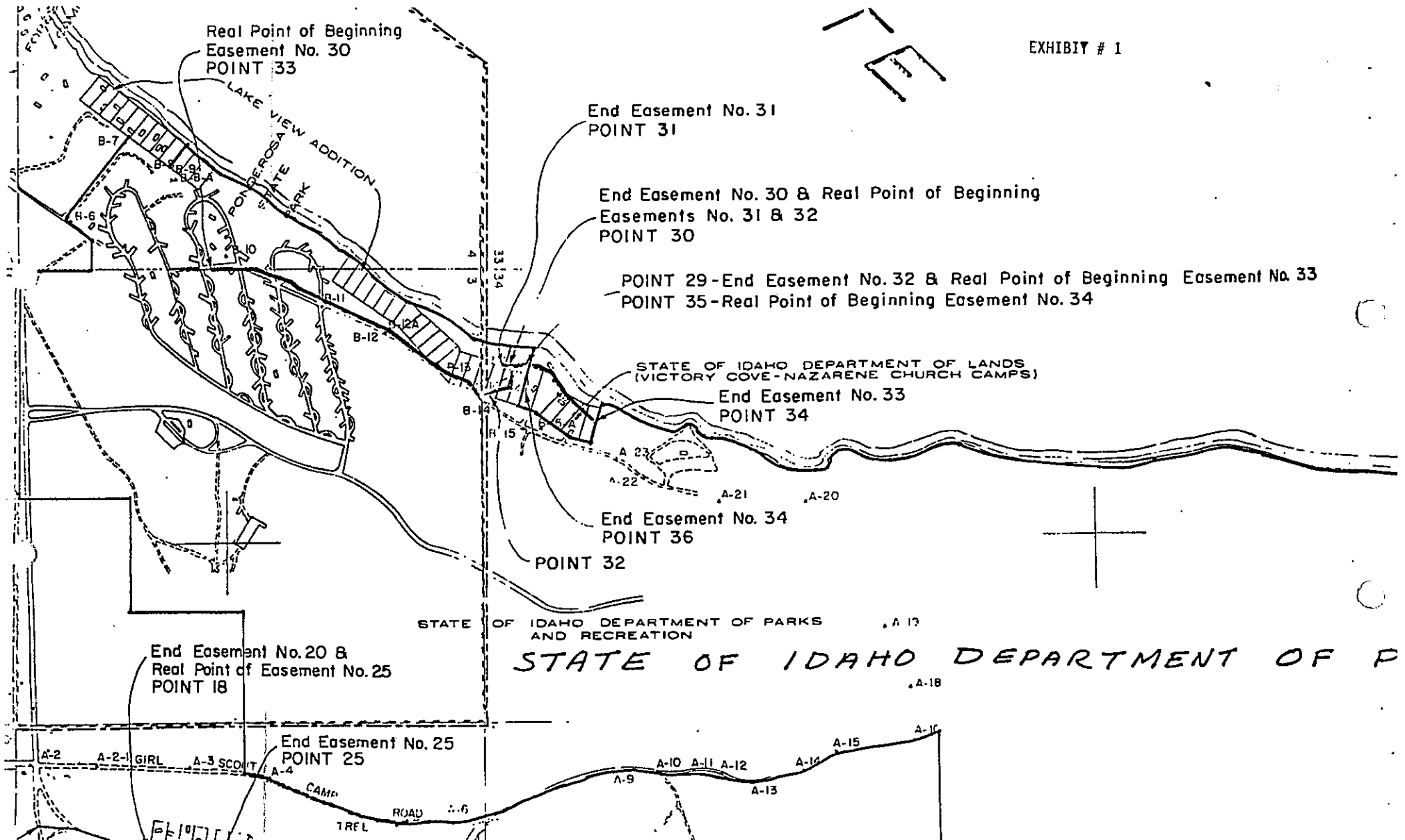
  
Merlyn H. Mews, Chief  
Development Bureau  
Idaho Department of Parks & Rec.  
P. O. Box 83720  
Boise, Idaho 83720-0065

Date signed 5/14/96

  
Payette Lakes Water & Sewer District  
P. O. Box 1566  
McCall, ID 83638

Date signed 6/11/96

EXHIBIT # 1



Project: 8908  
Date: October 4, 1983

SEWER LINE EASEMENT DESCRIPTION  
STATE OF IDAHO DEPARTMENT OF LANDS  
(STATE OF IDAHO DEPARTMENT OF PARKS AND RECREATION)  
PAYETTE LAKES WATER AND SEWER DISTRICT  
McCALL, VALLEY COUNTY, IDAHO  
LINE: C-5

EASEMENT NO. 30:

Beginning at a point marking the one-quarter corner common to Section 3, T.18N., R.3E., B.M., and Section 34, T.19N., R.3E., B.M., Valley County, Idaho; thence North  $89^{\circ}53'10''$  West 1,867.1 feet, more or less, to Point "32", also said point being Station 37+74.7, Line C.5; thence South  $23^{\circ}31'06''$  West 1,735.4 feet, more or less, to existing manhole Station 19+74.5, also said point being Point "33"; thence South  $2^{\circ}17'17''$  West 10.0 feet, more or less, which is also Station 19+64.5 of Easement No. 30, also said point being the REAL POINT OF BEGINNING of a 20.00-foot permanent sewer easement lying 10.00 feet left of and 10.00 feet right of and an additional 30.00-foot temporary construction easement lying to the right of the said 20.00-foot permanent sewer easement (State of Idaho Department of Parks and Recreation) and adjacent to the following described centerline; thence North  $2^{\circ}17'17''$  East 10.0 feet, more or less, to the said existing Manhole Station 19+74.5; thence North  $5^{\circ}11'38''$  West 185.1 feet, more or less, to Manhole C.5-11, Station 21+59.6; thence North  $18^{\circ}04'02''$  East 193.5 feet, more or less, to Manhole C.5-12, Station 23+53.1; thence North  $33^{\circ}13'55''$  East 90.4 feet, more or less, to Manhole C.5-13, Station 24+43.5; thence North  $25^{\circ}47'15''$  East 221.9 feet, more or less, to Manhole C.5-14, Station 26+65.4; thence North  $24^{\circ}57'30''$  East 369.6 feet, more or less, to Manhole C.5-15, Station 30+35.0; thence North  $30^{\circ}00'00''$  East 120.0 feet, more or less, to Manhole C.5-16, Station 31+55.0; thence North  $34^{\circ}59'47''$  East 275.0 feet, more or less, to Manhole C.5-17, Station 34+30.0; thence North  $28^{\circ}59'51''$  East 155.0 feet, more or less, to Manhole C.5-18, Station 35+85.0; thence North  $38^{\circ}00'07''$  East 140.8 feet, more or less, to an Angle Point, Station 37+25.8, also said point being the point of ending of the said 20.00-foot permanent sewer easement and the point of beginning of a 20.00-foot permanent sewer easement lying 10.00 feet left of and 10.00 feet right of and an additional 30.00-foot temporary construction easement lying to the left of the said 20.00-foot permanent sewer easement and adjacent to the following described centerline; thence North  $41^{\circ}25'50''$  West 48.9 feet, more or less, to Station 37+74.7, also said point being Point "32"; thence continuing North  $41^{\circ}25'50''$  West 27.3 feet, more or less, to an Angle Point Equation Station 38+02.0 back equals Station 37+95.1 ahead; thence North  $15^{\circ}24'00''$  West 110.4 feet, more or less, to an Angle Point Station 39+05.5; thence North  $86^{\circ}13'22''$  West 125.9 feet, more or less, to an Angle Point Station 40+31.4; thence South  $58^{\circ}31'06''$  West 10.0 feet, more or less, to Station 40+41.4, also said point being the point of ending of the said 20.00-foot permanent sewer easement and the point of beginning of a 40.00-foot permanent sewer easement lying 20.00 feet left of and 20.00 feet right of the said 40.00-foot permanent sewer easement and also lying to the right of the approximate high-water line of Payette Lake and an additional 20.00-foot temporary construction easement

Project: 8908

Date: October 4, 1983

Page: 2 - Sewer Line Easement - Line C-5 - Easement No. 30

lying to the left of the said 40.00-foot permanent sewer easement and adjacent to the following described centerline; thence continuing South  $58^{\circ}31'06''$  West 34.8 feet, more or less, to Wet Well, Lift Station No. 14, Station 40+76.2, also said point being Point "30"; thence continuing South  $58^{\circ}31'06''$  West 20.0 feet, to Station 40+96.2, also said point being the POINT OF ENDING of the above described permanent sewer easement No. 30, as shown on the Payette Lakes Water and Sewer District base map.

Project: 8908  
Date: October 4, 1983

SEWER LINE EASEMENT DESCRIPTION  
STATE OF IDAHO DEPARTMENT OF LANDS  
(STATE OF IDAHO DEPARTMENT OF PARKS AND RECREATION)  
PAYETTE LAKES WATER AND SEWER DISTRICT  
MCCALL, VALLEY COUNTY, IDAHO  
LINE: C-6B

EASEMENT NO. 31:

Beginning at Point "30" of easement No. 30, which is Wet Well, Lift Station No. 14, Station 40+76.2, Line C.5, as shown on the Payette Lakes Water and Sewer District base map and also said point being the REAL POINT OF BEGINNING of Line C.6B and of a 20.00-foot permanent sewer easement lying 10.00 feet left of and 10.00 feet right of and an additional 30.00-foot temporary construction easement lying to the right of the said 20.00-foot permanent sewer easement and also lying to the left of the approximate high-water line of Payette Lake and adjacent with the following described centerline; thence South  $12^{\circ}17'16''$  West 26.6 feet, more or less, to Manhole C.6B-1, Station 0+26.6; thence continuing South  $12^{\circ}17'16''$  West 10.0 feet, more or less, to Station 0+36.6, also said point being the POINT OF ENDING of the above described permanent sewer easement No. 31 and also said point being Point "31", Line C.6B, as shown on the said Payette Lakes Water and Sewer District base map.

Project: 8908

Date: October 4, 1983

SEWER LINE EASEMENT DESCRIPTION  
STATE OF IDAHO DEPARTMENT OF LANDS  
(STATE OF IDAHO DEPARTMENT OF PARKS AND RECREATION)  
PAYETTE LAKES WATER AND SEWER DISTRICT  
MCCALL, VALLEY COUNTY, IDAHO  
LINE: C-6A

EASEMENT NO. 32:

Beginning at Point "30" of easement No. 30, which is Wet Well, Lift Station No. 14, Station 40+76.2, Line C.5, as shown on the Payette Lakes Water and Sewer District base map and also said point being the REAL POINT OF BEGINNING of Line C.6A and of a 20.00-foot permanent sewer easement lying 10.00 feet left of and 10.00 feet right of and an additional 30.00-foot temporary construction easement lying to the left of the said 20.00-foot permanent sewer easement and also lying to the right of the approximately high-water line of Payette Lake and adjacent with the following described centerline; thence North 8°56'34" East 88.0 feet, more or less, to Station 0+88.0, also said point being the POINT OF ENDING of the above described sewer easement No. 32 and also said point being Point "29" and a point on the approximate Southwesterly boundary of Lot 38 of the Plat of Payette Lake - Lake View Addition, as on file in the office of the State of Idaho Department of Lands, which bears North 44°49'07" West 280.2 feet, more or less, from Point "32", Line C.5, as shown in easement No. 30 and as shown on the said Payette Lakes Water and Sewer District base map.

# **IDAHO DEPARTMENT OF PARKS & RECREATION**

Fiscal Year 2013 – 1<sup>st</sup> Quarter Financial Statements

July 1, 2012 – September 30, 2012



Submitted By  
Steve Martin  
Financial Officer



☐ IDAPA RULE                      ☐ IDAPA FEE                      ☐ BOARD ACTION REQUIRED  
☐ BOARD POLICY                      ☒ INFO ONLY, NO ACTION REQUIRED

**AGENDA**  
**Idaho Park and Recreation Board Meeting**  
**November 13-14, 2012**  
**IDPR Headquarters**  
**Summit Conference Room**  
**Boise ID**

**AGENDA ITEM:**                      **FY 2013 1<sup>st</sup> Quarter Financial Statements**

**ACTION REQUIRED:**    **Information Only**

**PRESENTER:**                      **Steve Martin**

**PRESENTATION**

Attached are the first quarter financial statements for FY 2013. The information presented reflects an overview of the department's expenditures, revenues and cash balances along with detailed schedules for the Recreational Vehicles Fund (0250.05) and Endowment Funds for Ritter Island and Trail of the Coeur d'Alenes.

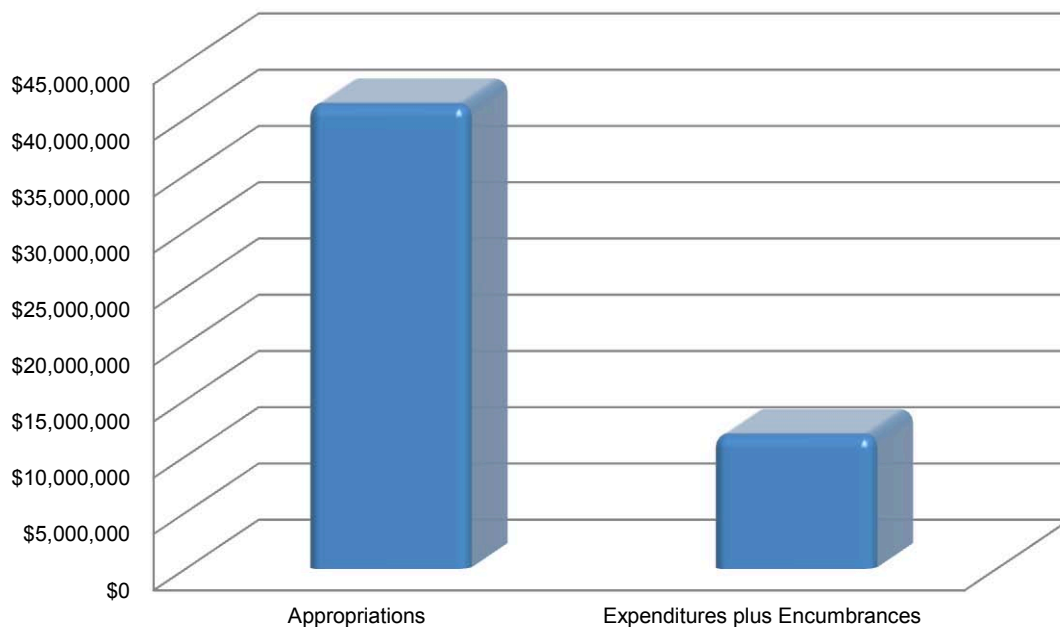
- Page 2 – FY 2013 Financial Statement / Budget Status as of 09/30/2012
- Pages 3-5 – FY 2013 Park Operations Revenues
- Page 6 – FY 2013 Cash Balances as of 09/30/2012
- Page 7 – FY 2013 Recreational Vehicle Fund Budget Status as of 09/30/2012
- Pages 8-10 – Endowment Funds

**STAFF RECOMMENDATIONS:**

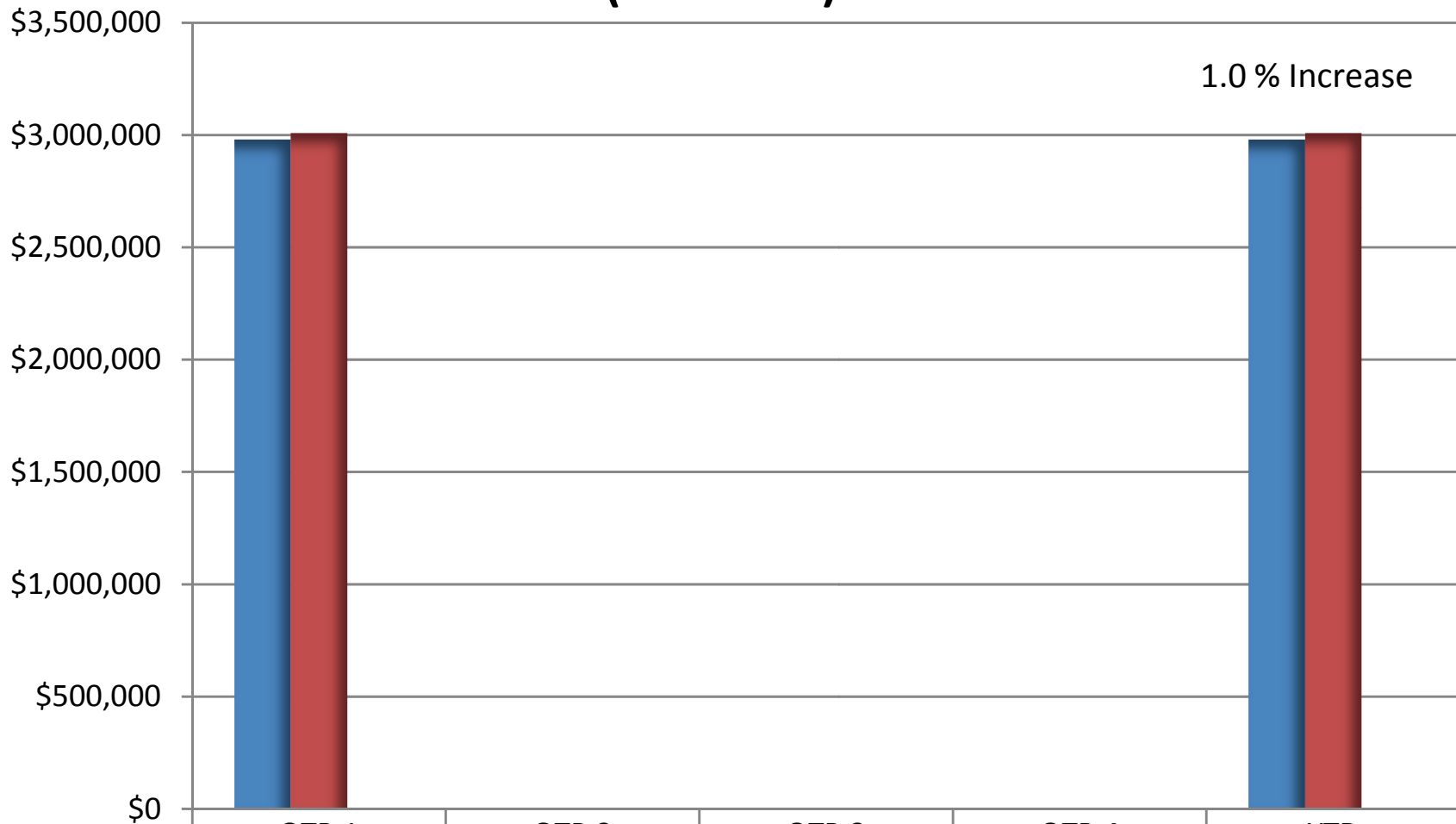
This agenda item is for information only.

**Idaho Department of Parks and Recreation  
FY 2013 Financial Statement  
September 30, 2012**

<b>Program/Type</b>	<b>Appropriation</b>	<b>Expenditures</b>	<b>Encumbrance</b>	<b>Balance</b>	<b>% Obligated</b>
<b>Management Services</b>					
Personnel	\$ 2,513,300	\$ 585,759	\$ -	\$ 1,927,541	23.3%
Operating	1,826,000	430,811	-	1,395,189	23.6%
Capital	77,600	-	-	77,600	0.0%
Trustee	9,981,881	1,382,070	4,166,307	4,433,503	55.6%
Subtotal	\$ 14,398,781	\$ 2,398,640	\$ 4,166,307	\$ 7,833,834	45.6%
<b>Park Operations</b>					
Personnel	\$ 8,431,723	\$ 2,735,752	\$ -	\$ 5,695,971	32.4%
Operating	5,079,404	1,668,491	-	3,410,913	32.8%
Capital	2,874,288	42,335	-	2,831,953	1.5%
Trustee	1,427,500	15,379	-	1,412,121	1.1%
Subtotal	\$ 17,812,914	\$ 4,461,957	\$ -	\$ 13,350,957	25.0%
<b>Capital Projects</b>					
Personnel	\$ -	\$ -	\$ -	\$ -	N/A
Operating	-	-	-	-	N/A
Capital	9,108,741	524,359	386,630	8,197,752	10.0%
Trustee	-	-	-	-	N/A
Subtotal	\$ 9,108,741	\$ 524,359	\$ 386,630	\$ 8,197,752	10.0%
<b>Total</b>	<b>\$ 41,320,436</b>	<b>\$ 7,384,957</b>	<b>\$ 4,552,937</b>	<b>\$ 29,382,542</b>	<b>28.9%</b>



## FY 2013 Park Operations Total Revenue (All Funds)



	QTR 1	QTR 2	QTR 3	QTR 4	YTD
FY2012	\$2,979,897				\$2,979,897
FY2013	\$3,008,792				\$3,008,792
Inc/Dec	\$28,895	\$0	\$0	\$0	\$28,895

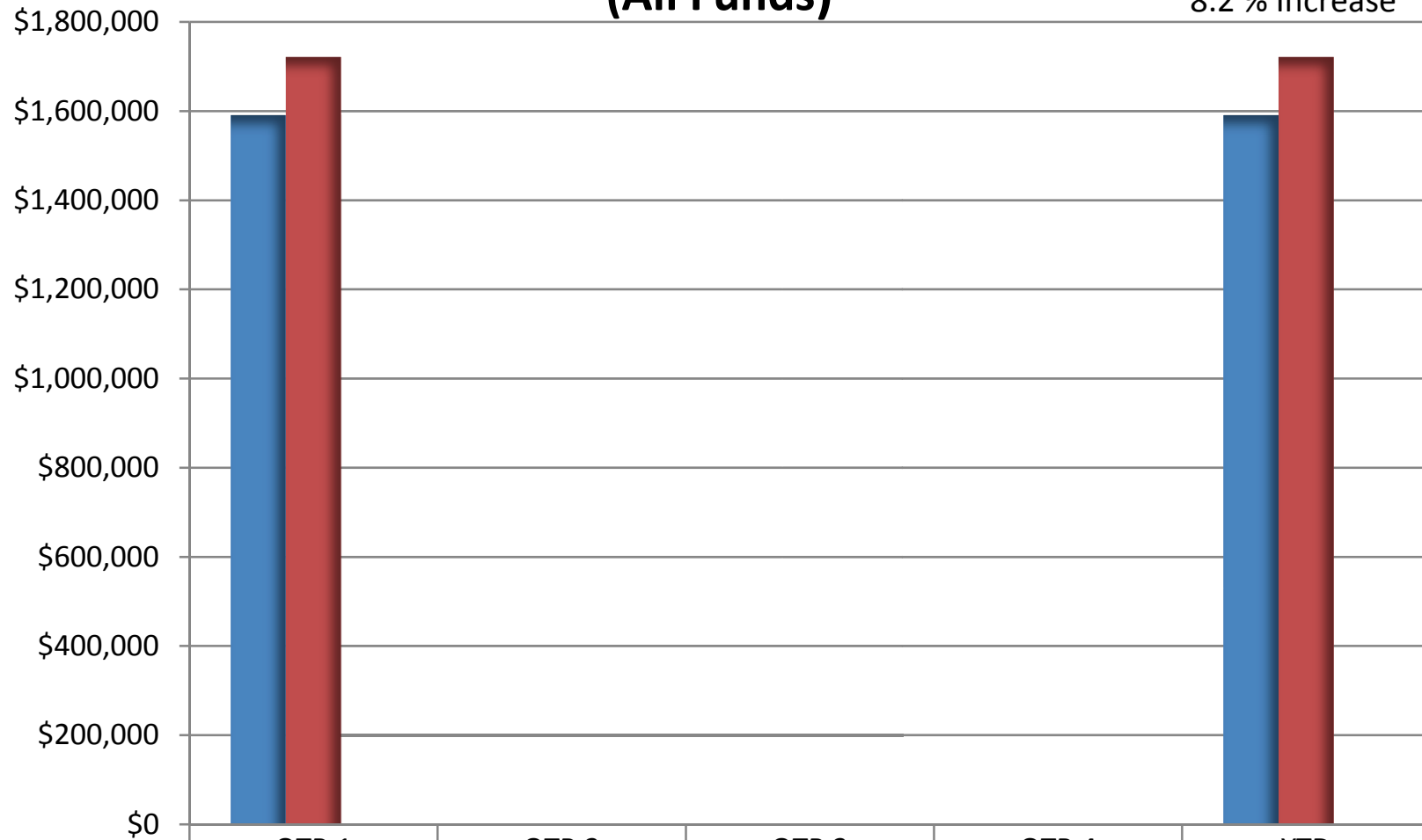
## FY 2013 North Region Total Revenue (All Funds)



	QTR 1	QTR 2	QTR 3	QTR 4	YTD
■ FY2012	\$1,388,960				\$1,388,960
■ FY2013	\$1,287,339				\$1,287,339
Inc/Dec	(\$101,621)	\$0	\$0	\$0	(\$101,621)

## FY 2013 South Region Total Revenue (All Funds)

8.2 % Increase



	QTR 1	QTR 2	QTR 3	QTR 4	YTD
■ FY2012	\$1,590,937				\$1,590,937
■ FY2013	\$1,721,453				\$1,721,453
Inc/Dec	\$130,516	\$0	\$0	\$0	\$130,516

**Idaho Department of Parks and Recreation**  
**FY 2013 Statement of Cash Balances**  
as of September 30, 2012

Fund	Description	Beginning Balance	Receipts	Expenditures	Cash Balance	Encumbrance	Unobligated Fund Balance
0125	Federal Indirect Cost Recovery	\$ 822,728	\$ 190,877	\$ (96,477)	\$ 917,128	\$ -	\$ 917,128
0150.01	Economic Recovery Reserve	158,630	-	(17,270)	141,360	137,967	3,394
0243	Parks and Recreation Fund	960,807	1,762,200	(2,034,048)	688,960	-	688,960
0243.02	Parks & Rec - Registration Administration	1,513,160	(436,591)	(171,247)	905,322	-	905,322
0243.03	Parks & Rec - Sawtooth License Plate	-	11,515	(3,455)	8,060	-	8,060
0243.04	Parks & Rec - Non-motorized Boating (Cutthroat Plate)	90,157	14,258	-	104,415	-	104,415
0243.05	Parks & Rec - Mountain Bike	19,383	4,357	-	23,740	11,199	12,541
0247.01	Recreational Fuels - Capital Improvement	2,129,510	370,305	(382,616)	2,117,200	93,629	2,023,571
0247.02	Recreational Fuels - Waterway Improvement	1,210,272	357,174	(233,259)	1,334,187	1,218,146	116,041
0247.03	Recreational Fuels - Off-road Motor Vehicles	1,215,456	357,174	(28,230)	1,544,400	728,400	816,000
0247.04	Recreational Fuels - Road & Bridge	872,196	186,708	(319,776)	739,128	293,568	445,560
0247.06	Recreational Fuels - Administration	323,009	(21,930)	(150,695)	150,384	-	150,384
0250.01	Registration - State Vessel	479	1,008,861	(1,022,822)	(13,482)	-	(13,482)
0250.02	Registration - Cross Country Ski	136,055	5,120	(9,372)	131,803	-	131,803
0250.03	Registration - Snowmobile	339,516	317,357	(51,598)	605,276	-	605,276
0250.04	Registration - Motorbike <sup>1</sup>	1,282,771	160,088	(305,726)	1,137,133	888,098	249,035
0250.05	Registration - Recreational Vehicle	5,972,662	714,927	(1,555,648)	5,131,942	2,173,596	2,958,346
0348	Federal Grant Fund <sup>2</sup>	746,886	985,114	(1,192,887)	539,113	2,058,077	(1,518,964)
0349	Miscellaneous Revenue	269,270	49,944	(63,455)	255,759	-	255,759
0410.01	Enterprise	2,714,203	758,128	(749,282)	2,723,049	-	2,723,049
0496.01	Expendable Trust - Park Donations <sup>3</sup>	367,820	38,709	(30,518)	376,010	-	376,010
0496.01	State Trust Outdoor Rec Enhancement <sup>3</sup>	1,589	-	-	1,589	-	1,589
0496.02	Harriman Trust	258,480	33,599	(70,700)	221,379	-	221,379
0496.03	Park Land Trust	1,629,110	48,425	(52,380)	1,625,155	-	1,625,155
0496.05	Trail of the Coeur d'Alenes	174,577	1,038	(56,740)	118,875	-	118,875
<b>Total</b>		<b>\$ 23,208,729</b>	<b>\$ 6,917,357</b>	<b>\$ (8,598,202)</b>	<b>\$ 21,527,884</b>	<b>\$ 7,602,681</b>	<b>\$ 13,925,203</b>

**Notes:** <sup>1</sup> Includes 15% for administration

<sup>2</sup> Federal Accounts Receivable is \$ 13,695

<sup>3</sup> 0496.01 Adjusted to reflect the State Trust Outdoor Recreation Enhancement (STORE) Act Funds (see 67-4247)

**CASH BALANCE** reconciles to DAFR 8190 - Statement of Cash Position

**Idaho Department of Parks and Recreation**  
**FY 2013 Recreational Vehicles Fund (0250.05)**  
as of September 30, 2012

<i>RV Fund Used for Personnel &amp; Operating Expenditures</i>		Allocation	Expenditures	Encumbrances	Allocation Remaining	% Obligated
<b>Management Services</b>						
Executive Functions	Personnel	\$ 19,195	\$ 5,006	\$ -	\$ 14,189	26.1%
HR and Volunteer Services	Personnel	65,511	11,828	-	53,683	18.1%
Management Information	Personnel	51,265	13,384	-	37,881	26.1%
<b>Park Operations</b>						
Park Administration	Personnel	89,605	19,703	-	69,902	22.0%
Priest Lake	Personnel	181,220	47,938	-	133,282	26.5%
Farragut	Personnel	320,597	84,752	-	235,845	26.4%
Dworshak	Personnel	36,497	13,009	-	23,488	35.6%
Hells Gate	Personnel	251,157	85,383	-	165,774	34.0%
Ponderosa	Personnel	200,499	53,186	-	147,313	26.5%
Bruneau Dunes	Personnel	136,002	35,819	-	100,183	26.3%
Three Island	Personnel	235,131	58,319	-	176,812	24.8%
Lake Cascade	Personnel	70,000	31,606	-	38,394	45.2%
Land of Yankee Fork	Operating	10,000	3,555	-	6,445	35.5%
<b>Total</b>		<b>\$ 1,656,679</b>	<b>\$ 459,933</b>	<b>\$ -</b>	<b>\$ 1,196,746</b>	<b>27.8%</b>
<b>RV Administration (15% of Revenue)</b>						
Registration	Operating	\$ 75,000	\$ 59,270	\$ -	\$ 15,730	79.0%
Fiscal	Personnel	55,834	12,088	-	43,746	21.7%
	Operating	48,879		-	48,879	0.0%
Reservation Program	Personnel	85,268	21,604	-	63,664	25.3%
	Operating	265,300	259,783	-	5,517	97.9%
State and Federal Grants	Personnel	90,919	20,836	-	70,083	22.9%
	Operating	8,800	1,066	-	7,734	12.1%
<b>Total</b>		<b>\$ 630,000</b>	<b>\$ 374,647</b>	<b>\$ -</b>	<b>\$ 255,353</b>	<b>59.5%</b>
<b>RV Grant Dollars</b>						
State and Federal Grants	Trustee/Benefits	\$ 2,011,200	\$ 175,965	\$ 1,347,897	\$ 487,338	75.8%
<b>Total</b>		<b>\$ 2,011,200</b>	<b>\$ 175,965</b>	<b>\$ 1,347,897</b>	<b>\$ 487,338</b>	<b>75.8%</b>

# Idaho Department of Parks and Recreation

Endowment Fund Statements and Distribution Summary  
as of September 21, 2012

## Ritter Island Endowment Fund (0496.03)

PCA	Object	FY 2012 Expenditures	FY 2013 Budget	FY 2013 Expenditures	FY 2013 Remaining	9/21/2012 Cash Balance
93427	Personnel	\$ 43,428	\$ 10,701	\$ 2,421	\$ 8,281	
23427	Operating	22,515	30,000	7,052	22,948	
	Total	\$ 65,943	\$ 40,701	\$ 9,473	\$ 31,228	\$ (2,111)

### Distributions

Investment Fund Balance -- 06/30/2011	A	\$	1,105,944
Investment Fund Withdrawal in FY 2012	B	\$	105,000
Investment Fund Balance -- 06/30/2012	C	\$	1,027,157
Investment Gain FY 2012 (07/01/2011 -- 06/30/2012)	C - (A-B)	\$	26,213
Investment Fund Withdrawal in FY 2013 (10/05/2012)		<b>\$</b>	<b>26,213</b>

## Trail of the Coeur d'Alenes Endowment Fund (0496.05)

PCA	Object	FY 2012 Expenditures	FY 2013 Budget	FY 2013 Expenditures	FY 2013 Remaining	9/21/2012 Cash Balance
21145	Personnel	\$ 13,967	\$ 18,000	\$ 8,372	\$ 9,628	
91146	Personnel	77,339	80,108	18,295	61,813	
91164	Personnel	57,660	61,280	13,630	47,650	
21145	Operating	26,658	26,000	5,329	20,671	
21164	Operating	13,675	10,000	3,427	6,573	
	Total	\$ 189,299	\$ 195,388	\$ 49,053	\$ 146,335	\$ 110,375

### Distributions

Investment Fund Balance -- 06/30/2011	A	\$	2,292,709
Investment Fund Withdrawal in FY 2012	B	\$	200,000
Investment Fund Balance -- 06/30/2012	C	\$	2,224,523
Investment Gain FY 2012 (07/01/2011 -- 06/30/2012)	C - (A-B)	\$	131,814
Minimum Principal Balance	D	\$	2,163,000
Investment Fund Withdrawal in FY 2013 (10/05/2012)	C - D	<b>\$</b>	<b>61,523</b>





## Ritter Island Endowment Fund - Investment Report



Final Report (gross of fees)

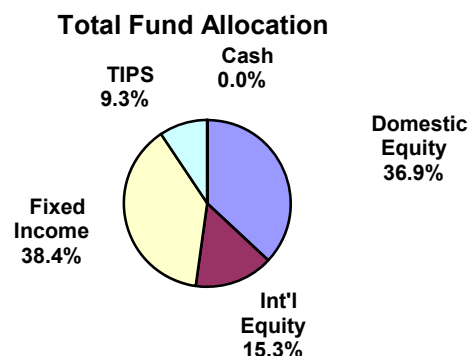
September 30, 2012

Current Value of the Fund	\$	1,070,464
Investment Change in Market Value Inception-to-Date	\$	223,346
Contributions Inception-to-Date	\$	1,000,000
Withdrawals Inception-to-Date (fees & distributions)	\$	(152,882)
Month-to-Date Returns		1.7%
Inception-to-Date Return		4.4%

<u>Sep-12</u>		<u>Fiscal YTD</u>		<u>Three Year Return</u>	
<b>Total Fund</b>	<b>1.7%</b>	<b>Total Fund</b>	<b>4.2%</b>	<b>Total Fund</b>	<b>8.8%</b>
Benchmark	1.5%	Benchmark	4.1%	Benchmark	8.6%
<b>U.S Equity</b>	<b>2.6%</b>	<b>U.S Equity</b>	<b>6.1%</b>	<b>U.S Equity</b>	<b>13.3%</b>
Benchmark	2.6%	Benchmark	6.2%	Benchmark	13.3%
<b>Int'l Equity</b>	<b>3.9%</b>	<b>Int'l Equity</b>	<b>7.4%</b>	<b>Int'l Equity</b>	<b>3.3%</b>
Benchmark	3.7%	Benchmark	7.4%	Benchmark	3.2%
<b>Fixed Income</b>	<b>0.2%</b>	<b>Fixed Income</b>	<b>1.7%</b>	<b>Fixed Income</b>	<b>7.0%</b>
Benchmark	0.1%	Benchmark	1.6%	Benchmark	6.2%

### Asset Allocation

	<u>Mkt Value</u>	<u>% Alloc</u>
Domestic Equity	395,279	36.9%
Int'l Equity	163,686	15.3%
Fixed Income	411,151	38.4%
TIPS	100,044	9.3%
Cash	303	0.0%
<b>Total Fund</b>	<b><u>1,070,464</u></b>	<b><u>100.0%</u></b>



### Endowment Fund Staff Comment:

For the month, the fund was up 1.7%, 0.2% over benchmark. Equity markets were up this month; the Russell 3000 (U.S.) was up 2.6%, and the MCSI ACWI ex-US (International) was up 3.7%. Bonds, as measured by the BC Aggregate, were up 0.1%. On a fiscal Y-T-D basis, the fund is up 4.2%, 0.1% over benchmark.

The Benchmark for the fund is 50% BC Aggregate Bond Index, 35% Russell 3000 Equity Index, and 15% ACWI ex-US (All Country World Equity Index ex- US Equities). The investment inception date is September 2007.



## Trail of the CDA Endowment Fund - Investment Report



Final Report (gross of fees)

September 30, 2012

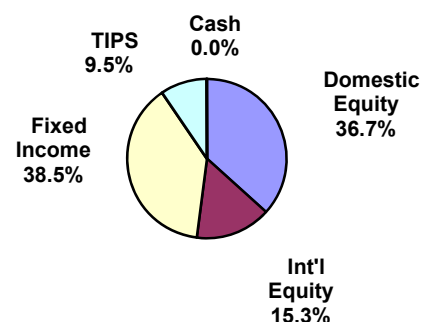
Current Value of the Fund	\$	2,318,134
Investment Change in Market Value Inception-to-Date	\$	608,812
Contributions Inception-to-Date	\$	2,163,600
Withdrawals Inception-to-Date (fees & distributions)	\$	(454,278)
Month-to-Date Returns		1.7%
Inception-to-Date		8.6%

<u>Sep-12</u>		<u>Fiscal YTD</u>		<u>Last Three Years</u>	
<b>Total Fund</b>	<b>1.7%</b>	<b>Total Fund</b>	<b>4.2%</b>	<b>Total Fund</b>	<b>7.9%</b>
Benchmark	1.5%	Benchmark	4.1%	Benchmark	7.8%
<b>U.S Equity</b>	<b>2.7%</b>	<b>U.S Equity</b>	<b>6.4%</b>	<b>U.S Equity</b>	<b>13.5%</b>
Benchmark	2.6%	Benchmark	6.2%	Benchmark	13.3%
<b>Int'l Equity</b>	<b>3.8%</b>	<b>Int'l Equity</b>	<b>7.5%</b>	<b>Int'l Equity</b>	<b>3.6%</b>
Benchmark	3.7%	Benchmark	7.4%	Benchmark	3.2%
<b>Fixed Income</b>	<b>0.2%</b>	<b>Fixed Income</b>	<b>1.7%</b>	<b>Fixed Income</b>	<b>6.3%</b>
Benchmark	0.1%	Benchmark	1.6%	Benchmark	6.2%

### Asset Allocation

	<u>Mkt Value</u>	<u>% Alloc</u>
Domestic Equity	850,545	36.7%
Int'l Equity	355,418	15.3%
Fixed Income	891,669	38.5%
TIPS	219,889	9.5%
Cash	613	0.0%
<b>Total Fund</b>	<b><u>2,318,134</u></b>	<b><u>100.0%</u></b>

Total Fund Allocation



### Endowment Fund Staff Comment:

For the month, the fund was up 1.7%, 0.2% over benchmark. Equity markets were up this month; the Russell 3000 (U.S.) was up 2.6%, and the MCSI ACWI ex-US (International) was up 3.7%. Bonds, as measured by the BC Aggregate, were up 0.1%. On a fiscal Y-T-D basis, the fund is up 4.2%, 0.1% over benchmark.

The benchmark for this fund is 50% BC Aggregate, 35% Russell 3000, and 15% MSCI ACWI ex-US. The investment inception date for this fund is June 2009.

☐ IDAPA RULE                      ☐ IDAPA FEE                      **X BOARD ACTION REQUIRED**  
☐ BOARD POLICY                      ☐ INFO ONLY, NO ACTION REQUIRED

**AGENDA**  
**Idaho Park and Recreation Board Meeting**  
**November 13-14, 2012**  
**IDPR Headquarters**  
**Summit Conference Room**  
**Boise ID**

**AGENDA ITEM:**                      **Endowment Investment Policy Update**

**ACTION REQUIRED:**    **Board Action Required**

**PRESENTER:**                      **Larry Johnson / Steve Martin**

**PRESENTATION**

**BACKGROUND INFORMATION:**

The Idaho Department of Parks and Recreation (IDPR) has two endowment funds managed by the Endowment Fund Investment Board (EFIB). Larry Johnson is Manager of Investments at EFIB and will present a current overview of each fund along with recommendations for modifying the Statements of Investment Policy.

**Ritter Island Endowment Fund**

This fund was established in September 2007 through a \$1 million donation from the Nature Conservancy. Investment earnings from the fund are used exclusively to support operations at the Ritter Island unit of Thousand Springs State Park. Fiscal staff has been granted the authority to direct earnings distributions provided such distributions do not exceed annual earnings. Related fund values, earnings and distributions for FY 2012 are presented in the FY 2013 1<sup>st</sup> Quarter Financial Report.

The Statement of Investment Policy (SIP) for this fund includes a requirement for IDPR to review the document annually and recommend changes as necessary. The last review and revision to this SIP occurred in February 2011.

EFIB is recommending modifying the SIP to remove specific return targets. The modifications are highlighted under the “Asset Allocation” paragraph on the SIP attached as part of this agenda item.

**Trail of the Coeur d’Alenes Endowment Fund**

This fund was established in June 2009 with \$2,163,600 received from Union Pacific Railroad pursuant to a federal court case settlement and related right-of-way transfer. Principal and investment earnings may be used to support the ongoing maintenance and operation of the Trail of the Coeur d’Alenes. Fiscal staff has been granted the authority to direct earnings distributions provided such distributions do not exceed annual earnings **and** provided the principal balance be maintained at a minimum of \$2,163,000. Related fund

values, earnings and distributions for FY 2012 are presented in the FY 2013 1<sup>st</sup> Quarter Financial Report.

The Statement of Investment Policy (SIP) for this fund includes a requirement for IDPR to review the document annually and recommend changes as necessary. The last review and revision to this SIP occurred in February 2011.

EFIB is recommending modifying the SIP to remove specific return targets. The modifications are highlighted under the “Asset Allocation” paragraph on the SIP attached as part of this agenda item.

**STAFF RECOMMENDATIONS:**

Staff recommends the Board approve the modifications to both endowment fund SIPs as proposed by the EFIB.

## **STATEMENT OF INVESTMENT POLICY**

### **Ritter Island Endowment Fund**

**Date Established:** August 2007  
**Last Reviewed:** February 2011  
**Last Revised:** February 2011

#### **Policy Overview**

The Idaho State Endowment Fund Investment Board (the “EFIB”) does hereby establish, in consultation with The Idaho Department of Parks and Recreation, acting by and through the Idaho Park and Recreation Board (collectively “IDPR”), the following Statement of Investment Policy (the “SIP”) for the investment of the Ritter Island Endowment Fund (“RIEF”). This Statement provides guidance to the EFIB and all other providers of investment-related services to IDPR.

The RIEF was donated to IDPR by The Nature Conservancy, to be used as a permanent endowment to assist in the maintenance and management of the Ritter Island Unit of the Thousand Springs State Park Complex. Management of the RIEF must comply with all requirements of the Donation Agreement between The Nature Conservancy and IDPR.

#### **Investment Objectives**

The primary long term investment objectives of the RIEF, as determined by the IDPR, are to (1) provide \$30,000 of annual income, adjusted for inflation, to be applied toward operation and maintenance of the Ritter Island Unit of the Thousand Springs State Park Complex; (2) to provide additional earnings to be maintained in the corpus of the RIEF, so that the total corpus of the RIEF grows at a rate equivalent to, or exceeding, the rate of inflation; and (3) to provide for occasional distributions of additional earnings to the IDPR to be applied toward construction and maintenance needs at the Ritter Island Unit of the Thousand Springs State Park Complex, if such distributions are consistent with objectives (1) and (2).

#### **Roles and Responsibilities**

Per Idaho Code 57-720 the EFIB is responsible for developing the SIP. Per its Investment Management Agreement with IDPR, the EFIB will present this statement and any future changes to IDPR for its review and approval. IDPR is responsible for reviewing this SIP annually and suggesting changes as necessary. Responsibility for day-to-day implementation of the SIP is delegated to the EFIB and its staff.

The EFIB and the Manager of Investments (“MOI”) of the EFIB are fiduciaries to the RIEF. The EFIB is responsible for directing and monitoring the investment management of Fund assets. The EFIB is authorized to delegate certain responsibilities to its staff as well as to professional experts in various fields including, but are not limited to:

- 1) Investment Consultant
- 2) Investment Manager
- 3) Custodian

- 4) Additional specialists that may be employed by the EFIB to assist in meeting its responsibilities and obligations to administer RIEF assets.

The EFIB or its staff will not reserve any control over individual investment decisions. Managers will be held responsible and accountable to achieve the objectives outlined in their specific guidelines. While it is not believed that the limitations will hamper investment manager decisions, each manager should request in writing any modifications that they deem appropriate.

Any deemed fiduciaries must acknowledge such in writing. All expenses for such experts must be customary and reasonable, and will be borne by the RIEF as deemed appropriate and necessary.

### **Assignment of Responsibility**

#### ***Responsibility of the Manager of Investments***

The EFIB is empowered by the IDPR to make certain decisions and take appropriate action regarding investment of the Fund assets. Their responsibilities include:

- 1) Developing sound and consistent investment policy guidelines;
- 2) Establishing reasonable investment objectives;
- 3) Selecting qualified investment managers and consultants;
- 4) Communicating the investment policy guidelines and objectives to the investment managers;
- 5) Monitoring and evaluating performance results to assure that the policy guidelines are being met;
- 6) Selecting and appointing custodian(s);
- 7) Discharging investment managers and consultants and engaging replacements;
- 8) Providing quarterly performance reports;
- 9) Assigning staff to meet with the IDPR on an annual basis to present performance and discuss other investment issues;
- 10) Paying management fees from the fund;
- 11) Taking any other appropriate actions.

#### ***Responsibility of the Investment Consultant(s)***

The Investment Consultant's role is that of a non-discretionary advisor to the EFIB. As a fiduciary, investment advice concerning the investment management of RIEF assets will be offered by the Investment Consultant. The advice will be consistent with the investment objectives, policies, guidelines and constraints as established in this SIP. Specific responsibilities of the Investment Consultant include:

- 1) Assisting in the development and on-going review of investment policy, asset allocation strategy and performance of the investment managers;
- 2) Supporting portfolio optimization and other investment techniques to maximize return/risk characteristics of the Fund;
- 3) Conducting investment manager searches when requested by the EFIB;

- 4) Monitoring the performance of the Investment Manager(s) to provide both the EFIB and the IDPR with the ability to determine the progress toward the investment objectives;
- 5) Communicating matters of policy, manager research, and manager performance to the EFIB;
- 6) Meeting with the EFIB at least once per quarter, and more often as needed to report on the RIEF.

### ***Responsibility of the Investment Manager(s)***

As a fiduciary, each Investment Manager will have full discretion to make all investment decisions for the assets placed under its jurisdiction, while observing and operating within all policies, guidelines, constraints, and philosophies as outlined in this statement and in their specific Manager Guidelines.

### **General Investment Principles**

- 1) Investments shall be made solely in the interest of and for the beneficiaries of the RIEF;
- 2) The REIF shall be invested with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent expert acting in like capacity and familiar with such matters would use in the investment of a fund of like character and with like aims;
- 3) Investment of the REIF shall be diversified as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so;
- 4) Cash is to be employed productively at all times, by investment in short-term cash equivalents to provide safety, liquidity, and return; and,
- 5) The Investment Manager(s) should, at all times, be guided by the principles of “best price and execution” and that the REIF’s best interests are the primary consideration.

The asset allocation is targeted to at the lowest level of risk, meet the required distribution rate of return objective for the Fund; at the lowest level of risk.

1) The investment objectives established by the IDPR translate into an annual return objective of 6.75%, or a 4.0% real return assuming 2.75% inflation. Regular annual distributions of will approximately 3.0% with additional one-time distributions averaging, over time, an additional 1%. Over time and expenses of managing the endowment are expected to be 0.5%, leaving 0.5% annual return to be accumulated and distributed on an occasional basis, at the discretion of the IDPR.

### 2) Aggregate Fund Asset Allocation Guidelines (at market value)

<u>Asset Class</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Target</u>	<u>Rebalance Point</u>
Equities	45%	55%	50%	±5%
Domestic Equities	30%	40%	35%	±5%

International Equities	10%	20%	15%	±5%
Fixed Income	45%	55%	50%	±5%
Cash and Equivalents	0%	5%	0%	

If the market value of the equity or fixed income securities exceeds the minimum or maximum ranges, then, as soon as practicable, EFIB staff will rebalance the portfolio back within the minimum and maximum range. When available, deposits and withdrawals will be utilized to bring the allocations back toward their target.

### **Guidelines for Fixed Income Investments and Cash Equivalents**

- Fund assets in bond portfolios are to be invested only in investment grade bonds rated BBB (or equivalent) or better.
- Fund assets may be invested only in commercial paper rated A1 (or equivalent) or better.
- The fixed income weighted average portfolio maturity may not exceed that of the Lehman Aggregate Index by more than .5 years.
- Money Market Funds selected shall contain securities whose credit rating at the absolute minimum would be rated investment grade by Standard and Poor's, and/or Moody's.

### **Investment Performance Review and Evaluation**

In addition to the absolute return objectives stated earlier, it is also the objective of the RIEF to achieve long-term performance, within acceptable risk parameters, which ranks above the median of a database composed of other managed funds. Additionally, the overall plan should outperform at or above the hybrid passive benchmark described below at a comparable level of risk:

- 1) Total Fund: 35% Russell 3000; 15% MSCI ACWI xUS, 50% Barclays Capital Aggregate Index.
- 2) Domestic Equity: Russell 3000
- 3) International Equity: MSCI ACWI x US
- 4) Fixed Income: Barclays Capital Aggregate Index

Each manager shall maintain a portfolio consistent with characteristics similar to those of the composite utilized for their retention. Investment performance will be measured on a total return basis, which is defined as dividend and interest income plus realized and unrealized capital gains. Each manager will be evaluated in part by regular comparison to a peer group of other managers employing statistically similar investment style characteristics. It is expected that each manager will perform above the peer group median and the appropriate index over rolling three-year periods with respect to both return and risk.

Investment managers shall be reviewed regularly regarding performance, personnel, strategy, research capabilities, organizational and business matters, and other qualitative factors that may impact their ability to achieve the desired investment results.



## Investment Policy Review

To assure continued relevance of the guidelines, objectives, financial status and capital market expectations as established in this statement of investment policy, the EFIB will review the policy annually.

## Marketability of Assets

All securities purchased for the REIF will have a readily ascertainable market value and shall be easily marketable.

### *Allowable Assets*

Cash Equivalents:	Treasury bills; money market funds; STIF funds; commercial paper; banker's acceptances; repurchase agreements; certificates of deposit.
Fixed Income:	US government and agency securities; corporate notes and bonds; mortgage backed bonds; preferred stocks; fixed income securities of foreign governments and corporations; planned amortization class collateralized mortgage obligations; or other "early tranche" CMO's; asset backed securities.
Equities:	Common stocks; convertible notes and bonds; convertible preferred stocks; American depository receipts (ADR's); stocks of non US companies (ordinary shares); non-investment grade bonds.
Mutual or Collective Funds:	Registered funds or Delaware Business Trusts only.
Futures and Options:	As described in "Futures and Options" section to follow.
Derivative Investments	As described in "Derivative Investments" section to follow

## Futures and Options

The EFIB may approve the use of financial index futures and options may in order to adjust the overall effective asset allocation of the entire portfolio and for use as hedges. For example, covered call options may be used to mitigate an expected decline in securities prices. However, futures and options positions are not to be used for speculation and the EFIB must specifically approve the program for each type of use. No long or short futures or options positions may be established, unless the portfolio has sufficient cash reserves or securities to either fund purchase or deliver securities under the contract.

## Derivative Investments

Derivative securities are defined as synthetic securities whose price and cash flow characteristics are based on the cash flows and price movements of other underlying securities. Most derivative securities are derived from equity or fixed income securities and are packaged in the form of options, futures, CMOs (PAC bonds, IOs, POs, residual bonds, etc.), and interest rate swaps, among others. The EFIB will take a conservative posture on

derivative securities in order to maintain the risk-adverse nature of the RIEF portfolio. Since it is anticipated that new derivative products will be created each year, it is not the intention of this document to list specific derivatives that are prohibited from investment, rather it will form a general policy on derivatives. Unless a specific type of derivative security is allowed in the Investment Manager guide lines, the Investment Manager(s) must seek written permission from the EFIB to include derivative investments in the Fund's portfolio. The Investment Manager(s) must present detailed written information to the EFIB as to the expected return and risk characteristics of such investment vehicles.

### **Prohibited Assets**

Prohibited investments include, but are not limited to the following:

- 1) Commodities and Futures Contracts except as described in previous section "Futures and Options";
- 2) Naked Options;
- 3) Interest-Only (IO), Principal-Only (PO), and Residual Tranche CMOs.
- 4) Purchases of securities on margin and short-sale transactions are prohibited.

# **STATEMENT OF INVESTMENT POLICY**

## **Trail of Coeur d' Alenes Endowment Fund**

**Date Established:** June 2009  
**Last Reviewed:** February 2011  
**Last Revised:** February 2011

### **Policy Overview**

The Idaho State Endowment Fund Investment Board (the "EFIB") does hereby establish, in consultation with The Idaho Department of Parks and Recreation, acting by and through the Idaho Park and Recreation Board (collectively "IDPR"), the following Statement of Investment Policy (the "SIP") for the investment of the Trail of the Coeur d' Alenes ("TCDA") Endowment Fund. This SIP provides guidance to the EFIB and all other providers of investment-related services to IDPR.

### **Background**

On September 8, 2008, IDPR and the Coeur d'Alene Tribe assumed ownership of the rail-banked Union Pacific Wallace-Mullan Branch right of way. The right of way is used as a paved recreational trail extending 73 miles from Mullan to Plummer. The trail, designated as the Trail of the Coeur d'Alenes, is a popular and heavily used recreational resource for northern Idaho residents and visitors. Pursuant to a consent decree from the Idaho federal district court, Union Pacific established the ICDA Escrow Account to be used by IDPR and the Tribe for maintenance of the trail. IDPR's share of the money in the Escrow Account is the source of the initial deposit in the TCDA Endowment.

### **Investment Objectives**

The primary long term investment objectives of the TCDA Endowment, as determined by the IDPR, are to:

- (1) Maintain the ICDA Endowment as a permanent endowment.
- (2) General sufficient annual income, that when combined with income from leases of portions of the right-of-way, will meet IDPR's obligations to maintain and operate the TCDA.
- (3) Provide additional earnings to be maintained in the corpus of the TCDA Endowment, so that the total corpus of the TCDA Endowment grows at a rate equivalent to, or exceeding, the rate of inflation.

## **Roles and Responsibilities**

Per Idaho Code 57-720 the EFIB is responsible for developing the SIP. Per its Investment Management Agreement with IDPR, the EFIB will present this SIP and any future changes to IDPR for its review and approval. IDPR is responsible for reviewing this SIP annually and suggesting changes as necessary. Responsibility for day-to-day implementation of the SIP is delegated to the EFIB and its staff.

The EFIB and the Manager of Investments (“MOI”) of the EFIB are fiduciaries to the TCDA Endowment. The EFIB is responsible for directing and monitoring the investment management of TCDA Endowment assets. The EFIB is authorized to delegate certain responsibilities to its staff as well as to professional experts in various fields including, but are not limited to:

- 1) Investment Consultant
- 2) Investment Manager
- 3) Custodian
- 4) Additional specialists that may be employed by the EFIB to assist in meeting its responsibilities and obligations to administer TCDA Endowment assets.

The EFIB or its staff will not reserve any control over individual investment decisions, with the exception of utilizing Exchange Traded Funds (or similar vehicles) based on index funds. Managers will be held responsible and accountable to achieve the objectives outlined in their specific guidelines. While it is not believed that the limitations will hamper investment manager decisions, each manager should request in writing any modifications that they deem appropriate.

Any expert to whom fiduciary responsibilities are delegated shall acknowledge their fiduciary duties to the TCDA Endowment in writing. All expenses for such experts must be customary and reasonable, and will be borne by the TCDA Endowment as deemed appropriate and necessary.

## **Assignment of Responsibility**

### ***Responsibility of the Manager of Investments***

The EFIB is empowered by the IDPR to make certain decisions and take appropriate action regarding investment of the TCDA Endowment assets. Their responsibilities include:

- 1) Developing sound and consistent investment policy guidelines;
- 2) Establishing reasonable investment objectives;
- 3) Selecting qualified investment managers and consultants;
- 4) Communicating the investment policy guidelines and objectives to the investment managers;
- 5) Monitoring and evaluating performance results to assure that the policy guidelines are being met;
- 6) Selecting and appointing custodian(s);

- 7) Discharging investment managers and consultants and engaging replacements;
- 8) Providing monthly performance reports to IDPR;
- 9) Assigning staff to meet with the IDPR on an annual basis to present performance and discuss other investment issues;
- 10) Paying management fees from the fund;
- 11) Taking any other appropriate actions.

### ***Responsibility of the Investment Consultant(s)***

The Investment Consultant's role is that of a non-discretionary advisor to the EFIB. As a fiduciary, investment advice concerning the investment management of TCDA Endowment assets will be offered by the Investment Consultant. The advice will be consistent with the investment objectives, policies, guidelines and constraints as established in this SIP. Specific responsibilities of the Investment Consultant include:

- 1) Assisting in the development and on-going review of investment policy, asset allocation strategy and performance of the investment managers;
- 2) Supporting portfolio optimization and other investment techniques to maximize return/risk characteristics of the TCDA Endowment;
- 3) Conducting investment manager searches when requested by the EFIB;
- 4) Monitoring the performance of the Investment Manager(s) to provide both the EFIB and the IDPR with the ability to determine the progress toward the investment objectives;
- 5) Communicating matters of policy, manager research, and manager performance to the EFIB;
- 6) Meeting with the EFIB at least once per quarter, and more often as needed to report on the TCDA Endowment.

### ***Responsibility of the Investment Manager(s)***

As a fiduciary, each Investment Manager will have full discretion to make all investment decisions for the assets placed under its jurisdiction, while observing and operating within all policies, guidelines, constraints, and philosophies as outlined in this SIP and in their specific Manager Guidelines.

### **General Investment Principles**

- 1) Investments shall be made solely in the interest of and for the beneficiaries of the TCDA Endowment;
- 2) The TCDA Endowment shall be invested with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent expert acting in like capacity and familiar with such matters would use in the investment of a fund of like character and with like aims;
- 3) Investment of the TCDA Endowment shall be diversified as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so;
- 4) Cash is to be employed productively at all times, by investment in short-term cash equivalents to provide safety, liquidity, and return; and,

- 5) The Investment Manager(s) should, at all times, be guided by the principles of “best price and execution” and that the TCDA Endowment’s best interests are the primary consideration.

The asset allocation is targeted to, at the lowest level of risk, meet the required distribution rate of return objective for the TCDA Endowment at the lowest level of risk:-

- 1) ~~The investment objectives established by the IDPR translate into an annual return objective of 6.1%, or a 3.35% real return assuming 2.75% inflation.~~ Regular annual distributions of will approximate 3% with additional one-time distributions averaging, over time, an additional 1%. ~~over time and expenses of managing the endowment are expected to be 0.35.~~
- 2) Aggregate Fund Asset Allocation Guidelines (at market value)

<u>Asset Class</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Target</u>	<u>Rebalance Point</u>
Equities	45%	55%	50%	±5%
Domestic Equities	30%	40%	35%	±5%
International Equities	10%	20%	15%	±5%
Fixed Income	45%	55%	50%	±5%
Cash and Equivalents	0%	5%	0%	

If the market value of the equity or fixed income securities exceeds the minimum or maximum ranges, then, as soon as practicable, EFIB staff will rebalance the portfolio back within the minimum and maximum range. When available, deposits and withdrawals will be utilized to bring the allocations back toward their target.

### **Guidelines for Fixed Income Investments and Cash Equivalents**

- Fund assets in bond portfolios are to be invested only in investment grade bonds rated BBB (or equivalent) or better.
- Fund assets may be invested only in commercial paper rated A1 (or equivalent) or better.
- The fixed income weighted average portfolio maturity may not exceed that of the BC Aggregate Index by more than .5 years.
- Money Market Funds selected shall contain securities whose credit rating at the absolute minimum would be rated investment grade by Standard and Poor’s, and/or Moody’s.

### **Investment Performance Review and Evaluation**

In addition to the absolute return objectives stated earlier, it is also the objective of the TCDA Endowment to perform at or above the hybrid passive benchmark described below at a comparable level of risk:

- 1) Total Fund: 35% Russell 3000; 15% MSCI ACWI exUS, 50% Barclays Capital (BC) Aggregate Index.
- 2) Domestic Equity: Russell 3000
- 3) International Equity: MSCI ACWI ex-US
- 4) Fixed Income: Barclays Capital Aggregate Index

Each manager shall maintain a portfolio consistent with characteristics similar to those of the composite utilized for their retention. Investment performance will be measured on a total return basis, which is defined as dividend and interest income plus realized and unrealized capital gains. Each manager will be evaluated in part by regular comparison to a peer group of other managers employing statistically similar investment style characteristics. It is expected that each manager will perform above the peer group median and the appropriate index over rolling three-year periods with respect to both return and risk.

Investment managers shall be reviewed regularly regarding performance, personnel, strategy, research capabilities, organizational and business matters, and other qualitative factors that may impact their ability to achieve the desired investment results.

### **Investment Policy Review**

To assure continued relevance of the guidelines, objectives, financial status and capital market expectations as established in this SIP, the EFIB will review the SIP annually.

### **Marketability of Assets**

All securities purchased for the TCDA Endowment will have a readily ascertainable market value and shall be easily marketable.

### *Allowable Assets*

Cash Equivalents:	Treasury bills; money market funds; STIF funds; commercial paper; banker's acceptances; repurchase agreements; certificates of deposit.
Fixed Income:	US government and agency securities; corporate notes and bonds; mortgage backed bonds; preferred stocks; fixed income securities of foreign governments and corporations; planned amortization class collateralized mortgage obligations; or other "early tranche" CMO's; asset backed securities.
Equities:	Common stocks; convertible notes and bonds; convertible preferred stocks; American depository receipts (ADR's); stocks of non US companies (ordinary shares); non-investment grade bonds.
Mutual or Collective Funds:	Registered funds or Delaware Business Trusts only.
Futures and Options:	As described in "Futures and Options" section to follow.
Derivative	As described in "Derivative Investments" section to follow

Investments	
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## **Futures and Options**

The EFIB may approve the use of financial index futures and options may in order to adjust the overall effective asset allocation of the entire portfolio and for use as hedges. For example, covered call options may be used to mitigate an expected decline in securities prices. However, futures and options positions are not to be used for speculation and the EFIB must specifically approve the program for each type of use. No long or short futures or options positions may be established, unless the portfolio has sufficient cash reserves or securities to either fund purchase or deliver securities under the contract.

## **Derivative Investments**

Derivative securities are defined as synthetic securities whose price and cash flow characteristics are based on the cash flows and price movements of other underlying securities. Most derivative securities are derived from equity or fixed income securities and are packaged in the form of options, futures, CMOs (PAC bonds, IOs, POs, residual bonds, etc.), and interest rate swaps, among others. The EFIB will take a conservative posture on derivative securities in order to maintain the risk-averse nature of the TCDA Endowment portfolio. Since it is anticipated that new derivative products will be created each year, it is not the intention of this document to list specific derivatives that are prohibited from investment, rather it will form a general policy on derivatives. Unless a specific type of derivative security is allowed in the Investment Manager guidelines, the Investment Manager(s) must seek written permission from the EFIB to include derivative investments in the Fund's portfolio. The Investment Manager(s) must present detailed written information to the EFIB as to the expected return and risk characteristics of such investment vehicles.

## **Prohibited Assets**

Prohibited investments include, but are not limited to the following:

- 1) Commodities and Futures Contracts except as described in previous section "Futures and Options";
- 2) Naked Options;
- 3) Interest-Only (IO), Principal-Only (PO), and Residual Tranche CMOs.
- 4) Purchases of securities on margin and short-sale transactions are prohibited.



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# Investment Update: Ritter Island, Trail of the Coeur d'Alenes

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Idaho Park and Recreation Board  
November 13, 2012



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## Funds Under Management *As of Sept. 30, 2012*

	<b><u>Assets</u></b> <b><u>(\$millions)</u></b>	<b><u>% of</u></b> <b><u>Total</u></b>
Endowment Fund	1,342.3	67%
State Insurance Fund	604.0	30%
Judges' Retirement Fund	62.7	2.8%
Parks & Rec Endowments	<u>3.4</u>	<u>0.2%</u>
TOTAL	<u><u>2,012.4</u></u>	<u><u>100%</u></u>

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## Who is the Endowment Fund Investment Board?

- Nine members, appointed by the Governor, confirmed by the Senate
  - One Senator, one representative
  - One professional educator
  - Six members of the public familiar with financial matters
- Meets at least quarterly
- Full-time staff of four

3

## Endowment Fund Investment Board members

**Dean Buffington**

Partner,  
investment firm;  
attorney



**Gavin Gee**

Director, Dept.  
of Finance;  
attorney

**Max Black**

Retired  
insurance  
agent;  
legislator



4

## Endowment Fund Investment Board members (page 2)

**Warren Bakes**

U. of I.; former  
Superintendent  
Coeur d'Alene



**Tom  
Kealey**

Business-  
man; inves-  
tor; former  
MK CFO

**Sue  
Simmons**

Deputy  
Director, Dept.  
of Labor; CPA



5

## Endowment Fund Investment Board members (page 3)

**Richelle  
Sugiyama**

Investment  
Officer, PERSI



**John  
Taylor**

Insurance  
company  
executive

**Chuck  
Winder**

Senator; real  
estate broker



6

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## **Background of Larry Johnson**

### **EFIB Manager of Investments**

- Idaho native
  - Graduate of Boise State University in Economics and Accounting
  - 25-year career in the forest products and utility industries in Idaho & Quebec
    - Managed \$2 billion retirement fund portfolio
  - CFA charter, CPA, CMA,
  - Joined the EFIB over seven years ago
- 

7

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## **Background of Chris Halvorson**

### **EFIB Investment Officer**

- Idaho native
  - Graduate of Boise State University in Finance and Marketing
  - 14-year career in the banking business in Idaho, Washington, Oregon, Nevada and Ohio
    - Institutional and private wealth management
  - Joined the EFIB over six years ago
- 

8

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## Division of Responsibilities per our Investment Management Agreements

- EFIB Responsibilities
    - Propose investment policy (asset mix)
    - Retain investment managers, custodian, consultants
    - Provide monthly reporting to IDPR
  - IDPR Responsibilities
    - Approve investment policy (risk/return)
    - Furnish accounting info to the Controller
    - Determine timing/amount of distributions
- 

9

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## Investment Board philosophy

- Long-term investors
    - No attempt to time markets
    - Hold high proportion of equity in portfolios with an investment horizon of 20 years or more
  - Hold a diversified portfolio
    - U.S. stocks
    - International stocks
    - Bonds (protection from equity downturns)
  - Use index funds for bonds and small allocations to equity
- 

10

## Asset Mix Parks & Rec Endowments

- **50% Fixed income**
  - *Lehman Aggregate index fund (40%)*
  - *Treasury inflation protected index fund (10%)*
- **35% Domestic equity**
  - *Russell 3000 index fund*
- **15% International equity**
  - *All Country (ex US) index fund*

11

## Ritter Island Endowment Fund Performance as of September, 2012

Current Value of the Fund	\$	1,070,385
Investment Change in Market Value Inception-to-Date	\$	223,267
Contributions Inception-to-Date	\$	1,000,000
Withdrawals Inception-to-Date (fees & distributions)	\$	(152,882)
Month-to-Date Returns		1.6%
Inception-to-Date Return		4.4%

<u>Sep-12</u>		<u>Fiscal YTD</u>		<u>Three Year Return</u>	
<b>Total Fund</b>	<b>1.6%</b>	<b>Total Fund</b>	<b>4.2%</b>	<b>Total Fund</b>	<b>8.8%</b>
Benchmark	1.5%	Benchmark	4.1%	Benchmark	8.6%
<b>U.S Equity</b>	<b>2.7%</b>	<b>U.S Equity</b>	<b>6.4%</b>	<b>U.S Equity</b>	<b>13.2%</b>
Benchmark	2.6%	Benchmark	6.2%	Benchmark	13.3%
<b>Int'l Equity</b>	<b>3.8%</b>	<b>Int'l Equity</b>	<b>7.5%</b>	<b>Int'l Equity</b>	<b>3.6%</b>
Benchmark	3.7%	Benchmark	7.4%	Benchmark	3.2%
<b>Fixed Income</b>	<b>0.2%</b>	<b>Fixed Income</b>	<b>1.7%</b>	<b>Fixed Income</b>	<b>7.0%</b>
Benchmark	0.1%	Benchmark	1.6%	Benchmark	6.2%

As of October 29, after a \$26,000 distribution, the fund balance was \$1,040,000

*Inflation has been 11.3% since inception, so principal would need to be \$1,113,000 to keep up, or about 7.0% above where the fund is now.*

12

# Low interest rates are driving down expected future returns



Source: Federal Reserve, thru 8/31/12

13

## Allocation of Expected Return

	<u>2012</u>
<b>Expected gross return</b>	<b>6.0%</b>
Investment management costs	0.4%
Expected net return	5.6%
Retain in corpus for inflation	2.5%
<b>Expected real net return</b>	<b>3.1%</b>
Desired distribution	3.0%
Growth in real corpus or one-time distribution	0.1%

***To grow faster than inflation, the fund must distribute less than its real return over time.***

Expected long-term returns have declined from 7.2% in 2008 to 6.2% in 2011 to today's 6.0%

Source: Callan Associates, EFIB Staff

14

## Expected Return Variation

<u>Probability</u>	<u>Annual Return Over</u>	
	<u>3 Years</u>	<u>7 Years</u>
<i>Of returns greater than:</i>		
10%	13.4%	10.8%
25%	9.8%	8.4%
50%	6.0%	6.0%
<i>Of returns less than:</i>		
25%	2.2%	3.5%
5%	-1.1%	1.3%

Down from a  
7.2%  
expectation  
in January,  
2008

Returns are before investment management and EFIB oversight fees of approximately 0.4%

Source: EFIB estimates, Callan Associates

The annual return since inception has been 4.4%. Return of 6% is likely going forward.

15

## Low investment management and custody costs for Ritter Island

<i>Dollars per year</i>	<u><b>2012</b></u>
Investment manager	-
Custodian/recordkeeper	600
Performance measurement	-
Investment consultant	-
EFIB oversight	3,000
Total	<u>3,600</u>

0.36% of a \$1.0 million investment portfolio.  
Most advisors would charge at least \$10,000 to manage a similar mandate vs. \$3,600 with the EFIB.

16



## Trail of Coeur d'Alenes Endowment Fund Performance as of September, 2012

Current Value of the Fund	\$	2,317,963
Investment Change in Market Value Inception-to-Date	\$	608,641
Contributions Inception-to-Date	\$	2,163,600
Withdrawals Inception-to-Date (fees & distributions)	\$	(454,278)
Month-to-Date Returns		1.6%
Inception-to-Date		8.6%

<u>Sep-12</u>		<u>Fiscal YTD</u>		<u>Last Three Years</u>	
<b>Total Fund</b>	<b>1.6%</b>	<b>Total Fund</b>	<b>4.2%</b>	<b>Total Fund</b>	<b>7.9%</b>
Benchmark	1.5%	Benchmark	4.1%	Benchmark	7.8%
<b>U.S Equity</b>	<b>2.7%</b>	<b>U.S Equity</b>	<b>6.4%</b>	<b>U.S Equity</b>	<b>13.5%</b>
Benchmark	2.6%	Benchmark	6.2%	Benchmark	13.3%
<b>Int'l Equity</b>	<b>3.8%</b>	<b>Int'l Equity</b>	<b>7.5%</b>	<b>Int'l Equity</b>	<b>3.6%</b>
Benchmark	3.7%	Benchmark	7.4%	Benchmark	3.2%
<b>Fixed Income</b>	<b>0.2%</b>	<b>Fixed Income</b>	<b>1.7%</b>	<b>Fixed Income</b>	<b>6.3%</b>
Benchmark	0.1%	Benchmark	1.6%	Benchmark	6.2%

As of October 29, after a \$61,000 distribution, the fund balance was \$2,246,500

*Inflation has been 7.3% since inception, so principal would need to be \$2,321,000 today to keep up, or about 3.3% above where the fund is now.*

17

## Trail of CDA Investment Management Costs

<i>Dollars per year</i>	<b><u>2012</u></b>
Investment manager	-
Custodian/recordkeeper	1,250
Performance measurement	-
Investment consultant	-
EFIB oversight	3,000
Total	<u>4,250</u>

**0.19% of a \$2.2 million investment portfolio**

18

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## Trail of CDA

### Allocation of Expected Return

	<u><b>2012</b></u>
<b>Expected gross return</b>	<b>6.0%</b>
Investment management costs	0.2%
Expected net return	<u>5.8%</u>
Retain in corpus for inflation	2.5%
<b>Expected real net return</b>	<u><b>3.3%</b></u>
Desired distribution	3.5%
Growth in real corpus or one-time distribution	-0.2%

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19

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## Distribution Policy

### And concerns discussed with Parks staff

- The Parks Board has authorized staff to base distributions on the total income of the fund.
  - The dangers of strictly following this policy are:
    - The principal will not keep up with inflation
    - No retained income will be available in down market years
- 

20

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## **Distribution Policy**

### **Suggestions discussed with Parks staff**

- Measure the funds versus their inflation adjusted value (as well as original principal) in considering distributions
  - Retain earnings above 6% to use in years in which returns are negative
  - Budget base-level distributions at no more than 3% of the endowments' values
- 

21

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## **Investment Policies**

- The Investment Board would like to modify the Investment Policy for the two endowments to remove specific return hurdles:
    - Long-term policy whose success or failure can't be judged on short-term returns
    - Most investors do not include specific targets in their policy
- 

22

☐ IDAPA RULE                      ☐ IDAPA FEE                      ☒ BOARD ACTION REQUIRED  
☐ BOARD POLICY                      ☐ INFO ONLY, NO ACTION REQUIRED

**AGENDA**  
**Idaho Park and Recreation Board Meeting**  
**November 13-14, 2012**  
**IDPR Headquarters**  
**Summit Conference Room**  
**Boise ID**

**AGENDA ITEM:**                      **Three Meadows Group Camp Fee Increase**

**ACTION REQUIRED:**    **Board Action Required**

**PRESENTER:**                      **Tammy Kolsky**

**PRESENTATION**

**BACKGROUND INFORMATION:**

Dworshak State Park's Three Meadows Group camp is a unique large group facility that offers our guests the following amenities:

- Spacious lodge with commercial cooking facility
- Eight sleeping cabins that can accommodate up to 100 people
- Restroom and shower facilities central to cabins
- Recreation field with fire pit; basketball and volleyball courts; horseshoe pits
- 2 campsites offer water and electricity
- 6 standard campsites (no hookups)
- Large open area for group activities
- Boat dock

Three Meadows continues to be extremely popular and achieves an average summer season occupancy rating of 72% .

The current base fee for the camp is \$275 per night for the lodge and 2 sleeping cabins. Additional sleeping cabins are \$60 per night. It has been five plus years since the fees for Three Meadows have been adjusted.

In light of the high use of this property and the length of time since the rates for this property were adjusted staff recommends raising the base fee from \$275 to \$325 per night and the sleeping cabin fees from \$60 to \$65 per cabin.

**STAFF RECOMMENDATIONS:**

Department staff recommends the Park Board direct staff to:

- Increase the base rate for Three Meadows Group Camp to \$325 per night
- Increase the nightly rate for additional sleeping cabins to \$65 per night

<input type="checkbox"/> IDAPA RULE	<input type="checkbox"/> IDAPA FEE	<input checked="" type="checkbox"/> BOARD ACTION REQUIRED
<input type="checkbox"/> BOARD POLICY	<input type="checkbox"/> INFO ONLY, NO ACTION REQUIRED	

**AGENDA**  
**Idaho Park and Recreation Board Meeting**  
**November 13-14, 2012**  
**IDPR Headquarters**  
**Summit Conference Room**  
**Boise ID**

**AGENDA ITEM:** Board Goals Review

**ACTION REQUIRED:** Development and approval of 2013 Board Goals

**PRESENTER:** Rick Just

**PRESENTATION**

**BACKGROUND INFORMATION:**

The Idaho Department of Parks and Recreation is required to develop an agency strategic plan every five years and update that plan annually each July. Although Board goals are not statutorily required, the Idaho Park and Recreation Board has been developing annual operating goals for itself for several years.

Today, we will review current agency strategic plan goals and the most recent Board goals. As a citizen board, members should be cognizant of existing goals, which were developed using considerable citizen input. At the same time, the Board has a duty to recognize changing needs and situations. The Board is free to develop its own goals outside of the framework of the strategic plan. If the Board does so, it should also consider directing staff to launch a process to develop a new strategic plan if that seems warranted.

**STAFF RECOMMENDATIONS:**

That the Board review existing goals, revise and enhance them as needed, and approve goals for 2013.

## **IDPR Mission Statement**

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

## **Idaho Department of Parks and Recreation Vision Statement**

We are innovators in outdoor recreation, committed to excellent services and resource stewardship. We foster experiences that renew the human spirit and promote community vitality.

## **2010-2014 IDPR Strategic Plan Goals and Objectives**

### **Focus on core responsibilities**

- Consider the day-to-day management of our legislatively authorized programs and parks our highest priority.
- Maintain and operate existing facilities to protect the State's investment in outdoor recreation.
- Maintain communication with the public and partners about outdoor recreation opportunities and issues.
- Identify what outdoor recreation programs and facilities are needed by the public and determine the best way to see that they are provided.
- Maintain the highest quality of service possible with available funds.
- Enhance day-to-day resources through volunteer recruitment.
- Provide education, mediation and regulatory programs to enhance user opportunities and experiences.
- Protect and improve public access to outdoor recreation statewide.

### **While protecting park resources maximize revenue throughout the system**

- Integrate park business plans and marketing plans, focusing on revenue development.
- Implement a statewide park sign program.

### **Develop a dedicated funding source to support state park operations**

- Work with constituent groups and elected officials to identify an appropriate funding source.

## **Idaho Park and Recreation Board 2011 Goals**

1. Provided, we are not putting our users, staff or facilities at risk of injury or damage. IDPR will keep all parks open and operate at the highest quality possible with available funding.
2. Maintain and operate existing facilities to protect the State's investment.
3. Maintain a high quality of statewide park experiences with available funds.
4. Increase self-sufficiency by developing enhanced funding and increasing agency-generated revenue.
5. Establish responsive and mutually supportive relationships with the Governor and Legislature.
6. Maximize marketing opportunities with available resources.
7. Implement a statewide park signage program.
8. Protect and improve public access to outdoor recreation statewide.
9. Improve park master planning, business planning and natural resource planning statewide.

☐ IDAPA RULE      ☐ IDAPA FEE      ☐ BOARD ACTION REQUIRED  
☐ BOARD POLICY      **X INFO ONLY, NO ACTION REQUIRED**

**AGENDA**  
**Idaho Park and Recreation Board Meeting**  
**November 13-14, 2012**  
**IDPR Headquarters**  
**Summit Conference Room**  
**Boise ID**

**AGENDA ITEM:**                      **Legislation/Rules Update**

**ACTION REQUIRED:**                **Information Only**

**PRESENTER:**                      **Tamara Humiston**

**PRESENTATION**

**BACKGROUND INFORMATION:**

Legislation:

1. Registration Realignment –
  - a. IDPR and ITD have been working together to identify all the program and legislation items that need to be addressed so the County Assessors will complete the 2014 registrations. Several meetings have been held to make sure the transition will take place with little disruption.
  - b. IDPR and ITD worked to identify all the legislation that needs to be repealed (estimated 18 IDPR), amended (estimated 5 IDPR & 5 ITD), or new sections (estimated 17 ITD) established. This legislation represents the snowmobile, boating and motorbike/ATV/SUV/SOHV. The department is still working through the Invasive Species legislation for the non-motorized resident, non-motorized non-resident, and the Outfitters & Guides.
2. Recreation Vehicle – This legislation establishes the statutory authority for the existing practice of prorating recreation vehicles. The legislation will allow the initial fee to be prorated on a monthly basis. Subsequent renewals of the annual license shall pay the annual fee.

Administrative Rules:

Attached are the two published Administrative Rules that will be presented to the 2013 Legislative session.

1. 26-0120-1201 Administration of Park & Recreation Areas & Facilities (Parking and Encroachment)
2. 26-0120-1202 Administration of Park & Recreation Areas & Facilities (Passport and other language clarifications). Fee change.

The rules were published as temporary and proposed. Docket 26-0120-1202 does include a fee change.

The rules were published and the department did not receive any requests for a public meeting. The department received one inquiry asking for clarification on the definition of an RV.

The Winter Recreation Temporary and Proposed rule will be published in the December bulletin with an October 1, 2012 effective date.

**STAFF RECOMMENDATIONS:** Information only.



**SNOWMOBILE LEGISLATION CHANGES-Working Copy**  
**2013 LEGISLATIVE SESSION**

**Ten IDPR Chapter 71, Title 67 snowmobile code sections amended or repealed, and seven ITD Chapter 4 and 1, Title 49 code sections amended or new section established.**

CURRENT TITLE	CURRENT CHAPTER	CURRENT SECTION	NEW TITLE	NEW CHAPTER	NEW SECTION	CHANGE	DESCRIPTION	IDPR RESPONSIBILITIES	ITD RESPONSIBILITIES
			49	4	26	Yes	Exemptions from Operating Fees		Government vehicles exempt from registration fees ( <b>New Subsection and change code references</b> )
67	71	01	49	1	20	yes	Definition	Leave definitions in title 67. <b>Amend definition of vendor to sell only nonresident certificates.</b>	Reference definitions in chapter 49 <b>Add definition of snowmobile</b>
67	71	02	49	4	80	Yes	Requirement to be numbered	Requirement that snowmobiles <b>have registration</b> number as provided in this chapter <b>and chapter 4, title 49</b>	Requirement that snowmobiles <b>have registration</b> number ( <b>new section</b> )
67	71	03	49	4	70	Yes	Application for Number	Application for snowmobile registration number ( <b>Repealing</b> )	Issue resident snowmobile registration ( <b>new section</b> )
67	71	04				yes	Non-Resident certificate required	IDPR will issue non-resident <b>&amp; non-resident rental</b> certificates <b>Remove pocket size registration</b>	No impact to ITD
67	71	05	49	4	26	yes	Government Ownership	No impact to IDPR ( <b>Repealing</b> )	ITD responsible for all government exemptions for in-state machines ( <b>new subsection</b> )
67	71	06				yes	Distribution of money	Receive dollars & designations from ITD to distribute per statute No changes on how it is distributed	Authority for ITD to collect & transfer to IDPR. ITD <b>will retain 15%</b> administration funds and provide reports on use

CURRENT TITLE	CURRENT CHAPTER	CURRENT SECTION	NEW TITLE	NEW CHAPTER	NEW SECTION	CHANGE	DESCRIPTION	IDPR RESPONSIBILITIES	ITD RESPONSIBILITIES
67	71	07				no	County Advisory Committee	IDPR manage and pay snowmobile advisory committee; selection process	No impact to ITD
67	71	08	49	4	71	yes	Prohibition against political subdivisions	(Repealing)	Provision will apply to snowmobiles (new section)
67	71	09				no	Prohibition against highway operations	Authority will remain with IDPR – program management	No impact to ITD
67	71	10				no	Restrictions	Authority will remain with IDPR – program management	No impact to ITD
67	71	11				no	Accident resulting in personal injuries	Authority will remain with IDPR – program management	No impact to ITD
67	71	12	49	4	72	Yes	Groomed Snowmobile Trails	Authorization to issue all-terrain vehicles using groomed snowmobile trails (repealing)	ITD to issue resident snowmobile to all-terrain vehicles using groomed snowmobile trails (new section)
67	71	13	49	4	73	yes	Violations	Applicable to non-resident	Applicable to resident (new section)
67	71	14				No	Operation under the influence	Authority will remain with IDPR – program management	No impact to ITD

**Proposed IDPR Non-Resident Snowmobile Registration System:**

1. Reduced vendor network – approximately 89 rural locations. Criteria:
  - a. Sell 25 or more stickers per year
  - b. Pre-pay for stickers. IDPR will refund money within 45 days upon receipt of unsold stickers. Department shall have the discretion to waive the pre-pay requirement.
  - c. Vendors will retain \$1.50 vendor fee

- d. Reports will include the following information for each sticker sold:
  - i. Name
  - ii. Address
  - iii. Designation area
  - iv. Non-resident affirmation
- 2. Sales channels will include IDPR on-line, IDPR mail-in, IDPR HQ office, and rural outlets
- 3. Reports will be submitted to IDPR on form provided by the department. Reports will be due at least monthly. Reports will be used to distribute monies to bona fide grooming program

**Proposed ITD Resident Snowmobile Registration:**

- 1. The administrative function of selling snowmobile registrations for Idaho residents will shift **from** IDPR **to** ITD. ITD will be responsible for issuing snowmobile stickers to all Idaho residents and business. ITD will need the statutory authorizations to issue the registrations, collect the money, retain the 15% authorized administrative funds, and transfer program money to IDPR for distribution.
- 2. The legislative changes are focused on shifting the authorization to sell, collect funds, retain administrative funds, and transfer program dollars to IDPR.
- 3. It is important to note that all the legislative changes related to shifting the Idaho resident registration stickers must be passed for all registration types.

**MOTORBIKE/ATV/UTV/SOHV LEGISLATION CHANGES-Working Copy**  
**2013 LEGISLATIVE SESSION**

**Six IDPR Chapter 71, Title 67 Motorbike/ATV/UTV/SOHV code sections amended or repealed and four Chapter 4, Title 49 ITD code sections amended or new section established.**

CURRENT TITLE	CURRENT CHAPTER	CURRENT SECTION	NEW TITLE	NEW CHAPTER	NEW SECTION	CHANGE	DESCRIPTION	IDPR RESPONSIBILITIES	ITD RESPONSIBILITIES
			49	4	02	Yes	Annual Registration		Strike Chapter 71, Title 67 Idaho Code references and add Chapter 4, Title 49 <b>(Amend section)</b>
67	71	14				No	Operation under the Influence of	Applies to operation of all OHV	No Impact to ITD
67	71	19				Yes	Cross-Country Skiing Advisory	Advisory committee to serve to county commissioners <b>(Repealing)</b>	No Impact to ITD
67	71	22	49	4	80	Yes	Requirements to Register	<b>(Repealing)</b>	ITD to issue registrations for <b>(New section)</b>
67	71	23	49	4	81	Yes	Transfer of Registration Sticker & Restricted Plate	<b>(Repealing)</b>	ITD to process <b>(new section)</b>
67	71	24	49	4	82	Yes	Non-Resident Exemption	<b>(Repealing)</b>	ITD responsible to issue <b>(new section)</b>
67	71	25				Yes	Noise Abatement	Exhaust and noise restrictions change reference to registration in title 49-480 <b>(Amend section)</b>	No Impact to ITD
67	71	26				Yes	Establishment of Account Distribution of Fees	IDPR to receive funds collected for registration and distribute <b>(Amend section)</b>	ITD to retain 15% Administration fees to process, ITD to transmit funds on or before the 20 <sup>th</sup> day of each month

1. The legislative changes are focused on shifting the authorization to sell, collect funds, retain administrative funds, and transfer program dollars to IDPR.
2. It is important to note that all the legislative changes related to shifting the Idaho resident registration stickers must be passed for all registration types.

**BOATING LEGISLATION CHANGES – Working Copy**  
**2013 LEGISLATIVE SESSION**

**Ten IDPR Chapter 70, Title 67 boating code sections repealed and eleven ITD Chapters 1,4,5,and 16, Title 49 code sections amended or new section established.**

CURRENT TITLE	CURRENT CHAPTER	CURRENT SECTION	NEW TITLE	NEW CHAPTER	NEW SECTION	CHANGE	DESCRIPTION	IDPR RESPONSIBILITIES	ITD RESPONSIBILITIES
			49	1	05	Yes	Definitions		Include vessels required to be titled pursuant to Chapter 5, Title 49 <b>(Amending section)</b>
			49	5	01	Yes	Titling Requirements		Add language to address vessel titling requirements for 2000 or newer models and upon transfer of ownership on and after 1/1/2000 <b>(new subsection)</b>
			49	16	06	Yes	Classes of Licenses, Nonresident Dealers		Adding all vessel dealers, wholesalers, manufactures, salesman, distributors <b>(amended to include vessel)</b>
67	70	04	49	4	60	Yes	Hull Identification Number	<b>(Repealing)</b>	ITD Responsible for <b>(New section)</b>
67	70	08	49	4	62	Yes	Certificate of Registration	<b>(Repealing)</b>	ITD Responsible for. Upon purchase or transfer of ownership <b>(New section)</b>
67	70	08A	49 And Agriculture	4	63	Yes	Additional Fees – Deposit into Invasive Species Fund	<b>(Repealing)</b>	ITD Responsible for Idaho Motorized, ITD shall retain 15% Administration fee <b>(New subsection)</b>  Agriculture for non-motorized & Outfitters and Guides
67	70	09	49	4	61	yes	Exemption from Numbering Provisions	<b>(Repealing)</b>	Vessel not required to be numbered in Idaho <b>(New section)</b>
67	70	13	49	4	64	yes	Remittance of Fees	<b>(Repealing)</b>	ITD to retain 15% Administration fees to process <b>(New section)</b>

CURRENT TITLE	CURRENT CHAPTER	CURRENT SECTION	NEW TITLE	NEW CHAPTER	NEW SECTION	CHANGE	DESCRIPTION	IDPR RESPONSIBILITIES	ITD RESPONSIBILITIES
67	70	14	49	4	65	yes	Administrative Fees for Vessels	(Repealing)	Authority for ITD to collect & transfer to IDPR. ITD will need to retain up to 15% administration funds and provide reports on use (New section)
67	70	29	49	??	??	Yes	Agents of the Department	(Repealing)	ITD has language for county assessors to act as agents (New subsection)
67	70	39	49	16	06	Yes	Vessel Titling Act	(Repealing)	Add language to include vessel (Amending section)
67	70	40	49	5	??	Yes	Application to Certain Vessels	(Repealing)	Already covered in chapter 5 Title 49
67	70	41	49	5	??	Yes	Liens and Encumbrances	(Repealing)	Already covered in chapter 5 Title 49

1. The legislative changes are focused on shifting the authorization to sell, collect funds, retain administrative funds, and transfer program dollars to IDPR.
2. It is important to note that all the legislative changes related to shifting the Idaho resident registration stickers must be passed for all registration types.



1 AN ACT RELATING TO THE IDAHO DEPARTMENT OF TRANSPORTATION; RELATING TO MOTOR  
2 VEHICLE REGISTRATIONS FOR RECREATIONAL VEHICLE ANNUAL LICENSE; AMENDING SECTION  
3 49-445, IDAHO CODE, TO PROVIDE FOR THE MONTHLY PRORATION FOR THE INITIAL LICENSE  
4 FEES FOR RECREATION VEHICLES AND THAT SUBSEQUENT RENEWALS OF THE ANNUAL  
5 LICENSE SHALL PAY ANNUAL FEES REGARDLESS OF THE REGISTRATION; AND DECLARING AN  
6 EMERGENCY.

7  
8 Be It Enacted by the Legislature of the State of Idaho:

9  
10 SECTION 1. That section 49-445, Idaho Code, be, and the same is hereby amended to  
11 read as follows:

12  
13 49-445. RECREATIONAL VEHICLE ANNUAL LICENSE. (1) There is  
14 levied and there shall be collected an annual license fee on each  
15 recreational vehicle in Idaho, except recreational vehicles in  
16 possession of a manufacturer or dealer and offered for sale or resale.  
17 If the recreational vehicle is registered as a motor vehicle under the  
18 provisions of this chapter, the annual license fee imposed in this  
19 section shall be in addition to and not in lieu of the motor vehicle  
20 registration fees. Initial license fees for recreation vehicles shall  
21 be prorated on a monthly basis for a new owner. Subsequent renewals  
22 of the annual license shall pay annual fees regardless of the  
23 registration date.

24 (2) The annual license fee imposed upon each recreational  
25 vehicle shall be eight dollars and fifty cents (\$8.50) for a market  
26 value of one thousand dollars (\$1,000) or less, and an additional five  
27 dollars (\$5.00) for each additional one thousand dollars (\$1,000) or  
28 portion of it, of market value.

29 (3) Payment of the annual license fee shall license the  
30 recreational vehicle for a calendar year, irrespective of the month in  
31 which it is registered, change of ownership of the vehicle, or change  
32 of county of residence of the owner. The recreational vehicle annual  
33 license shall expire midnight December 31 of each year.

34 (4) The license sticker shall be placed on the rear of  
35 the recreational vehicle in a manner that is completely visible and  
36 shall be kept in a legible condition at all times.

37  
38 SECTION 2. An emergency existing therefore, which emergency is  
39 hereby declared to exist, this act shall be in full force and effect  
40 on and after its passage and approval.

1 AN ACT

2 RELATING TO STATE PARKS AND REGISTRATION OF OFF-HIGHWAY VEHICLES, VESSELS, AND  
3 SNOWMOBILES TRANSFERRING AUTHORITY TO THE IDAHO TRANSPORTATION DEPARTMENT:  
4 AMENDING SECTION 49-105, IDAHO CODE, TO PROVIDE REQUIREMENT FOR DEALERS TO BE  
5 LICENSED WHEN SELLING VESSELS; AMENDING SECTION 49-120, IDAHO CODE, TO PROVIDE A  
6 SNOWMOBILE DEFINITION REFERENCE FOR THE PURPOSES OF REGISTERING SNOWMOBILES;  
7 AMENDING SECTION 49-402, IDAHO CODE, TO REFLECT NEW TECHNICAL CODE REFERENCE;  
8 AMENDING CHAPTER 4, TITLE 49 IDAHO CODE BY THE ADDITION OF A NEW SUBSECTION TO  
9 SECTION 49-426, IDAHO CODE, TO PROVIDE AN EXEMPTION OF RECREATION REGISTRATION  
10 REQUIREMENT FOR GOVERNMENT OWNERSHIP OF SNOWMOBILES, ALL-TERRAIN VEHICLES,  
11 UTILITY TYPE VEHICLES, SPECIALTY OFF-HIGHWAY VEHICLES AND MOTORBIKES; AMENDING  
12 SECTION 49-501, IDAHO CODE, TO INCLUDE VESSEL TITLING REQUIREMENT; REPEALING  
13 SECTION 49-501A, IDAHO CODE, PROVIDING VESSEL TITLING ACT; AMENDING SECTION 49-  
14 1606, IDAHO CODE, TO PROVIDE THAT THE TERM VEHICLE SHALL ALSO INCLUDE VESSEL AND  
15 DEALERS SHALL BE REQUIRED TO BE LICENSED; AMENDING CHAPTER 4, TITLE 49, BY THE  
16 ADDITION OF A NEW SECTION 49-460, IDAHO CODE, RELATING TO ALL VESSELS EXCEPT  
17 SEAPLANES SHALL HAVE TWO (2) IDENTICAL HULL IDENTIFICATION NUMBERS PERMENANTLY  
18 DISPLAYED AND AFFIXED IN ACCORDANCE WITH FEDERAL REGULATIONS; ADDING A NEW  
19 SECTION 49-461, IDAHO CODE, RELATING TO EXEMPTION FROM NUMBERING; AMENDING  
20 CHAPTER 4, TITLE 49, BY THE ADDITION OF A NEW SECTION 49-462, IDAHO CODE, RELATING  
21 TO CERTIFICATE OF REGISTRATION, AND FEES FOR VESSELS UPON PURCHASE OR TRANSFER  
22 OF OWNERSHIP AND AUTHORIZED AGENCIES TO PERFORM REGISTRATIONS; BY THE  
23 ADDITON OF A NEW SECTION 49-463 IDAHO CODE, RELATING TO ADDITIONAL VESSEL FEES,  
24 AND DEPOSIT INTO INVASIVE SPECIES FUND; BY THE ADDITION OF A NEW SECTION 49-464,  
25 IDAHO CODE, RELATING TO THE ESTABLISHED ACCOUNT KNOWN AS THE "STATE VESSEL  
26 ACCOUNT" TO WHICH SHALL BE CREDITED MONEYS AND FEES COLLECTED AND  
27 DISBURSEMENT; BY THE ADDITION OF A NEW SECTION 49-465, IDAHO CODE, RELATING TO  
28 AN ADMINISTRATIVE FEE MAY BE COLLECTED IN ADDITION TO EACH VESSEL LICENSE FEE  
29 COLLECTED; BY THE ADDITION OF A NEW SECTION 49-470, IDAHO CODE, RELATING TO  
30 SNOWMOBILE REGISTRATION NUMBERS, APPLICATION FOR TRANSFER OF REGISTRATION,  
31 AND RELATED FEES AND AUTHORIZED AGENCIES; BY THE ADDITION OF A NEW SECTION 49-  
32 471, IDAHO CODE, RELATING TO PROHIBITION AGAINST NUMBERING BY POLITICAL  
33 SUBDIVISIONS; BY THE ADDITION OF A NEW SECTION 49-472, IDAHO CODE, RELATING TO  
34 ALL-TERRAIN VEHICLES OPERATING ON GROOMED SNOWMOBILE TRAILS DURING THE  
35 WINTER SNOWMOBILING SEASON; BY THE ADDITION OF A NEW SECTION 49-473, IDAHO  
36 CODE, TO REQUIRE ANY PERSON WHO VIOLATES ANY RELATED CODE SECTIONS SHALL BE  
37 GUILTY OF AN INFRACTION; BY THE ADDITION OF A NEW SECTION 49-480, IDAHO CODE,

1 RELATING TO REQUIREMENTS, REGISTRATION, AND AUTHORIZED AGENCIES FOR PROCEDURE  
2 FOR REGISTRATION NUMBERS OF ANY ALL-TERRAIN VEHICLE, MOTORBIKE, SPECIALTY OFF-  
3 HIGHWAY VEHICLE OR UTILITY TYPE VEHICLE; BY THE ADDITION OF A NEW SECTION 49-481,  
4 IDAHO CODE, RELATING TO THE REQUIREMENT THAT THE PURCHASER OF AN ALL-TERRAIN  
5 VEHICLE, UTILITY TYPE VEHICLE OR MOTORBIKE WHICH HAS BEEN PREVIOUSLY REGISTERED  
6 SHALL MAKE APPLICATION FOR TRANSFER OF REGISTRATION; BY THE ADDITION OF A NEW  
7 SECTION 49-482, IDAHO CODE, RELATING TO EXCEPTIONS FROM REGISTRATION TO ANY  
8 NONRESIDENT OWNER PROVIDED THE ALL-TERRAIN VEHICLE, UTILITY TYPE VEHICLE,  
9 SPECIALTY OFF-HIGHWAY VEHICLE OR MOTORBIKE IS CURRENTLY AND PROPERLY  
10 REGISTERED IN THE STATE OF RESIDENCE; REPEALING SECTION 67-7004, IDAHO CODE  
11 RELATING TO HULL IDENTIFICATION NUMBERS FOR VESSELS; REPEALING SECTION 67-7009,  
12 RELATING TO EXEMPTION FROM VESSEL NUMBERING; REPEALING SECTION 67-7013, IDAHO  
13 CODE RELATING TO REMITTANCE OF FEES AND STATE VESSEL ACCOUNT; REPEALING SECTION  
14 67-7014, IDAHO CODE, RELATING TO COLLECTION OF AN ADMINISTRATIVE FEE FOR  
15 REGISTRATION; REPEALING 67-7029, IDAHO CODE, RELATING TO AGENTS OF THE  
16 DEPARTMENT; REPEALING SECTION 67-7039, IDAHO CODE, RELATING TO VESSEL TITLING ACT,  
17 REPEALING SECTION 67-7040, IDAHO CODE, RELATING TO PROVISIONS OF THE VESSEL  
18 TITLING ACT; REPEALING SECTION 67-7041, IDAHO CODE, RELATING TO LIENS AND  
19 ENCUMBRANCES ON TITLED VESSELS; AMENDING SECTION 67-7101, IDAHO CODE TO  
20 PROVIDE A VENDOR DEFINITION FOR REGISTRATION OF NON-RESIDENT SNOWMOBILES;  
21 AMENDING SECTION 67-7102, IDAHO CODE, TO PROVIDE A REQUIREMENT THAT  
22 SNOWMOBILES HAVE A REGISTRATION NUMBER TO OPERATE IN IDAHO; REPEALING  
23 SECTION 67-7103, IDAHO CODE, RELATING TO THE APPLICATION FOR, ATTACHMENT OF, AND  
24 TRANSFER OF, AND FEES FOR THE SNOWMOBILE REGISTRATION NUMBER; AMENDING  
25 SECTION 67-7104, IDAHO CODE, TO REQUIRE NONRESIDENT SNOWMOBILE USER & RENTALS  
26 HAVE A CERTIFICATE AND AUTHORIZE VENDORS TO SELL CERTIFICATES; REPEALING SECTION  
27 67-7105, IDAHO CODE, RELATING TO PROVIDING AN EXEMPTION OF RECREATION  
28 REGISTRATION REQUIREMENT FOR GOVERNMENT OWNERSHIP; AMENDING 67-7106, IDAHO  
29 CODE, TO REQUIRE IDAHO TRANSPORTATION DEPARTMENT AND VENDORS TO REMIT  
30 MONEYS FROM SALE OF SNOWMOBILE REGISTRATIONS TO THE STATE SNOWMOBILE FUND,  
31 AND STATE SEARCH AND RESCUE FUND, AND REQUIRE THE DEPARTMENT TO TRANSFER  
32 MONEY TO THE COUNTIES WITH A BONA FIDE SNOWMOBILE PROGRAM; REPEALING  
33 SECTION 67-7108, IDAHO CODE, RELATING TO ALL POLITICAL SUBDIVISIONS OF THE STATE  
34 ARE EXPRESSLY PROHIBITED FROM NUMBERING OR REGISTERING SNOWMOBILE; REPEALING  
35 SECTION 67-7112, IDAHO CODE, RELATING TO ALL-TERRAIN VEHICLES OPERATING ON  
36 GROOMED SNOWMOBILE TRAILS; AMENDING SECTION 67-7113, IDAHO CODE, TO REQUIRE  
37 ANY PERSON WHO VIOLATES ANY PROVISIONS AND SECTIONS SHALL BE GUILTY OF AN

1    **INFRACTION; REPEALING SECTION 67-7119, IDAHO CODE, RELATING TO CROSS-COUNTRY**  
2    **SKIING ADVISORY COMMITTEES; ; REPEALING SECTION 67-7122, IDAHO CODE, RELATING TO**  
3    **REQUIREMENTS, REGISTRATION, AND PROCEDURE FOR REGISTRATION NUMBERS;**  
4    **REPEALING SECTION 67-7123, IDAHO CODE, RELATING TO TRANSFER OF REGISTRATION**  
5    **STICKERS AND RESTRICTED VEHICLE LICENSE PLATE; REPEALING SECTION 67-7124, IDAHO**  
6    **CODE, RELATING TO NONRESIDENT EXEMPTION; AMENDING SECTION 67-7125, IDAHO CODE,**  
7    **RELATING TO NOISE ABATEMENT; AMENDING SECTION 67-7126, IDAHO CODE, ALLOCATION**  
8    **OF OFF-HIGHWAY VEHICLE REGISTRATION FEES TO THE MOTORBIKE RECREATION ACCOUNT;**  
9  
10   **AND PROVIDING AN EFFECTIVE DATE OF JANUARY 1, 2014.**

11  
12   Be It Enacted by the Legislature of the State of Idaho:

13  
14        SECTION 1. That section 49-105, Idaho Code, be, and the same is hereby amended to  
15   read as follows:

16  
17   49-105. Definitions -- D. (1) "Dealer" means every person in the  
18   business of buying, selling or exchanging five (5) or more new or used  
19   vehicles, new or used neighborhood electric vehicles, new or used  
20   motorcycles, motor-driven cycles, snow machines or motorbikes, travel  
21   trailers, truck campers, all-terrain vehicles, utility type vehicles,  
22   or vessels required to be titled pursuant to Chapter 5, Title 49,  
23   Idaho Code, or motor homes in any calendar year, either outright or on  
24   conditional sale, bailment, lease, chattel mortgage, or otherwise, or  
25   who has an established place of business for the sale, lease, trade,  
26   or display of these vehicles. No insurance company, bank, finance  
27   company, public utilities company, or other person coming into  
28   possession of any vehicle, as an incident to its regular business, who  
29   shall sell that vehicle under any contractual rights it may have,  
30   shall be considered a dealer. See also "salvage pool," section 49-120,  
31   Idaho Code.

32  
33        SECTION 2. That section 49-120, Idaho Code, be, and the same is hereby amended to  
34   read as follows:

35  
36   49-120. DEFINITIONS -- S. (1) "Saddlemount combination" means  
37   a combination of vehicles in which a truck or truck tractor tows one  
38   (1), two (2) or three (3) trucks or truck tractors, each connected by  
39   a saddle to the frame or fifth wheel of the vehicle in front of it. The  
40   saddle is a mechanism that connects the front axle of the towed vehicle  
41   to the frame or fifth wheel of the vehicle in front and functions  
42   like a fifth wheel kingpin connection. A smaller vehicle mounted

1 completely on the frame of either the first or last vehicle may be used  
2 in a saddlemount combination.

3 (2) "Safety glazing materials" means glazing materials so  
4 constructed, treated or combined with other materials as to reduce  
5 substantially, in comparison with ordinary sheet glass or plate  
6 glass, the likelihood of injury to persons by objects from exterior  
7 sources or by these safety glazing materials when they may be cracked  
8 or broken.

9 (3) "Safety zone" means the area or space officially set apart  
10 within a highway for the exclusive use of pedestrians and which is  
11 protected or is so marked or indicated by adequate signs as to be  
12 plainly visible at all times while set apart as a safety zone.

13 (4) "Salvage pool" means a licensed vehicle dealer engaged  
14 primarily in the business of disposing of salvage vehicles,  
15 recovered stolen vehicles, or both.

16 (5) "School bus" means every motor vehicle that complies with  
17 the color and identification requirements set forth in the most  
18 recent edition of "Minimum Standards for School Buses" and is used to  
19 transport children to or from school or in connection with school  
20 approved activities and includes buses operated by contract carriers.

21 (6) "Secretary" means the secretary of transportation of the  
22 United States.

23 (7) "Security agreement." (See section [28-9-102](#), Idaho Code)

24 (8) "Security interest." (See section [28-1-201](#), Idaho Code)

25 (9) "Sell," "sold," "buy," and "purchase," mean and include, as  
26 used in sections [49-2401](#) through [49-2406](#), Idaho Code, exchange, barter,  
27 gift, and offer or contract to sell or buy.

28 (10) "Semitrailer." (See "Trailer," section [49-121](#), Idaho Code)

29 (11) "Serious traffic violation" means conviction of an offense  
30 specified in 49 CFR part 383 and including any subsequent amendments  
31 thereto, while operating a commercial motor vehicle, and shall include  
32 driving a commercial motor vehicle:

33 (a) Without obtaining a commercial driver's license; or

34 (b) Without having a commercial driver's license in the driver's  
35 possession; or

36 (c) Without the proper license class of commercial driver's  
37 license or endorsements for the specific vehicle group being  
38 operated or for the passengers or type of cargo being transported.

39 (12) "Sidewalk" means that portion of a street between the curb  
40 lines, or the lateral lines of a roadway, and the adjacent property  
41 lines intended for use by pedestrians.

42 (13) "Signal." (See "Railroad sign," section [49-119](#), Idaho Code)

43 (14) "Skills test" means an actual demonstration of ability to  
44 exercise ordinary and reasonable control in the operation of a  
45 motor vehicle.

46 (15) "Slow moving vehicle" means any vehicle not normally  
47 operated upon the highways.

48 (16) "Snow tire." (See "Tires," section [49-121](#), Idaho Code)

49 (17) "Snowmobile" means a vehicle as defined in section 67-7101,  
50 Idaho Code.



1 | ~~(17)~~(18) "Sold." (See "Sell," "buy," and "purchase," this  
2 | section)  
3 | ~~(18)~~(19) "Solid rubber tire." (See "Tires," section 49-121,  
4 | Idaho Code)  
5 | ~~(19)~~(20) "Special license plate" means a license plate that  
6 | is made available to the public as a personal alternative to the  
7 | standard issue license plate. No special program fee shall be  
8 | charged for the registration or plates issued under sections 49-  
9 | 403, 49-403A, 49-404, 49405, 49-410, 49-415, 49-415A and 49-415B,  
10 | Idaho Code.  
11 | ~~(20)~~(21) "Special mobile equipment" means every vehicle not  
12 | designed or used primarily for the transportation of persons or  
13 | property and only incidentally operated or moved over a highway,  
14 | including: ditch-digging apparatus, well-boring apparatus and road  
15 | construction and maintenance machinery such as asphalt spreaders,  
16 | bituminous mixers, bucket loaders, tractors other than truck tractors,  
17 | ditchers, leveling graders, finishing machines, motor graders, road  
18 | rollers, scarifiers, earth moving carry-alls and scrapers, power  
19 | shovels and drag lines, and self-propelled cranes, and earth moving  
20 | equipment. The term does not include travel trailers, dump trucks,  
21 | truck mounted transit mixers, cranes or shovels, or other vehicles  
22 | designed for the transportation of persons or property to which  
23 | machinery has been attached.  
24 | ~~(21)~~(22) "Specially constructed vehicle." (See "Vehicle,"  
25 | section 49-123, Idaho Code)  
26 | ~~(22)~~(23) "Specialty off-highway vehicle." (See "Vehicle,"  
27 | section 49-123, Idaho Code)  
28 | ~~(23)~~(24) "Stand" or "standing" means the halting of a vehicle,  
29 | whether occupied or not, otherwise than temporarily for the purpose of  
30 | and while actually engaged in receiving or discharging passengers.  
31 | ~~(24)~~(25) "State" means a state, territory or possession of  
32 | States, the District of Columbia, the Commonwealth of Puerto province of  
33 | Canada.  
34 | ~~(25)~~(26) "Stop" means the act of or complete cessation from  
35 | movement.  
36 | ~~(26)~~(27) "Stopping" means the act of any halting even  
37 | momentarily of a vehicle.  
38 | ~~(27)~~(28) "Street." (See "Highways," section 49-109, Idaho Code)  
39 | ~~(28)~~(29) "Street rod" means any pre-1949 vehicle which has had  
40 | a significant drive train update from a more modern vehicle. Changes  
41 | include engine, transmission, rear axle, and other suspension  
42 | components. The body will be, or resemble the same as the  
43 | manufacturer's original issue after its first sale after manufacture.  
44 | ~~(29)~~(30) "Studded tire." (See "Tires," section 49-121, Idaho  
45 | Code)  
46 | ~~(30)~~(31) "Substandard width lane" means a lane that is too  
47 | narrow for a bicycle and a motor vehicle to travel safely side by side  
48 | within the lane.  
49 | ~~(31)~~(32) "Supplemental lot" means a physically separate location  
50 | owned and maintained by a licensed dealer or manufacturer within  
51 | the same or adjacent county as the principal place of business which  
52 | meets all the requirements for a principal place of business.  
53 | ~~(32)~~(33) "Suspension of driver's license" means the temporary



1 withdrawal by formal action of the department or as otherwise  
2 provided in this title of a person's driver's license or privilege  
3 to operate a motor vehicle on the public highways, which temporary  
4 withdrawal shall be for a period specifically designated by the  
5 department.

6 | ~~(33)~~ (34) "Suspension of vehicle registration" means the  
7 temporary withdrawal by formal action of the department or as  
8 otherwise provided in this title of a person's vehicle registration or,  
9 in the case of fleets of vehicles, all vehicle registrations in each  
10 fleet operated by a company. Upon suspension, the privileges of  
11 operating the vehicle or vehicles on Idaho highways is terminated  
12 until the difficulty that caused the suspension is corrected and  
13 notification is provided that the suspension has been lifted.

14  
15 **SECTION 3.** That Section 49-402, Idaho Code, be, and the same is hereby amended to read as  
16 follows:

17  
18 49-402. Annual registration. (1) The annual fee for operating each  
19 pickup truck, each neighborhood electric vehicle and each other motor  
20 vehicle having a maximum gross weight not in excess of eight thousand  
21 (8,000) pounds and that complies with the federal motor vehicle safety  
22 standards as defined in section [49-107](#), Idaho Code, shall be:

23 Vehicles one (1) and two (2) years old \$48.00

24 Vehicles three (3) and four (4) years old \$36.00

25 Vehicles five (5) and six (6) years old \$36.00

26 Vehicles seven (7) and eight (8) years old \$24.00

27 Vehicles over eight (8) years old \$24.00

28 There shall be twelve (12) registration periods, starting in January  
29 for holders of validation registration stickers numbered 1, and  
30 proceeding consecutively through December for holders of validation  
31 registration stickers numbered 12, each of which shall start on the  
32 first day of a calendar month and end on the last day of the twelfth  
33 month from the first day of the beginning month. Registration periods  
34 shall expire midnight on the last day of the registration period in  
35 the year designated by the validation registration sticker. The  
36 numeral digit on the validation registration stickers shall, as does  
37 the registration card, fix the registration period under the staggered  
38 plate system of Idaho for the purpose of reregistration and notice of  
39 expiration.

40 A vehicle that has once been registered for any of the above  
41 designated periods shall, upon reregistration, be registered for the  
42 period bearing the same number, and the registration card shall show  
43 and be the exclusive proof of the expiration date of registration and  
44 licensing. Vehicles may be initially registered for less than a twelve  
45 (12) month period, or for more than a twelve (12) month period, and  
46 the fee prorated on a monthly basis if the fractional registration  
47 tends to fulfill the purpose of the monthly series registration  
48 system.

49 (2) For all school buses operated either by a nonprofit, nonpublic  
50 school or operated pursuant to a service contract with a school

1 district for transporting children to or from school or in connection  
2 with school approved activities, the annual fee shall be twenty-four  
3 dollars (\$24.00).

4 (3) For all motorcycles and motor-driven cycles which comply with the  
5 federal motor vehicle safety standards, operated upon the public  
6 highways the annual fee shall be nine dollars (\$9.00).

7 (4) For operation of an all-terrain vehicle, utility type vehicle or  
8 motorbike, excluding a motorbike with an engine displacement of fifty  
9 (50) cubic centimeters or less, on city, county or highway district  
10 roads or highways open to such use, a restricted vehicle license plate  
11 fee pursuant to section [49-450](#), Idaho Code, shall be paid. In  
12 addition, the registration fee specified in section ~~67-7122~~ [49-480](#),  
13 Idaho Code, shall be paid as provided in section ~~67-7122~~ [49-480](#), Idaho  
14 Code. The registration and restricted vehicle license plate exemption  
15 provided in section [49-426](#)(2), Idaho Code, applies to all-terrain  
16 vehicles, utility type vehicles, motorbikes and motorcycles used for  
17 the purposes described in subsection (2) of section [49-426](#), Idaho  
18 Code. Nonresidents shall be allowed to purchase a restricted vehicle  
19 license plate and sticker for an all-terrain vehicle, utility type  
20 vehicle or motorbike.

21 (5) For all motor homes the fee shall be as specified in subsection  
22 (1) of this section and shall be in addition to the fees provided for  
23 in section [49-445](#), Idaho Code.

24 (6) Registration fees shall not be subject to refund.

25 (7) A financial institution or repossession service contracted to a  
26 financial institution repossessing vehicles under the terms of a  
27 security agreement shall move the vehicle from the place of  
28 repossession to the financial institution's place of business on a  
29 repossession plate. The repossession plate shall also be used for  
30 demonstrating the vehicle to a prospective purchaser for a period not  
31 to exceed ninety-six (96) hours. The registration fees for  
32 repossession plates shall be as required in subsection (1) of this  
33 section for a vehicle one (1) and two (2) years old. All other fees  
34 required under [chapter 4, title 49](#), Idaho Code, shall be in addition  
35 to the registration fee. The repossession plate shall be issued on an  
36 annual basis by the department.

37 (8) A wrecker or towing business engaged in the process of towing  
38 motorized vehicles, which have been wrecked, abandoned, salvaged or  
39 may be disabled, may apply for a wrecker plate to be displayed on  
40 those vehicles being towed, provided the power unit is properly  
41 registered under this chapter. The registration fees for wrecker  
42 plates shall be as required in subsection (1) of this section for a  
43 vehicle one (1) and two (2) years old. All other fees required under  
44 [chapter 4, title 49](#), Idaho Code, shall be in addition to the  
45 registration fee. The wrecker plate shall be issued on an annual basis  
46 by the department.

47 (9) In addition to the annual registration fee in this section, there  
48 shall be an initial program fee of twenty-five dollars (\$25.00) and an  
49 annual program fee of fifteen dollars (\$15.00) for all special license  
50 plate programs for those license plates issued pursuant to sections  
51 [49-404A](#), [49-407](#), [49-408](#), [49-409](#), [49-414](#), [49-416](#), [49-418](#) and [49-418D](#),  
52 Idaho Code. For special plates issued pursuant to sections [49-406](#) and

1 [49-406A](#), Idaho Code, there shall be an initial program fee of twenty-  
2 five dollars (\$25.00) but there shall be no annual renewal fee. For  
3 special plates issued pursuant to sections [49-415C](#), [49-415D](#), [49-415E](#),  
4 [49-416A](#), [49-416B](#), [49-416C](#), [49-416D](#), [49-416E](#), [49-417](#), [49-417A](#), [49-417B](#),  
5 [49-417C](#), [49-417D](#), [49-417E](#), [49-418A](#), [49-418B](#), [49-418C](#), [49-418E](#), [49-419](#),  
6 [49-419A](#), [49-419B](#), [49-419C](#), [49-419D](#), [49-419E](#), [49-420](#), [49-420A](#), [49-420B](#),  
7 [49-420C](#), [49-420D](#), [49-420E](#), [49-420G](#), [49-420H](#), [49-420I](#), [49-420J](#), [49-420K](#)  
8 and [49-420L](#), Idaho Code, and any new special plate program effective  
9 on and after January 1, 2013, pursuant to section [49-402D](#), Idaho Code,  
10 there shall be an initial program fee of thirty-five dollars (\$35.00)  
11 and an annual program fee of twenty-five dollars (\$25.00). The fees  
12 contained in this subsection shall be applicable to all new special  
13 plate programs. The initial program fee and the annual program fee  
14 shall be deposited in the state highway account and shall be used to  
15 fund the cost of administration of special license plate programs,  
16 unless otherwise specified by law.

17 (10) Any vehicle that does not meet federal motor vehicle safety  
18 standards shall not be registered and shall not be permitted to  
19 operate on public highways of the state, as defined in section [40-117](#),  
20 Idaho Code, unless otherwise specifically authorized.

21 (11) In addition to annual registration fees as provided in this  
22 section, registrants may pay a fee to purchase an Idaho state parks  
23 passport authorizing resident motor vehicle entry into all Idaho state  
24 parks. Registrants may pay the fee for a one (1) year or two (2) year  
25 period of time. The fee shall be ten dollars (\$10.00) for one (1) year  
26 and twenty dollars (\$20.00) for two (2) years. All fees collected  
27 pursuant to this subsection shall be deposited into the park and  
28 recreation fund and shall be subject to appropriation. Fees collected  
29 pursuant to this subsection shall not be considered a motor vehicle  
30 registration fee as provided in section 17, article VII, of the  
31 constitution of the state of Idaho.

32  
33 **SECTION 4.** That Section 49-426, Idaho Code, be, and the same is hereby amended to read as  
34 follows:

35  
36 **49-426. EXEMPTIONS FROM OPERATING FEES.** The provisions of this  
37 chapter with respect to operating fees shall not apply to:

38 (1) Motor vehicles owned or leased by the United States, the  
39 state, a city, a county, any department thereof, any political  
40 subdivision or municipal corporation of the state, any taxing district  
41 of the state, any state registered nonprofit subscription fire  
42 protection unit, or any organization, whether incorporated or  
43 unincorporated, organized for the operation, maintenance, or  
44 management of an irrigation project or irrigation works or system or  
45 for the purpose of furnishing water to its members or shareholders,  
46 but in other respects shall be applicable.

47 (2) Farm tractors, implements of husbandry, those manufactured

1 homes which qualify for an exemption under the provisions of  
2 section 49-422, Idaho Code, road rollers, wheel mounted tar buckets,  
3 portable concrete and/or mortar mixers, wheel mounted compressors,  
4 tow dollies, portable toilet trailers, street sweepers, other  
5 construction equipment, forestry equipment, lawn and grounds equipment  
6 and similar devices as determined by the department which are  
7 temporarily operated or moved upon the highways need not be  
8 registered under the provisions of this chapter, nor shall implements  
9 of husbandry be considered towed units under registration of vehicle  
10 combinations as defined in section 49-108(2), Idaho Code. In addition,  
11 self-propelled wheelchairs, three-wheeled bicycles, wheelchair  
12 conveyances, golf carts, lawn mowers, and scooters operated by  
13 persons who by reason of physical disability are otherwise unable to  
14 move about as pedestrians shall be exempt from registration  
15 requirements under the provisions of this chapter. Motorcycles,  
16 motorbikes, utility type vehicles and all-terrain vehicles need not be  
17 licensed under the provisions of this chapter or registered pursuant  
18 to the provisions of section 49-480, Idaho Code, if they are being used  
19 exclusively in connection with agricultural, horticultural, dairy and  
20 livestock growing and feeding operations or used exclusively for snow  
21 removal purposes. Travel upon the public highways shall be limited  
22 to travel between farm or ranch locations. Motorcycles, motorbikes,  
23 utility type vehicles and all-terrain vehicles used for this purpose  
24 shall meet the emblem requirements of section 49-619, Idaho Code.

25 (3) Any political subdivision of the state of Idaho may, but  
26 only after sufficient public notice is given and a public hearing  
27 held, adopt local ordinances or resolutions designating highways  
28 or sections of highways under its jurisdiction which are closed to  
29 all-terrain vehicles, utility type vehicles, specialty off-highway  
30 vehicles and motorbikes licensed pursuant to this chapter and  
31 registered pursuant to section 49-480, Idaho Code. The operation of  
32 licensed and registered all-terrain vehicles, utility type vehicles  
33 and motorbikes and those vehicles exempt from licensing and  
34 registration pursuant to subsection (2) of this section shall not be  
35 permitted on controlled access highways. The requirements of title  
36 18 and chapters 2, 3, 6, 8, 12, 13 and 14, title 49, Idaho Code,  
37 shall apply to the operation of any all-terrain vehicle, utility  
38 type vehicle or motorbike upon highways. Costs related to the  
39 posting of signs on highways or sections of highways that are closed  
40 to such vehicles, indicating the ordinance, are eligible for  
41 reimbursement through the motorbike recreation account created in  
42 section 67-7126, Idaho Code.

43 (4) The Idaho transportation board may designate sections of  
44 state highways over which all-terrain vehicles, utility type vehicles,  
45 specialty off-highway vehicles and motorbikes may cross. The  
46 requirements of title 18, and chapters 2, 3, 6, 8, 12, 13 and  
47 14, title 49, Idaho Code, shall apply to the operation of all-

1 terrain vehicles, utility type vehicles, specialty off-highway  
2 vehicles and motorbikes when using designated crossings on state  
3 highways.

4 | (5) All-terrain vehicles, utility type vehicles, specialty off-  
5 highway vehicles and motorbikes may be used on highways located on  
6 state lands or federal lands which are not part of the highway  
7 system of the state of Idaho, provided the registration requirements of  
8 section 49-480, Idaho Code, are met.

9 ~~+(5)-(6) Registration number and registration portions of this~~  
10 ~~chapter shall not apply to snowmobiles, all-terrain vehicles, utility~~  
11 ~~type vehicles, specialty off-highway vehicles and motorbikes owned and~~  
12 ~~operated by the federal government, a state government or a~~  
13 ~~subdivision of it.~~  
14

15  
16 SECTION 5. That Section 49-501, Idaho Code, be, and the same is hereby amended to read as  
17 follows:  
18

19 49-501. Titling requirements -- Exemptions. (1) The provisions of this  
20 chapter shall apply to every vehicle required to be registered with  
21 the department in chapter 4, title 49, Idaho Code.

22 (2) In addition, the titling requirements of this chapter shall apply  
23 to the following vehicles which are not required to be registered  
24 under the provisions of chapter 4, title 49, Idaho Code:

25 (a) All-terrain vehicles, motorbikes, snowmobiles and utility type  
26 vehicles as defined in section 67-7101, Idaho Code, except that such  
27 vehicles having an internal combustion engine with a displacement of  
28 less than fifty (50) cubic centimeters will not be titled;

29 (b) Manufactured homes as defined in section 39-4105, Idaho Code; and

30 (c) Truck campers as defined in section 49-121, Idaho Code, that were  
31 originally constructed with an overall length of six (6) feet or  
32 longer. Titling is optional for truck campers acquired before January  
33 1, 2009. Liens and encumbrances on truck campers that were filed with  
34 the office of the secretary of state in compliance with chapter 9,  
35 title 28, Idaho Code, prior to January 1, 2009, shall be in full force  
36 and effect until said lien or encumbrance is satisfied and released by  
37 the lienholder who perfected the original lien or encumbrance.  
38

39 (3) (a) Vessels as defined in section 67-7003, Idaho Code, and which  
40 are a 2000 or newer model year upon transfer of ownership on and  
41 after January 1<sup>st</sup>, 2000, and optionally to all other vessels of a model  
42 year prior to 2000, which have a permanently attached mode of  
43 propulsion, such as: an inboard motor, sail, personal watercraft, or  
44 other propelling machinery, and all vessels over twelve (12) feet  
45 regardless of mode of propulsion, except: rowboats, driftboats,  
46 canoes, kayaks, inflatable vessels, rafts, barges, nonmotorized paddle  
47 vessels, sailboards, tenders, seaplanes, documented vessels, and

vessels owned by the United States or a foreign state or political subdivision.

(b) Unless otherwise provided, the term "vessel" shall be interchangeable with the term "vehicle" throughout title 49, Idaho Code.

(c) Once titled, the vessel remains a titled vessel, and is subject to the requirements of chapter 5, title 49, Idaho Code.

(4) Certain vehicles which are required to be registered under the provisions of chapter 4, title 49, Idaho Code, shall be exempt from the titling requirements of this chapter as follows:

(a) Utility trailers whose unladen weight is less than two thousand (2,000) pounds; and

(b) The board may, by rule, exempt vehicles and motor vehicles registered under the provisions of sections 49-434 and 49-435, Idaho Code, from the titling requirements of this chapter.

(4) Vehicles exempt from registration under the provisions of section 49-426, Idaho Code, are exempt from the titling requirements of this chapter, unless otherwise specifically required by the provisions of subsection (2) of this section.

SECTION 6. That Section 49-501A, Idaho Code, be, and the same is hereby repealed.

SECTION 7. That Section 49-1606, Idaho Code, be, and the same is hereby amended to read as follows:

49-1606. CLASSES OF LICENSES -- NONRESIDENT DEALERS. Licenses issued under the provisions of this chapter shall be as follows (any reference to vehicle in this chapter shall also include vessel):

(1) A dealer's license shall permit the licensee to engage in the business of selling or exchanging new and used vehicles, new and used motorcycles, motor-driven cycles and motorbikes, new and used all-terrain vehicles, utility type vehicles, snow machines and travel trailers, truck campers, and new and used motor homes. This form of license shall permit licensees who are owners or part owners of the business of the licensee to act as vehicle salesmen.

(2) A vehicle salesman's license shall permit the licensee to engage in the activities of a vehicle salesman.

(3) A wholesale dealer's license shall permit the licensee to engage in the business of wholesaling used vehicles to Idaho vehicle dealers. The holder of this license must meet all the requirements for a principal place of business, except for the requirement of display area and adequate room to repair vehicles.

(4) A vehicle manufacturer's license shall permit the licensee to engage in the business of constructing or assembling vehicles, of the type subject to registration under this title at an established place of business within Idaho.



1 (5) A distributor, factory branch, or distributor branch  
2 license shall permit the licensee to engage in the business of  
3 selling and distributing vehicles, parts, and accessories to their  
4 franchised dealers.

5 (6) A representative (factory branch or distributor, etc.)  
6 license shall permit the licensee to engage in the business of  
7 contacting his respective authorized dealers, for the purpose of  
8 making or promoting the sale of his, its, or their vehicles, parts,  
9 and accessories.

10 (7) Pending the satisfaction of the department that the applicant  
11 has met the requirements for licensure, it may issue a temporary permit to  
12 any applicant for a license. A temporary permit shall not exceed a  
13 period of ninety (90) days while the department is completing its  
14 investigation and determination of facts relative to the  
15 qualifications of the applicant for a license. A temporary permit  
16 shall terminate when the applicant's license has been issued or  
17 refused.

18 (8) The department may issue a probationary vehicle  
19 salesman's license, subject to conditions to be observed in the  
20 exercise of the privilege granted either upon application for  
21 issuance of a license or upon application for renewal of a license.  
22 The conditions to be attached to the exercise of the privilege  
23 shall not appear on the face of the license but shall, in the  
24 judgment of the department, be in the public interest and suitable  
25 to the qualifications of the applicant as disclosed by the  
26 application and investigation by the department.

27 (9) A nonresident dealer who is currently authorized to do  
28 business as, and has an established place of business as a  
29 vehicle dealer in another state, is not subject to licensure under  
30 the provisions of this chapter as long as the sales are limited to  
31 the exportation of vehicles for sale to, and the importation of  
32 vehicles purchased from, licensed Idaho vehicle dealers.

34 SECTION 8. That Section Chapter 4, Title 49, Idaho Code, be, and the same is hereby amended  
35 by the addition thereto of a NEW SECTION, to be known and designated as Section 49-460,  
36 Idaho Code, and to read as follows:

38 49-460. HULL IDENTIFICATION NUMBER.

39 (1) All vessels, except seaplanes, shall have two (2) identical  
40 hull identification numbers permanently displayed and affixed in  
41 accordance with federal regulations.

42 (2) A person who builds or imports a vessel for his own use and  
43 not for the purposes of sale shall request a hull identification  
44 number from the director and affix the number as instructed.

45 (3) No person shall destroy, remove, alter, or cover a vessel  
46 hull identification number.

47 (4) The director may issue a hull identification number



1 for any vessel in violation of the provisions of this section.

2  
3  
4 SECTION 9. That Section Chapter 4, Title 49, Idaho Code, be, and the same is hereby  
5 amended by the addition thereto of a NEW SECTION, to be known and designated as Section  
6 49-461, Idaho Code, and to read as follows:  
7

8 49-461. EXEMPTION FROM NUMBERING PROVISIONS. A vessel shall  
9 not be required to be numbered under this chapter if it is:

10 (1) Already covered by a number in full force and effect  
11 which has been issued to it pursuant to federal law or a  
12 federally approved numbering system of another state, provided  
13 that such vessel shall not have been within this state for a  
14 period in excess of sixty (60) consecutive days.

15 (2) A vessel from a country other than the United States  
16 using the waters of this state for a period of less than sixty-one  
17 (61) consecutive days

18 (3) A vessel which is owned by the United States, another  
19 state or a political subdivision thereof.

20 (4) A vessel's lifeboat.

21 (5) A vessel belonging to a class of vessels which has been  
22 exempted from numbering by the department after it has found that the  
23 numbering of vessels of such class will not materially aid in their  
24 identification and has further found that the vessel would also be  
25 exempt from numbering if it were subject to federal law.

26 (6) A float tube.  
27  
28

29 SECTION 10. That Section Chapter 4, Title 49, Idaho Code, be, and the same is hereby amended  
30 by the addition thereto of a NEW SECTION, to be known and designated as Section 49-462,  
31 Idaho Code, and to read as follows:  
32

33 49-462. CERTIFICATE OF REGISTRATION -- EXPIRATION -- FEES.

34 (1) Upon purchase or transfer of ownership, or as otherwise  
35 herein provided, the owner of each vessel requiring numbering by the  
36 state of Idaho shall file an application which complies with the  
37 requirements of section 49,401B, Idaho Code for registration with a  
38 County assessor on forms provided by the department. The application  
39 shall be signed by the owner and shall be accompanied by the fee  
40 herein designated. Upon receipt of an application in approved form,  
41 and the appropriate fee, the assessor shall enter the same upon the  
42 records of its office and issue to the applicant two (2) validation  
43 stickers and a certificate of registration stating the number issued  
44 to the vessel. The owner shall paint on or permanently attach to each  
45 side of the bow of the vessel the registration number and validation  
46 sticker in a manner as may be prescribed by rules of the

1 department in order that they may be completely visible, and the  
2 number shall be maintained in legible condition. The certificate of  
3 registration shall be on board and available at all times for  
4 inspection on the vessel for which issued whenever that vessel is in  
5 operation, except that livery operators may have the rental agreement  
6 on board rented vessels in lieu of the certificate of registration.

7 (2) The owner of any vessel for which a current certificate of  
8 registration has been issued pursuant to any federal law or a  
9 federally approved numbering system of another state shall, if the  
10 vessel is operated on the waters of this state in excess of sixty (60)  
11 days, make application for a certificate of Idaho registration in  
12 the manner prescribed in this section.

13 (3) Each County assessor shall record, the names of all owners  
14 of vessels who make application for certificates of registration,  
15 together with the amount of the fees paid by the owners.

16 (4) Every certificate of registration issued shall continue in  
17 full force and effect through December 31 of the year of issue  
18 unless sooner terminated or discontinued in accordance with law.  
19 Certificates of registration may be renewed by the owner in the  
20 same manner provided for in the initial securing of them.

21 (5) The owner of any vessel shall comply with section 49-526,  
22 Idaho Code, upon sale of vessel, to file a release liability. The  
23 owner of any vessel shall comply with section 49-421 (3) upon a change  
24 of address.

25 (6) Whenever the ownership of a vessel changes, the purchaser  
26 shall, prior to operation make application to the County assessor or  
27 the department for transfer to him of the certificate of  
28 registration issued for the vessel, giving his name, address, and  
29 meeting the requirements of 49-401B, and the number of the vessel and  
30 shall, at the same time, pay to the department a transfer fee as  
31 required in section 49-202, Idaho Code. Upon receipt of the  
32 application and fee, the County Assessor or the department shall  
33 transfer the certificate of registration issued for the vessel to  
34 the new owner or owners.

35 (7) No number other than the registration number issued to a  
36 vessel or granted by reciprocity pursuant to law shall be painted,  
37 attached, or otherwise displayed on either side of the bow of the  
38 vessel.

39 (8) If any certificate of registration becomes lost,  
40 mutilated, or becomes illegible, the owner of the vessel for which the  
41 same was issued shall obtain a replacement of the certificate from the  
42 County assessor or the department upon application and the payment of  
43 the fee required in section 49-202, Idaho Code. If one or both  
44 validation stickers are lost, stolen, or destroyed, any sticker  
45 remnants and the certificate of registration should be returned to the  
46 department along with the fee required in section 49-202, Idaho Code and  
47 an application for a replacement certificate of registration and  
48 validation stickers.

49 (9) A person engaged in the manufacture or sale of vessels of  
50 a type otherwise required to be numbered by law, may obtain  
51 pursuant to regulations duly promulgated by the department,  
52 certificates of registration for use in the testing or demonstration

1 only of a vessel upon payment of thirteen dollars (\$13.00) for each  
2 certificate. Certificates of registration so issued may be used by the  
3 applicant in the testing or demonstration only of vessels by  
4 temporary placement of the numbers assigned by the certificates on  
5 the vessel tested or demonstrated, and shall be issued and displayed  
6 as otherwise prescribed by this chapter or by regulation of the  
7 department.

8 (10) The registration fees shall be:

9 (a) Vessels 0-12 feet in length \$20.00

10 Vessels over 12 feet in length 20.00

11 plus \$2.00 per foot for each additional foot in excess of  
12 12 feet.

13 (11) The provisions of subsection (10) of this section, with  
14 respect to the amount of payment of registration fees shall not apply  
15 to vessels owned by any charitable or religious organization, scout  
16 organization or any similar organization not used and operated for  
17 profit. All vessels currently registered by the state of Idaho and  
18 having paid the fees imposed by subsection (10) of this section shall  
19 not be assessed and taxed as personal property in the state of Idaho.

20 (12) The registration fee for vessels owned by any charitable  
21 or religious organization, scout organization or similar  
22 organization not used and operated for profit shall be two dollars  
23 (\$2.00) per year.

24  
25 SECTION 11. That Section 49-463, Idaho Code, be, and the same is hereby amended by the  
26 addition thereto of a NEW SECTION, to read as follows:

27  
28 49-463. ADDITIONAL FEES -- DEPOSIT INTO INVASIVE SPECIES FUND.

29  
30 (1) In addition to any other moneys or fees collected pursuant  
31 to the provisions of section 46-462, Idaho Code, all motorized  
32 vessels and sailboards shall pay an additional fee each calendar  
33 year. The fee will be ten dollars (\$10.00) per vessel registered in  
34 the state of Idaho prior to launch into the public waters of the  
35 state.

36 (2) Upon payment of the fee as provided in this section,  
37 the payer shall be issued a protection against invasive species  
38 sticker that shall be displayed on the vessel in a manner as prescribed  
39 by the rules of the department. Stickers shall be considered in full  
40 force and effect through December 31 of the year of issue.

41 (a) The department shall retain 15 percent (15%) of the  
42 fees for the actual costs of administering the sticker program.

43 (b) All remaining fees collected pursuant to this section  
44 shall be deposited in the invasive species fund established in section  
45 22-1911, Idaho Code.

SECTION 12. That Section Chapter 4, Title 49, Idaho Code, be, and the same is hereby amended by the addition thereto of a NEW SECTION, to be known and designated as Section 49-464, Idaho Code, and to read as follows:

49-464. REMITTANCE OF FEES. (1) There is established in the state treasury an account known as the "State Vessel Account," to which shall be credited:

(a) Moneys or fees collected by the County assessors or the department, under the provisions of this section and section 49-462, Idaho Code; and

(b) All other moneys as may be provided by law.

(2) All fees collected by a County assessor or the department under the provisions of section 49-462, Idaho Code, shall be forwarded to the state treasurer not later than the twentieth day of the month following the calendar month in which the fees were collected, and the state treasurer shall then pay the moneys collected into the state vessel account, as provided in subsection (3) of this section, unless otherwise provided by law.

(3) Moneys collected shall be deposited eighty-five percent (85%) to the state vessel account, and fifteen percent (15%) to the state highway account established in section 67-4225 and 40-702, Idaho Code. The department of Parks and Recreation shall remit the moneys apportioned to county units of government from the state vessel account not later than January 25, April 25, July 25 and October 25 of each year.

(4) All moneys deposited to the state highway account are to be appropriated for the purpose of defraying administrative costs of the department, including salaries and wages of employees of the Idaho Transportation Department.

(5) All moneys deposited to the state vessel account and appropriated to the department of Parks and Recreation, shall be apportioned among the counties of the state based on the designations which the owners make on their application for a certificate of registration.

(a) An owner, when purchasing a certificate of registration, will be allowed to designate, on the appropriate form, a primary and secondary eligible county where his boating activity occurs. The portion of his fees which are appropriated from the state vessel account shall be apportioned to the designated counties, with seventy percent (70%) of those fees apportioned to the primary designated county and thirty percent (30%) apportioned to the secondary designated county.

(b) Should an owner designate on the appropriate form only one (1) eligible county where his boating activity occurs, the full portion of his fees which are appropriated from the state vessel account shall be apportioned to the designated county.

(c) Should an owner fail to designate on the appropriate form any eligible county where his boating activity occurs, the full portion of his fees which are appropriated from the state vessel account shall be apportioned to all counties with a boating

1 improvement program so that the amount apportioned to each  
2 eligible county will be in the same ratio as the county's amount  
3 of funds received from the state vessel account during the prior  
4 three (3) month payment period bears to the total amounts  
5 received during that prior three (3) month payment period by  
6 all eligible counties.

7 (6) Only those counties in the state with a boating  
8 improvement program, as recognized by the department of Parks and  
9 Recreation, shall be eligible to receive moneys from the state  
10 vessel account. A "boating improvement program" means that one or  
11 more recognized boating facilities are being developed and/or  
12 maintained within the county's jurisdiction and/or that the county has  
13 or is actively developing a recognized boating law enforcement  
14 program.

15 (7) Moneys apportioned to the eligible counties shall be  
16 placed in and credited to an account which shall be known and  
17 designated as the county vessel fund, which shall be used and  
18 expended by the board of county commissioners for the protection and  
19 promotion of safety, waterways improvement, creation and improvement  
20 of parking areas for boating purposes, making and improving boat  
21 ramps and moorings, marking of waterways, search and rescue, and all  
22 things incident to such purposes including the purchase of real and  
23 personal property. The board of county commissioners is also authorized  
24 to use and expend funds from the county vessel fund outside the  
25 county when the board deems it advisable and for the public good.

26 (8) Within sixty (60) calendar days of the end of each county  
27 fiscal year, the county clerk shall calculate the ending fund  
28 balance of the county vessel fund for that fiscal year. If the  
29 ending fund balance is higher than the amount of revenues deposited  
30 in the county vessel fund from the state vessel account during that  
31 fiscal year, then the difference shall be remitted to the state vessel  
32 account within thirty (30) calendar days of that calculation. Moneys  
33 remitted to the state vessel account, in accordance with the  
34 provisions of this section, shall be apportioned to all counties  
35 with a boating improvement program so that the amount apportioned  
36 to each eligible county will be in the same ratio as the county's  
37 amount of funds received from the state vessel account during the  
38 prior county fiscal year bears to the total amounts received during  
39 that prior county fiscal year by all eligible counties. The provisions of  
40 this subsection shall not apply to specific sums of money in county  
41 vessel accounts, for which the county commissioners have given written  
42 notice, to the department of parks and recreation of an intention to  
43 retain those funds for a specific purpose. The notice shall specify  
44 the amount of the funds to be held, indicate the purpose for which  
45 the funds shall be utilized and provide the date when the funds will  
46 be expended. If an amended notice is not submitted by the county  
47 commissioners, moneys not expended or contractually committed by the  
48 date stated in the original notice of the board of county  
49 commissioners shall revert to the state vessel account for  
50 distribution as provided in this subsection. All interest earned on  
51 moneys invested from a county vessel fund shall return to the county  
52 vessel fund.

SECTION 13. That Section Chapter 4, Title 49, Idaho Code, be, and the same is hereby amended by the addition thereto of a NEW SECTION, to be known and designated as Section 49-465, Idaho Code, and to read as follows:

49-465. ADMINISTRATIVE FEES FOR VESSELS.

(1) An administrative fee of not more than one dollar and fifty cents (\$1.50) may be collected in addition to each vessel license fee collected under the provisions of section 49-462, Idaho Code.

(2) When an assessor collects the fees, the administrative fee shall be paid to the county treasurer where the vessel is licensed and be placed in the county current expense fund for the purpose of defraying related administrative costs. The amount of the administrative fee to be collected by an assessor for each vessel shall be set by the respective boards of county commissioners conditioned on the annual budget request of their county assessor for the administration of vessel registration fees.

(3) When the department collects the fees, the administrative fee shall be retained by the department. The administrative fee shall be used to defray related administrative costs.

SECTION 14. That Section Chapter 4, Title 49, Idaho Code, be, and the same is hereby amended by the addition thereto of a NEW SECTION, to be known and designated as Section 49-470, Idaho Code, and to read as follows:

49-470. APPLICATION FOR REGISTRATION NUMBER -- ATTACHMENT OF REGISTRATION NUMBER -- REGISTRATION -APPLICATION FOR TRANSFER OF REGISTRATION -- TRANSFER OF REGISTRATION FEE -TEMPORARY REGISTRATION NUMBER -- FEES.

(1) On or before November 1 of each year the owner of each snowmobile requiring registration numbering by the state of Idaho shall file an application for registration number with the county Assessor or department. The application shall be signed by the owner and shall comply with section 49-401B, Idaho Code and shall, except as provided in subsection (7) of this section, be accompanied by a fee of thirty-one dollars (\$31.00). Upon application the County Assessor or department shall issue to the applicant a registration number stating the number assigned to the snowmobile and the name and address of the owner. The owner shall attach to the snowmobile the registration number in a manner as may be prescribed by rules of the department. The number shall be located on the right and left side of the cowl of the snowmobile and shall be completely visible and shall be maintained in legible



1 condition. The registration and number decals shall be available at  
2 all times for inspection on the snowmobile for which issued, wherever  
3 the snowmobile is in operation.

4 (2) The department may issue any registration number  
5 directly and authorizes county assessors to provide issuance. The  
6 county assessors will be assigned a block of registration decals  
7 which upon issue, in conformity with this chapter and with any  
8 rules of the department, shall be valid.

9 (3) The purchaser of a snowmobile shall make application to  
10 the county Assessor or the department prior to operation, for  
11 transfer to him of the registration number issued to the snowmobile,  
12 giving his name, address, and information which complies with section  
13 49-401B, Idaho Code and the registration number of the snowmobile and  
14 shall at the same time pay to the department or county Assessor the  
15 fee as required in 49-202. Upon receipt of the application and fee,  
16 the department or county Assessor shall transfer the registration  
17 number issued for the snowmobile to the new owner or owners.  
18 Titling of a snowmobile must be done in compliance with Title 49,  
19 Chapter 5, Idaho Code.

20 (4) No number other than the registration number issued to  
21 a snowmobile pursuant to this section shall be painted, attached, or  
22 otherwise displayed on the snowmobile, except a temporary number may  
23 be attached to identify a snowmobile for the purpose of racing or  
24 other sporting events.

25 (5) Resident owners of snowmobiles used for rental purposes  
26 shall purchase a registration number for sixty-one dollars  
27 (\$61.00) and the registration number shall be displayed on the  
28 machine at all times.

31 SECTION 15. That Section Chapter 4, Title 49, Idaho Code, be, and the same is hereby  
32 amended by the addition thereto of a NEW SECTION, to be known and designated as Section  
33 49-471, Idaho Code, and to read as follows:

34 49-471. PROHIBITION AGAINST NUMBERING BY POLITICAL SUBDIVISIONS.  
35 The provisions of this chapter shall govern the registration numbering  
36 and registration of snowmobiles operated in this state. All  
37 political subdivisions of the state are expressly prohibited from  
38 numbering or registering snowmobiles in any respect.

40 SECTION 16. That Section Chapter 4, Title 49, Idaho Code, be, and the same is hereby  
41 amended by the addition thereto of a NEW SECTION, to be known and designated as Section  
42 49-472, Idaho Code, and to read as follows:

43 49-472. GROOMED SNOWMOBILE TRAILS. Any all-terrain vehicle  
44 operating on groomed snowmobile trails during the winter snowmobiling  
45 season when the trails are groomed shall be registered as a



1 | snowmobile under the provisions of section 49-470, Idaho Code.  
2 | Counties shall have the option to allow all-terrain vehicles, if  
3 | registered, to use snowmobile trails in the county. No other vehicles  
4 | shall operate on groomed snowmobile trails unless specifically allowed  
5 | by the county. Violation of the provisions of this section shall be  
6 | an infraction.

7 |  
8 | SECTION 17. That Section Chapter 4, Title 49, Idaho Code, be, and the same is hereby  
9 | amended by the addition thereto of a NEW SECTION, to be known and designated as Section  
10 | 49-473, Idaho Code, and to read as follows:

11 | 49-473. VIOLATIONS -- ACCOUNTABLE FOR PROPERTY DAMAGE. (1)  
12 | Any person who violates any provision of sections 49-470 through  
13 | section 49-472, Idaho Code, or any provisions of section chapter 71,  
14 | title 67, Idaho Code shall be guilty of an infraction, and shall be  
15 | punished by a fine of not less than ten dollars (\$10.00) nor more  
16 | than one hundred dollars (\$100). In addition thereto the operator  
17 | and/or owner of the snowmobile shall be responsible and held  
18 | accountable to the owner of any lands where trees, shrubs or other  
19 | property have been damaged as the result of travel over their  
20 | premises.

21 |  
22 | SECTION 18. That Section Chapter 4, Title 49, Idaho Code, be, and the same is hereby  
23 | amended by the addition thereto of a NEW SECTION, to be known and designated as Section  
24 | 49-480, Idaho Code, and to read as follows:

25 |  
26 | 49-480. REQUIREMENTS -- REGISTRATION -- PROCEDURE.  
27 | (a) (1) On or before January 1 of each year, the owner of any  
28 | all-terrain vehicle, motorbike, specialty off-highway vehicle or  
29 | utility type vehicle as defined in section 67-7101, Idaho Code, or  
30 | any motorcycle as defined in section 49-114, Idaho Code, used off  
31 | public highways, on highways located on state lands or federal  
32 | lands which are not part of the highway system of the state of  
33 | Idaho or on highways as prescribed in section 49-426(3) and (4),  
34 | Idaho Code, but excluding those vehicles used exclusively on private  
35 | land for agricultural use or used exclusively for snow removal  
36 | purposes as provided in section 49-426(2), Idaho Code, shall make  
37 | application to register that vehicle through the department or  
38 | County assessor. Such application shall comply with the  
39 | requirements of section 49-401B, Idaho Code. Effective January  
40 | 1, 2010, a fee of twelve dollars (\$12.00) shall be charged for each  
41 | registration, which fee includes a one dollar and fifty cent (\$1.50)

1 | fee to be retained by the department or the County assessor and the  
2 | remainder of which shall be remitted to the department

3 | (2) (a) Registration stickers shall be supplied by the department  
4 | and the registration sticker shall be issued to the person making  
5 | application for registration.

6 | (b) All registration stickers which are issued shall be  
7 | in force through December 31 of the issued year. All registration  
8 | stickers shall be renewed by the owner of the all-terrain vehicle,  
9 | motorbike, specialty off-highway vehicle or utility type vehicle in  
10 | the same manner through the department or the County assessor.  
11 | Upon issuing a renewal registration sticker the department or  
12 | County assessor shall retain a one dollar and fifty cent (\$1.50) fee  
13 | and remit the remainder of the twelve dollar (\$12.00) renewal  
14 | registration sticker fee to the department.

15 | (c) The issued registration sticker shall be placed upon  
16 | the restricted vehicle license plate of the all-terrain vehicle,  
17 | motorbike, or utility type vehicle, or upon the right fork of a  
18 | vehicle registered pursuant to section 49-402(3), Idaho Code, or  
19 | of a motorbike if used exclusively off-highway, or upon the rear  
20 | fender of an all-terrain vehicle, specialty off-highway vehicle or  
21 | utility type vehicle if used exclusively off-highway. The placement  
22 | shall be made in such a manner that it is completely visible, does  
23 | not cover the license plate numbers or letters, if licensed, and  
24 | shall be kept in a legible condition at all times.

25 | (3) For operation of a motorbike that meets the  
26 | requirements specified in section 49-114(10), Idaho Code, on the  
27 | public highways, the vehicle shall also be registered pursuant to the  
28 | provisions of section 49-402(3), Idaho Code. A motorbike that  
29 | meets the requirements specified in section 49-114(10), Idaho  
30 | Code, and that is registered pursuant to section 49-402(3),  
31 | Idaho Code, shall not be required to obtain a restricted  
32 | license plate pursuant to section 49-402(4), Idaho Code. A  
33 | motorbike, all-terrain vehicle, specialty off-highway vehicle or  
34 | utility type vehicle operated exclusively off-highway or on highways  
35 | located on state lands or federal lands which are not part of the  
36 | highway system of the state of Idaho and that meet the registration  
37 | requirements specified in this section shall not be required to  
38 | obtain a restricted vehicle license plate pursuant to section 49-  
39 | 402(4), Idaho Code.

40 | (4) Nonresidents shall be allowed to purchase a restricted  
41 | vehicle license plate pursuant to section 49-402(4), Idaho Code,  
42 | and/or a sticker for an all-terrain vehicle, motorbike or utility type  
43 | vehicle.

1  
2 SECTION 19. That Section Chapter 4, Title 49, Idaho Code, be, and the same is hereby  
3 amended by the addition thereto of a NEW SECTION, to be known and designated as Section  
4 49-481, Idaho Code, and to read as follows:  
5

6 49-481. TRANSFER OF REGISTRATION STICKER AND RESTRICTED VEHICLE  
7 LICENSE PLATE. The purchaser of an all-terrain vehicle, utility type  
8 vehicle or motorbike, which has been previously registered pursuant  
9 to section 49-480, Idaho Code, and issued a restricted vehicle  
10 license plate pursuant to section 49-402, Idaho Code, shall prior  
11 to operation make application to the department or County assessor for  
12 transfer to him of the registration and restricted vehicle license  
13 plate issued to the all-terrain vehicle, utility type vehicle, or  
14 motorbike. The purchaser shall give the information as required in  
15 49-401B and pay a transfer fee as required in section 49-202, Idaho  
16 Code.  
17

18 SECTION 20. That Section Chapter 4, Title 49, Idaho Code, be, and the same is hereby  
19 amended by the addition thereto of a NEW SECTION, to be known and designated as Section  
20 49-482, Idaho Code, and to read as follows:  
21

22 49-482. NONRESIDENT -- EXEMPTION.

23 (1) The provisions of section 49-480, Idaho Code, regarding  
24 registration shall not apply to any nonresident owner; provided the  
25 all-terrain vehicle, utility type vehicle, specialty off-highway  
26 vehicle or motorbike is currently and properly registered in the  
27 state of residence. Owners of an all-terrain vehicle, utility type  
28 vehicle, specialty off-highway vehicle or motorbike from states  
29 that do not have a registration requirement shall be registered in Idaho  
30 under the provisions of section 49-480, Idaho Code, prior to  
31 operation in this state.

32 (2) Nonresidents with an all-terrain vehicle, utility type  
33 vehicle, specialty off-highway vehicle or motorbike registered in  
34 another state shall have the same use privileges and responsibilities  
35 as a resident of this state with a properly registered vehicle.

36 SECTION 21. That Section 67-7004, Idaho Code, be, and the same is hereby repealed.  
37

38 SECTION 22. That Section 67-7009, Idaho Code, be, and the same is hereby repealed.  
39

1 SECTION 23. That Section 67-7013, Idaho Code, be, and the same is hereby repealed.

2 SECTION 24. That Section 67-7014, Idaho Code, be, and the same is hereby repealed.

4 SECTION 25. That Section 67-7029, Idaho Code, be, and the same is hereby repealed.

6 SECTION 26. That Section 67-7039, Idaho Code, be, and the same is hereby repealed.

8 SECTION 27. That Section 67-7040, Idaho Code, be, and the same is hereby repealed.

10 SECTION 28. That Section 67-7041, Idaho Code, be, and the same is hereby repealed.

12 SECTION 29. That Section 67-7101, Idaho Code, be, and the same is here by amended to  
13 read as follows:

15 67-7101. DEFINITIONS. In this chapter:

16 (1) "All-terrain vehicle" or "ATV" means any recreation  
17 vehicle with three (3) or more tires and fifty (50) inches or less in  
18 width, having a wheelbase of sixty-one (61) inches or less, has  
19 handlebar steering and a seat deigned to be straddled by the operator.

20 (2) "Board" means the park and recreation board created  
21 under authority of section 67-4221, Idaho Code.

22 (3) "Bona fide snowmobile program" means services or facilities  
23 as approved by the department that will benefit snowmobilers such  
24 as snowmobile trail grooming, plowing and maintaining snowmobile  
25 parking areas and facilities, and trail signing.

26 (4) "Dealer" means any person who engages in the retail sales  
27 of or rental of snowmobiles, motorbikes, utility type vehicles or  
28 all-terrain vehicles.

29 (5) "Department" means the Idaho department of parks and  
30 recreation.

31 (6) "Designated parking area" means an area located,  
32 constructed, maintained, and signed with the approval of  
33 the land manager or owner.

34 (7) "Director" means the director of the department of parks  
35 and recreation.

36 (8) "Highway." (See section 40-109, Idaho Code, but excepting  
37 public roadway as defined in this section)

38 (9) "Motorbike" means any self-propelled two (2) wheeled  
39 motorcycle or motor-driven cycle, excluding tractor, designed for  
40 or capable of traveling off developed roadways and highways and also  
41 referred to as trailbikes, enduro bikes, trials bikes, motocross bikes or  
42 dual purpose motorcycles.

43 (10) "Off-highway vehicle" means an all-terrain vehicle,  
44 motorbike, specialty off-highway vehicle or utility type vehicle as  
45 defined in this section.

1 (11) "Operator" means any person who is in physical control  
2 of a motorbike, all-terrain vehicle, utility type vehicle,  
3 specialty off-highway vehicle or snowmobile.

4 (12) "Owner" means every person holding record title to a  
5 motorbike, all-terrain vehicle, utility type vehicle, specialty  
6 off-highway vehicle or snowmobile and entitled to the use or possession  
7 thereof, other than a lienholder or other person having a security  
8 interest only.

9 (13) "Person" means an individual, partnership,  
10 association, corporation, or any other body or group of persons,  
11 whether incorporated or not, and regardless of the degree of formal  
12 organization.

13 (14) "Public roadway" means all portions of any highway which  
14 are controlled by an authority other than the Idaho Transportation  
15 Department.

16 (15) "Snowmobile" means any self-propelled vehicle under one  
17 thousand (1,000) pounds unladen gross weight, designed primarily  
18 for travel on snow or ice or over natural terrain, which may be  
19 steered by tracks, skis, or runners.

20 (16) "Specialty off-highway vehicle" means any vehicle  
21 manufactured, designed or constructed exclusively for off-highway  
22 operation that does not fit the definition of an all-terrain  
23 vehicle, utility type vehicle or motorbike as defined in this  
24 section. The vehicle classification provided for in this subsection  
25 shall become effective on January 1, 2010.

26 (17) "Utility type vehicle" or "UTV" means any  
27 recreational motor vehicle other than an ATV, motorbike or  
28 snowmobile as defined in this section, designed for and capable of  
29 travel over designated roads, traveling on four (4) or more tires,  
30 maximum width less than seventy-four (74) inches, maximum weight less  
31 than two thousand (2,000) pounds, and having a wheelbase of one  
32 hundred ten (110) inches or less. A utility type vehicle must have a  
33 minimum width of fifty (50) inches, a minimum weight of at least  
34 nine hundred (900) pounds or a wheelbase of over sixty-one (61)  
35 inches. Utility type vehicle does not include golf carts, vehicles  
36 specially designed to carry a disabled person, implements of husbandry  
37 as defined in section 49-110(2), Idaho Code, or vehicles otherwise  
38 registered under title 49, Idaho Code. A "utility type vehicle" or "UTV"  
39 also means a recreational off-highway vehicle or ROV.

40 (18) "Vendor" means any entity authorized by the  
41 department to sell non-resident snowmobile ~~recreational~~  
42 ~~registrations certificates~~.

43 (19) "Winter recreational parking locations" means  
44 designated parking areas established and maintained with funds  
45 acquired from the cross-country skiing account.

46 SECTION 30. That Section 67-7102, Idaho Code, be, and the same is here by amended  
47 to read as follows:

48  
49 67-7102. REQUIREMENT THAT SNOWMOBILES S BE-HAVE A REGISTRATION  
50 NUMBERED. Except as otherwise provided, no snowmobile shall be

operated within the jurisdiction of the state of Idaho unless numbered as provided in this chapter and chapter 4, Title 49, Idaho Code.

SECTION 31. That Section 67-7103, Idaho Code, be, and the same is hereby repealed.

SECTION 32. That Section 67-7104, Idaho Code, be, and the same is here by amended to read as follows:

67-7104. NONRESIDENT SNOWMOBILE USER & RENTAL CERTIFICATE REQUIRED. The owner of a nonresident, noncommercial snowmobile shall not be required to comply with the registration requirements of the state of Idaho, but shall be required to obtain a nonresident snowmobile user certificate. A fee of thirty-one dollars (\$31.00) shall be imposed for the issuance of a nonresident snowmobile user certificate. Nonresident owners of snowmobiles used for rental purposes shall purchase certificates of numbers for sixty-one dollars (\$61.00) and the certificates of numbers shall be displayed on the machine at all times. The owner will attach to the snowmobile the identification number in a manner as prescribed by the department. The number will be located on the right and left side of the cowling of the snowmobile and will be completely visible and will be maintained in a legible condition. The certificate of number shall be displayed in the same manner as provided in section 67-7103, Idaho Code. The certificate of number will be available at all times for inspection on the snowmobile for which issued, whenever the snowmobile is in operation. Such certificates ~~shall~~ will be valid beginning November 1 through October 31 of the following year. ~~Issuance and administration of nonresident snowmobile user certificates shall be conducted in the same manner as provided in section 67-7103, Idaho Code, for numbering of snowmobiles.~~

(1) For purposes of this section, "nonresident" shall be as defined in section 36-202, Idaho Code.

~~(1)~~ (2) The department may issue any certificate of number directly or may authorize any persons to act as a vendor for issuance. In the event a person accepts the authorization he may be assigned a block of numbers and certificates which upon issue, in conformity with this chapter and with any rules of the department, will be valid as if issued directly by the department.

~~(2)~~ (3) In the absence of a bona fide program in the area or upon the request of the bona fide county snowmobile advisory committee of the nearest affected county in Idaho, the requirements for the nonresident certificate may be waived by the parks and recreation board on specific trails where the snowmobile trail grooming is solely supported by a state other than Idaho.



SECTION 33. That Section 67-7105, Idaho Code, be, and the same is hereby repealed.

SECTION 34. That Section 67-7106, Idaho Code, be, and the same is here by amended to read as follows:

67-7106. DISTRIBUTION OF MONEYS COLLECTED -- COUNTY SNOWMOBILE FUND -- STATE SNOWMOBILE FUND -- STATE SNOWMOBILE SEARCH AND RESCUE FUND.

(1) The Idaho Transportation Department and ~~Each~~ vendor shall not later than the ~~fifteenth~~ twentieth day of each month remit all moneys collected under the provisions of sections ~~67-7103- 49-470~~ and 67-7104, Idaho Code, to the state treasurer for credit to the state snowmobile fund, established in the dedicated fund, to be administered by the director, except that one dollar (\$1.00) from each snowmobile ~~certificate of~~ registration number fee, one dollar (\$1.00) from each rental ~~certificate of~~ registration number fee, and one dollar (\$1.00) from each nonresident snowmobile user and rental certificate issued by the department, Idaho Transportation Department, or a -vendor shall be credited by the state treasurer to the state snowmobile search and rescue fund created in section 67-2913A, Idaho Code.

(2) Each county with a bona fide snowmobile program shall be entitled to receive from the department eighty-five percent (85%) of the moneys generated for that county during that registration period. Counties with a bona fide snowmobile program may use up to fifteen percent (15%) of their county snowmobile moneys upon recommendation by their county snowmobile advisory committee for snowmobile law enforcement purposes.

~~(3) Up to fifteen percent (15%) of the revenue generated from resident snowmobile registrations each year may~~ shall be used by the Idaho Transportation department to defray administrative costs.

~~(3)(4) Up to fifteen percent (15%) of revenue generated from the non-resident snowmobile certificates each year may be used by the department to defray administrative costs.~~ Any moneys unused by the department at the end of the fiscal year shall be returned to the state treasurer for deposit in the state snowmobile fund.

~~(4)(5) Vendors, Idaho Transportation Department, and County Assessors~~ shall be entitled to charge an additional one dollar and fifty cents (\$1.50) handling fee per registration for the distribution of certificates ~~of and registration numbers~~. ~~Handling fees collected by the department shall be deposited to the state snowmobile fund.~~

~~(5)(6)~~ For those registrations not designated to a bona fide county snowmobile program, the moneys generated shall be deposited to the state snowmobile fund, and such fund shall be available to the department for snowmobile-related expenses.



1           SECTION 35. That Section 67-7108, Idaho Code, be, and the same is hereby repealed.

2  
3           SECTION 36. That Section 67-7112, Idaho Code, be, and the same is hereby repealed.

4  
5           SECTION 37. That Section 67-7113, Idaho Code, be, and the same is here by amended  
6 to read as follows:

7           67-7113. VIOLATIONS -- ACCOUNTABLE FOR PROPERTY DAMAGE. (1)  
8 Any person who violates any provision of sections 67-7102 through  
9 | section 67-7112~~1~~, Idaho Code, shall be guilty of an infraction, and  
10 shall be punished by a fine of not less than ten dollars (\$10.00)  
11 nor more than one hundred dollars (\$100). In addition thereto the  
12 operator and/or owner of the snowmobile shall be responsible and held  
13 accountable to the owner of any lands where trees, shrubs or other  
14 property have been damaged as the result of travel over their  
15 premises.

16  
17          SECTION 38. That Section 67-7119, Idaho Code, be, and the same is hereby repealed.

18  
19          SECTION 39. That Section 67-7122, Idaho Code, be, and the same is hereby repealed.

20  
21          SECTION 40. That Section 67-7123, Idaho Code, be, and the same is hereby repealed.

22  
23          SECTION 41. That Section 67-7124, Idaho Code, be, and the same is hereby repealed.

24  
25          SECTION 42. That Section 67-7125, Idaho Code, be, and the same is here by amended  
26 to read as follows:

27  
28          67-7125. NOISE ABATEMENT.

29           (1) Except as hereinafter provided, every vehicle subject to  
30 | registration under section 49-480, Idaho Code, shall comply with the  
31 provisions of this section. Every vehicle subject to the provisions of  
32 this section shall at all times be equipped with an exhaust system in  
33 good working order and in constant operation. If the vehicle was  
34 originally equipped with a noise suppressing system or if the vehicle  
35 is required by law or regulation of this state or the federal  
36 government to have a noise suppressing system, that system shall be  
37 maintained in good working order. No person shall disconnect,  
38 modify or alter any part of that system in any manner which will  
39 amplify or increase the vehicle's noise emission above the noise  
40 limits established in subsection (3) of this section, except  
41 temporarily in order to make repairs, replacements or adjustments. No  
42 person shall operate and no owner shall cause or permit to be

1 operated any vehicle while the vehicle's noise emission exceeds  
2 the noise limits established in subsection (3) of this section or  
3 while the vehicle's noise suppressing system is disconnected, modified  
4 or altered in violation of the provisions of this section.

5 (2) No person shall operate a vehicle subject to the  
6 provisions of this section unless that vehicle is equipped with a spark  
7 arrester device, affixed to the exhaust system, of a type qualified and  
8 rated by the United States forest service. The provisions of this  
9 subsection shall not apply to vehicles being operated off the highway  
10 in an organized racing or competitive event which is conducted on  
11 private land with the consent of the landowner.

12 (3) Any vehicle subject to the provisions of this section  
13 shall at all times be equipped with a noise suppressing system or  
14 other device which limits noise emission to a base level of not  
15 more than ninety-six (96) decibels when measured on the "A" scale  
16 using standards and procedures established by the society of  
17 automotive engineers (SAE), specifically SAE standard J1287, June,  
18 1988, describing a test of a stationary vehicle with sound measured  
19 twenty (20) inches and forty-five (45) degrees from the exhaust  
20 outlet, or as otherwise described. The provisions of this subsection  
21 shall not apply to vehicles being operated off the highway in an  
22 organized racing or competitive event which is conducted on private  
23 land with the consent of the landowner or on public land under  
24 permit.

25 (a) The department shall adopt regulations in accordance with  
26 chapter 52, title 67, Idaho Code, establishing the test procedures  
27 and instrumentation to be utilized. These procedures shall incorporate  
28 requirements for the test site environment and sound measuring  
29 equipment as set forth in SAE standard J1287, June, 1988.

30 (b) Instrumentation shall include but not be limited to a sound  
31 level meter meeting the type 1, type S1A, type 2, or type S2A  
32 requirements of the American national standards institute (ANSI)  
33 specification for sound level meters, S1.4-1983; a sound level  
34 calibrator, microphone wind screen, external engine speed tachometer.

35 (4) A showing that the noise emission level of any vehicle  
36 subject to and not otherwise exempt from the provisions of this section  
37 exceeds ninety-six (96) decibels, as described and tested in  
38 subsection (3) of this section, shall be prima facie evidence of a  
39 violation of subsection (1) of this section.

40  
41 SECTION 43. That Section 67-7126, Idaho Code, be, and the same is here by amended to read  
42 as follows:

43  
44 67-7126. ESTABLISHMENT OF ACCOUNT DISTRIBUTION OF FEES. There  
45 is established in the state treasurer's office an account to be known  
46 and designated as the "motorbike recreation account." The twelve  
47 dollar (\$12.00) fee collected for off-highway vehicle registration  
48 stickers shall be allocated as follows:

49 | (1) ~~Vendors~~ The Idaho Transportation Department or

1 | County assessor performing the transaction shall charge and  
2 | retain one dollar and fifty cents (\$1.50) for a handling fee;

3 | (2) ~~Up to fifteen~~ percent (15<sup>60</sup>%) shall be ~~allotted~~ allocated  
4 | to the Idaho Transportation Department for administration expenses  
5 | and for the production of registration stickers, which moneys shall be  
6 | placed in the ~~motorbike recreation state highway~~ account. ~~The~~  
7 | ~~department shall annually publish a report specifically identifying~~  
8 | ~~the uses of account moneys;~~

9 | (3) One dollar (\$1.00) shall be allocated to the department  
10 | and deposited into the off-highway vehicle law enforcement fund.  
11 | Moneys in said fund shall be paid and used as follows:

12 | (a) Sheriffs of counties with a current or an actively  
13 | developing off-highway vehicle law enforcement program recognized  
14 | by the department shall receive moneys from the fund based upon a formula  
15 | as provided in rule promulgated by the board; and

16 | (b) Moneys from the fund shall be used only for off-highway  
17 | related law enforcement activities; and

18 | (4) One dollar (\$1.00) shall be allocated to the Idaho  
19 | department of lands to provide off-highway vehicle opportunities and  
20 | to repair damage directly related to off-highway vehicle use. The  
21 | department of lands shall annually publish a report specifically  
22 | identifying the uses of moneys allocated pursuant to this subsection;  
23 | and

24 | (5) The remaining funds shall be transmitted to the state  
25 | treasurer's office for deposit to the credit of the motorbike  
26 | recreation account, all such moneys to be transmitted to the state  
27 | treasurer on or before the ~~tenth~~ twentieth day of each month.

28 | Collection of fees for off-highway vehicle registration shall  
29 | not impose any additional liability on the state of Idaho or any of  
30 | its political subdivisions or upon the employees of the state and of  
31 | its political subdivisions, and those entities and persons shall  
32 | retain the limitations of liability provided by section 36-1604,  
33 | Idaho Code, regardless of the use of such fees.

Place holder – Agency responsible for non-Idaho registered motorized boats, nonmotorized vessels, and Outfitters and Guides is identified.

**AN ACT RELATING TO STATE PARKS; RELATING TO ADDITIONAL FEES, DEPOSIT INTO INVASIVE SPECIES FUND; ADD A NEW SUBSECTION TO SECTION ~~XX-XXXX~~ IDAHO CODE, TO PROVIDE FOR ALL MOTORIZED VESSELS REGISTERED OUTSIDE OF IDAHO, ALL LICENSED OUTFITTERS AS DEFINED IN SECTION 36-2102(B), AND NONMOTORIZED VESSELS SHALL PAY AN ADDITION FEE EACH CALENDAR YEAR; AND PROVIDING AN EFFECTIVE DATE.**

Be It Enacted by the Legislature of the State of Idaho:

SECTION 1. That Section ~~XX-XXXX~~, Idaho Code, be, and the same is hereby amended by the addition thereto of a NEW SUBSECTION, to read as follows:

~~XX-XXXX~~. ADDITIONAL FEES -- DEPOSIT INTO INVASIVE SPECIES FUND.

(1) All vessels shall pay an additional fee each calendar year as follows:

- a. Twenty-two dollars (\$22.00) per vessel documented through the United States coast guard or registered outside the state of Idaho prior to launch into the public waters of the state.
- b. Nonmotorized vessels: Seven dollars (\$7.00) per vessel prior to launch into the public waters of the state.
- c. Licensed outfitters, as defined in section 36-2102(b), Idaho Code, with nonmotorized fleets exceeding five (5) vessels shall be afforded a prorated group rate of thirty-two dollars (\$32.00) for six(6) to ten (10) vessels; fifty-seven dollars (\$57.00) for eleven (11) to twenty (20) vessels; and one hundred two dollars (\$102) for twenty-one (21) or more vessels up to a maximum of one hundred (100) vessels. The fee for any additional vessels shall be one dollar (\$1.00) per vessel. The licensed outfitter group rates shall also be available for groups exempt from licensing pursuant to section 36-2103, Idaho Code.

(2) Upon payment of the fee as provided in this section, the payer shall be issued a protection against invasive species sticker that shall be displayed on the vessel in a manner as prescribed by the rules of the department. Stickers shall be considered in full force and effect through December 31 of the year of issue.

- 1 (3) Fees shall be collected by the department.
- 2 (4) The department may retain one dollar and fifty cents
- 3 (\$1.50) of fees collected pursuant to this section except
- 4 those collected pursuant to subsection(1) (a) (b) (c) of this
- 5 section.
- 6 (5) The department shall retain up to twenty percent (20%)
- 7 of the fees for the actual costs of administering the
- 8 sticker program.
- 9 (6) All remaining fees collected pursuant to this section shall
- 10 be deposited in the invasive species fund established in
- 11 section 22-1911, Idaho Code.
- 12 (7) For the purpose of this section, "vessel" is defined in
- 13 section 67-7003(22), Idaho Code. All vessels are subject to
- 14 the provisions of this section, with the exception of small
- 15 rafts and other inflatable vessels less than ten (10) feet
- 16 in length.
- 17 (8) If the protection against invasive species sticker is
- 18 lost, stolen or destroyed, any sticker remnants shall
- 19 be returned to the department along with a three dollar
- 20 (\$3.00) fee for a duplicate sticker.
- 21 (9) A person engaged in the manufacture or sale of vessels may
- 22 obtain a sticker to be used in the testing or demonstration
- 23 only of vessels by temporary placement of the protection
- 24 against invasive species sticker on the vessel tested or
- 25 demonstrated.
- 26

27 SECTION 2. This act shall be in full force and effective with the 2014 recreation

28 registration sticker year.

29

30 **AN ACT RELATING TO STATE PARKS; RELATING TO RELATING TO ADDITIONAL FEES, DEPOSIT**

31 **INTO INVASIVE SPECIES FUND; REPEALING SECTION 67-7008A, IDAHO CODE, RELATING TO**

32 **FOR ALL IDAHO REGISTERED VESSELS SHALL PAY AN ADDITION FEE EACH CALENDAR YEAR;**

33 **AND PROVIDING AN EFFECTIVE DATE.**

34

35 Be It Enacted by the Legislature of the State of Idaho:

36

37 SECTION 1. That Section 67-7008A, Idaho Code, be, and the same is hereby repealed.

38

39 SECTION 2. This act shall be in full force and effective with the 2014 recreation

40 registration sticker year.

41

☐ IDAPA RULE                      ☐ IDAPA FEE                      ☐ BOARD ACTION REQUIRED  
☐ BOARD POLICY                      **X INFO ONLY, NO ACTION REQUIRED**

**AGENDA**  
**Idaho Park and Recreation Board Meeting**  
**November 13-14 2012**  
**IDPR Headquarters**  
**Summit Conference Room**  
**Boise ID**

**AGENDA ITEM:**            **Proposed Registration Changes**

**ACTION REQUIRED:**   **Information Only**

**PRESENTER:**            **Nancy Merrill**

**PRESENTATION**

**BACKGROUND INFORMATION: Registration Changes / New Partnership**

- ITD is updating their registration data-system and IDPR's registration data- system will no longer be able to interact with ITD's.
- The new ITD system requires collection of social security numbers or driver's license numbers.
- The ITD system will provide for a one person- one record system allowing Idahoans to register all titled vehicles at one place.
- Beginning January 2014, all in state registrations for titled vehicles will go through IDT.
- Non -resident OHV and motorized boats may continue to register with ITD through mail in, walk in and online
- Non- resident snowmobiles will register through qualified retail vendors and through IDPR on line, and through mail in
- The IDPR Board approved the registration shift at its April meeting.

**Non-Resident Snowmobile Certificate (NRC) Registrations**

- IDPR will manage a more refined vendor program, specific to the sale of NRCs for businesses that historically have sold more than 25 NRCs annually
- NRCs can be sold without the collection of personal information such as social security numbers, or drivers license numbers, which the new ITD data system requires
- No area will be left without a vendor and our vendors Washington Wyoming and Utah can remain.
- The triplicate form will be replaced by a simpler form that will be electronically transferred to IDPR.
- The NRC program will be run by an IDPR staff person.
- The expense for the NRC program will be covered by the programs 15% administration fee.

See attachment for further information

**STAFF RECOMMENDATIONS: Information only. No Board action required.**

## Registration Realignment

**Idaho Code 49- 504:** The Department of Transportation is responsible for issuing certificates of title for all vehicles (including recreation machines)

**Idaho Code 67-7122:** " On or before January 1 of each year, the owner of any all terrain vehicle, motorbike, specialty off-highway vehicle or utility type vehicle... or any motorcycle... used off public highway... shall register that vehicle...."

**Idaho Code 67-7101(12)** defines "owner " to mean " every person holding record title to a motorbike, all terrain vehicle, utility type of vehicle, specialty off highway vehicle or snowmobile and entitled to the use or possession thereof, other than a lien holder or other person having a security interest only.

Based on the definition of "owner", only the person(s) holding a record title to a recreation machine may register such machine.

### October 2013

Snowmobile Registration begins for the 2014 season. Resident owners and rental shops may obtain registration numbers the same way In-State Boats and Off-Highway vehicles do (see below).

Nonresident and nonresident rentals are discussed under the Snowmobile Registration section.

### January 2014

#### In State Boats/ Off –Highway/Snowmobiles

On line -to ITD

Walk in- to County DMVs

Mail in - to ITD

### January 14, 2014

#### Nonresident Boats/Off-Highway Vehicle Registrations

**Boat Registrations:**

67-7009 – Exemption from registration number



- Allows for boats with a federally approved numbering system of another state to operate in Idaho provided that such vessel shall not be in the state in excess of 60 consecutive days
- Boats from other countries may use the waters for a period of less than 61 consecutive days
- If either are using waters in Idaho for more than 60 or 61 consecutive days respectfully, they must obtain an Idaho registration
- All boats launching in Idaho **must** obtain an invasive species sticker
  - Idaho registered motorized boats – The invasive species sticker is the Idaho Registration sticker. The \$10.00 invasive species sticker fee is added on to the Idaho registration fee.
  - Invasive species stickers are also required for all non motorized boats prior to launching in Idaho (non-motorized boats are not required to be registered in Idaho). The Fish & Game, IDPR, and Dept. of Agriculture web sites will have links to provide users with a list of vendors and their locations where invasive species stickers may be obtained.
  - Invasive species certificates will be sold through the Fish and Game vendor system.

All out of state boats that have been registered in Idaho will receive notice of renewal and will register and pay for their invasive species through ITD- mail-in, walk – in, or online. Non-resident motorized boats are required to obtain an invasive species sticker. The Fish & Game, IDPR, and Dept. of Agriculture web sites will have links to provide users with a list of vendors and their locations where invasive species stickers may be obtained.

#### **Motorbike/ATV/UTV/SOHV Registrations:**

##### 67-7124 – Nonresident Exemption

- If all-terrain vehicle, utility type vehicle, specialty off highway vehicle, or motorbike is currently and properly registered in the state of residence, they are not required to be registered in Idaho.
- Owners of an all-terrain vehicle, utility type vehicle, specialty off-highway vehicle, or motorbike from states that do not have a registration requirement shall be registered in Idaho.

These owners will register through ITD mail in, county DMV walk in or online. Those previously registered in Idaho will receive a registration renewal notice. Exception is the Non –Resident Snowmobile.

## **Snowmobile Registrations:**

### 67-7124 Nonresident Exemption:

Nonresident snowmobiles shall be required to obtain an Idaho nonresident snowmobile user certificate of number

- Nonresident owners of snowmobiles used for rental purposes shall purchase Idaho certificates of numbers
- The (IDPR) department may issue any certificate of number (sticker) or may authorize any persons to act as a vendor for issuance.
- Vendors authorized by the department (IDPR) shall be required to:
  - Collect and remit revenue from non –resident snowmobile enthusiasts in a manner that is most efficient for the public and the Department of Parks and Recreation.
  - Keep \$1.50 per sticker transaction.
  - Information from the non-resident snowmobile enthusiast shall be collected through an electronic form provided by IDPR via the IDPR website.
    - Customer name and address
    - Sticker number
    - Designation

# **Sticker Year 2011 Non-Resident Recreationists Demographic**

**Boat:** (87,851 stickers sold for the entire Boating program)

## **Non Resident Breakdown**

- 12,145 Non ID residents purchased an ID boating sticker (13.8% of all boat stickers sold)
- 11,296 Of those purchased by residents residing in: MT, OR, UT, WA, WY, CA
  - 5595 - IDPR – All sales channels – Walk-in, Online, Renewal, State Parks
  - 1673 – DMV's
  - 1586 – Vendors in Idaho
  - 2442 – Vendors outside Idaho
- Washington has an additional tax for Washington Boaters. They must pay an additional 1/2 of 1% for the total value of the boat (if over 30 ft). Since ID has reciprocity for 60 days, many Washington boaters purchase registrations in Idaho.
- 775 stickers listed as invalid address or other

**OHV:** (138,293 stickers sold for the entire OHV program)

## **Non Resident Breakdown**

- 6,303 Non ID residents purchased an ID OHV sticker (4.6% of all OHV stickers sold)
- 5,319 Of those purchased by residents residing in: MT, OR, UT, WA, WY, CA
  - 2123 - IDPR – All sales channels – Walk-in, Online, Renewal, State Parks
  - 1887 – DMV's
  - 1052 – Vendors in Idaho
  - 257 – Vendors outside Idaho
- 982 stickers listed as invalid address or other

**Snowmobile Resident:** (32,094 stickers sold for the entire Snowmobile Resident program)

## **Non Resident Breakdown**

- 459 Non ID residents purchased an ID sticker (1.4% of all snowmobile resident stickers sold)
- 393 Of those purchased by residents residing in: MT, OR, UT, WA, WY, CA
  - 54 - IDPR – All sales channels – Walk-in, Online, Renewal, State Parks
  - 90 – DMV's
  - 231 – Vendors in Idaho
  - 18 – Vendors outside Idaho
- 361 stickers listed as invalid address or other

# **Sticker Year 2011 Non Resident Recreationists Demographic**

## **Snowmobile NRC:** (11,883 stickers sold for the entire NRC program)

### **Non Resident Breakdown**

- 11,088 Non ID residents purchased an NRC sticker (93.31 % of all NRC stickers sold)
- 9,104 Of those purchased by residents residing in: MT, MN, UT, WA, WY, CA
  - 118 - IDPR – All sales channels – Walk-in, Online, Renewal, State Parks
  - 150 – DMV's
  - 5446 – Vendors in Idaho
  - 3390 – Vendors outside Idaho
- Note: Included Minnesota with 1,450 (843 of those sold through vendors located in Montana). Oregon =298 NRC stickers sold.
- 682 stickers listed as invalid address or other

## **Invasive Species – Non Motorized:** (22,335 stickers sold for the entire Non Motorized IISF)

### **Non Resident Breakdown**

- 6,918 Non ID residents purchased Non-Motorized IISF (31 % of Non Motorized stickers sold)
- 6,150 Of those purchased by residents residing in: MT, OR, UT, WA, WY, CA
  - 2975 - IDPR – All sales channels – Walk-in, Online, Renewal, State Parks
  - 0 – DMV's
  - 2762 – Vendors in Idaho
  - 413 – Vendors outside Idaho
- 659 stickers listed as invalid address or other

## **Invasive Species – Out of State** (10,950 stickers sold for the entire Out of State IISF)

### **Non Resident Breakdown**

- 9,370 Non ID residents purchased Non-Motorized IISF (85.6 % of Non Motorized stickers sold)
- 8,957 Of those purchased by residents residing in: MT, OR, UT, WA, WY, CA
  - 2,051 - IDPR – All sales channels – Walk-in, Online, Renewal, State Parks
  - 6 – DMV's
  - 3,818 – Vendors in Idaho
  - 1,513 – Vendors outside Idaho
- 1116 Out of State IISF non-resident stickers sold at Bear Lake State Park
- 833 stickers listed as invalid address or other

Sticker Year 2011

Total <u>Boat</u> Stickers Sold - Registrations		
Total stickers Sold		Total Vendors
87,851		183

Idaho Registrations sold to Non ID residents		
Total stickers Sold		% of Total Boat Stickers
12,145		13.8%

**Northwest Overview (surrounding states only- does not include all states)**

Who/How Many		Where stickers were purchased			
Residence of Sticker buyer	Stickers Sold	IDPR - State Parks, Walk-in, Mail Renewal, Online	DMV	ID Vendor	OOS Vendor
MT	71	37	8	23	3
OR	121	75	26	19	1
UT	556	281	190	85	0
WA	9,623	4,646	1,218	1,325	2,434
WY	96	32	35	29	0
CA	829	524	196	105	4

Stickers sold  
and Where

<b>11,296</b>	<b>5,595</b>	<b>1,673</b>	<b>1,586</b>	<b>2,442</b>
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Washington has an additional tax for Washington Boaters. They must pay an additional 1/2 of 1% for the total value of the boat (if over 30 ft). Since ID has reciprocity for 60 days, many Washington boaters purchase registrations in Idaho.

775 stickers listed as invalid address or other

Sticker Year 2011

Total <u>Snowmobile (Resident)</u> Stickers Sold - Registrations		
Total stickers Sold		Total Vendors
32,094		218

Idaho Registrations sold to Non ID residents		
Total stickers Sold		% of Total Stickers
459		1.4%

Northwest Overview (surrounding states only- does not include all states)					
Who/How Many		Where stickers were purchased			
Residence of Sticker buyer	Stickers Sold	IDPR - State Parks, Walk-in, Mail Renewal, Online	DMV	ID Vendor	OOS Vendor
MT	28	0	1	17	10
OR	31	2	1	28	0
UT	94	11	23	60	0
WA	197	34	46	109	8
WY	14	0	4	10	0
CA	29	7	15	7	0

Stickers sold and Where	<b>393</b>	<b>54</b>	<b>90</b>	<b>231</b>	<b>18</b>
-------------------------	------------	-----------	-----------	------------	-----------

361 Sticker listed as invalid address or other

Total Invasive Species - Non Motorized Stickers Sold		
Total stickers Sold		Total Vendors
22,335		131

Idaho Registrations sold to Non ID residents		
Total stickers Sold		% of Total Stickers
6,918		31.0%

Northwest Overview (surrounding states only- does not include all states)					
Who/How Many		Where stickers were purchased			
Residence of Sticker buyer	Stickers Sold	IDPR - State Parks, Walk-in, Mail Renewal, Online	DMV	ID Vendor	OOS Vendor
MT	501	321	0	180	0
OR	618	339	0	279	0
UT	1,144	629	0	483	32
WA	3,240	1,299	0	1,575	366
WY	297	173	0	111	13
CA	350	214	0	134	2

Stickers sold and Where	<b>6,150</b>	<b>2,975</b>	<b>0</b>	<b>2,762</b>	<b>413</b>
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659 Sticker listed as invalid address or other



Sticker Year 2011

Total <u>OHV</u> Stickers Sold - Registrations		
Total stickers Sold		Total Vendors
138,293		221

Idaho Registrations sold to Non ID residents		
Total stickers Sold		% of Total Stickers
6,303		4.6%

Northwest Overview (surrounding states only- does not include all states)					
Who/How Many		Where stickers were purchased			
Residence of Sticker buyer	Stickers Sold	IDPR - State Parks, Walk-in, Mail Renewal, Online	DMV	ID Vendor	OOS Vendor
MT	111	26	16	69	0
OR	140	44	62	30	4
UT	1,754	710	473	568	3
WA	2,636	1,060	1,145	218	213
WY	258	54	52	115	37
CA	420	229	139	52	0

Stickers sold and					
Where	<b>5,319</b>	<b>2,123</b>	<b>1,887</b>	<b>1,052</b>	<b>257</b>

982 Sticker listed as invalid address or other

Sticker Year 2011

Total - <u>NRC</u> Stickers Sold -		
Total stickers Sold		Total Vendors
11,883		147

Idaho Registrations sold to Non ID residents		
Total stickers Sold		% of Total Stickers
11,088		93.31%

Northwest Overview (surrounding states only- does not include all states)					
Who/How Many		Where stickers were purchased			
Residence of Sticker buyer	Stickers Sold	IDPR - State Parks, Walk-in, Mail Renewal, Online	DMV	ID Vendor	OOS Vendor
MT	1,055	6	14	653	382
MN	1,450	14	5	586	845
UT	2,428	17	32	1,423	956
WA	3,711	58	93	2,461	1,099
WY	335	20	6	212	97
CA	125	3	0	111	11

Stickers sold and					
Where	<b>9,104</b>	<b>118</b>	<b>150</b>	<b>5,446</b>	<b>3,390</b>

Notes: Oregon = 298  
(MN = 843 stickers sold at Montana Vendors)

682 Sticker listed as invalid address or other

Total Invasive Species Out of State Stickers Sold		
Total stickers Sold		Total Vendors
10,950		119

Boats registered in other states, requiring an additional Out of State Sticker		
Total stickers Sold		% of Total Stickers
9,370		85.6%

Northwest Overview (surrounding states only- does not include all states)					
Who/How Many		Where stickers were purchased			
Residence of Sticker buyer	Stickers Sold	IDPR - State Parks, Walk-in, Mail Renewal, Online	DMV	ID Vendor	OOS Vendor
MT	348	167	0	180	1
OR	372	175	0	194	3
UT	2,574	1,569 **	6	947	52
WA	5,184	1,463	0	2,296	1,425
WY	336	196	0	109	31
CA	143	50	0	92	1

Stickers sold and					
Where	<b>8,957</b>	<b>2,051</b>	<b>6</b>	<b>3,818</b>	<b>1,513</b>

\*\* 1,116 OOS Invasive species stickers sold @ Bear Lake State Park (UT)

833 Sticker listed as invalid address or other

☐ IDAPA RULE                      ☐ IDAPA FEE                      ☐ BOARD ACTION REQUIRED  
☐ BOARD POLICY REQUIRED                      ☒ X INFO ONLY, NO ACTION

**AGENDA**  
**Idaho Park and Recreation Board Meeting**  
**August 13-15<sup>th</sup>, 2012**  
**IDPR Headquarters**  
**Summit Conference Room**  
**Boise ID**

**AGENDA ITEM: Joint Agency Summit**

**ACTION REQUIRED: No Board Action Required**

**PRESENTER: Director Nancy Merrill**

**PRESENTATION**

**BACKGROUND INFORMATION:** Idaho State Parks and Recreation met with Idaho Fish and Game September 24-26 at Harriman State Park to work on how to reduce areas of conflict between the two agencies. Both agencies agreed there was areas both agencies can work together better.

See attachment 1: Joint Agency Summary

**STAFF RECOMMENDATIONS:** Information only.



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Delivered Electronically  
Four Pages Total

TO: Director Nancy Merrill, Idaho Department of Parks & Recreation (IDPR)  
Director Virgil Moore, Idaho Fish & Game Department (IDFG)  
FROM: Sara Schmidt, Summit Business Solutions  
DATE: October 12, 2012

It was my pleasure to interact with the key members of your staff and facilitate the **Joint Agency Summit on September 24 – 26, 2012 at Harriman State Park**. I found all of your staff to be committed to their individual responsibilities while respectful of the broader, shared goals your two Departments have for the State of Idaho. A summary of the Summit follows for your use and distribution as you both deem appropriate. I am sure that your capable staff has already begun the follow up and implementation of the agreed upon items.

Director Merrill and Deputy Director Sharon Kiefer shared their expectations for the 17 staff members assembled. To summarize, the Directors expect professional behavior in all settings, communication and collaboration on key issues regarding trails and wildlife habitat, as well as cooperation and brainstorming on the broader issues and themes of mutual interest to the group. It was clearly articulated that an outline of communication process and problem solving was to be accomplished during the Joint Agency Summit.

The group reviewed the Joint Action Items from the August, 2011 Leadership Meeting of IDFG and IDPR appointees, staff and stakeholders. The Joint Action Items were:

- Reduce agency conflict
- Reduce confusion
- Coordinate 'Idaho' comments on federal plans
- Motorized Hunting Rule (*previously addressed so specific discussion not scheduled at this Summit*)

Joint Agency Summit participants also reviewed the Shared Values from the August, 2011 Leadership Meeting of IDFG and IDPR. Summit participants agreed with the list presented and added additional items that are underlined to reflect the following **Shared Values**:

- Provide opportunities for outdoor recreation
- Love of the land, the landscapes and ecosystems of Idaho
- State Sovereignty to address issues in ways appropriate to Idaho
- Commitment to preserve the legacy of our public lands
- Seek and support responsible and respectful use of the land
- Wildlife and recreation are important resources to be nurtured
- Teaching our children, and all citizens, the value of outdoor experiences

*helping you reach new heights*

Recognize economic contributions of wildlife and recreation to the State  
Provide good customer service  
Agency employees are here “to serve”

The group extensively discussed Statewide Travel Planning and as a starting point each agency shared their perspective on what is crucial for their respective missions. IDPR staff described the importance of maintaining access to ‘Critical Trails’ and went on to define those as systems which contain loops and branches as well as varied difficulty, terrain, length, points of interest and destination. IDFG staff described ‘Important Habitat’ as functioning and connected which includes food, water, space, shelter, and adequate security. Both biological and sociological factors are considered and ‘Important Habitat’ includes considerations for the hunting experience.

Chuck Patterson from the Bureau of Land Management presented an update on the current status of Idaho BLM Travel Management Plans and scheduled upcoming revisions. A written update from the U.S. Forest Service (USFS) regarding Travel Management Planning in Idaho was distributed.

For background, each agency also walked through the process typically utilized to brainstorm and create comments on federal Travel Plans. Steve Schmidt of IDFG walked through a trail specific example with the USFS. Jeff Cook of IDPR shared the typical analysis process for trails anywhere in the State.

The Joint Agency Summit participants then brainstormed what could be mutually accepted and respected for a communication protocol. The **Travel Plan Communication Protocol** as discussed and agreed to by all participants is as follows:

- Recognize the advance work and scoping that each agency conducts as part of normal operating procedures.
- After the federal process is initiated:
  - Create Draft Comments – Respect each other’s process which includes review and reference to published research and other information. Share information along the way. Conduct joint field visits when feasible prior to finalizing individual comments.
  - Discuss Key Issues – Explain comments to federal decision makers. Include commonalities between the agencies and be consistent. When there is policy difference or disagreement keep it professional and ‘let it go’. Recognize the Directors’ offices will make the final call, if needed, on comments and positions consistent with agency missions and statutory responsibilities.
  - Respect Schedules - Provide as much time as realistic to review each other’s draft comments (approximately a week depending on scope and complexity). Recognize that on a Forest wide or broader plan the Governor’s office will be involved in coordinating State comments and adhere to timeline announced.

As part of the discussion regarding Statewide Travel Plans the group agreed to seek out and work cooperatively to identify and implement mutually beneficial opportunities. The group defined these ‘Off Setting Opportunities’ as:

- Miles to Miles of Similar Experience.
- If there is a trail closure in one area work together to open new opportunities for critical trails.
- If new trails are opened, work together to identify and close others that affect important habitat.

- Qualifiers are expected on a site specific basis and will be jointly considered (wildlife security, type of security, etc)

Deputy Directors Humiston and Kiefer reviewed major initiatives, upcoming legislation and rules of interest to Joint Agency Summit participants. The participants also discussed and reflected on the long list of successful partnership efforts between the two agencies. Partnership highlights included the 'Stay on Trails' outreach program, joint contracts for boat/fishing dock projects, wetlands conservation prioritization plan, shared office space and cooperative working agreements such as Farragut State Park.

The group brainstormed mutual opportunities and challenges based on their Shared Values and identified the following short term action items:

- Compile and share contact information for all participants.
- Present a summary report of the Joint Agency Summit to the IDFG Commission, IDPR Board and Governor's Office.
- Joint Director's request, if needed, to BLM for additional spaces or a special session for state agency staff at upcoming Travel Planning Sessions. If needed, make a similar request to USFS.
- Create a Recreation Primer - Include a white paper from IDPR on available resources, include the 2005 IDPR survey results, and details about the NOHVCC annual meeting
- Courtesy Copy of Information - IDFG will continue to share Commission agendas and start sharing scoping notices and IDPR will share public meeting notices and agendas.

The group discussed the common needs to work cooperatively longer term to:

**Increase Public Awareness of Trails** - This includes user friendly IDPR maps which are available at [www.trails.idaho.gov](http://www.trails.idaho.gov). Awareness efforts and maps need to be seamless with the IDFG Hunt Planner. The IDPR DVD on OHV ethics and wildlife impacts will be shared with all participants along with instructions on how to register for training. IDFG regional supervisors will explore opportunities with Hunter's Education instructors to encourage and/or require instructors to show the IDPR DVD. Provide information in hunter education classes on how to plan for the desired hunting experience by choosing the appropriate trails. (For instance, if hunters do not want to come in contact with motorized vehicles, choosing a motorized trail to access an area will not meet the experience they are looking for. A better choice is a non-motorized trail.) Additionally, IDPR has a trailer available.

**Joint Strategy Workshop** - Efforts were brainstormed to further the Travel Plan Communication Protocol and cooperative agency discussions regarding a balance of recreation and wildlife. The group agreed that the role of science and research merits further discussion and understanding in order to further build trust, credibility and productive working relationships. A workshop focused on joint strategy for recreation and wildlife was brainstormed and requested for key agency staff. Speakers will be invited that are mutually agreed upon to brief the group on existing research so agency staff can further brainstorm interpretation and application of existing research and identify any research gaps.

**Joint Monitoring on Trails and Radio Collared Wildlife Species** – Each agency will look for targeted opportunities to work together and utilize available big game data.



**Information, Education and Enforcement** - Joint recognition of the importance of education and enforcement efforts. Both agencies commit to continued communication and ride alongs with conservation officers with special attention to recently revised travel plans.

**Commercial Use of State Property** - IDFG might need to consider permit requirements, fee structure, etc. and IDPR offered any assistance or lessons learned that would be helpful.

The Joint Agency Summit concluded with appreciation by all participants for the opportunity to become better acquainted with each other's missions and goals and a commitment to work together cooperatively in the future.

Again, it was my pleasure to facilitate the Summit and if you have any questions or need additional information please contact me at 208/258-2098 or [sara@summit-business-solutions.com](mailto:sara@summit-business-solutions.com).

**DEPUTY DIRECTOR'S REPORT**  
**JULY – AUGUST – SEPTEMBER 2012**

**Mission**

Improve the quality of life in Idaho through outdoor recreation and resource stewardship.

**Goals**

1. Provide leadership and direction.
2. Provide staff with the necessary tools to succeed in their jobs.
3. Work with the Director and staff to leverage limited resources to provide the best possible recreation experience and manage natural resources for future generations.

**Administration – Tamara Humiston and Eileen Downing**

- + Worked with fiscal to complete the GAAP closing packages.
- + Met with the Director and Human Resource Manager to develop the 2012-2014 pay plans. The goal is to raise the department's compa ratio and be competitive in hiring and retaining professional staff.
- + Worked on the Registration Realignment project with ITD, Access Idaho, Department of Agriculture and IDPR staff. Submitted draft legislation to the Governor's office for review and approval. Meetings will continue to meet the 2014 transition date and ensure IDPR has a distribution system in place. Attached are copies of a summarized legislation table for each registration type.
- + Completed the Administrative Rules submission for publication. The department did not receive any requests for a meeting and received one call for clarification on the RV definition. Eileen and I are working on changes to the Administrative Rules poster and fee envelopes.
- + Attended the IDPR/IDFG Summit at Harriman State Park. Working on setting up the agreed upon follow-up meeting related to the studies used to support comments.
- + Began discussions for the park staffing assessments and park classifications. This process is the first review since the park classification system was established.
- + Met with the Boise USFS to review the agreements between the two agencies. Both agencies are working on the Idaho City Yurts permit.

## **FISCAL QUARTERLY REPORT**

### **FY 2013 – FIRST QUARTER**

**Fiscal's Mission:** The Fiscal program works to provide the best service possible to both internal and external customers. Program responsibilities include five major categories: 1) Budget and Financial Reporting; 2) Accounting, Accounts Payable and Accounts Receivable; 3) Purchasing, Fixed Asset Inventory and Fleet Management; 4) State and Federal Grant Management; and 5) Recreation Registrations. The program provides technical assistance in all areas to ensure the department complies with all applicable Federal and State laws, rules, policies and procedures.

Accomplishments for the period July 1, 2012 through September 30, 2012 include the following.

#### **Budget and Financial Reporting**

- Final preparation and submission of FY 2014 Budget Request to Division of Financial Management & Legislative Services Office.
- Requested and received withdrawals from the Ritter Endowment (\$26,213) and Trail of CDA Endowment (\$61,523).

#### **Accounting**

- Completed year-end GAAP closing packages.
- Reconciled Capital Development project report budgets with STARS appropriations.
- Completed review of Recreational Trails Grants with Federal Highways Administration Representative.

#### **Purchasing**

- Worked with Registration program to purchase and deliver all 2013 decals including RV decals and their delivery to ITD.
- Worked with Registration program to purchase and deliver all 2013 registration renewal forms including their delivery to SCO.
- Worked with new P-Card vendor (Bank of America) to order new agency cards and receive training on their new system.
- Worked with Risk Management and our park staff on property damage claims at Priest Lake (wind damage), and Heyburn (lightning damage) to ensure quick reimbursement of repair expenditures.

#### **State and Federal Grants**

- Staff conducted site visits and final project inspections throughout the summer and began talking to potential grant applicants about future projects.
- Notified new advisory committee members and reappointed members.
- Grant Manager attended National Association of Outdoor Recreation Liaison Officers (NASORLO) conference in Austin, Texas where members discussed the 2015 reauthorization of the Land and Water Conservation Fund (LWCF).
- Staff updated and edited the grant manual for the FY 2014 grant cycle. Manuals are available upon request.

- Staff scheduled and conducted annual grant workshops October 15 – 24, 2012 across the state in Coeur d’Alene, Lewiston, Idaho Falls, Twin Falls, and Boise.
- Staff continues to work on LWCF issues trying to resolve conversions and keep up with yearly inspections.

### **Registration**

- Mail renewals were sent out and processed as we gear up for the busy 2013 sticker year.
- 2013 manuals and vendor packets were distributed.
- Delinquent vendors (vendors owing money) remain at minimal levels.
- Hired DeEtta Peterson (former part-time) to replace full-time OS2 vacancy.

### **Financial Officer**

- Officially assumed responsibilities for this awesome position on August 20, 2012.
- Initiated orientation meetings with executive staff managers and direct reports in order to learn as much as possible about the business of Parks and Recreation.
- Organized and submitted the department’s Zero-Based Budget Report.
- Getting up to speed as fast as possible on process and issues associated with registration realignment. Working with ITD representatives to identify and resolve issues.
- Working to identify areas where the department can leverage efficiencies through implementation of existing applications developed by the State Controller (Payment Services / Travel Express).

☐ IDAPA RULE                      ☐ IDAPA FEE                      ☐ BOARD ACTION REQUIRED  
☐ BOARD POLICY                      **X INFO ONLY, NO ACTION REQUIRED**

**AGENDA**  
**Idaho Park and Recreation Board Meeting**  
**November 13-14, 2012**  
**IDPR Headquarters**  
**Summit Conference Room**  
**Boise ID**

**AGENDA ITEM:**                      **Development Project Status**

**ACTION REQUIRED:**                      **James Thomas**

**PRESENTER:**                      **James Thomas**

**PRESENTATION**

**Mission**

To provide design, engineering, and construction administration of all park capital improvements and major facilities maintenance, and to furnish technical assistance for the purpose of providing a high quality state park system for the citizens of Idaho.

**Goals**

- To plan and design facilities in a manner that reflects responsible stewardship of natural resources and protects public safety.
- To be responsive to sense, serve, and satisfy the needs of the public, administrative staff, operations staff, constituency groups, related programs, and others that look to us for leadership or assistance.
- To be proactive, motivated, and capable of identifying new opportunities.
- To budget for Capital Facility Needs in a manner that is honest and responsible to the parks and the citizens of Idaho.

**BACKGROUND INFORMATION:** The following narrative and the accompanying chart illustrating current projects, their status and progress comments are for Board Information.

**North Region Projects**

**310121 – Priest Lake Indian Creek Campground Volunteer Sites**

This project involves 4 sites. Project bidding and construction will be in the spring 2013.

**310321 – Round Lake Campsite Water & Electrical Retro Fits**

Project under construction, water and power is constructed to the sites, working on electrical main distribution panel. Water acceptance test completed on 10/9/2012.

**310322 – Round Lake Volunteer Sites**

Design is complete. Project scope revised due to permitting requirements from PHD. Site clearing complete, water service to sites is done. Electrical service conduits are in place and main distribution panel scheduled started. North Region crew working on site development.

**310331 – Round Lake Retaining Wall Repair**

Engineer evaluation is needed.

**310514 – Farragut Buttonhook Dock Pilings**

Project out to bid October 24<sup>th</sup>. Bid opening scheduled for November 8<sup>th</sup>. 120 days for construction to substantial completion.

**310521 – Farragut Buttonhook Dock Pilings – Phase 2**

Project out to bid October 24<sup>th</sup>. Bid opening scheduled for November 8<sup>th</sup>. 120 days for construction to substantial completion.

**310522 – Farragut Locust Grove/Whitetail CG RR/Shower Renovations**

Design documents are at 95% for review. Bid opening December 6, 2013. Construction completed May 26, 2013.

**310671 – Old Mission Fire Suppression**

Under construction, vault in place, retaining wall under construction and work started on the piping in the Mission. Substantial completion set for November 30, 2012.

**310711 – Mowry Residence Upgrades**

No progress has been made, plan to get pricing this fall.

**310812 – Heyburn Boat Ramp**

Permit approved and construction schedule pending on water level. Construction most likely late fall or winter 2012.

**310821 – Heyburn Benewah Campground Renovation**

Project has been awarded. Pre-construction meeting held October 23<sup>rd</sup>. Contractor issued the Notice to Proceed. Substantial completion date is set for June 2013.

**310823 – Heyburn Hawley's Boat Landing/Dock Pilings**

Avista Grant project. Project estimate exceeds funding. Plans to request more funding in FY2015 and go after WIF grant.

**310921 – Higgins Point Docks & Shoreline Stabilization**

Avista Grant project. Project estimate exceeds funding, accessing options with region staff. Letter has been sent to Avista requested a scope change.

**320131 – McCroskey Skyline Drive Trailhead CXT**

A new CXT has been ordered through purchasing October 2012.

**320221 – Dworshak Freeman Creek Water System Upgrade**

Awaiting consultant recommendation and proposal.

**320331 – Hells Gate Irrigation Replacement**

North Region Engineering Tech to work with park staff to locate irrigation lines and sprinkler heads that need replacing in November 2012 with all work complete by April 2013.

**320332 – Hells Gate Shop 4 Elec Heaters Replaced**

The 4 electric heaters will be replaced with propane heaters. Tom to work with park staff. Replacements to be done spring 2013 after winter conditions.

**South Region Projects****330191 – Ponderosa Peninsula CG Rehab**

Project also includes roadway alterations at the front entrance station. This includes widening the exit lane west of the kiosk building; adding speed dips on the entrance lanes to discourage speeding, and adding an automatic gate to the bypass lane Contractor working at Cascade provides us with an

estimate for the work at Ponderosa. Contract award October 2012. Work will be complete in fall 2012 pending weather.

**330201 – Eagle Island Gravel Extraction**

Knife River is waiting to begin pending a market for the materials in the general area of Eagle Island. Knife River is brokering a deal to sublease removal of gravel to three contractors bidding on a major intersection project close to the park.

**330221 – Eagle Island Volunteer Sites**

Scope is to develop two sites. Will use South Region crew to put in the pads. Putting together the bid package for electrical work. Contracted portion to be completed by winter 2012-13.

**330231 – Eagle Island Residence Drinking Water Quality**

Combining this project with 330221. A new well will replace the existing one. Preparing the paperwork to transfer the water rights underway. Contracted portion to be completed by winter 2012-13.

**330232 – Eagle Island 2 New Shelters**

Design complete January, bid opening scheduled February 20, 2013 with construction completed by May 31, 2013.

**330431 – Lucky Peak Spring Shores Pump House Replacement**

Development Engineering to work on this project. Winter design, summer 2013 construction.

**330602 – Three Island Upper Campground Pump Irrigation**

Construction completed. Remaining funds in project will be used to rebuild one of the 40 horse irrigation pumps this fall after the irrigation season. This was a scope item in the grant and was deemed to be done if funds were available.

**330631 – Three Island Day Use RR/Shower Renovations**

Drawings at 95% complete. Should be ready to advertise for bid last week of October 2012. Winter construction. May completion.

**330702 – Lake Cascade ADA Compliance**

This project consists of numerous ADA improvements at 8 separate park units thru-out Lake Cascade State Park. Construction is ongoing over the summer 2012. 95% complete with check list of items left. Substantially complete pending final pay request.

**330703 – Lake Cascade Poison Creek Campground Well**

Well was pump tested middle of July. Bottom of well either collapsed or silted in almost 30 feet. Working on contract to clean out and reestablish total depth. If this cannot be done a new well may be needed to be drilled.

**330793 – Lake Cascade Big Sage CG Shoreline Erosion**

Development staff has also filed a 404 application with CORPS to deal with shoreline erosion problems. Construction docs complete winter 2012-13. Spring 2013 construction.

**330731 – Lake Cascade Boat Launch Parking Lot Resurface**

South Region and Park staff poured the ramp. Grants suggested the Waterways Grant money be requested soon. Engineering winter 2012-13.

**330732 – Sugarloaf Intake Repairs**

Evaluation complete, funding needed.

**340321 – Thousand Springs Malad Gorge Volunteer Sites.**



Scope involves adding two additional sites at the Malad Gorge residence and maintenance compound area. The area was designed for a total of 4 volunteer sites, two of which were previously construction. Water and sewer review is underway. Awaiting proposal for engineering services.

**340331 – Thousand Springs Ritter Island Cat Walk Hazard**

Engineering will evaluate scope of work.

**East Region Projects**

**340621 – Lake Walcott Campground Electrical Upgrades**

Electrical engineer is under contract for system evaluation. A meeting with BOR was held October 30th to review the evaluation. Many violations reported in the code evaluation.

**340622 – Lake Walcott Ranger House**

Preliminary correspondence with BOR regarding requirements in process. Electrical engineer is under contract for system evaluation.

**340692 – Lake Walcott Shelter Improvements**

Shelter improvements survey and evaluation in progress. Reported that the wood columns are a hazard. Repairs scheduled for spring 2013.

**350131 – Massacre Rocks Visitor Center Septic System Eval**

Engineering will evaluate scope of work.

**350132 – Massacre Rocks Boat Ramp and Dock Repair/Replacement**

Development working with Park on ordering the replacement dock. Purchase order docks November 30<sup>th</sup>.

**350331 – Bear Lake East Beach RR Renovation**

Scope is to install 3 double CXT's. Question is where to locate them.

**360221 – Henrys Lake Campground**

Development has the approval from DEQ to move forward with the design of the campground. Design to proceed over winter 2012 with spring bidding and summer/fall 2013 construction.

**360401 – Ashton-Tetonia Bitch Creek Bridge**

Bid opening scheduled for November 15, 2012.

**360531 – Land of the Yankee Fork VC Painting – DPW**

New project for FY2013. Bid project in May 2013. 60 days to complete.

**Development Projects Closed or Nearing Completion**

**310511 – Farragut Whitetail Road Repairs**

Project is complete. On another note, mushrooms (Shaggy Mane) have surfaced and heaving the asphalt in the upper loop within Whitetail campground. Working on plan and recommended solution to resolve and control.

**310512 – Farragut Water Tower Repairs**

Water tower in service and project completion amended to fall 2012. Recently reinstalled the top of the tank.

**310574 – Farragut Water System Improvements**

Project nearing completion. Engineers addressing existing water system repairs on tower.

**310801 – Heyburn Chatcolet Seasonal Housing**

Project complete. Waiting for final pay request from contractor.

**310822 – Heyburn Fuel Tank SPCC Plan**

SPCC plan completed. Specifications for required site improvements being completed. Scope of work completed and cost identified, 40K +/- (fencing, tank restoration and new fuel supply line with valve box) pending funding.

**310870/310892 – Heyburn Sewage & Collection Facility**

Project document final close-out and final roadway repairs in progress. Project complete late summer 2012. Lightening strike in July took out a surge protector. Grounding system is being tested.

**310922 – CDA Trail Oasis Creation**

Avista Grant project. Adding the project and 310923 into the FY2014 request. Also going after RTO and WIF funding.

**310923 – Chatcolet Campground Trail CXT**

Avista Grant project

**320201 – Dworshak Three Meadow ADA RR Upgrades**

Project completed.

**330102 – Ponderosa Peninsula Restroom Remodels**

DPW delegated. Project was complete and functional for 2012 camping season. *Waiting for final contractor pay request before project can be closed out.*

**330222 – Eagle Island Office/Restroom Remodel**

90% completion. Punch list items remain. Development sent information in to transfer building to our insurance.

**330421 – Lucky Peak Spring Shores Docks**

Docks installed. Additional work is needed. Awaiting final billing from contractor.

**330775 – Lake Cascade ADA Crown Point Site Renovations**

Project is nearing completion. Additional ADA path was installed spring 2012. Construction is complete pending final inspection and approval by BOR and our staff.

**360501 – Bayhorse Skylark Mine Clean-Up**

Work completed. Signage to be provided by Park.

**STAFF RECOMMENDATIONS: Information Only.**

Project Number	Project	Milestones	Budget	Spent to Date/Enc. Committed	Balance
<b>DEVELOPMENT PROJECTS BY REGION</b>					
<b>NORTH REGION</b>					
310121	Priest Lake Indian Creek Campground Volunteer sites	This project involves 4 sites. Project bidding and construction will be in the spring 2013.	35,000	0	35,000
310321	Round Lake Campsite Water & Electrical Retro Fits	Project under construction, water and power is constructed to the sites, working on electrical main distribution panel. Water acceptance test completed on 10/9/2012.	100,000	99,382	618
310322	Round Lake Volunteer Sites	Design is complete. Project scope revised due to permitting requirements from PHD. Site clearing complete, water service to sites is done. Electrical service conduits are in place and main distribution panel scheduled started. North Region crew working on site development.	50,000	12,145	37,855
310331	Round Lake Retaining Wall Repair	Engineer evaluation is needed.	105,000	0	105,000
310514/310521	Farragut Buttonhook Dock Pilings/Farragut Buttonhook Dock Pilings - Phase 2	Project out to bid October 24th. Bid opening schedule for November 8th. 120 days for construction to substantial completion.	221,290	14,924	206,366
310522	Farragut Locust Grove/Whitetail CG RR/Shower Renovation	Design documents are at 95% complete for review. Bid opening Dec. 6th. Construction completed by May 26, 2013.	250,000	4,044	245,956
310671	Old Mission Fire Suppression	Under construction, vault in place, retaining wall under construction and work started on the piping in the Mission. Substantial completion set for November 30th, 2012.	537,398	482,173	55,225
310711	Mowry Residence Upgrades	No progress has been made, plan to get pricing this fall.	30,000	0	30,000
310812	Heyburn Boat Ramp	Permit approved and construction schedule pending on water level. Construction most likely late fall or winter 2012.	20,653	2,345	18,308
310821	Heyburn Benewah CG Renovation	Project has been awarded. Pre-construction meeting held October 23rd. Contractor issued the Notice to Proceed. Substantial completion date is set for June 2013.	650,000	617,958	32,042
310823	Heyburn Hawley's Boat Landing/Dock Pilings	Avista Grant Project. Project estimate exceeds funding. Plans to request more funding in FY2015 and go after WIF grant.	4,113	0	4,113
310921	Higgins Point Docks & Shoreline Stabilization	with region staff. Letter has been sent to Avista requesting a scope change.	102,815	0	102,815
320131	McCroskey Skyline Drive Trailhead CXT	A new CXT has been ordered through purchasing October 2012.	25,000	0	25,000
320221	Dworshak Freeman Creek Water System Upgrade	Awaiting consultant recommendation and proposal.	250,000	55,372	194,628
320331	Hells Gate Irrigation Replacement	North Region Engineering Tech to work with park staff to locate irrigation lines and sprinkler heads that need replacing in November 2012 with all work complete by April 2013.	20,000	0	20,000
320332	Hells Gate Shop - 4 Elec Heaters Replaced	The 4 electric heaters will be replaced with propane heaters. Tom to work with park staff. Replacements to be done spring 2013 after winter conditions.	80,000	0	80,000

Project Number	Project	Milestones	Budget	Spent to Date/Enc. Committed	Balance
<b>SOUTH REGION</b>					
330191	Ponderosa Peninsula Campground Rehab	Project also includes roadway alterations at the front entrance station. This includes widening the exit lane west of the kiosk building; adding speed dips on the entrance lanes to discourage speeding, and adding an automatic gate to the bypass lane. Contractor working at Cascade to provide us with an estimate for the work at Ponderosa. Contract award October 2012. Work will be complete fall 2012 pending weather.	478,428	85,359	393,069
330201	Eagle Island Gravel Extraction	Knife River is waiting to begin pending a market for the materials in the general area of Eagle Island. Knife River is brokering a deal to sublease removal of gravel to three contractors bidding on a major intersection project close to the park.	1,000,000	90,772	909,228
330221	Eagle Island Volunteer Sites	Scope is to develop two sites. Will use South Region crew to put in the pads. Putting together the bid package for electrical work. Contracted portion to be completed by winter 2012-13.	20,000	1,267	18,734
330231	Eagle Island Residence Drinking Water Quality	Combining this project with 330221. A new well will replace the existing one. Preparing the paperwork to transfer the water rights underway. Contracted portion to be completed by winter 2012-13.	31,000	1,267	29,734
330232	Eagle Island 2 New Shelters	Design complete January 2013, bid opening February 20th, 2013, construction complete May 31, 2013.	90,000	0	90,000
330431	Lucky Peak Spring Shores Pump House Replacement	Development Engineering to work on this project. Winter 2012 design, summer 2013 construction.	100,000	0	100,000
330602	Three Island Upper Campground Pump Irrigation	Construction completed. Remaining funds in project will be used to rebuild one of the 40 horse irrigation pumps this fall after the irrigation season. This was a scope item in the grant and was deemed to be done if funds were available.	100,000	95,069	4,931
330631	Three Island Day Use RR/Shower Renovations	Drawings at 95% complete. Should be ready to advertise for bid last week of October 2012. Construction winter 2012 with completion May 2013.	150,000	0	150,000
330702	Lake Cascade ADA Compliance	This project consists of numerous ADA improvements at 8 separate park units through out Lake Cascade State Park. Construction is ongoing over the summer 2012. 95% complete with check list of items left. Substantially complete pending final pay request.	130,402	89,884	40,518
3330703	Lake Cascade Poison Creek Well	Well was pump tested middle of July. Bottom of well either collapsed or silted in almost 30 feet. Working on contract to clean out and reestablish total depth. If this cannot be done a new well be drilled.	1,525,000	1,463,935	61,065
330731	Lake Cascade Boat Launch Parking Lot Resurface	South Region and Park staff poured the ramp. Grants suggested the Waterways Grant money be requested soon. Engineering winter 2012-13.	250,000	1,288	248,712
330732	Sugarloaf Intake Repairs	Evaluation complete, funding needed.	5,000	2,779	2,221
330793	Lake Cascade Big Sage CG Shoreline Erosion	Development staff has also filed a 404 application with CORPS to deal with shoreline erosion problems. Construction docs complete winter 2012-13 with spring 2013 construction.	1,146,411	1,101,599	44,812
340321	Malad Gorge Volunteer Sites	Scope involves adding two additional sites at Malad Gorge residence and maintenance compound area. The area was designed for a total of 4 sites, two of which were previously constructed. Water and sewer review is underway. Awaiting proposal for engineering services.	45,000	0	45,000
340331	Thousand Springs Ritter Island Cat Walk Hazard	Engineering will evaluate scope of work.	20,000	0	20,000

Project Number	Project	Milestones	Budget	Spent to Date/Enc. Committed	Balance
<b>EAST REGION</b>					
340621	Lake Walcott Campground Electrical Upgrades	Electrical engineer is under contract for system evaluation. A meeting with BOR was held October 30th to review the evaluation. Many violations reported in the code evaluation.	50,000	2,100	47,900
340622	Lake Walcott Ranger House	Preliminary correspondence with BOR regarding requirements in process. Electrical engineer is under contract for system evaluation.	100,000	7,035	92,965
340692	Lake Walcott Shelter Improvements	Shelter improvements survey and evaluation in progress. Reported that the wood columns are a hazard. Repairs scheduled for spring 2013.	46,170	2,911	43,259
350131	Massacre Rocks Visitor Center Septic System Eval	Engineering will evaluate scope of work.	20,000	0	20,000
350132	Massacre Rocks Boat Ramp and Dock Repair/Replacement	Development working with Park on ordering the replacement dock. Purchase order docks November 30th.	20,578	0	20,578
350331	Bear Lake East Beach RR Renovation	Scope is to install 3 double CXT's. Question is where to locate them.	120,000	0	120,000
360221	Henrys Lake Campground	Development has the approval from DEQ to move forward with the design of the campground. Design to proceed over winter 2012 with spring bidding and summer/fall 2012 construction.	2,000,241	240,562	1,759,678
360401	Ashton-Tetonia Bitch Creek Bridge	Bid opening scheduled for November 15, 2012.	488,500	295,642	192,858
360531	Land of the Yankee Fork VC Painting - DPW	New project for FY2013. Bid May 2013. 60 days to complete.	50,000	0	50,000

## **MANAGEMENT INFORMATION SYSTEMS (MIS) – KEVIN ZAUHA**

### **Mission**

The MIS mission is to provide for the IDPR information systems needs relating to the agency's strategic plan through the support and development or acquisition of application systems and the implementation and support of an appropriate technology infrastructure.

### **ACCOMPLISHMENTS FOR THE PAST QUARTER INCLUDE:**

#### **Information Systems**

The replacement of outdated servers continued during the 1st quarter of FY2013. This project should be completed in the 3rd quarter of FY2013. Necessitated by evolving IT industry standards, the new servers require upgrades that impact the entire application system development toolset. Considerable research and testing is being performed to ensure that IDPR's application systems will run un-affected in the new environment. Work continues on resolving issues with the Registration Information System.

During the initial weeks of the Passport sales in October, ITD encountered problems recording the statistical data necessary to monitor and measure the success of the Passport Project. ITD is currently resolving these issues. Once resolved, the report specifications will be re-designed. Work will begin in the 2nd quarter of 2013 to design and construct a repository for storing the passport sales statistics received from ITD. Using this data, a suite of reports will be designed and developed.

Analysis continues regarding the details of the Registration Re-Alignment project.

The weekly processing of Reserve America revenue was successfully transferred to the Fiscal section.

Ongoing tasks include:

- Operational support of and minor maintenance to RIS
- Minor maintenance to the administrative functions within Facilities Inventory system
- Implementation of the Online Registration web site for the 2013 sticker year, including the sale of Annual MVEF stickers.
- Development of IBIS Reports to facilitate the transition from PreStars to Payment Services

#### **Infrastructure Support**

Cozette Bolshaw, our new Information Technology Senior Support Technician started work this past quarter. She has been working in several of our field locations already and is starting to assume more of the field work as her training progresses. Configuration and installation work continued on the new servers at the Boise Headquarters office and should be completed by the third quarter FY2013.

## **NORTH REGION QUARTERLY REPORT JULY — AUGUST — SEPTEMBER 2012**

**MISSION:** To serve north Idaho park users and recreationists providing them a quality experience that is safe and enjoyable while managing and protecting the public's investment and the natural resources.

### **GOALS:**

- Ensure that all facilities are kept clean and hazard free.
- Utilize both paid and volunteer staff to man visitor centers and entrance booths to answer questions and sell park permits.
- Patrol parks ensuring user needs, user safety, and resource protection.
- Assess operations and opportunities to ensure quality experiences are provided and enhanced.

### **Primary Issues and Concerns**

1. Staff Shortages
2. Minimal budgets, increased fixed costs, and higher use
3. Aging facilities and equipment

### **North Region Service Center – David White, Region Manager**

#### **NR Manager**

During the quarter the North Region Manager:

- Reviewed Priest Lake after wind storm and clean up; approved various expenditures to facilitate cleanup; participated in department updates on damage and cleanup; met with Winchester and Dworshak staff and reviewed park and operations; reviewed future Fire Smart resource actions at the Sunrise Day Use/Cabin area with Farragut Mgr and Natural Resources Mgr.
- Met with PHD to discuss Round Lake camp host sites and wastewater hookups; met with Heyburn Hidden Lake Float Home Lessees and park manager to discuss status; participated in CdA Chamber Natural Resource Committee meeting; toured IDL Fernan Lake Property to discuss BLM ownership and development;
- Reviewed ASARCO properties near TOC and OM for possible donation to State; gave IDPR update presentation to Good Sams' Statewide Jamboree at North Idaho Fair Grounds; assisted Recreation Bureau with interviewing NR Trail Specialist candidates.

#### **NR Maintenance Crew**

- During the quarter the Crew worked on signs for North Region Parks, cleaned up from the wind storm at Priest Lake, worked on volunteer sites at Round Lake, installed gate arms at Farragut, graded the horse trail parking lot at Heyburn, and graded roads at Hells Gate.

#### **NR Office Staff**

- During the quarter Office Staff prepared to lose their fearless leader ☹.

### **PRIEST LAKE STATE PARK – LONNIE JOHNSON, PARK MANAGER**

#### **Top 5 Items Not Being Addressed or Funded At This Time**

1. Not having park housing for all permanent staff.
2. It is becoming more difficult to adjust time during holidays- EAL worries.
3. The park is in need of a large tractor with backhoe attachment.



#### Customer Service

- Interpretive programs provided by Re-Creation Unlimited kept visitors excited, educated, and informed about all there is to do and see at Priest Lake.

#### Utilization of Facilities

- Campgrounds were full for most of July and August. Group Camp at Lionhead remained booked full through Labor Day. Campgrounds at Indian Creek and Lionhead were full the first three weekends in September due to warm temperatures
- Park held its first triathlon at the Indian Creek Unit on August 19. Participants took part in either an Olympic- or Sprint-length course.

#### Park Manager's Report

- On July 20, 2012, at 3:30 p.m. a severe windstorm hit Priest Lake bringing heavy damage to Indian Creek and Lionhead campgrounds. There were no injuries to visitors or staff. Damage was sustained to Mackinaw cabin, roofs of the Caribou and Lynx cabins, a picnic table, one water stand pipe and the back of the Indian Creek shop, and numerous asphalt sections at Indian Creek. One of the restrooms at Lionhead sustained roof damage. Many trees were blown over. Visitor personal vehicles and camping units sustained the most damage. The claims adjuster has been out and documentation made of all areas involved. The park remained open during the entire incident. In August the Park Manager worked with Risk Management on insurance for the storm damage.
- The headquarters parking lot at Indian Creek has had six medical helicopter landings this summer: three in July and three in August. Staff was notified by EMS of these landings and prepares the parking lot for their arrival. If the helicopter is cancelled, the crew has been very good with customer service explaining the helicopter, allowing visitors to look around and inside the helicopter and take pictures.

#### Preservation of Natural Resources

- Staff has been cutting the marketable timber to 16'6" logs from the windstorm that hit Priest Lake on July 20. The cleanup will take months to complete.
- Park Manager worked with the Natural Resource Manager to have trees scaled for sale at Indian Creek.

#### Marketing: Strategy Proposals and Marketing Strategies

- A new flat screen TV and DVD player was installed at the Indian Creek visitor center in July; it is used to show the park video to visitors.
- August sales of ice and wood remained high at Lionhead unit adding to our resale revenue.
- Staff is looking into purchasing a log splitter in September to process park firewood for sales at the park.

#### **ROUND LAKE STATE PARK – DAVE RUSSELL, PARK MANAGER**

##### Top 5 Items Not Being Addressed or Funded At This Time

1. Being short of staff, beginning to experience a maintenance back-log of broken or damaged things.
2. Securing adequate budget funding for O&E and seasonal salaries.
3. Securing capital outlay money for aging equipment.

#### Customer Service

- July and August camping reservations were near full capacity.

#### Utilization of Facilities

- July trail use was restricted due to flooding at the east end of the park.
- Park was busy in both camping and day use during September.

#### Park Manager's Report

- During the month of September construction of volunteer sites and water and power upgrades to eleven existing campsites began; and CXT shower rooms were painted.

#### Preservation of Natural Resources

- Park hazard tree reduction program will be accelerated prior to winter.
- Noxious weed control was accomplished during August and September.

#### Marketing: Strategy Proposals and Marketing Strategies

- During the quarter the park promoted the new Opt-in State Parks Passport program.
- Hazard trees were rendered into resale firewood.

#### **FARRAGUT STATE PARK – RANDALL BUTT, PARK MANAGER**

##### Top 5 Items Not Being Addressed or Funded At This Time

1. Sewer Phase 2 funding to meet requirements of deadline with Panhandle Health.
2. Replacement Ranger FTE to prepare for expansion of Gilmore Phase 2, or other future additions.
3. Additional funding for maintaining existing road system or a plan for reducing the road system.
4. Funding for fencing for a dog-off-leash area that is being requested by park users.

#### Customer Service

- Campsites ran full the entire month of July and August.
- Most of August was spent searching for a major water leak that increased from 80,000 gallons of loss per day to 130,000 gallons per day on August 12. On August 18 the pump motor burned out and emergency conservation procedures were put into effect and the Bayview Water and Sewer District was contacted to provide water for the majority of park areas. Pump was replaced on August 21 using the backup pump/motor kept on site.

#### Utilization of Facilities

- Campsite demand throughout September was at an all time high.

#### Park Manager's Report

- The Park Manager met with members of the Bayview community to provide continuous information on the park.
- Water tower work continued in September as well as work to Pump-House 9. The completion of these two projects is expected by the first week of October.
- The 26<sup>th</sup> Annual Farragut Naval Training Station Reunion occurred in September and was well attended by veterans, family, friends, and with media coverage.

#### Preservation of Natural Resources

- On July 10, the Farragut Wildlife Area Manager and Farragut Park Manager met with concerned community members regarding the Ponderosa Pine restoration project that IDFG is involved with as well as the viewpoint clearing for recreational amenities.
- The Kootenai Environmental Alliance sponsored a protest on August 25 where an estimated 15-20 people protested at the park entrance for three hours and signatures were collected out front of the visitor center.
- Trees were marked at both the disc golf courses and for resource work in the Locust Grove Road loop area and within the A.W.O.L. disc golf course boundaries. The project will be put out for contract work for the fall of 2012 and spring 2013.

#### Marketing: Strategy Proposals and Marketing Strategies

- The park actively updates the park website page and Facebook page to reflect current conditions.

## **COEUR D'ALENE LAKE PARKWAY – RANDALL BUTT, PARK MANAGER**

### **Top 5 items Not Being Addressed or Funded at this time**

1. Resolution of Parkway management; a public hearing has been scheduled for October.
2. Clarification of the court decision regarding ownership and authority concerning those ownerships associated with riparian rights.
3. Stabilization of three shoreline failures that are soon to result in loss of trail sections.

### **Customer Service**

- The Hydroplane race organizers decided to postpone the event one year to gain additional sponsors.
- High use in September due to good weather and lots of fishing—boat launch was packed most of the month.

### **Utilization of Facilities**

- During the quarter all facilities were in operation.

### **Park Manager's Report**

- In September there was an incident with an individual randomly shooting at other people which began in Coeur d'Alene and concluded at Coeur d'Alene Lake Parkway near Higgins Point when the suspect was fatally shot by police after a high speed chase.

### **Preservation of Natural Resources**

- The Parkway continues noxious weed control measures, focusing on IDPR ownership at Higgins Point.

### **Marketing: Strategy Proposals and Marketing Strategies**

- Trail events promote themselves to attract additional participants and spectators.

## **COEUR D'ALENE OLD MISSION STATE PARK – KATHLEEN DURFEE, PARK MANAGER**

### **Top 5 Items Not Being Addressed or Funded At This Time**

1. Lack of Parking
2. ADA Access to Visitor Center
3. Volunteer Sites
4. Dry Rot in Mission Columns
5. Repainting of Parish House

### **Customer Service**

- Completed Group Use Permits for the Gonzaga Jesuit Priests, Gonzaga Pilgrimage – 125 years.

### **Utilization of Facilities**

- During the quarter Vehicle Counts showed 9,795. In addition, we had Bus Tours 38 (1208), School Groups 4 (349), Feast of the Assumption Pilgrimage and Mass (455), Gonzaga Jesuit Mass (35), Gonzaga Pilgrimage and Mass (425), Baptism and Mass (450), Weddings 5 (800), Historic Skills Fair (542), and Buick Club Tour (65).

### **Park Manager's Report**

- During the quarter park hosted Historic Skills Fair, and the Annual CdA Tribe Pilgrimage, and Feast of the Assumption Mass.
- Shoshone County made repairs to the boat ramp and dock.
- Worked with Tribe and CdA Arts regarding Kids Draw Cataldo project.

### **Preservation of Natural/Cultural Resources**

- Reviewed cultural resource projects with Tribal Historic Preservation Officer.
- Hosted visit from Emil Her Many Horses, Curator, Smithsonian National Museum of the American Indian, along with CdA tribal regarding loan for Sacred Encounters Exhibit.
- Contractor Historic Preservation training at site for Mission Fire Suppression Contractors.

#### Marketing: Strategy Proposals and Marketing Strategies

- Advertized park and exhibit in area tourist magazine.
- Met with Tribe regarding Cultural Tours at the park.

#### **TRAIL OF THE COEUR D'ALENES – KATHLEEN DURFEE, PARK MANAGER**

##### Top 5 Items Not Being Addressed or Funded At This Time

1. Map of Trail showing ROW and all property owners
2. Staffing needs for TOC leases and permits
3. Review of TOC leases and crossing
4. Volunteer Sites

##### Customer Service

- Concessions – Western Spirit Cycling
- Group Use Permits – Mine to Vine, Good Sam, GranFondo, Kellogg Kiwanis.
- Posted DEQ project signs along trail, and worked with DEQ to create press packet and release for project.

##### Utilization of Facilities

- Trail Users: 35,894
- Woman Tours Ride, Western Spirit Cycling, Historic Wallace Flea Market (4000 visitors, 81 vendors), MS Ride (225 participants and support team members), GranFondo (200 participants)

##### Park Manager's Report

- Worked with Tribe to complete Special Use Permit for OPDMD.
- During the quarter Park Manager reviewed Avista project with Panhandle Health District; Met with DEQ regarding Page Repository Expansion; Met with IDFG, DEQ, and local sportsman group regarding Gene Day Pond Project; Met with DEQ regarding wetlands project; Met with lease owners regarding leases; and met with various citizens of Harrison regarding boat dock, encroachment and sewer issues.
- Completed Trail inspection with ARCADIS – repairs made to trail.
- Worked with AG and North Region Manager on trail encroachments/permits/leases.

##### Preservation of Natural Resources

- Monitored Avista project near Golconda/Morningside; water project at Enaville; and DEQ wetlands project near Smelterville (stopped wetlands project for not following ICP protocol)
- Removed hazard trees from along trail; monitored tree roots near Kahnderosa Campground/Lane
- ROW remediated by DEQ near Mullan, Osburn.

#### Marketing: Strategy Proposals and Marketing Strategies

- Updated Facebook
- Searching for trail related resale items

#### **HEYBURN STATE PARK – RON HISE, PARK MANAGER**

##### Top 5 Items Not Being Addressed or Funded At This Time

1. Restoration of the historic CCC structures.

##### Customer Service

- Volunteers and hosts have been very helpful and valuable in providing better customer service this year.

##### Utilization of Facilities

- July and August showed increased park use, Hawley's Landing campground was full most days, and Trail of the Coeur d'Alene use was heavy as well.

- The Visitor Center and Hawley's Landing campground were busy all of September. This was the busiest September we can remember.

#### Park Manager's Report

- A lightning storm on July 2 knocked out the pumps at our land application site for the wastewater treatment facility. The total repair bill was over \$15,000 and our insurance will cover the cost.
- A wind storm on the July 20 brought down several trees in the Chatcolet campground. During the storm a boat fire on the St Joe River was also reported. Park staff responded with Coeur d'Alene Tribal police. The fire was minor and no one was hurt. CDA Tribal police towed the boat and its occupants back to Rocky Point.
- Lightning started a fire in the Plummer Creek Drainage on September 9. The fire was in a hard to reach spot. Helicopter drops kept it confined to about  $\frac{3}{4}$  of an acre.
- Wild rice harvesting took place at Benewah Lake September 24. Good crop this year.
- Fish and Game held their annual Youth Waterfowl Hunting Clinic on September 29.
- Portions of Chatcolet Road were resurfaced.

#### Preservation of Natural Resources

- IDL wants to reorganize the resource position allocated to Heyburn with the hopes of making things more efficient for both agencies. The paid resource specialist position will go away, but IDL staff will still work with park staff on projects.
- Several small direct timber sales began in August: mostly cleaning up dead and dying trees.
- One small direct sale finished in September. It was set up to take care of some areas of blow down and disease. Approximately 75,000 board feet of timber was removed.

#### Marketing: Strategy Proposals and Marketing Strategies

- New rental kayaks were purchased for the Rocky Point Marina; within the first few weeks they paid for themselves.
- Ice and firewood continued to be the biggest sellers this summer.

### **MCCROSKEY STATE PARK – RON HISE, PARK MANAGER**

#### Customer Service

- In July park staff made improvements to the camping area at Mission Mountain and at the Fireplace.
- Park Ranger completed several maintenance projects in the park in preparation for hunting season. No hunting is allowed in the park; however, several hunters camp in the park and hunt the areas outside the boundaries.

#### Utilization of Facilities

- During this quarter camping dropped off because of the hot and dry weather
  - A few OHV users hit the trails each weekend.
  - The park had one shelter reservation on July 21.

#### Park Manager's Report

- August was quiet in the park; it was very dry and dusty. The USFS implemented a ban on campfires on their land in the area.

#### Preservation of Natural Resources

- IDL staff began work in July on the next sale in Deep Creek.
- Staff identified areas being affected by Douglas fir bark beetles and is setting up a direct sale to clean up these areas.
- The contractor on the King Valley sale has nearly completed his obligations.

## **HELLS GATE STATE PARK – MARTY GANGIS, PARK MANAGER**

### **Top 5 Items Not Being Addressed or Funded At This Time**

1. Seasonal salary allotment is not sufficient for a park that is open year around.
2. Operations budget is not sufficient for the reasons mentioned above.
3. Reroof the shop, barn, day use restrooms, and both residences.
4. Several maintenance vehicles are in need of replacement.
5. Hells Gate would benefit from a group camp facility.

### **Customer Service**

- The park and discovery center remain open on a daily basis, and the Discovery Center is open daily from 8:00 to 8:00 on weekends and 8:00 to 6:00 during the week. The Jack O'Connor Center is open Tuesday through Sunday, closed on Monday.

### **Utilization of Facilities**

- July and August was busy for camping, day use, and cabins. Most covered shelters were reserved on weekends for family reunions and weddings.
- During the month of August the restroom and shower facility in Cottonwood loop was suddenly closed on a Friday afternoon due to a sewer pump going bad. We were able to locate another pump and have it installed within a week.
- After Labor Day, day use visitation slowed but camping remained steady and stays full on weekends.

### **Park Manager's Report**

- In October permanent staff will return to our "off season" schedule, rotating weekends in order to keep services and office open seven days a week.

### **Preservation of Natural Resources**

- New Park Ranger took on the responsibility of controlling our noxious weed population. He has an excellent background in horticulture and is quite knowledgeable in noxious weeds.
- Park Manager and Assistant Manager attended a Corps of Engineers meeting on a planned bank stabilization project in September.

### **Marketing: Strategy Proposals and Marketing Strategies**

- Hells Gate volunteered to be the first park to promote the IDPR free camping gear program. We set up one site in July with all the amenities necessary for a family to enjoy our park and experience the joy of camping.
- Park purchased a nine-hole disc golf course. The park hopes to install this course south of the discovery center as soon as approval is achieved from the Corps of Engineers.
- Office Specialist is working to organize our upcoming haunted hay ride in late October.

## **WINCHESTER LAKE STATE PARK – MARTY GANGIS, PARK MANAGER;**

### **NITA MOSES, ASSISTANT PARK MANAGER**

### **Top 5 Items Not Being Addressed or Funded At This Time**

1. Unsafe Docks and Piers
2. Boundary Fences are in deplorable shape
3. Outdated Facilities and Infrastructure
4. Park facilities at the day use area at Ponderosa Point needs restructuring
5. The kiosk building is situated in a way where oncoming traffic is not visible

### **Customer Service**

- With additional funding the park has been able to hire more seasonal staff to maintain a regular maintenance schedule creating a cleaner and safer campground and day use area.
- The Ponderosa Point day use area was upgraded by adding a potable water line to our reservable shelter.

#### Utilization of Facilities

- Since July 4 the park has been uncharacteristically quiet. Visitation was down this summer due to an unusual amount of algae growing in the lake in addition to low water levels due to evaporation. Also, Idaho Fish and Game has shut off the power to the aerators located in the lake and have allowed a gravel crew to withdraw water from the lake. This has also made the lake conditions worse this year than years past causing fishermen to go elsewhere.
- September fishing picked up with the cooler temperatures, but sporadic air quality conditions may have kept our typical users away.
- Fires in surrounding areas have created poor air quality conditions. People have been encouraged to stay indoors and travel as little as possible.

#### Park Manager's Report

- Repairs to vehicles and equipment continue. Forklift bars donated to the park by the North Region Construction crew have been modified to fit our backhoe tractor.
- Park Manager and Assistant Manager worked with Region Manager on the new MOU between IDFG and IDPR.

#### Preservation of Natural Resources

- Staff continues to work with the Natural Resource Manager on numerous upcoming projects including the noxious weeds and burn plans. Natural Resource Manager is funding the purchase of spray to help battle the weeds.

#### Marketing: Strategy Proposals and Marketing Strategies

- The new resale display items have been installed and we have been organizing the area to accommodate new inventory. Lack of display area is our next biggest problem and lack of storage area for inventory is a close second.
- Staff has secured a spot in the upcoming *Christmas in the Pines*. This event is held annually in the Winchester Community Center where people from all around set up booths to sell their wares. It is a great place to educate our customers on any upcoming changes within IDPR.

#### **DWORSHAK STATE PARK – MARTY GANGIS, PARK MANAGER;**

##### **CHARLIE CHASE, ASSISTANT PARK MANAGER**

#### **Top 5 Items Not Being Addressed or Funded At This Time**

1. Parking improvement for Sun Shelter.
2. Trail system from Freeman Creek to Three Meadows.
3. New kitchen appliances for Three Meadows.
4. Sand for expanded swimming area. Or square swim dock.
5. Wave attenuator.

#### Customer Service

- In July, Freeman Creek had a great addition to the park when Marine Deputy Gladhart, COE Maintenance Forman Beck, and Park Ranger agreed to put the Elk Creek destination dock at Freeman Creek and attach it to the new Sun Dock that we have for our customers. The large destination dock was removed on August 17, much to the dismay of the park staff and especially the park users.

#### Utilization of Facilities

- Freeman Creek Campground was hopping throughout July; however, things slowed down in August/September due to the Corps of Engineers dropping of the reservoir. The cabins were busy most weekends. Freeman Creek was very busy over the long Labor Day weekend.
- During the quarter Three Meadows was full during the weekends with various groups.

#### Park Manager's Report

- Dworshak State Park lost two valuable employees this July. Both resigned to take full time work at double or triple the pay that we can offer.



- A new water heater was installed in the Three Meadows Manager's cabin with the shower remodel was completed in July.
- The park had problems with cows invading Three Meadows in August due to fencing issues. In August about two miles of fence was repaired west of Three Meadows by Park Ranger and the crew from ICIO. Bovine encroachment has dropped dramatically.
- We started testing to determine how much water we will need from the new well. I am confident that we have many small leaks that need repair before we can get accurate numbers.
- Tragedy struck Saturday of Labor Day weekend, when a young man from Kamiah and attending the University of Idaho, drowned while swimming near Kory's Island. The Corps of Engineers and Clearwater County Sheriff's dive team responded, but it was apparent that the rescue had turned into a recovery.
- The park had to layoff most of the employees by the end of September. Ranger East was still available as are five good part-time employees until mid-October.

#### Preservation of Natural Resources

- In July, Reggear Tree Farms approached us again about taking surplus trees off their hands.
- Watering of the newly planted trees continued throughout August.
- In September we harvested some of the snags in the park for firewood. We were able to fill the wood shed with nicely split mixed species.

#### Marketing: Strategy Proposals and Marketing Strategies

- During the quarter, the sale of ice cream at Freeman Creek was a great success, shirt sales were good, and we sold all the cribbage boards.
- This year, at the Clearwater County Fair and Lumberjack Days parade, our float got second place out of 60 some entries. We gave out 350 spruce, Douglas fir, and Ponderosa pine seedlings. We also had a booth at the Clearwater County Fair building to sell T-shirts and promote the new annual parks passport.

**HEYBURN HIDDEN LAKE FLOAT HOME UPDATE**  
**November 14, 2012**

Following is a time line and basic summary of what has occurred since the May 2012 Board Meeting discussion. The float home lessees have been assessing their options and a summary of their actions to date will be provided at a later date for review and reference as well.

May 8, 2012	Updated Dick Martindale, Panhandle Health District, about Board discussion and direction.
June 12, 2012	Met with Ron Hise and float home representatives to discuss process and needs.
June 26, 2012	Conducted teleconference call with Nancy, Ron, Dave Kimberling (float home representative) and self to determine department support and process.
July 1, 2012	Ron met with the Heyburn State Park Lease Holder's Association officers and discussed float home lease status.
July 7, 2012	Ron attended the annual Heyburn State Park Lease Holder Association meeting where the float home leases were discussed.
July 23, 2012	Met with Dick Martindale, Panhandle Health District, and updated him on status of float homes with respect to Board direction and sewer hookup.
August 3, 2012	Held meeting at Heyburn State Park with float home lessees to discuss lease status and Board direction.
August 15, 2012	Updated Board on float home status.
August 29, 2012	Sent out letter requiring all float home lessees to provide written proof of the annual plumbing inspection as required in their lease and by IDL.
Sept. 21, 2012	Tom Crimmins met with Senator Bob Nonini and two float home lessee representatives to discuss Board direction and what can/needs to be done.
October 18, 2012	Discussed by phone with Dave Kimberling where lessees were with things and the upcoming Board meeting and the benefit of the lessees providing a summary update for the meeting.

*Note: Dave Kimberling and I have exchanged various emails and phone calls and I have provided him various documents to assist in their assessment during this time period.*

**SOUTH REGION QUARTERLY REPORT  
JULY – AUGUST – SEPTEMBER 2012**

**Core Mission:**

To provide a safe and unique experience while preserving, protecting, and enhancing recreation. We interpret natural, cultural, and historic values. To maintain park infrastructure for visitor services and programs, while looking for new opportunities.

**Primary Issues and Concerns**

- Close monitoring of South Region FY13 operating and seasonal budgets
- Preventative maintenance backlog created by limited budgets and staffing
- Creating new opportunities with limited resources
- Starting FY15 budget process (CIN and B.7 equipment needs)
- Open ranger position at Harriman

**SOUTH REGION SERVICE CENTER – GARTH TAYLOR, SOUTH REGION BUREAU CHIEF**

- Monitoring the newly created water district two (Three Island/Bruneau Dunes) haven't had much movement on this but the threat of additional fees will greatly impact these budgets. They indicated we will have to monitor the water forcing us to meter.
- Continue to work on retail sales design and promotion in several parks (Bear Lake and Bruneau).
- Continued planning for Harriman hazard fuels reduction grant award, still waiting on confirmation to extend the length of the grant for another 3 year period before we go out to bid.
- Continue reviewing Workplace Safety policies and procedures, working with the HR officer to get up to speed on the WPS committee progress.
- Monitoring US Fish and Wildlife CCP (Comprehensive Conservation Plan) at Walcott, they have tried to schedule a fall meeting with the land owners/mangers with no success.
- Monitoring the BOR dam work this summer which may impact Walcott operations, the electrical power was shut off a few times creating some unhappy campers.
- Discussion of park classifications and positions for evaluating parks and staffing levels.
- IDAPA chapter 20 review and input for intent and implementation on proposed and temporary rules for the field staff so everyone is on the same page.
- Fremont and Teton County commission meetings to discuss summer Ashton/Tetonia Trail designation, both commissions wanted to keep the current designation as non-motorized in the summer and allow snowmobiles in the winter.
- Tour Ashton/Tetonia Trail with District Six ITD Engineer to discuss partnership and signing agreements.
- End of the season region all staff meeting at Harriman was attended by 60 folks, good meeting and great stories.

**BEAR LAKE STATE PARK – KIRK RICH, PARK MANAGER**

**Top Items at This Time**

1. Large crowds have caused repeated closings and traffic control problems on Saturdays and holidays. We are working on methods to inform the public when park capacity is being reached. We would like to locate a portable programmable roadside sign which could be used to notify "upstream travelers" that the park is full.
2. Because of heavy usage, extra garbage pickups are required on Saturday nights. At this rate we will see an increase in our garbage bill for next season.

3. Restroom capacity has been exceeded at North Beach. The priority for capital development needs to change to reflect this as our highest priority.

#### Park Manager's Report

- Day use continues to exceed any prior year. Saturday's average is 1200 cars and weekdays have reached the 300 car average. Most Fridays now exceed the usage of Sunday. Beaches in the Garden City, Utah area have been closed forcing at least 300 cars each day to find access elsewhere on the lake. Campground and East Beach day use continues to be full on weekends with fair usage throughout the week.
- The Invasive Species Program, now a thing of the past, was closed out with about \$10,500 reimbursed for efforts rendered through mid-July.
- Raspberry Days brought us to overflow levels on not only August 11 but also the following Sunday with over 600 cars.
- Park Manager represented IDPR in Oneida County at the Capital for a Day activity.
- Labor Day weekend had one cool day but was still a good revenue producer. Income for the year exceeds the income of last year by \$5,500.
- Because of demand we left water and electricity on through September; however, we did winterize both boats.
- Marine Deputy Andy Stokes is done for the season. Boating safety checks came to almost 400 boats under a vastly reduced boat safety grant. Two of the park aides assisted on some of the busy days.
- Water level dropped another 15 inches giving us another 150 feet of beach. The drought continues. Maybe next year we will be back to parking on the beach.
- This year we have used a UTV available on a loaner basis through Cache Valley Honda/Yamaha. The vehicle was used mostly for beach cleanup and was especially useful this month as we made a final cleanup.

#### Partnerships

- We have partnerships with Bear Lake, Caribou, and Franklin Counties related to the snowmobile trail grooming. Our contribution is to coordinate and provide an efficient program for the counties involved at a better price than if they were working alone. The advantage to our park is another funding source that keeps people working, shares resources, and improves IDPR image in the region.
- We partnership with the waterways and boat safety programs for Bear Lake County and Sheriff's Office. This is another big funding source which provides for increased boater facilities as well as protection and enforcement. Another win-win situation that benefits the user group and adds to our profile in the region and Rich County in Utah.

#### **BRUNEAU DUNES STATE PARK – STEVE RUSSELL, ASSISTANT PARK MANAGER**

##### Top Items at This Time

1. Adequate water needed for turf areas and trees; seeking additional water rights.
2. Continued battle with noxious weeds in turf areas.
3. Park's older equipment, such as the trucks, gem cars, and mules are wearing out.
4. Requesting additional seasonal funding to cover shoulder seasons.
5. Rehabilitation efforts continue for burn area.

#### Park Manager's Report

- Park had a 400 to 500 acre fire on July 9. Thanks to the efforts of park staff and BLM crew, no structures or campgrounds were lost to the fire. Park was evacuated and closed for one day. Park is working with Keith Jones on fire rehabilitation. Steve Russell and John Frank

met with Robin Homquest of Fish and Game, who may assist with planting equipment for the rehab seeding.

- Park Board visited the park in August to look at the burn area, cabins, and Steele Reese building/observatory.
- We held multiple interpretive programs including scorpion walks, observatory programs, multiple private showings, and 325 students for school programs. We also had our star party with 148 registered participants.
- Final Kick Fun Run had 16 people complete 5K, two people complete 10K, and six people complete the 20K run.
- IDFG continues to monitor fishing in lakes and creel census continues on the lakes by park staff and IDFG. Trying to determine satisfaction and use to justify pumping costs.
- Met with IDFG for help on reseeding project of burn area. Requesting use of equipment.

#### Marketing

- Jeff Eagan spent some time at the park to work on a plan for the retail area in the visitor center.
- New items such as Puzzled and Star Trek were added to resale; and looking into renting sand boards.

#### Partnerships

- We work with Idaho Department of Fish and Game on the fisheries here at the park. We assist them by performing random creel census to find out how our fisheries are doing here. They set up cameras to check on them and electroshock the lakes to see how healthy the fish are. They pay for the power and we maintain the pumping for the recharge project.
- We work with the Boise Astronomical Society to provide volunteers at the observatory. This provides additional staff and expertise on busy nights. They provide approximately 200 hours per year. In doing so we let them utilize our facilities for no charge when they have their Idaho Star Party when they let the general public view through their telescopes. This provides an opportunity for people with an interest in astronomy and helps the society to gain more members.
- We work with the Mountain Home Chamber of Commerce Travel and Tourism committee and keep them informed on what is happening with the park, the department, and in the local community.

### **CITY OF ROCKS/CASTLE ROCKS STATE PARK – WALLACE KECK, PARK MANAGER**

#### Top Items at This Time

1. Vehicle replacements are needed.
2. City of Rocks General Management Planning continues.
3. Castle Rocks Ranch Unit entrance fee station design/development is under way.
4. Castle Rocks pavilion, design/development as requested by master plan.
5. Castle Rocks fishing pond design/development as requested by master plan.

#### Park Manager's Report

- Special events in July included the butterfly count with 17 people attending, the moth count and 15 people attending, and the California Trail tour for Idaho OCTA. August special events included the summer wetlands bird survey with six attending, solar viewing with 39 attending, and star party with 79 attending. In September we held the Falconer's program with attendance of 49; Annual fall trail ride attendance of 19; and the Idaho Mountain Festival with attendance of 175.
- Developed non-binding written agreement with Sheridan regarding minor changes to the recreation easement at Eagle Rock Grove. Crews built pole and post fence around east side to

enlarge wetlands and to provide recreational access to climbing per the Sheridan conservation easement.

- Reviewed, edited, and co-published with photos the CIRO Rim Design Concept Plan (DCP), and appendix of the General Management Plan.
- Pinyon Jay research project continued with birds live trapped, radio-tagged, and tracked with telemetry. A presentation of the project was given to the Cache Peak Civic Association. Story submitted and printed in IDPR newsletter.
- Working through compliance and permit requirement for burying overhead power lines.
- Managing research permits, produced several GIS maps for projects.
- Natural resource crew worked with landowner Zon Lloyd to remove dilapidated fence bordering private property and the California Trail cultural landscape.
- Sent article to watchable wildlife entitled “What Do Birds Tell Us about Healthy Rangelands?”
- Compliance and site surveys for Indian Grove Wetland Fence Project were conducted and a letter was sent to SHPO requesting concurrence with the Finding of No Effects.
- Archeologists from Utah State University conducted surveys at selected projects sites.

#### Marketing

- Communication, interpretation, and social interaction on Facebook: 737 friends at Castle Rocks site, 948 friends at City of Rocks site as of this report. Some single posts have been viewed by over 2,000 people within a few hours. The ability to instantly reach large numbers of park supporters or “friends” with important messages is now possible, and almost viral with a reported combined reach of over 7,000 people
- CIRO welcomed Youth Ambassador on July 6 and 7, and provided lodging (yurt and bunkhouse), climbing experience program, and guidance for his visit, which is directly related to marketing to youth and young families.
- Times News and Channel 11 ran several media stories on CIRO and Castle Rocks.
- Worked with Mary Keating, freelance writer, to promote birding as a park attraction.
- Approved draft designs for 25<sup>th</sup> anniversary logo for City of Rocks, coin, T-shirt, etc.
- Developed lodge package give-away for Savor Southern Idaho marketing event.
- Developed the Backyard Boulders Trail brochure and promoted it as easy, family-friendly.
- Toured JFAC through Castle Rocks Lodge and bunkhouse facilities on September 24.
- Conducted the four-day Idaho Mountain Festival at the ranch unit of Castle Rocks. Over 175 people attended, and revenue from the event is expected to be over \$1,000.

#### Partnerships

- BLM - CIRO and CRSP - strategic planning - success level is low
- Cassia County Road and Bridge Dept. - CIRO roads, special projects - success level is high
- Idaho Fish and Game – CIRO and CRSP - joint research projects, pond development - success level is high
- National Park Service - CIRO planning, funding, project development - success level is very high
- USFS - CIRO and CRSP - planning, managing recreation, joint research projects - success level is good

#### **EAGLE ISLAND STATE PARK – GARY SHELLEY, PARK MANAGER**

##### Top Items at This Time

1. East restroom is too small for the large groups using this side of the park. The existing sewer line is also not to code.
2. New park office remodel/addition construction completed.

3. Artesian well used to supplement clean/cold water to park swimming lake is no longer producing water quantity needed to keep lake clean and safe.
4. Need two small picnic shelters for group use. The two large shelters are often reserved by small groups of 25 people and the larger groups must be turned away. *Funded this fiscal year.*

#### Park Manager's Report

- We are receiving compliments from park visitors concerning how the park looks and how clean the restrooms are.
- Met with dog show and Renaissance Faire coordinators in August and with Run Fido Run coordinators in September to discuss their events.
- Volunteer divers looked at the damaged irrigation intake pipe and box in the lake which needs to be addressed before next spring.
- The park staff used the first overflow parking lot field 14 times this summer. This required at least three park staff to control and maintain.
- Used biological control on Rush Skeleton Weed. Continued to cut noxious weeds (Purple Loosestrife).

#### Marketing

- Continued to compile a list of local businesses to approach for additional events.
- Updated Facebook page and new website.

#### Partnerships

- Ada County Highway District (ACHD): Road and sign assistance.
- Ada County: Work with community service projects.
- Car Park: Installation and maintenance of automated kiosk. Allows visitors to use credit/debit cards for MVEF.
- City of Eagle Chamber of Commerce: Business and event information.
- City of Eagle Fire Department: Emergencies, fire information and assistance, public information.
- City of Eagle: Use of facilities, general information.
- Gem State Disc Golf: Use of disc golf baskets.
- Hart-Davis Ditch Company, Mace-Cat Ditch Company, Seven Suckers Ditch Company, Ballentyne Ditch Company: Field irrigation
- Homeland Security/ISP: Communications information and equipment.
- Idaho Department of Lands: Firefighting equipment and training.
- Idaho Fish and Game: Neighbor, river protection, equipment use, fish stocking information.
- Police Department: Emergencies, law enforcement information and assistance.
- Rex Barrie (Water master): Water use and ditch information.
- Scott Nicholson (grass harvesting and grazing cattle): grass harvesting is additional revenue for park, cattle keep grass cut.
- Talon Event Security: Security for large events, use of security team allows park staff to maintain park.
- Tropical Sno (shaved ice): small concession stand brings in additional revenue for the park.

#### Event Partnerships

- Bob Firman Cross Country Championship: Largest event for the park. Brings in additional revenue for the park.
- Civil War Volunteers: Use of the park for 11 years. Brings in additional revenue during spring season.
- Cyclocross Races (3): Holds events and brings in additional revenue for the park during fall season.
- District Cross Country Races: Holds event and brings in additional revenue for the park.

- Eagle Island Experience: Use of the park for 12 years. Brings in additional revenue during spring season.
- Nike Cross Country Races: Holds event and brings in additional revenue for the park.
- Renaissance Faire: Holds event and brings in additional revenue for the park.
- Run Fido Run: Holds event and brings in additional revenue for the park.
- Trout Unlimited Fly Casting Tournament: Use of park for two years. Brings in additional revenue during spring season.
- Western Riding Club/Southern Comfort Poker Ride: Holds event and brings in additional revenue for the park.

#### **Volunteer Partnerships**

- Church Group Volunteers: Three to four large projects and several smaller projects are completed by church group volunteers per year.
- Eagle Scouts: One to two large projects are completed by Eagle Scout volunteers per year.
- Fresco Art School (formally Arts West): Annual volunteers for a variety of projects.

### **HARRIMAN/HENRYS LAKE STATE PARK – KEITH HOBBS, PARK MANAGER**

#### **Top Items at This Time**

1. Being short on staff this summer and the distance between park units has created a feeling of patching problems, as opposed to fixing problems.
2. Unable to get required extension from Bureau of Homeland Security to proceed with fuels reduction program at Harriman. (It is hoped this issue is near resolution.)

#### **Park Manager's Report**

- Idaho's Youth Ambassador visited Harriman for an overnight stay.
- For the 10<sup>th</sup> year, the Mountain and Strings Chamber Music Retreat was hosted by Harriman.
- For the third time, Harriman hosted the Island Park Community After Hours in August. This event draws local residents to hear from speakers on a variety of subjects with Director Merrill attending.
- The Juvenile Corrections Board met at Harriman to discuss issues concerning their state-wide program and how juveniles from the St. Anthony facility are utilized at Harriman for a variety of service projects. Juveniles from St. Anthony performed service work at Harriman on August 10 and 21.
- Park staff worked with Island Park Mayor Tom Jewell and 16 other eastern Idaho mayors to host the 2<sup>nd</sup> East Idaho Mayors' Meeting at Harriman. Director Merrill attended.
- The final work was completed on the Fish Creek Stream restoration project, which rehabilitated several hundred feet of Fish Creek. This work re-connected abandoned channels and narrowed stream banks to improve water quality and fish habitat.
- IDPR staff and Idaho Fish and Game staff held meetings at Harriman in order to develop strategies to better communicate each agency's needs to each other and to the public.
- Two large culverts were replaced in Harriman through a joint effort by the park, the Henrys Fork Foundation, and the Caribou-Targhee National Forest. The project provides a vast improvement on the failing culverts which were in use and provides better fish passage. Funding for the project was provided by grants.
- Four historic buildings received treatment to the exterior windows which included cleaning, scraping, priming, and painting. The end result of the project was a tremendous improvement.

### **Henrys Lake**

#### **Park Manager's Report**

- It appears the Department of Environmental Quality has granted approval for the septic system required for the campground expansion at Henrys Lake.



- Park staff picked up a life jacket loaner station from the boating program in Boise. The loaner station was installed near the park's boat launch and will be maintained by park staff.
- Park staff began to provide diagnostic work on the fish cleaning station ozonator, due to poor performance. It was determined the best course of action was to return it to the manufacturer for diagnostic work.
- New cabinets for storage were built in the park shop to house tools and supplies.

### **Mesa Falls**

#### **Park Manager's Report**

- Use of the Internet at the Big Falls Inn continues to be good and customers are readily using credit cards for purchases.
- Due to closure at summer's end, price reductions were enacted on items in the park store to reduce inventory prior to closure.

### **Ashton-Tetonia Trail**

#### **Park Manager's Report**

- Park staff worked with two adjacent landowners to secure temporary permits to allow access to private property holdings.
- Trail rangers have reported an increased use of the trail.
- Work continues on evaluating the Bitch Creek Trestle footings. It appears the required 404 permit has been secured.
- Park staff worked with a local bank to transfer a temporary permit for access from a former adjacent land owner to the bank, due to a change of ownership.
- Park staff attended the Teton County Commissioners meeting in Driggs to discuss the possibility of converting use of the Ashton /Tetonia Trail from primarily a non-motorized trail to a motorized trail. The feeling of the commissioners was that it was preferred to remain as a non-motorized trail.

#### **Partnerships**

- Harriman State Park Trail System - Through the use of a Special Use Permit with the Caribou-Targhee National Forest, staff of Harriman State Park maintains and operates a 24-mile non-motorized trail system on both state and federal lands. This trail system accommodates thousands of hikers, bikers, horseback riders, and skiers annually.
- Henrys Lake Invasive Aquatic Species Control - Working the Fremont County Weed Control, Henrys Lake State Park has for several years partnered with the Fremont County weed supervisor to perform boat inspections, boat wash stations, and educational efforts.
- Mesa Falls Recreation Area - Joint management agreement between IDPR and the Caribou-Targhee National Forest for the operation of the Upper Mesa Falls Day Use Area, Big Falls Inn Visitor Center, and the Lower Mesa Falls Overlook. The recreation area serves over 150,000 visitors each year. Revenues generated through the operation of the resale program at the Big Falls Inn provide the needed summer operating funds.

### **LAKE CASCADE STATE PARK – THERESA PERRY, PARK MANAGER**

#### **Top Items at This Time**

1. Shoreline erosion in several of the park's units continues to be a critical need. Contract engineers have developed and submitted bank stabilization for the Big Sage and Sage Bluff units. The related 404 permit is completed. Funding for this project has not been secured.
2. It is necessary to develop a suitable anchoring system for the Sugarloaf handling docks or damage to the system will continue.
3. Park staff continues to work on the Sugarloaf irrigation system. Park staff will work with Development Bureau staff to develop a better intake system.
4. The facilities, especially the office areas, do not meet the needs of the public or the park operation. Creating a suitable and visitor-friendly headquarters is needed.

### Park Manager's Report

- On July 4 the park hosted the annual community fireworks display held in the Van Wyck unit with more than 1,200 day use visitors. All campsites and day use areas were at or near full capacity.
- The park hosted three large bass tournaments at Van Wyck, Sugarloaf, and Poison Creek in July and one in September. The Southern Idaho Sailing Association utilized much of the Big Sage, Sage Bluff, and Blue Heron units during two sailing regattas in July.
- With financial support from the Development Bureau the park was able to hire divers and pump specialist to work on the Sugarloaf irrigation system. We had about one week of suitable water levels on the lake to run the system. The system seemed to work, but a true, extended test of the system was not possible. Finding a more reliable intake method is necessary.
- Well drillers and pump specialist were on site to work on the Poison Creek irrigation system. The well screen was cleaned and reinstalled, and the system was brought on line. Park staff are running the system for the remainder of the season to determine if the amount of water available will effectively operate the system
- The low lake conditions have allowed park staff to work on several ramp areas. Permits from the Corps of Engineers were received for ramp work at Poison Creek and Buttercup ramps. Park staff and South Region Crew started work at Poison Creek under the WIF grant, completing the removal of the non-functioning restroom (and associated lift station), and the concrete ramp approaches. Work will continue through the fall
- Contractors and park staff continued to work on the ADA project. Reclamation has started the inspection process and an IDPR walk-through is scheduled.
- Park staff and the South Region Crew were able to remove the 666 foot log retaining wall located on the shoreline of Huckleberry Campground. The wall presented a significant hazard. It is great to remove this project from our list.

### Marketing

- After several months of planning and effort the park staff provided support to the communities Four Summit Challenge bike event in July, over 600 cyclists enjoyed the event.
- Park staff participated in the Cascade Public Library Summer Reading program; programming and assistance was provided to approximately 90 children, ages 5-12.
- The park is participating in the communities Story Walk program. We will sponsor three different books for the program and will provide shop equipment to develop the story stanchions. The program will begin in May 2013.
- The park supported (time and materials) the community's annual downtown "Chalk on the Walk" event. The event raised more than \$1,600 that will be given to the Cascade schools' art and music department programs.
- Park staff and park volunteers hosted a booth and provided information to more than 350 people during the Valley County Fair.
- The park supported (time and materials) the community's Firewise Garden. The garden presents education information on landscaping techniques and fire prevention in communities adjacent to forested land. This has been a long-term project involving several community partners. The garden was formally dedicated and contributors recognized on September 11.

### Partnerships

- Bureau of Reclamation – Memorandum of Understanding: Long-term agreement for maintenance and operation of recreational sites around Lake Cascade.
- Cascade Visitor Information Depot: The focus is to provide information about area services and recreational opportunities. The Depot is open from mid-June until Labor Day. Seasonal

employee cost was approximately \$6,000 plus park staff time. Partners are Kelly's Whitewater Park and the Cascade Area of Chamber of Commerce.

- Four Summit Challenge Bike Ride: Park staff are members of this community based team that develops and implements a non-competitive bike ride held each July for approximately 500 bicyclists.
- Horizons' Life-style and Education Team: The park staff are active members on this community-based team. The focus is to bring recreational and educational opportunities to the communities. Examples of our involvement include supporting the Firewise Educational Garden, Chalk on the Walk Fundraiser, Music in Van Wyck, Story Walk. This group provides volunteers for many of the park's events as well.
- Variety of partnerships that are event centered and the park is the key coordinator. Example: Idaho Free Fishing Day and Idaho Free Ski Day. The park is involved routinely with groups such as the Chamber of Commerce, Girl Scouts, and Cascade Teen Group.
- Previous years we have had both formal and informal agreements with the Southern Valley County Recreation District to share resources to provide grooming for Nordic skiing. (No agreements are in place at this time.)

### **LAKE WALCOTT STATE PARK – TRAPPER RICHARDSON, PARK MANAGER**

#### **Top Items at This Time**

1. Re-roofing the day use shelters is a development project which is funded this fiscal.
2. Paved trail sections not finished from the previous ADA projects.
3. Extend fence around old office and living compound.
4. Historical CCC walls need extensive repair.

#### **Park Manager's Report**

- Park Manager met with South Region Crew for repair work around the park.
- Electricians worked on the RV transformer panel and upgraded it in July to get us through the rest of the season.
- The wildlife and bird watching has been excellent.
- We had a human-caused fire near the park, on the refuge NE of the boat docks. It was reported at two acres. The task force with two engines and other responders put the fire out quickly and efficiently.
- On September 29 the first ACE RACE disc golf event was held at Lake Walcott. Approximately 30 participants attended.
- Labor Day Weekend was successful with a full, but quiet house.
- The lake stayed at near full pool (>90%) until the last week of September when it began to drop.

#### **Marketing**

- We are selling a lot of disc golf products through the retail area; park ranger is searching for more retail products and trying to find a new ice vendor.
- We have had four disc golf tournaments in 2012.
- The Idaho State Championship held August 18 and 19 had 118 participants from eight states, which ranks it tied for second for the largest disc golf tournament ever in Idaho.
- We continue to get the information out about the Parks Passport Program getting underway. Early feedback has been very positive.

#### **Partnerships**

- The partnership cultivated between IDPR and US Bureau of Reclamation at Lake Walcott State Park is a prime example of what can be accomplished between agencies. Aside from the financial benefits that this partnership provides, both sides have worked well on a variety of projects. Currently, we are working jointly with USBOR to improve the electrical

hookups in the RV campground. Not only have they been supportive in upgrading the facilities, they are working to assist with cost. There is also willingness to alleviate impacts to the park during the current spillway rebuild which shows their dedication to our partnership.

- While on a smaller scale, the partnership between the park and the disc golf community has blossomed into a boon for both the park and disc golfers. Over the past several years volunteers have contributed several hundred hours towards the maintenance of the disc golf course and the entire park. Their contributions have made it possible to turn Lake Walcott into a true disc golf destination.

#### **LAND OF THE YANKEE FORK STATE PARK – DARREL HOPKINS, PARK MANAGER**

##### Top Items at This Time

1. Preparing park for winter season.
2. Staffing levels starting to reflect “winter lows.”
3. Starting to implement elementary school programs in schools – Read with a Ranger, environmental education.

##### Park Manager’s Report

- Successful “Custer Day” event in July with 735 people in attendance.
- Installed security cameras in visitor’s center and museum. This measure was taken to protect artifacts, items of value.
- Tree trimming and planning to locate and fix water line going to parking lot and trees in August 2012 as we currently have no water reaching the parking lot; it was broken and capped in previous years.
- Accepted 30 bricks for donation from Challis citizen for display in museum (from Bayhorse brick mill area)
- We had a very successful “Ride the Bayhorse” event in August. Fewer attendees this year, possibly due to fires in the area with overall attendance at 195.
- Parking lot re-surfacing at both Land of the Yankee Fork and Bayhorse has been completed.
- Custer was evacuated in August due to smoke and Halstead fire movement; artifacts were later removed. In September, artifacts were returned to town site. Wagon and sled remain stored at Yankee Fork visitor center due to large stature. These items to be returned next spring.
- Skylark and Ramshorn work is done. Discussing signage plans and safety.

##### Marketing

- Continuing to advertise/update tourism pages and park Facebook account. Considering holding drawing to reward/encourage individuals to subscribe to park’s page.
- I was invited to speak to Idaho Tourism group meeting in Stanley on October 3 and 4. Also provided tour of Yankee Fork area.

##### Partnerships

- Summer of 2012 – Attended community meetings and incident command planning meetings with USFS, incident command units and others.
- August 27 – Began representation / partnership in Yankee Fork rehabilitation project. Facilitated by Trout Unlimited. This project, which involves river ways restoration for juvenile salmon, is part of the Obama administration’s “America’s Great Outdoors” initiative and involves partnerships with the USFS, BLM, Department of the Interior, the Shoshone-Bannock Tribe, IDPR, Custer County, J.R. Simplot Family, and the Bonneville Power Administration. This project will be used nation-wide to show excellence in partnerships and outdoor restoration efforts. Link to an article covering this meeting:  
<http://www.salmonriveridaho.net/2012/08/yankee-fork-rehabilitation-project.html>

- September 15 – Attended Clayton Historical Society “year-end” meeting. As part of this meeting, I gave the historical society advice on recruiting volunteers, advertising online with low costs, and curating / preserving collection pieces. I also pledged to further partner with the group in 2013, possibly scheduling joint events, directing visitors to visit museums, etc. The society is seeking advice and further partnering given lowered visitation numbers and a declining budget.
- Week of October 22, 2012 – Will be beginning both “Outdoor Enjoyment and Education” and “Read with a Ranger” projects at Challis Elementary. I have been in discussion with teachers at the local elementary school to have staff visit the school throughout the year to either read to children (books with resource protection / environmental themes) or teach about parks, animals, and plants. Interest has been great and scheduling just needs to be finalized. The plan is to read books to younger grades due to attention spans and limited abilities, while older groups will take part in education and interaction.

**LUCKY PEAK STATE PARK – GARY SHELLEY, PARK MANAGER;**  
**SURAT NICOL, ASSISTANT MANGER**

1. Replacement of well house at Spring Shores
2. Automatic irrigation system at Discovery needed.
3. Bank erosion at Spring Shores becoming a problem.
4. Spring Shores master plan needed.
5. Request for additional day use shelters at Sandy Point

**Park Manager’s Report**

- Spudman Triathlon at Spring Shores went very well with no major incidents; the Xterra Triathlon at Sandy Point also went very well for a first time event.
- The 230-acre fire came close to park boundaries in July. Helicopters and tankers were used all day at Spring Shores to stop the fire.
- Sandy Point crew completely rehabilitated the rose garden at Discovery unit. Lots of hard work moving rocks and adding soil.
- New ranger Loring Larsen getting acclimated to IDPR and doing very well.
- USACE did a safety and facility inspection. Waiting for the report, but we did very well.
- Development is getting a ramp/push bar designed and built for the winter docks at Spring Shores. Currently the ramp is available, but we do not have any docks for assistance.
- Started to limit day use hours at Sandy Point in September. We are now closing at 4:00 p.m. on weekdays and closed on weekends.
- Making arrangements for more donated trees for aesthetics and wildlife enhancement.

**Marketing**

Promoting the 2013 annual passports.

**Partnerships**

- Lucky Peak has very close partnerships with the US Army Corps of Engineers (USACE), Ada County Sheriff’s Office (ACSO), and Boise County Sheriff’s Office (BCSO). We work with USACE on a daily basis and very close with ACSO and BCSO during the summer. There is a team approach to all emergencies and incidents at Lucky Peak. All agency personnel assist each other without question and without regards to property lines and jurisdictions. We essentially operate as one entity looking to resolve an issue for the benefit of the public. We are all very careful not to overstep our bounds or enforce agency policies and rules outside our jurisdiction. We pool resources, skills, knowledge, and personnel to address anything that comes up. After a situation is resolved we all review the incident and talk about how could have done things differently and develop protocols if necessary. It is an incredible partnership that gets stronger every year.

- We have other partners that are important, but do not work with on regular basis.  
Ada County Waterways (ACWW) performs maintenance around the lake.  
Atlantic Highway District plows the main road in winter and maintains it in the summer.  
Bureau of Land Management (BLM) is the lead agency in wildfires.  
Jaykers Nursery has supplied over 100 trees and expertise in tree planting/planning.  
Timberline High School TREE Club does clean up and work days for us.  
US Forest Service (USFS) works on fires and information on fire and road closures.

## **MASSACRE ROCKS STATE PARK – KEVIN LYNOTT, PARK MANAGER**

### **Top Items at This Time**

1. Lack of adequate seasonal funding levels
2. Lack of capital improvement funds
3. Lack of adequate operations funding levels

### **Park Manager's Report**

- Two fires burned near and in the park on July 11 and 12 which burned a total of 100 acres of park land over the two days. The BLM, local fire department, and IDPR crews fought the lightning caused fires. A third fire took place on August 8 and burned approximately 11 acres of park land next to Interstate 86. The fire was started by a semi-truck tire that came off the truck and spread sparks along the highway. BLM, IDPR, and Power County firefighters put out the blaze before it could damage any park buildings.
- We are waiting on word from natural resource staff on the possibility of getting native grass seed to rehabilitate the burned rangeland in the park.
- July and August were busy months at Massacre Rocks, with camping, cabins, and day use visitors higher than normal. The above-average heat and below average precipitation continued. The new Boulder Bar disc golf course was finished and the nine-basket ace course has been popular with our overnight guests due to its proximity to the campground and visitor center. The main 18-basket disc golf course had an upgrade with the replacement of the older style baskets on the back nine with new Mach V baskets, a significant improvement over the original baskets.
- September was busy with camping, day use, and boating/fishing use remaining steady throughout the month.
- Park staff constructed water bars on the downhill sections of some of our hiking trails to reduce erosion damage over the fall and winter.
- Our new office hours are 8 a.m. to 12:00 noon, Monday through Friday for the remainder of the year.
- In September we had a main waterline break that was feeding the visitor center. The campground water was shut off only one night. We were able to turn the water on to the campground at 6:30 p.m. the day after we discovered the seep through the parking lot asphalt. Overall, it could have been much worse, but we found the break shortly after digging with a rented machine.

### **Marketing**

- The second annual southern Idaho monthly series disc golf tournament was held at Massacre Rocks on August 11. It was well attended by the local Portneuf Valley disc golf club members. In spite of the heat everyone seemed to have a great time.
- We continue to manage our Facebook page, but no big promotions are going on at this time.

### **Partnerships**

- Boy Scouts of America Grand Teton District Office
- City of American Falls
- City of Rockland

- DGA, Gateway and Discraft Disc Golf
- Greater American Falls Area and Pocatello Chambers of Commerce
- Idaho Department of Fish and Game
- Idaho Department of Transportation
- Melody Murdock, Jewelry maker
- Oregon and California Trail Association
- Pioneer Travel Council
- Portneuf Valley Disc Golf Association
- Power county Highway District
- Power county Sheriff's office
- US Bureau of Land Management
- US Bureau of Reclamation
- US-NRCS, American Falls Office

### **PONDEROSA STATE PARK – RICHARD TAPLIN, PARK MANAGER**

#### **Top Items at This Time**

1. University of Idaho McCall Outdoor Science School (MOSS) future with lease from Idaho Department of Lands (IDL)
2. Kokanee Cove long-term future/planning
3. Peninsula road issues – improving road to point, crack filling and chip sealing paved roads.
4. Paving new bike path around visitor center – needs funding.
5. Erosion control/bank stabilization parks lakefront day use area.

#### **Park Manager's Report**

- July 4 at North Beach was busy, usage capacity implemented, final number around 1,100.
- Restroom soffit project, cabin landscaping, and vehicle shed project completed.
- Park installed a wash station at Lakeview day use to wash off sand and keep out of restrooms; also installed a new emergency exit gate in Peninsula Unit.
- Camping visitation was very good for the summer. Have been closing down campground loops as visitation drops off and to consolidate maintenance.
- Day use visitation was good, hot weather had people coming to the park for functions.
- Very dry fall has created some restrictions on campfires.
- The entrance station drawings have been completed and the bid has been sent out.

#### **Marketing**

- Three events held in park in August: Xterra Triathlon with 101 entries, Mountain Triathlon 75 entries, and Dash and Splash cross-country event with approximately 100 people.
- Worked on McCall area pass brochure for Nordic skiing in McCall area and had a meeting with Chamber representative, Jug Ranch representative, MAP program representative to promote and market area Nordic trails this coming winter season.
- Blue Moon Outfitters summer concession closed down for summer will be setting up their winter concession in October.
- Canoe concession had their best year ever. Will be working with them next spring to try some new ideas.

#### **Partnerships**

- Idaho Fish and Game pond project at North Beach advancing family fishing opportunities.
- IDL – Timber restoration and salvage projects – natural resource management
- Payette Lakes Ski Club, Jug Mountain Ranch – area winter pass and promotion of winter outdoor recreation

- University of Idaho MOSS program – advancing outdoor education and learning opportunities for all ages

### **THOUSAND SPRINGS STATE PARK – DAVID LANDRUM, PARK MANAGER**

#### **Top Items at This Time**

1. Need more staffing; both seasonal and full-time
2. Seal coating of roads and trails needed at Malad Gorge (3.5 miles)
3. Repair structures at Ritter Island (footbridge to water line, houses, barn and sheds)
4. Painting structures at Ritter Island completed (rock house, rock garage, office, and red house)

#### **Park Manager's Report**

- We have had multiple groups of school tours with over 17 buses with a few extra cars.
- Other events include an art festival meeting, Boy Scout camp outs, father/son events at Niagara Springs, Brother Speed Ice Breaker camp out, two weddings, a renaissance group, two library programs, and the Boys and Girls Club tour at Malad.
- We have held two OHV Trainings at Malad Gorge.
- Met with Idaho Power concerning permanent easement on rim above Ritter; this is complete.
- Idaho Deaf and Blind School from Gooding had a day at Niagara with a picnic in June.
- Shelters at Niagara were booked through August.
- Disking of riding arena along with spraying weeds around the out buildings at Billingsley Creek.

#### **Marketing**

- Painting of houses at Ritter Island completed as the first step to allow park to rent facilities.

#### **Partnerships**

- Brother Speed – Campout Niagara Springs, volunteered tree planting, electric work Malad Kiosk, Niagara Springs, and camp Host sites
- Buttons and Bows – Square dancing at Billingsley Creek, they have been mowing Billingsley every week for the last three years
- Department of Water Resources – With help from Neil Farmer we have water monitoring wells at Box Canyon and Malad
- Ducks Unlimited (DU) – Dinner at Billingsley Creek
- Hagerman Chamber - St Patties Fun Run
- Idaho Fish and Game – Installed Osprey nest boxes and Goose boxes in several Parks
- National Park Service (NPS) and National Fish Hatchery (NFH) – School tours for all three units in the same day
- North Side Canal Company – Wetlands above Ritter Island, school tours
- Old Time Tractor Club – Old School farming on Ritter Island
- South Central Idaho Recreation and Tourism Association (SCIRATA) – Debby Dane has been a big partnership for Thousand Springs State Park
- South Idaho Land Trust (SILT) – Ritter's Art and Craft Fair
- The Draft Horse and Mule Club – Planting demonstrations on Ritter Island
- Wendell Chamber – They help on several projects like planting two hundred trees at Billingsley Creek
- Wendell High School – Cross country meet at Niagara Springs

### **THREE ISLAND CROSSING STATE PARK – JOHN FRANK, PARK MANAGER**

#### **Top Items at This Time**

1. Tree replacement at Three Island
2. Paved trails to restrooms need repair



#### Park Manager's Report

- We released two batches of Galerucella Beetles in July for biological control of Purple Loose-leaf.
- Three Island Days were held on August 11.
- Three Island's visitation was steady throughout the summer. The closures in the Trinity Mountain area did increase the parks use and the Labor Day weekend was full.
- Boise State will begin a study at Bruneau and Three Island on the Pallid Bat and they will be returning in May of 2013 to continue studying the "Crossing" area.
- The 6F land exchange with the City of Glens Ferry is now in the finalization stage.

#### Marketing

- The remodeled deluxe cabin is available for rental.
- Garth Taylor, Keith Jones, and John Frank have been researching area(s) that may be suited for establishing a seed farm, possibly at Ritter Island and Three Island.
- The new disc golf course is available for use. A proposed tournament may be scheduled soon and we are also proposing an archery shoot in the park later in the fall.

#### Partnerships

- The Three Island Interpretive Corporation entered into an agreement in 2000 to assist the park with volunteers and to promote the Center. The agreement expired in October 2012. The group has volunteered less than 50 hours, give or take a few, in the past twelve years.

#### **SOUTH REGION CREW – PAUL FAY, FOREMAN**

##### **Eagle Island State Park**

- August - We took time to perform minor maintenance and cleaning to all of the region's equipment after a dusty and smoky season of use.

##### **Harriman State Park**

- July - With the assistance of park staff, we built a set of stairs in the maintenance shop to provide safer access to the loft storage area. We also raised the causeway near Golden Lake to widen access of the trail.
- The Ashton/Tetonia Trail was reworked and graded by the crew's equipment.

##### **Lake Cascade State Park**

- September - Demolished two bathrooms: one at Sugarloaf Campground and the other at the Poison Creek Campground. The project entailed demolition and removal of the bath house buildings, crushing of the bathroom vaults, and backfilling of the holes. We also demolished two concrete dock approaches at the Poison Creek boat launch and removed the debris. We assisted with the removal of broken concrete at the Buttercup boat launch. At Huckleberry Campground, with assistance of park staff, we removed a log retaining wall that had become a safety issue. At the Osprey Point unit we re-graded the parking area for the group yurts.

##### **Lake Walcott State Park**

- July - Repairs to privacy panels for the parks bathrooms were started.
- August - Completed rebuilding the interpretive display that was located in a shelter at the front of the park. The crew rebuilt an outside bulletin board display located at the front of the park. We also placed barrier rocks alongside a park road to prevent travel around an existing speed bump.

##### **Massacre Rocks State Park**

- August - Re-graded the road that leads to a day use area called The North Pole. Installed a barrier fence above the cabins in the lower loop which will help restrict travel to existing trails and prevent off trail travel which is eroding the hill behind the cabins. With the help of park staff, we relocated the living pad at site 27 to be closer in proximity to the actual

campsite. The pad was dug into the hillside and a retaining wall of rock was installed to give the area a natural look and be maintenance free for park staff.

**Thousand Springs State Park**

- July - Ritter Island - We assisted park staff with the excavation of an irrigation riser that had become a safety issue for park staff. A redesigned riser was installed and park staff backfilled the excavated site. The crew also assisted with a repair to the dike containing an irrigation pond on the parks Bonnevill property.

**Three Island State Park**

- July - With the assistance of park staff, finished removal and filling of stump holes resulting from the wind storm in June. We also completed two other projects: an overflow parking area for the lower loops campground and an ATV training area to the side of the day use area—the entrance of which is located across from the new lower loop overflow parking area.

**NATURAL RESOURCE MANAGEMENT PROGRAM REPORT**  
**JULY – AUGUST – SEPTEMBER 2012**

**NATURAL RESOURCES MANAGEMENT PROGRAM, KEITH JONES, PROGRAM MANAGER**

**Mission:** Help protect and enhance the natural resources of Idaho State Parks.

**Goals**

- Assist parks with forest and/or land management activities that promote resource health and safety, while meeting the objectives of the park.
- Assist parks with weed control efforts.
- Protect parks and employees from wildfire hazards.
- Develop a working network with natural resource professionals, partner agencies, and organizations that will benefit IDPR.

**Park Manager's Report**

**Timber Management:**

- Working with FEMA and the Park to coordinate and complete hazard fuels reduction at Harriman. Plan is in place; implementation is scheduled to begin during early winter (2012) or late spring 2013.
- Put together a burn plan for Winchester State Park in cooperation with IDL and the Nez Perce Tribe. Work to be completed in the fall of 2012.
- Working in concert with IDL to plan a direct sale to remove hazard and storm damage timber at Priest Lake, to be completed by May 2013.
- Worked with Park staff to procure seed for fire restoration efforts at Bruneau Dunes.
- Working with the forest service nursery and IDL to work out an MOU to purchase discounted seedlings from the nursery to support restoration/reforestation efforts in the NR parks.
- McCroskey "King Valley" Timber sale will close out this winter. The King valley sale reduced stand density to promote forest health while maintaining species diversity.
- We have set up two more sales in Heyburn: scheduled to be sold summer of 2012 and begin potentially during the winter of 2012 – 2013. This is a continued effort to restore Ponderosa Pine habitat in Heyburn State Park.
- Set up one more direct sale in Farragut's disc golf area in cooperation with IDL. In this area the goal will be to reduce stand density, maintain diversity, and improve recreational opportunities on this site.
- I will be meeting with IDL reps and Heyburn Manager to plan 2013 timber management projects in Heyburn and McCroskey State Parks. I will conduct similar meetings with IDL offices in the Priest Lake, Farragut, and Winchester districts.
- Planning to set up a 70-acre Ponderosa Pine restoration cut "Meadow Marsh II" in Ponderosa State Park with the winter 2013/2014 as harvest target. Upon completion, this sale will tie a continuous band of Ponderosa Pine habitat across the peninsula.
- Representing IDPR as part of a teacher continuing education offering, leading tours through Higgins Point, Farragut State Park, and Heyburn timber stewardship projects.

- Represented the Department as a committee member on the Idaho Firewise program. This program plans and coordinates/promotes wild fire prevention and mitigation programs and curriculum statewide, on public and private land.
- Contracting hazard tree work and plantings to be done at Walcott.
- CPM – Project is complete, final is on 10/25/2012

### **Noxious Weed Management:**

- Coordinating with staff at Hells Gate and local master gardeners of Lewiston to plan and implement the restoration of a portion of Tamany Creek that is overgrown with weeds and blackberries.
- Recommending and planning for parks to focus on “eradication” of weeds in small, high visibility areas versus “control” on a larger scale.
- In coordination with the Inland Empire Cooperative Weed Management area and the Nez Perce tribe, we released biological controls for Canadian thistle at Heyburn, Farragut, and Winchester, as well as for purple loosestrife and rush skeleton weed at Three Island, Thousand Springs, Lucky Peak, and Eagle Island.
- Conducted two cooperative Scotch broom pulling days for Higgins Point in cooperation with county, state, and federal assistance. (August and September 2012).
- Working with staff at Thousand Springs to build a targeted grazing program that will help them manage noxious weeds and restore native grass habitats in the park areas.
- Looking into cost and applicability of setting up strategic grazing plans with managers at Eagle Island, Harriman, and Massacre Rocks to control weeds and encourage growth of native vegetation.
- Represents IDPR as a committee member on the IWCC (Idaho Weed Coordinating Committee). The IWCC plans and coordinates noxious weed awareness and management strategies for Idaho, and helps steer the states cooperative weed management areas.
- Working on a feasibility plan to address shoreline erosion control in the worst areas on park lands on Pend Oreille, Payette, and Cascade Lakes.

**RECREATION RESOURCES BUREAU QUARTERLY REPORT**  
July – August – September 2012

**RECREATION RESOURCES BUREAU, DAVID CLAYCOMB, BUREAU CHIEF**

**Boating Program, David Dahms, Program Supervisor:**

The following is a list of activities that have been recently completed by the Boating Program. This is in addition to the routine tasks of answering questions from the general public and county marine deputies, grant administration, preparation for various training courses, attending county waterways committee meetings, attending user group meetings, and ordering of equipment and supplies.

- ✦ Juelie Traska was hired as the Boat Safety Education Coordinator and started in early August. Juelie has been with IDPR for the past 15 years and served as the Rec Bureau administrative assistant for the past six years. Juelie is very familiar with the program through her previous work experience entering data into the Coast Guard boat accident data base and her involvement in the coordination of program trainings and meetings. During Juelie's past work history she had already had the opportunity to interact with many of the county marine deputies around the state allowing her to hit the ground running. Since starting Juelie has been involved in the installation of several life jacket loaner stations, has certified new boat safety instructors, and attended county meetings to meet new faces.
- ✦ The Marine Tactical Advantage Course was held in Caldwell at Lake Lowell in early September. Ten students attended and feedback from them was outstanding. Representatives of the Intermountain Jet Boat Association (IJBA) volunteered time and boats for the on-the-water portion of the training. IJBA is an extremely important partner for the boating program as they have provided manpower, boats, and volunteer time for a number of training sessions over the past two years. We continue to engage this user group by attending their monthly meetings.
- ✦ As of September 30 there have been 10 confirmed boating fatalities around the state.
- ✦ Additional life jacket loaner stations have been installed this year bringing the total number to 36 around the state. An additional seven stations have been delivered and are awaiting installation. This has been an extremely successful endeavor that has involved many partnerships around the state. In addition to our state parks, we have also partnered with local communities and others such as City of Hayden, City of Post Falls, City of Sandpoint, Army Corp of Engineers, US Forest Service, Bureau of Land Management, and Idaho Power to expand the program. Several stations on American Falls Reservoir have been installed with the assistance from the Hale Family. The family suffered a great loss in 2010 when two family members and two family friends drowned on the reservoir. The family has coordinated manpower and provided life jackets purchased with funds from their memorial fund.
- ✦ Dave Dahms and Dave Claycomb attended the annual conference of the National Association of State Boating Law Administrators (NASBLA) in Mobile, AL. During the conference Dave D. gave a presentation on Idaho's basic water rescue class. This national conference will be held in Boise next year from September 15-18, 2013.
- ✦ In addition to the boat safety education coordinator vacancy, the program also lost a seasonal employee who took a full-time position with another state agency. We are working on getting this position filled as soon as possible.

**Off-Highway Vehicle Program, Troy Elmore, Program Manager:**

Following is a list of activities that have been recently completed by the Motorized Trails Program Staff. This is in addition to the routine tasks of OHV education, trail maintenance, public outreach, and routine correspondence.

- ✦ Hired Nathan Sparks as the North Region Trails Specialist. Nathan is new to IDPR and is an avid trail enthusiast. Nate studied recreation at the University of Idaho and has experience grooming snow at a variety of ski resorts. He enjoys dirt bike riding, mountain

biking and using his snowmobiles to access the backcountry to ski. Nate also spent many years as a river guide.

- ✦ Attended Idaho Trail Machine Association State Ride and board meeting in Burgdorf. The association is struggling with membership and believes that they don't have an equal seat at the table when it comes to USFS travel planning. They discussed the possibility of hiring a lobbyist. IDPR taught a motorbike safety course at the event and engaged in numerous discussions regarding travel planning and program direction.
- ✦ Troy Elmore and Todd Wernex attended the National Off-Highway Conservation Council conference and International Association of OHV Administrators (INOHVAA) annual meeting in Great Falls MT. We gave a presentation on the mapping application and the motorbike/ATV safety cards we are using in our classes. Retired Recreation Bureau Chief Chuck Wells received Administrator Hall of Fame award for outstanding service during his career with IDPR. Troy and Todd met with Sean Harwood, USFS Recreation Lead for Region 4 to discuss the statewide snowmobile challenge cost share agreement. The USFS has expressed an interest in changing the existing document currently in place.
- ✦ Troy Elmore attended the quarterly Interagency OHV Coordinating Committee meeting at IDFG. Attendees included IDPR, IDFG, USFS, BLM and IDL. Updates were given regarding travel planning for BLM and USFS. We passed out the new OHV law enforcement booklets that were very well received.
- ✦ Troy Elmore, Todd Wernex and Jeff Cook inspected the completion of the Bull Creek trail project on the Emmett Ranger District. Grant funds and the IDPR SWECO Trail Cat were used to fix drainage problems, replace culverts and bridges and install a retaining wall on a side-slope. A large portion of the work was completed by Trails Unlimited.
- ✦ Michael Robinson and Blair Geiger participated and assisted in the Bayhorse ATV ride at the Land of the Yankee Fork. Despite smoke from nearby fires, the ride was well attended.
- ✦ Our education program continues to teach classes and attend enthusiast events to help deliver our responsible rider messages. The avalanche awareness class schedule was created and posted on the IDPR website.
- ✦ Attended and participated in the IDPR/IDFG Summit at Harriman State Park. Trails staff attendees include David Claycomb, Jeff Cook, Todd Wernex and Troy Elmore.

#### **Non-Motorized Trails Program, Leo Hennessey, Coordinator:**

The overall mission is to improve non-motorized trail opportunities in Idaho by working with various landowners, user groups, and other relevant parties to facilitate quality recreation opportunities.

- ✦ Provided comments on numerous USFS and BLM travel plans and offered technical assistance to agencies and clubs. Also attended numerous trail meetings and helped with development Idaho's statewide Bike/Ped plan.
- ✦ Assisted Mountain Bike Idaho (MBI) to promote sales of mountain bike vanity license plates. Approximately \$24,000 in income has been generated so far and two trail grants were funded totaling \$11,200.
- ✦ Due to the fire, four of the yurts were closed for about a two-month period resulting in loss of income.
- ✦ Promoted the Idaho City Area trails by speaking across southern Idaho and writing articles to be published in local outdoor magazines.
- ✦ Completed an RTP grant application to brush and sign the entire 56 mile long Idaho City Area trail system.

#### **Outdoor Resource, Jeff Cook, Analyst:**

The following is a list of activities that have been recently completed by the Outdoor Recreation Analyst.

- ✦ Staff made comments on numerous proposed actions. Responses covered Over-Snow Trail Grooming Environmental Assessments, Travel Management Comments for Curlew Deep Creek Area, Land Trades in Owyhee County, and timber sales.

- ✦ The Idaho Department of Fish and Game (IDFG) added the Idaho Trails Application to its Hunt Planner Mapping Application. The IDFG Hunt Planner is now the #1 reference provider to our Idaho Trails Application.
- ✦ Staff gave a presentation on the Idaho Trails Application to the Idaho/Montana Parks and Recreation Association Annual Conference on September 27<sup>th</sup>. The application was well received by the audience and the State of Montana is looking on providing a similar application.
- ✦ Staff is researching how the mapping application might be accessible on portable electronic devices such as tablets and Smartphone's.

**RESERVATION PROGRAM QUARTERLY REPORT  
July - August - September 2012**

**RESERVATION PROGRAM – TAMMY KOLSKY**

**Mission**

The Reservation program's scope of responsibility includes oversight of IDPR's public camping resources, the Agency's statewide retail sales, and the management of the flow of revenue from all field locations and most other revenue sources (with the exception of the Recreation Registration Program and any Federal or grant funding sources). The Reservation Program is responsible for all policies and procedures as they relate to the camping public's interaction with IDPR campsites and facilities.

**Program Manager's Report**

Program Manager has been assigned as the co-project manager for the Idaho State Parks Passport Program and has spent the last quarter actively working on that project.

Areas of Project emphasis for the last quarter have been:

- Provided for reservation program user notification of the changes to fees that will require the payment of MVEF for each night booked. This notification entailed direct mailing a custom Idaho State Park Passport or an MVEF Annual sticker message based upon customers residency to 7003 In State and 6317 Out of State customers. Additionally, custom messages based upon customers' residency were e-mailed to 9,996 In State customers and 15,279 Out of State customers.
- Provided ITD with necessary information as needed to implement the Passport Program into ITD applications.
- Collaborated with ITD on a reporting suite that will meet ITD's capabilities and IDPR's needs for Passport sales reconciliation and statistical reporting.
- Worked with Operations to refine confirmation letter messaging for the addition of MVEF and the removal of extra vehicle fees.
- Worked with the Office of Administrative Rules to publish Temporary Rules that support the Passport Program.
- Worked with the marketing team (GO Jenn (welcome Megan)) on aspects of Passport Marketing and Education.

Program staff emphasis over the past three months has been on the following:

- Created two new discount types for the Idaho State Parks Passport and MVEF Annual sticker holders. These discounts are available to our Internet and Call Center Customers.
- Moved the following discounts to the web:
  - RV License Holder
  - Senior Citizen
  - Disabled Veteran
- Established New Fees in the application that support charging the \$5 per day MVEF.
- Changed all call center agent scripting and policies to incorporate the changes to fees that require the payment of MVEF for each night booked in the event the customer does not have an Idaho State Parks Passport or an MVEF Annual Sticker.
- Worked with RA call center training staff to develop and administer the program to all agents on IDPR's new fees and discounts.
- Changed confirmation letter text to add MVEF and eliminate extra vehicle fee verbiage.
- Changed all booking website text to add MVEF and eliminate extra vehicle fee verbiage.
- Shut down 9 month window reservation processing to allow time for customers to purchase Idaho State Park Passports prior to booking a 2013 stay (2013 reservation processing resumed on October 3<sup>rd</sup>).
- Finalized move to Boise and starting working out of HQ
- Hired Jason Parmentier to replace Jean Allen in Reservation Program (this position is funded by Montana State Parks).



- Hired Phyllis Foster to replace Kara Jeffus in the Reservation Program.
- Hosted the new Montana State Parks Reservation Coordinator for training in Boise in order for Montana to take on more responsibility for the Montana Reservation Program.
- Implemented Point of Sale (POS) for Montana State Parks.
- Regular attendance in Region, Operations, Revenue Processing and Executive staff meetings.
- Providing day to day support for external and internal customers for both IDPR and Montana FWP.
- Ongoing updating the IDPR reservation booking site campsite and facility photos.
- Reviewing call center policies and agent scripting for both IDPR and Montana FWP.
- Monitored call center reservation calls for adherence to IDPR and Montana FWP policy and reservation quality on a regular basis.
- Ongoing refund management in the system for the following:
  - Ensured amounts to be refunded were valid
  - Processed credit card refunds for the call center
  - Submitted all check refunds to fiscal staff for State-issued warrant processing
  - Posted all check refunds with warrant number and date created information into the reservation system.
- Oversaw customer voucher program to ensure that it was being used for its intended purpose.

#### Retail Management

- Monitoring the store database software to ensure policies and procedures put into place are being followed; and that the integrity of the data regarding IDPR retail inventory is accurate. The data integrity is critical in that this is the tool that IDPR uses to:
  - Report an accurate inventory at the agency level on June 30 of each year for the State of Idaho Consolidated Audited Financial Report (CAFR)
  - Determine the value of resale items at all locations for insurance purposes
  - Provide the ability to calculate "inventory shrinkage" (loss, damage, theft, etc.) by site and item
  - Provide the ability to calculate turnover rates on retail items by site, by item, in order to increase net revenue across the agency
- Providing day to day management of entering all new store items for field staff.

## **Reservation Activity Report FY 2013 1st Quarter**

This report provides summary detail on reservation transactions, and site and facility (yurts, cabins and other structures) occupancy.

### **Reservation Tracking**

*The tracking and trending of reservation data is best accomplished by looking at activity from multiple perspectives and timeframes. Proper analysis of this type of data requires understanding of the following elements:*

- *Reservation Windows*
  - *How far in advance customers can book*
  - *How close to arrival date customers can book*
- *Booking Patterns*
  - *How far in advance do customers actually book*
  - *What effect location has on advance bookings*
- *Inventory turnover*
  - *What percent of reservations made are ultimately cancelled*
- *Any external factors that may have impacted bookings*

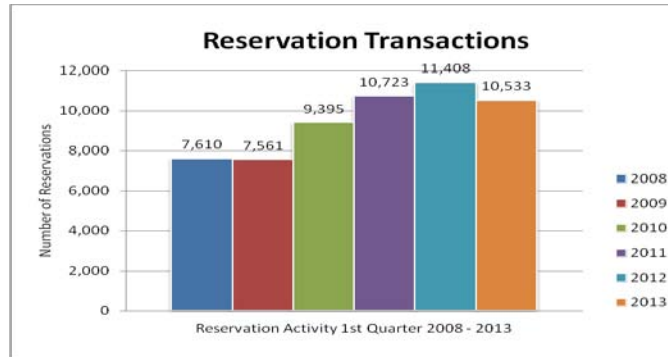
The data presented in this report is for the first quarter (July - September) FY 2013 the data reported is on active non-cancelled transactions and includes a comparison for the last six year's active non-cancelled reservations for trending purposes.

For this quarter reservation processing decreased by 875 reservations with 10,533 reservations processed during the quarter. This represents a -7.67% decrease from 2012 in which 11,408 reservations were processed. Much of this decrease is in all likelihood attributable to fires, air quality and not accepting reservations for 2013.

Reservations processed within the quarter booked 85,007 nights.

The Internet sales channel activity represented 71% of the total reservations booked. This high of internet penetration levels is where we want to be for our next contract negotiations as it is the volume of call center transactions that drive vendor pricing.

The following chart(s) are supplied for FY2013 1<sup>st</sup> quarter activity for trending/monitoring purposes.



Year	Reservations	% of Change
2008	7,610	
2009	7,561	-0.64%
2010	9,395	24.26%
2011	10,723	14.14%
2012	11,408	6.39%
2013	10,533	-7.67%

## Site and Facility Occupancy

*Occupancy information can be a valuable tool for marketing. It assists in better understanding park capacities and additional facility needs. By monitoring occupancy and site type usage patterns, IDPR can better understand and demonstrate the agency's development needs as well as identify any new marketing potential.*

*The tracking and trending of occupancy is best accomplished by looking at activity from multiple perspectives and timeframes. Proper analysis of this type of data requires understanding of the following elements:*

- *Reservation Windows*
  - *How far in advance customers can book*
  - *How close to arrival customers can book*
- *Booking Patterns*
  - *How far in advance do customers actually book*
  - *What effect location has on advance bookings*
- *Any external factors that may have impacted bookings, such as*
  - *Weather*
  - *Fire*
  - *Road Conditions*

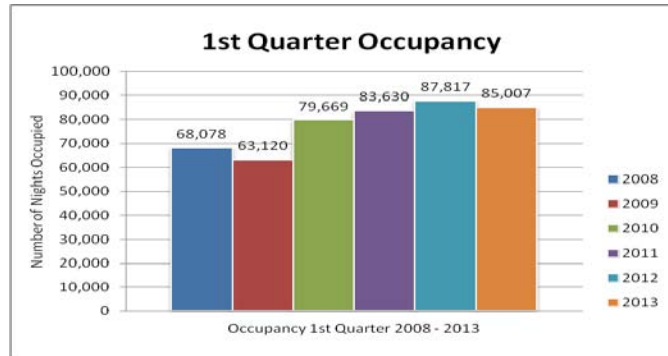
The data contained in this section looks at occupancy for first quarter FY2013 (July - September) It includes information on what percent of occupancy the nights stayed represent by park and by site type. Finally, comparisons are provided for the past six years for trending purposes.

Sixty one (61) % of occupancy for the quarter was from reservations. The remaining thirty three (39) % was the result of walk-ins (first come first serve) camping. This percentage split is typical for this quarter.

This past quarter occupancy decreased from 2011 by 2,810 nights with 85,007 nights stayed. This represents an -3.20% decrease from 2011 which had 87,817 nights camped during the quarter.

Much of this past quarter's decrease may be attributed to environmental factors. This year we have had multiple fires with critical air quality levels. Both Reserve America and the Reservation Program Office received many calls from customers wanting to cancel their reservations due these issues.

The following chart(s) illustrate that overall we are within acceptable trend margins.



Year	Nights	% of Change
2008	68,078	
2009	63,120	-7.28%
2010	79,669	26.22%
2011	83,630	4.97%
2012	87,817	5.01%
2013	85,007	-3.20%

## IDPR Occupancy Jul-Sep

Year	Location	Sites	July		August		September		1st Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Bear Lake	47	899	61.70%	775	53.19%	168	11.91%	1,842	42.60%	2007
2008	Bear Lake	47	868	59.57%	719	49.35%	246	17.45%	1,833	42.39%	2008
2009	Bear Lake	47	1,008	69.18%	780	53.53%	325	23.05%	2,113	48.87%	2009
2010	Bear Lake	47	1,101	75.57%	837	57.45%	298	21.13%	2,236	51.71%	2010
2011	Bear Lake	47	1,069	73.37%	811	55.66%	289	20.50%	2,169	50.16%	2011
2012	Bear Lake	47	993	68.15%	809	55.53%	309	21.91%	2,111	48.82%	2012
2013	Bear Lake	47	0		0		0		0	0.00%	2013
2014	Bear Lake	47									2014
2015	Bear Lake	47	0		0		0		0	0.00%	2015
2016	Bear Lake	47									2016
2017	Bear Lake	47	0		0		0		0	0.00%	2017
2007	Bruneau Dunes	95	274	9.30%	533	18.10%	842	29.54%	1,649	18.87%	2007
2008	Bruneau Dunes	95	424	14.40%	561	19.05%	817	28.67%	1,802	20.62%	2008
2009	Bruneau Dunes	95	609	20.68%	740	25.13%	793	27.82%	2,142	24.51%	2009
2010	Bruneau Dunes	95	623	21.15%	481	16.33%	837	29.37%	1,941	22.21%	2010
2011	Bruneau Dunes	95	664	22.55%	550	18.68%	744	26.11%	1,958	22.40%	2011
2012	Bruneau Dunes	95	372	12.63%	487	16.54%	777	27.26%	1,636	18.72%	2012
2013	Bruneau Dunes	95	0		0		0		0	0.00%	2013
2014	Bruneau Dunes	95									2014
2015	Bruneau Dunes	95	0		0		0		0	0.00%	2015
2016	Bruneau Dunes	95									2016
2017	Bruneau Dunes	95	0		0		0		0	0.00%	2017
2007	Castle Rocks	38	69	5.86%	45	3.82%	139	12.19%	253	7.24%	2007
2008	Castle Rocks	38	80	6.79%	127	10.78%	226	19.82%	433	12.39%	2008
2009	Castle Rocks	38	203	17.23%	140	11.88%	314	27.54%	657	18.79%	2009
2010	Castle Rocks	40	388	31.29%	206	16.61%	350	29.17%	944	25.65%	2010
2011	Castle Rocks	40	427	34.44%	212	17.10%	393	32.75%	1,032	28.04%	2011
2012	Castle Rocks	40	290	23.39%	242	19.52%	385	32.08%	917	24.92%	2012
2013	Castle Rocks	40	0		0		0		0	0.00%	2013
2014	Castle Rocks	40									2014
2015	Castle Rocks	40	0		0		0		0	0.00%	2015
2016	Castle Rocks	40									2016
2017	Castle Rocks	40	0		0		0		0	0.00%	2017

## IDPR Occupancy Jul-Sep

Year	Location	Sites	July		August		September		1st Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	City Of Rocks	64	757	38.16%	684	34.48%	956	49.79%	2,397	40.71%	2007
2008	City Of Rocks	64	611	30.80%	718	36.19%	1,014	52.81%	2,343	39.79%	2008
2009	City Of Rocks	64	969	48.84%	882	44.46%	1,072	55.83%	2,923	49.64%	2009
2010	City Of Rocks	64	1,028	51.81%	955	48.14%	1,057	55.05%	3,040	51.63%	2010
2011	City Of Rocks	64	1,383	69.71%	938	47.28%	1,117	58.18%	3,438	58.39%	2011
2012	City Of Rocks	64	1,028	51.81%	818	41.23%	1,109	57.76%	2,955	50.19%	2012
2013	City Of Rocks	64	0		0		0		0	0.00%	2013
2014	City Of Rocks	64									2014
2015	City Of Rocks	64	0		0		0		0	0.00%	2015
2016	City Of Rocks	64									2016
2017	City Of Rocks	64	0		0		0		0	0.00%	2017
2007	Dworshak	100	1,347	43.45%	747	24.10%	273	9.10%	2,367	25.73%	2007
2008	Dworshak	100	1,374	44.32%	682	22.00%	250	8.33%	2,306	25.07%	2008
2009	Dworshak	100	1,557	50.23%	510	16.45%	313	10.43%	2,380	25.87%	2009
2010	Dworshak	100	1,534	49.48%	657	21.19%	302	10.07%	2,493	27.10%	2010
2011	Dworshak	100	1,635	52.74%	721	23.26%	269	8.97%	2,625	28.53%	2011
2012	Dworshak	100	1,582	51.03%	857	27.65%	323	10.77%	2,762	30.02%	2012
2013	Dworshak	100	0		0		0		0	0.00%	2013
2014	Dworshak	100									2014
2015	Dworshak	100	0		0		0		0	0.00%	2015
2016	Dworshak	100									2016
2017	Dworshak	100	0		0		0		0	0.00%	2017
2007	Farragut	233	6,019	83.33%	5,581	77.27%	1,869	26.74%	13,469	62.83%	2007
2008	Farragut	233	5,734	79.39%	5,543	76.74%	525	7.51%	11,802	55.06%	2008
2009	Farragut	233	6,332	87.66%	6,681	92.50%	2,253	32.23%	15,266	71.22%	2009
2010	Farragut	233	7,333	101.52%	6,988	96.75%	2,013	28.80%	16,334	76.20%	2010
2011	Farragut	233	7,056	97.69%	6,435	89.09%	2,009	28.74%	15,500	72.31%	2011
2012	Farragut	233	6,968	96.47%	6,787	93.96%	2,310	33.05%	16,065	74.94%	2012
2013	Farragut	233	0		0		0		0	0.00%	2013
2014	Farragut	233									2014
2015	Farragut	233	0		0		0		0	0.00%	2015
2016	Farragut	233									2016
2017	Farragut	233	0		0		0		0	0.00%	2017

### IDPR Occupancy Jul-Sep

Year	Location	Sites	July		August		September		1st Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Harriman	5	107	69.03%	80	51.61%	59	39.33%	246	53.48%	2007
2008	Harriman	5	9	5.81%	22	14.19%	56	37.33%	87	18.91%	2008
2009	Harriman	5	90	58.06%	88	56.77%	54	36.00%	232	50.43%	2009
2010	Harriman	16	258	52.02%	129	26.01%	63	13.13%	450	30.57%	2010
2011	Harriman	16	277	55.85%	171	34.48%	85	17.71%	533	36.21%	2011
2012	Harriman	16	222	44.76%	154	31.05%	91	18.96%	467	31.73%	2012
2013	Harriman	16	0		0		0		0	0.00%	2013
2014	Harriman	16									2014
2015	Harriman	16	0		0		0		0	0.00%	2015
2016	Harriman	16									2016
2017	Harriman	16	0		0		0		0	0.00%	2017
2007	Hells Gate	91	1,952	69.20%	1,833	64.98%	1,496	54.80%	5,281	63.08%	2007
2008	Hells Gate	91	1,911	67.74%	1,520	53.88%	1,238	45.35%	4,669	55.77%	2008
2009	Hells Gate	91	2,014	71.39%	1,912	67.78%	1,472	53.92%	5,398	64.48%	2009
2010	Hells Gate	91	2,222	78.77%	2,050	72.67%	1,597	58.50%	5,869	70.10%	2010
2011	Hells Gate	91	2,242	79.48%	2,140	75.86%	1,770	64.84%	6,152	73.48%	2011
2012	Hells Gate	91	1,987	70.44%	1,988	70.47%	1,481	54.25%	5,456	65.17%	2012
2013	Hells Gate	91	0		0		0		0	0.00%	2013
2014	Hells Gate	91									2014
2015	Hells Gate	91	0		0		0		0	0.00%	2015
2016	Hells Gate	91									2016
2017	Hells Gate	91	0		0		0		0	0.00%	2017
2007	Henrys Lake	43	1,066	79.97%	823	61.74%	544	42.17%	2,433	61.50%	2007
2008	Henrys Lake	43	921	69.09%	621	46.59%	659	51.09%	2,201	55.64%	2008
2009	Henrys Lake	43	1,325	99.40%	918	68.87%	775	60.08%	3,018	76.29%	2009
2010	Henrys Lake	43	1,335	100.15%	1,016	76.22%	665	51.55%	3,016	76.24%	2010
2011	Henrys Lake	43	1,313	98.50%	1,000	75.02%	825	63.95%	3,138	79.32%	2011
2012	Henrys Lake	43	1,259	94.45%	868	65.12%	852	66.05%	2,979	75.30%	2012
2013	Henrys Lake	43	0		0		0		0	0.00%	2013
2014	Henrys Lake	43									2014
2015	Henrys Lake	43	0		0		0		0	0.00%	2015
2016	Henrys Lake	43									2016
2017	Henrys Lake	43	0		0		0		0	0.00%	2017



## IDPR Occupancy Jul-Sep

Year	Location	Sites	July		August		September		1st Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Heyburn	128	2,040	51.41%	1,831	46.14%	734	19.11%	4,605	39.10%	2007
2008	Heyburn	128	1,748	44.05%	1,829	46.09%	931	24.24%	4,508	38.28%	2008
2009	Heyburn	128	2,327	58.64%	2,004	50.50%	1,128	29.38%	5,459	46.36%	2009
2010	Heyburn	128	2,634	66.38%	2,327	58.64%	1,015	26.43%	5,976	50.75%	2010
2011	Heyburn	128	2,645	66.66%	2,353	59.30%	1,137	29.61%	6,135	52.10%	2011
2012	Heyburn	128	2,573	64.84%	2,555	64.39%	1,066	27.76%	6,194	52.60%	2012
2013	Heyburn	128	0		0		0		0	0.00%	2013
2014	Heyburn	128									2014
2015	Heyburn	128	0		0		0		0	0.00%	2015
2016	Heyburn	128									2016
2017	Heyburn	128	0		0		0		0	0.00%	2017
2007	Idaho City Backcountry Yurts	5	29	18.71%	18	11.61%	30	20.00%	77	16.74%	2007
2008	Idaho City Backcountry Yurts	5	34	21.94%	39	25.16%	26	17.33%	99	21.52%	2008
2009	Idaho City Backcountry Yurts	5	40	25.81%	60	38.71%	22	14.67%	122	26.52%	2009
2010	Idaho City Backcountry Yurts	5	38	24.52%	23	14.84%	25	16.67%	86	18.70%	2010
2011	Idaho City Backcountry Yurts	5	83	53.55%	62	40.00%	61	40.67%	206	44.78%	2011
2012	Idaho City Backcountry Yurts	5	126	81.29%	73	47.10%	8	5.33%	207	45.00%	2012
2013	Idaho City Backcountry Yurts	5	0		0		0		0	0.00%	2013
2014	Idaho City Backcountry Yurts	5									2014
2015	Idaho City Backcountry Yurts	5	0		0		0		0	0.00%	2015
2016	Idaho City Backcountry Yurts	5									2016
2017	Idaho City Backcountry Yurts	5	0		0		0		0	0.00%	2017
2007	Lake Cascade	171	2,270	42.82%	1,780	33.58%	474	9.24%	4,524	28.76%	2007
2008	Lake Cascade	171	2,174	41.01%	1,865	35.18%	194	3.78%	4,233	26.91%	2008
2009	Lake Cascade	171	4,175	78.76%	2,735	51.59%	1,292	25.19%	8,202	52.14%	2009
2010	Lake Cascade	171	4,105	77.44%	2,663	50.24%	1,045	20.37%	7,813	49.66%	2010
2011	Lake Cascade	171	4,902	92.47%	3,347	63.14%	1,613	31.44%	9,862	62.69%	2011
2012	Lake Cascade	171	4,899	92.42%	3,341	63.03%	1,250	24.37%	9,490	60.32%	2012
2013	Lake Cascade	171	0		0		0		0	0.00%	2013
2014	Lake Cascade	171									2014
2015	Lake Cascade	171	0		0		0		0	0.00%	2015
2016	Lake Cascade	171									2016
2017	Lake Cascade	171	0		0		0		0	0.00%	2017

## IDPR Occupancy Jul-Sep

Year	Location	Sites	July		August		September		1st Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Lake Walcott	23	395	55.40%	397	55.68%	171	24.78%	963	45.51%	2007
2008	Lake Walcott	23	255	35.76%	195	27.35%	265	38.41%	715	33.79%	2008
2009	Lake Walcott	23	336	47.12%	321	45.02%	359	52.03%	1,016	48.02%	2009
2010	Lake Walcott	23	631	88.50%	412	57.78%	309	44.78%	1,352	63.89%	2010
2011	Lake Walcott	23	656	92.01%	517	72.51%	350	50.72%	1,523	71.98%	2011
2012	Lake Walcott	23	591	82.89%	476	66.76%	374	54.20%	1,441	68.10%	2012
2013	Lake Walcott	23	0		0		0		0	0.00%	2013
2014	Lake Walcott	23									2014
2015	Lake Walcott	23	0		0		0		0	0.00%	2015
2016	Lake Walcott	23									2016
2017	Lake Walcott	23	0		0		0		0	0.00%	2017
2007	Massacre Rocks	42	420	32.26%	512	39.32%	320	25.40%	1,252	32.40%	2007
2008	Massacre Rocks	42	469	36.02%	400	30.72%	171	13.57%	1,040	26.92%	2008
2009	Massacre Rocks	42	609	46.77%	464	35.64%	402	31.90%	1,475	38.17%	2009
2010	Massacre Rocks	42	596	45.78%	473	36.33%	389	30.87%	1,458	37.73%	2010
2011	Massacre Rocks	42	557	42.78%	488	37.48%	451	35.79%	1,496	38.72%	2011
2012	Massacre Rocks	42	464	35.64%	445	34.18%	324	25.71%	1,233	31.91%	2012
2013	Massacre Rocks	42	0		0		0		0	0.00%	2013
2014	Massacre Rocks	42									2014
2015	Massacre Rocks	42	0		0		0		0	0.00%	2015
2016	Massacre Rocks	42									2016
2017	Massacre Rocks	42	0		0		0		0	0.00%	2017
2007	Ponderosa	186	4,617	80.07%	3,711	64.36%	902	16.16%	9,230	53.94%	2007
2008	Ponderosa	186	4,389	76.12%	4,339	75.25%	1,295	23.21%	10,023	58.57%	2008
2009	Ponderosa	186	4,840	83.94%	4,168	72.29%	1,689	30.27%	10,697	62.51%	2009
2010	Ponderosa	186	5,047	87.53%	4,224	73.26%	1,649	29.55%	10,920	63.81%	2010
2011	Ponderosa	186	5,129	88.95%	4,347	75.39%	2,008	35.99%	11,484	67.11%	2011
2012	Ponderosa	186	5,116	88.73%	4,562	79.12%	1,803	32.31%	11,481	67.09%	2012
2013	Ponderosa	186	0		0		0		0	0.00%	2013
2014	Ponderosa	186									2014
2015	Ponderosa	186	0		0		0		0	0.00%	2015
2016	Ponderosa	186									2016
2017	Ponderosa	186	0		0		0		0	0.00%	2017

## IDPR Occupancy Jul-Sep

Year	Location	Sites	July		August		September		1st Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Priest Lake	151	4,155	88.76%	4,011	85.69%	1,289	28.45%	9,455	68.06%	2007
2008	Priest Lake	151	3,807	81.33%	3,992	85.28%	1,001	22.10%	8,800	63.35%	2008
2009	Priest Lake	151	4,107	87.74%	4,011	85.69%	1,645	36.31%	9,763	70.28%	2009
2010	Priest Lake	151	4,319	92.27%	4,167	89.02%	1,330	29.36%	9,816	70.66%	2010
2011	Priest Lake	151	4,274	91.31%	4,361	93.16%	1,683	37.15%	10,318	74.27%	2011
2012	Priest Lake	151	4,066	86.86%	4,242	90.62%	1,604	35.41%	9,912	71.35%	2012
2013	Priest Lake	151	0		0		0		0	0.00%	2013
2014	Priest Lake	151									2014
2015	Priest Lake	151	0		0		0		0	0.00%	2015
2016	Priest Lake	151									2016
2017	Priest Lake	151	0		0		0		0	0.00%	2017
2007	Round Lake	51	1,059	66.98%	1,063	67.24%	382	24.97%	2,504	53.37%	2007
2008	Round Lake	51	1,282	81.09%	1,276	80.71%	110	7.19%	2,668	56.86%	2008
2009	Round Lake	51	1,354	85.64%	1,321	83.55%	404	26.41%	3,079	65.62%	2009
2010	Round Lake	51	1,485	93.93%	1,315	83.18%	383	25.03%	3,183	67.84%	2010
2011	Round Lake	51	1,417	89.63%	1,415	89.50%	438	28.63%	3,270	69.69%	2011
2012	Round Lake	51	1,422	89.94%	1,375	86.97%	453	29.61%	3,250	69.27%	2012
2013	Round Lake	51	0		0		0		0	0.00%	2013
2014	Round Lake	51									2014
2015	Round Lake	51	0		0		0		0	0.00%	2015
2016	Round Lake	51									2016
2017	Round Lake	51	0		0		0		0	0.00%	2017
2007	Three Island Crossing	82	1,117	43.94%	1,196	47.05%	1,233	50.12%	3,546	47.00%	2007
2008	Three Island Crossing	82	1,149	45.20%	1,189	46.77%	540	21.95%	2,878	38.15%	2008
2009	Three Island Crossing	82	1,466	57.67%	1,190	46.81%	1,362	55.37%	4,018	53.26%	2009
2010	Three Island Crossing	82	1,550	60.98%	1,132	44.53%	1,324	53.82%	4,006	53.10%	2010
2011	Three Island Crossing	82	1,532	60.27%	1,140	44.85%	1,349	54.84%	4,021	53.30%	2011
2012	Three Island Crossing	82	1,254	49.33%	1,178	46.34%	1,499	60.93%	3,931	52.11%	2012
2013	Three Island Crossing	82	0		0		0		0	0.00%	2013
2014	Three Island Crossing	82									2014
2015	Three Island Crossing	82	0		0		0		0	0.00%	2015
2016	Three Island Crossing	82									2016
2017	Three Island Crossing	82	0		0		0		0	0.00%	2017

## IDPR Occupancy Jul-Sep

Year	Location	Sites	July		August		September		1st Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Winchester Lake	69	926	43.29%	715	33.43%	344	16.62%	1,985	31.27%	2007
2008	Winchester Lake	69	362	16.92%	250	11.69%	68	3.29%	680	10.71%	2008
2009	Winchester Lake	69	773	36.14%	541	25.29%	395	19.08%	1,709	26.92%	2009
2010	Winchester Lake	69	1,289	60.26%	888	41.51%	520	25.12%	2,697	42.49%	2010
2011	Winchester Lake	69	1,400	65.45%	956	44.69%	601	29.03%	2,957	46.58%	2011
2012	Winchester Lake	69	1,098	51.33%	884	41.33%	538	25.99%	2,520	39.70%	2012
2013	Winchester Lake	69	0		0		0		0	0.00%	2013
2014	Winchester Lake	69									2014
2015	Winchester Lake	69	0		0		0		0	0.00%	2015
2016	Winchester Lake	69									2016
2017	Winchester Lake	69	0		0		0		0	0.00%	2017

1st Quarter for the Year	Total Nights Occupied for Year	% Sites Occupied for Year	% Change Over Previous
2007	68,078	45.57%	NA
2008	63,120	42.25%	-7.28%
2009	79,669	53.32%	26.22%
2010	83,630	55.53%	4.97%
2011	87,817	58.31%	5.01%
2012	85,007	56.44%	-3.20%

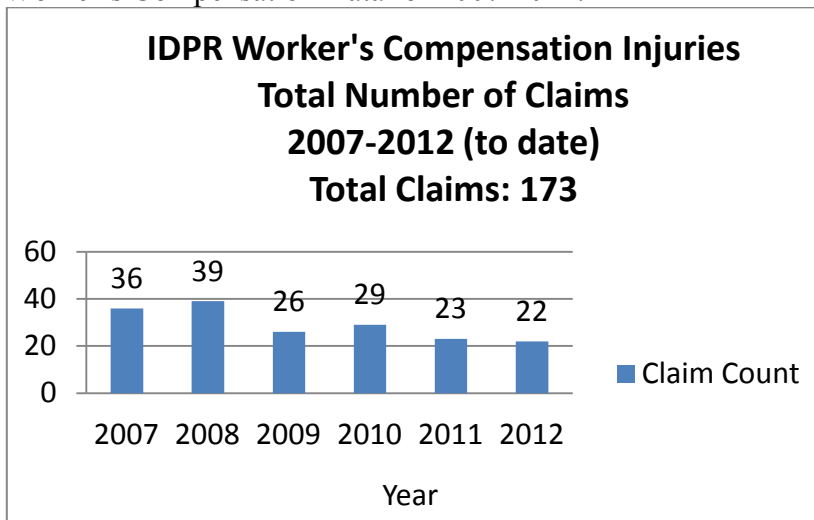
## HUMAN RESOURCE REPORT

November 2012

**HR Unit's Mission:** IDPR's human resources program strives to provide the best in human resource management by recruiting highly qualified candidates as well as diverse and motivated volunteer candidates and works to maintain a work environment that is safe, respectful of each individual and clear in expectations.

### **HUMAN RESOURCES: Kristy Bobish-Thompson, Human Resource Officer**

- Assist management with interviews for vacant positions.
- Serve on the statewide Green Team (HR Managers collaboration on best practices).
- Monitor positions to determine need for reclassifications.
- Conduct Exit Interviews for employees leaving the agency.
- Monitor and analyze Turnover data for trends, retention strategies.
- Assisted Director, Deputy Director and Fiscal Officer to implement zero-based budgeting. (Betsy Johnson)
- Implemented first round of salary adjustments for 38 staff members to bring adjustments to:
  - 70% for 0-1.9 years
  - 73% for 2-4.9 years
  - 75% for 5-7.9 years
  - 78% for 8+ years
- HR policies are up-to-date, will continue to monitor and update as needed.
- Manage the Department's Random Drug Test program.
- Serve as the administrator and help desk support for the Incident Reporting System (IRS).
- Continue to manage the Workplace Safety Team including the Deputy Director, Region Managers, Recreation Bureau Chief, Fiscal Officer and Human Resources Officer. Implementing direction and infrastructure established by original Safety Committee, including policy revision, local Safety representatives in each park and program, Worker Comp and Incident Report monitoring, regular training and information dissemination.
- Monitor Worker's Compensation claims and provide coordination among employees, management, and State Insurance Fund for progress and return to work information. Provide agency update on Worker's Comp and general safety information at region meetings and Director's newsletter.
- Worker's Compensation Data for 2007-2012:



- **CURRENT VACANCIES:**

- **North Region**

- ❖ Office Specialist 2, Priest Lake – Sandy McQuarrie will retire in December, interviews scheduled for 10/29 and 10/30.

- **South Region**

- ❖ Office Specialist 2, Harriman – Darla Cutler retired 10/20.

**VOLUNTEER PROGRAM: Kathryn Hampton, Volunteer Services Coordinator**

**2012 Volunteers Made a Difference to Idaho State Parks in These Ways:**

- Dworshak volunteers, John & Betty Olson educated and entertained over 160 park customers with their astronomy programs. John is also a talented photographer and photo-documented hundreds of flora and fauna species in the park.
- Bill Piggott, volunteer at Heyburn, also put his extensive photography skills to work snapping over 500 shots of “people in action”. Many of his photos have already been used in park reports and brochures, in the IDPR cookbook, in the Director’s newsletter, and as part of the Idaho Passport promotions.
- Volunteers at Priest Lake sprung into action immediately before and after the early season wind event that took out hundreds of trees. Volunteers went campsite-to-campsite warning visitors to move to safer ground. Several groups of volunteers also assisted with the extensive clean-up efforts.
- Volunteers and park staff at Farragut responded to a statewide Amber Alert when a child suspiciously disappeared from the park. Park staff complimented their entire group of hosts who communicated flawlessly throughout a tense situation.
- William Cunningham used his talents to route and burn wood information/educational signs for Priest Lake.
- To keep peace at the boat launch area at the Freeman Creek area of Dworshak Reservoir, Chet & Ann Bettcher provided stellar customer service by shuttling boat owners to/from the ramp and helping launch & retrieve boats from May through September.
- Campground Hosts at Bruneau Dunes acted in partnership with park staff to swiftly put into motion the park evacuation plan and ensure the safety of customers in the park when wildfires started within park boundaries.
- Campground Hosts, Bill/Joan McGraw and Don/Mabel Gray put their best “verbal-judo” skills to work at Hells Gate to de-escalate situations with difficult customers.
- Hundreds of volunteers were first-responders in every park in our system to wildfires, drowning incidents, lost children, dog vs. dog and dog vs. human bites, auto accidents, and boating accidents.

**Comments taken from 2012 Volunteer Experience Feedback Forms:**

- Tim & Renee Belton—“Thank you for allowing us to volunteer in your great park system and enjoy Idaho’s fantastic natural resources. Matt Linde (Ponderosa, Asst. Mgr.) was our volunteer coordinator and did a fantastic job.” “Ms. Bryant (Terri, Ponderosa Ranger) should be commended for keeping the interpretive naturalist program alive at Ponderosa. The program has had its funding eliminated and she has taken it on herself to keep this important form of communication functioning.”
- John & Elaine McElwaine—“Errin (Bair, Farragut Ranger) was terrific. When we called for info she always got back to us in a timely manner. She’s great to work with.” “Great park. We are proud to be a part of the Farragut volunteers.”

		Total Losses			
	Claims Count	Total Compensation	Total Medical	*Total Losses	# Current Open Claims
2007	36	\$38,201	\$85,852	\$124,054	0
2008	39	\$136,774	\$145,920	\$282,695	0
2009	26	\$61,265	\$165,862	\$238,446	1
2010	29	\$32,298	\$177,965	\$244,580	1
2011	23	\$25,799	\$135,258	\$239,694	3
2012	22	\$1,232	\$51,841	\$93,014	11

\*Total Losses figures do not include reserves which are costs set aside for ongoing claims.

### **PAYROLL & RECRUITMENT: Denice Gardner, Personnel Technician**

- Maintain payroll and benefit services for all employees, process new hires and separations as well as any demographic changes throughout the year.
- Continue to provide information to management and staff concerning budget, work hours, salaries, etc.
- Coordinate the recruitment process and assist with interviews, reference checks and new hire processes.

- HIRES during the last three months:

- 

#### **South Region**

- ❖ Lucky Peak, Ranger – Loring Larsen – new hire to replace Ken Blake.
- ❖ Harriman, Asst. Manager – Bob Hirnyck – promoted to replace Jodi Vincent who resigned in September.

#### **North Region**

- ❖ Administrative Assistant 1 - Tami Delgado – new hire to replace Georgia Suchocki who retired 10/31/12.

#### **Headquarters**

- ❖ Building Facility Maintenance Foreman – Ken Blake, hired to replace Jason Parmentier who accepted a seasonal position with Reservations.
- ❖ Financial Officer – Steven Martin – new hire to replace Tamara Humiston who was promoted to Deputy Director.
- ❖ Human Resource Officer – Kristy Bobish-Thompson - new hire to replace Betsy Johnson who retired in August.
- ❖ Project Coordinator – Megan Godwin – new hire
- ❖ Administrative Assistant 1, Recreation Bureau – Jessica Solis – new hire to replace Juelie Traska who was promoted.
- ❖ Office Specialist 2, Registrations – DeEtta Petersen – new hire to replace Alisha Spoor who resigned in August.

#### **Recreation**

- ❖ North Region Trails Program Specialist - Nathan Sparks – new hire to replace Marc Hildesheim who resigned in August.

## Communications / Marketing / Special Projects

November, 2012 Board Report

### Accomplishments / Tasks Underway

#### ❑ Marketing / Advertising

- Most agency marketing and advertising focus has been shifted to meet the needs of the Passport Program
- Evaluation still underway of park and program plans and successful implementation of action items
- The Communication Program requested additional funding in the next budget cycle to assist parks in meeting their specific marketing and revenue generating goals.
  - Examples might include providing start-up funding for small lake or beachside retail programs, funding for presence at regional trade shows, ad placement or printed promotional materials.

#### ❑ Idaho State Park Passport

- Governor purchased first Passport / Press Conference
- Working with Idaho State Broadcasters Association on first quarter advertising opportunity
- Brainstorming DMV incentive program to increase sales
- Marketing plan in execution phase, please refer to the provided comprehensive *Marketing Plan Execution Report*.

#### ❑ Idaho Youth Ambassador Program

- 2012 Program came to a close
- Idaho's Ambassador was recognized nationally
- Solicitation underway for new 2013 Youth Ambassador
- The program, aimed at capturing the attention of youth using visual and social media has proven to be well received and will continue into 2013/2014.

#### ❑ Branding

- All parks and programs have new, Ward Hooper designed logos and are working to incorporate the brand into all park and program related items, informational and outreach materials
- Branded merchandise in nature stores is desired next-step
- Most IDPR vehicles have new IDPR logos. The website further advertise our agency's new look.

#### ❑ Social Media

- All parks and program Facebook pages are up and running and feed directly into the new agency website, providing an opportunity for staff to communicate current activities and conditions in real-time. Customers are enjoying this feature.
- Most parks and all programs are doing an incredible job keeping their information current and building their "following".



- Facebook is proving to be a great advertising tool and we hope to better utilize its strength in filling occupancy gaps, shoulder season with periodic blasts about vacancy.
  - Social Media Promotional Plan is being created.
  - Intend to work with HR in the near future to create standing policy for social media use
- ❑ **Idaho Parks and Recreation “Welcome Kits” (All agency informational guide)**
    - Gearing up to begin changes for the 2013/2014 information
    - DMVs are using this free promotional piece as an informational take-away and providing them to customers with every Passport sold
- ❑ **Idaho History in Idaho State Parks Classroom Kits**
    - Invited to three fourth grade classrooms in October to present on Idaho’s State Parks and their tie-in to Idaho history.
      - Will be modifying the current IDPR Classroom Kits and curriculum to make them available once again for use in Idaho Fourth Grade classrooms ongoing.
- ❑ **OHV Outreach “Stay on Trails” Campaign**
    - [www.idaho-ohv.org](http://www.idaho-ohv.org)
      - IDPR will sponsor the 2013 grant application to help ensure funding and continuation of this important informational campaign
- ❑ **Explore Your Parks**
    - The North Face (TNF) supplied camping equipment to establish a “first time camper program”: Hells Gate / Priest Lake
      - We will work to fine-tune this program for more success and participation in 2013
- ❑ **Miscellaneous**
    - Park N Ski brochure update for re-print
    - Continue to handle all agency-related information requests (public information act) and serve as primary media contact
    - Misc. website modifications
    - Misc. agency news releases, web postings
    - Continue to handle special projects as assigned – presentations, talking point needs, speeches, graphics, website updates

## **Project Coordinator – Megan Godwin**

November, 2012 Board Report

### **Accomplishments / Tasks Underway**

#### **❑ Idaho State Park Passport Launch**

- Supporting marketing and communication efforts as needed
  - Sending request for radio interviews statewide, resulting a prime-time interview on KBOI and a forthcoming interview with KBSU.
  - Wrote and submitted short feature stories describing the passport for non-profit newsletters.
  - Disseminated remaining RV direct mail pieces to RV dealerships.
  - Tracking and recording media coverage.
  - Ongoing collateral collection for DMV orders, assisting with packaging and shipping of those materials.

#### **❑ Park Perks Project**

- Created one-pager document describing program.
- Coordination with Rick Just, Karen Ballard, and Peg Owens in which Commerce staff agreed to allow us access and use of their database tool to manage Perks providers.
- Provided initial guidance to Commerce and Drake Cooper regarding our requirements for database forms
- Peg Owens and Megan will be facilitating coordination between IDPR, Drake Cooper and Commerce to discuss how database will populate information to IDPR site
- Presented a program brief to Region staffs
- Once database tools are in place, participant recruitment phase will begin, anticipate this to be mid-November.

#### **❑ Seeking Additional Partners/Sponsors**

- David Landrum (Thousand Springs) identified Idaho Dairymen's Association as a potential partner during a park visit
  - I am drafting a short proposal that will include several ways in which IDA and IDPR could establish a partnership.
  - David Landrum and I will present the proposal to IDA Director Bob Naerebout in November.
- Drafted a rough 3, 6, and 12- month action plan for pursuing two local and two national corporate partners.
- Director Merrill passed along an exciting grant opportunity called "The Explorer Grant" requiring that we partner with a non-profit
  - I contacted Kendra Witt-Doyle of Be Outside Idaho and together we identified an approach that would work for IDPR and Be Outside, Idaho.
  - I wrote the language of the grant, Kendra Witt-Doyle submitted the application.
  - If awarded, the grant will be used to create a "Winter Youth Explorer Daycamp" – Wallace Keck of City of Rocks has indicated interest in hosting.

- Announcements of recipients will be made in early December.
  - Park managers, Jenn Okerlund and myself worked to identify a list of private Idaho companies with whom we might be able to partner.
    - Next step is to create an action plan that identifies our specific needs and details who, when, where, why and how we decide to approach which group.
  - Travis Taylor of Lake Walcott State Park believes there is a strong potential to partner with the Disc Golf Association to create new courses at discounted costs. He is providing me with his contact there.
  - Our partner in identifying and soliciting potential national partnerships (Good Solutions Group) is currently experiencing a transition in staff, our contact has left the company. We look forward to establishing a relationship with her replacement.
  - Gathering information about potential grant opportunity provided by the Women's Gift Alliance of Kootenai County for 2014, valued at ~\$20,000.
- ❑ **Retail Refresh**
  - Created rough draft of a plan that outlines new retail recommendations and procedures.
  - Met with Jim Thomas, scheduled meeting with Jeff Egan to discuss my role in the retail renovations project.
  - Met with reservations team to identify reporting tools available within Reserve America that will help retail store managers maximize profits – more information available within the rough.
  - Participated in a full store inventory at Harriman State Park, gained a clear insight into challenges faced by park staff and reservations team, including inventory management.
  - Next steps: Obtain plan/timeline approval, begin to establish park retail teams.
- ❑ **Idaho at 150 Celebration**
  - Serving as IDPR representative for this project, which is led by Idaho State Historical Society
  - Identified ways in which IDPR can participate in a meaningful yet sensible way
    - “150 Miles for 150 Years” – create a downloadable log, posted to the website. Users of the Ashton - Tetonian trail, CDA Parkway or Trail of the CDAs can download and track their trail use throughout the year. If they complete 150 miles within the trail, they receive a certificate.
    - “A Moment in Time” PSAs – Rick Just to write/record PSAs describing historical moments at Idaho State Parks, submit to radio statewide.
    - Idaho at 150 Retail – Serving on retail committee, will make retail offerings available for IDPR retail spaces to order, if they desire.
- ❑ **First Day Hikes**
  - First Day Hikes was extremely successful in 2012, with over 500 participants.
  - First Day Hikes will take place on January 1, 2013.
    - Eagle Island indicated interest in holding their second annual event.
    - Hell's Gate State has also committed to participating.
      - Contacted Zamzows and Idaho Potato Commission regarding potential partnerships for event.

- Eagle Island presented with a certificate at South Region Meeting for their contributions to the 2012 event.
- **Website**
  - Serving as the liaison for the Recreation staff for all website needs
    - Spend about 4-5 hours a week on average on some of the following:
      - Fix requests (add images, delete wording, change links, etc.)
      - Calendaring upcoming events
      - Creating fillable .pdf forms
      - Creating collateral documents
  - Supporting Jenn Okerlund in her efforts to work with Blackfin as we continue to try and improve processes on the website.
- **State of Idaho Charitable Giving Campaign Coordinator**
  - Despite a slightly delayed start, IDPR is participating the following ways:
    - Soliciting donations for popcorn and candy baskets placed throughout the office.
    - Hosting a “Penny War” in which departments and universities are pitted against each other in a friendly fund-raising competition.
    - Hosting a dessert bake-off for the finale event.
    - Soliciting individual donation forms.
- **Travel to Parks**
  - I have been able to tour the following parks:
    - Eagle Island
    - Bruneau Dunes
    - Three Island Crossing
    - Thousand Springs
    - Massacre Rocks
    - Harriman
    - Henry’s Lake
  - The time invested in travel has proved to be useful and resulted in several potential partnership opportunities - the staff seems to be excited about my position and have lots of interesting input.
- **Miscellaneous**
  - Creating an updated grant manual, including rebuilding .pdf forms
  - Assisting Director Merrill with occasional requests for small projects

# **Comprehensive Planning**

## **SCORTP**

Idaho Fish and Game came through with an excellent Idaho Wetlands Conservation Priority Plan for inclusion in the 2012-2016 Idaho SCORTP. The complete plan has been available for public comment since shortly after Board approval during the August meeting. The disc golf community has been vociferous about the meager mention of their activity in SCORTP. The reason for that is the National Survey on Recreation and the Environment, which we are using as the centerpiece of the document, does not ask respondents about disc golf. We have written to those researchers to suggest they do so in the future. Additionally, we will prepare an addendum to the SCORTP pointing out the remarkable growth of the sport nationally and in Idaho. All comments received will also be included in the SCORTP's appendix. We expect to deliver the revised SCORTP to the Governor in November and NPS in December.

## **Customer Satisfaction Index**

We have completed the 2012 survey, overcoming some technical problems with data entry. A complete report follows. I will stand for questions during the meeting.

## **Idaho State Parks Passport**

Much of my time in the last few weeks has been devoted to issues and opportunities regarding the Passport. A complete report on same will be given during the Board Meeting.

## **Friends of Idaho State Parks**

I attended a two-day seminar on non-profit organizations put on by the IRS and the Idaho NonProfit Center at BSU. I recently incorporated the Friends of Idaho State Parks as a private citizen. Yvonne Ferrell and Vicki Lawson are also board members of the group. We now begin the lengthy process to get 501 (c) 3 status from the IRS. Meanwhile, the Facebook side of the group now has more than 2,700 members.

☐ IDAPA RULE                      ☐ IDAPA FEE                      ☐ BOARD ACTION REQUIRED  
☐ BOARD POLICY                      **X INFO ONLY, NO ACTION REQUIRED**

**AGENDA**  
**Idaho Park and Recreation Board Meeting**  
**November 13-14, 2012**  
**IDPR Headquarters**  
**Summit Conference Room**  
**Boise ID**

**AGENDA ITEM:**                      **Customer Satisfaction Survey Report**

**ACTION REQUIRED:**                      **Information Only**

**PRESENTER:**                      **Rick Just**

**PRESENTATION**

BACKGROUND INFORMATION: Each year the Idaho Department of Parks and Recreation conducts a customer satisfaction survey. Some questions on the survey change as the agency's information needs change. Four questions remain the same each year during the current strategic planning cycle:

1. How satisfied were you with the overall park condition?
2. How satisfied were you with the helpfulness of park staff?
3. How satisfied were you with the safety and security of the park?
4. How satisfied were you with the cleanliness and functionality of park restrooms?

Those questions have been shown to be the most important measures of customer satisfaction as indicated by survey participants and, therefore, constitute the Idaho Department of Parks and Recreation Customer Satisfaction Index (Parks CSI). The Parks CSI averages the responses to the four survey questions, which use a scale of 1 to 5 where "1" is lowest (least satisfied) and "5" is highest (most satisfied). Together, these generate a single number, the Parks CSI, which can range from 0 to 100). A score of 0 would mean the customer gave the lowest possible response (1) to all four questions, while a score of 100 represents the highest possible response (5) to all four questions. The primary recreation season is Memorial Day weekend through Labor Day weekend. Surveys are distributed through that period and are analyzed in October and November.

The combined CSI for the entire system is the number we report to the Division of Financial Management as our primary performance measure for park operations.

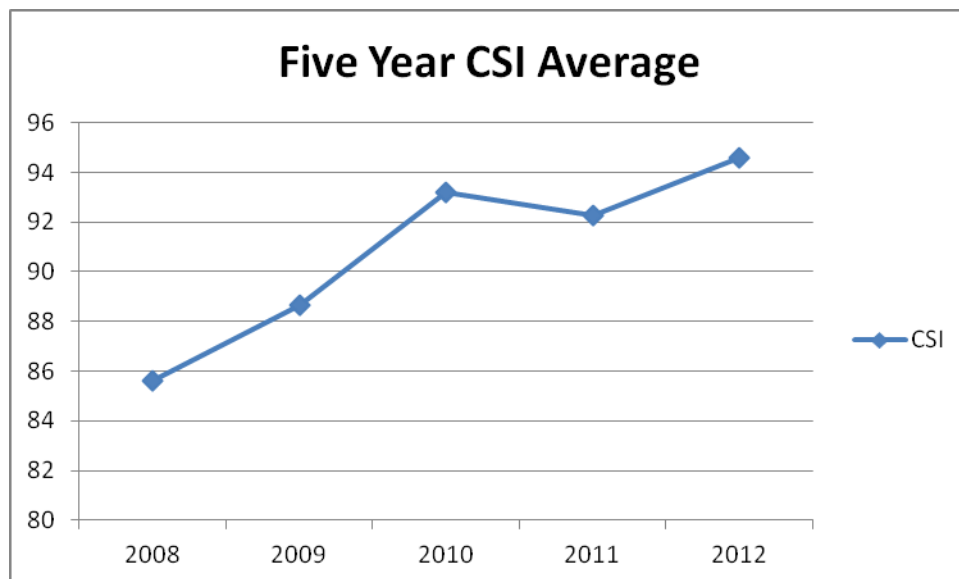
**STAFF RECOMMENDATIONS: Information Only.**

# 2012 Customer Satisfaction Index Results

The Idaho Department of Parks and Recreation began conducting formal customer satisfaction surveys in 2005. They were developed to give us an easy to understand performance measure for each of our parks and for the system as a whole. The surveys give us quick customer feedback and allow the parks to correct problems before they get out of hand.

Visitors are asked to rate parks on a five point scale in four areas, Clean working restrooms, Safety and security, Overall park condition, and Helpful park staff. Customer concerns seem to be well-reflected in the scores. For instance, in 2008 one of our highest-rated parks—Old Mission—saw a dramatic drop in satisfaction when they switched from flush toilets to portables during construction.

Since 2008 the Customer Satisfaction Index (CSI) has been mostly trending up.



<b>2012 Customer Satisfaction Index (CSI) Results</b>					
Park	Clean Working Restrooms	Safety and Security	Overall Park Condition	Helpful Park Staff	Total
Castle Rocks	25	25	25	24.5	99.5
City of Rocks	25	24.42	24.44	25	98.87
Massacre	24.13	24.63	24.63	25	98.39
Old Mission	24.61	24.52	24.47	24.76	98.36
Mesa Falls	22.94	24.75	24.83	25	97.53
Ponderosa	24.62	24.25	24.42	24.23	97.51
Thousand	23.82	24.19	24.33	24.79	97.14
Dworshak	22.81	24.22	24.53	25	96.56
Farragut	22.62	24.89	24.4	24.15	96.05
Harriman	24.32	24.1	23.18	23.86	95.45
Round Lake	23.74	23.32	23.94	24.17	95.16
Lake Cascade	23.11	23.92	23.28	24.42	94.82
Three Island	22.76	23.89	23.79	24.26	94.71
Winchester	23.05	24	23.98	23.56	94.58
Trail of CDA	23.22	22.25	24.81	23.29	93.57
Heyburn	21.36	24.55	24.1	22.73	92.73
Yankee Fork	23.21	21.07	22.86	24.64	91.79
Priest Lake	21.33	24.19	22.42	23.67	91.61
Eagle Island	21.87	23.15	23.93	22.59	91.54
Bear Lake	21.58	21.59	23.64	24.25	91.06
Hells Gate	20.12	23.37	23.2	22.81	89.5
Henrys Lake	21.15	21.92	21.15	20.77	85
Lake Walcott					
Lucky Peak					
Bruneau Dunes					
<b>System Total</b>	<b>23.02</b>	<b>23.74</b>	<b>23.88</b>	<b>23.98</b>	<b>94.61</b>

Blank fields indicate that returns from a park were below 5%, which is too low to provide a reliable result.



Each item has a possible score of 25, with a possible perfect score for all four items of 100.

<b>Five Year CSI Comparison by Park</b>					
<b>Park</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Bear Lake	85.62	88.89	89.22		91.05
Bruneau	87.42	91.95	96.13	91.4	
Castle Rocks	83.41	79.65	97.11	89	99.5
City of Rocks	90.15	88.35	97.11	93.75	98.87
Dworshak			89.73	94.75	96.57
Eagle Island	81.82	87.2	81.46	85.3	91.54
Farragut	88.52	82.45	94.62	90.55	96.05
Harriman	81.88	81.87		96.6	95.45
Hells Gate	85.19	84.9	92.26	92.75	89.50
Henrys Lake	90.18	90.18	95.82	94.5	85
Heyburn	87.08	79.8	83.94	88.15	92.73
Lake Cascade	87.68	90.95	97.31	95.7	94.82
Lake Walcott	86.90	92.05	96.17	92.05	
Lucky Peak	89.49	89.49	86.27	86.6	
Massacre Rocks	91.53	94.2	98.74	92.9	98.39
Mesa Falls	NA	NA	NA	91.45	97.53
Old Mission	79.65	96.6	97.10	92.9	98.36
Ponderosa	80.22	84.85	91.73	97.45	97.51
Priest Lake	84.08	84.08	87.64	90.35	91.61
Round Lake	85.40	88.2	98.53	94.25	95.16
Three Island	91.02	92.45	97.54	93.5	94.71
Thousand Springs	90.45	90.13	94.98	94.85	97.14
Trail of the CDA	89.20	91.5	93.11	87.55	93.57
Winchester Lake	85.81	86.15	90.96	92.4	94.58
Yankee Fork	94.27	97.1	96.57	95.5	91.79
<b>System Average</b>	<b>85.60</b>	<b>88.65</b>	<b>93.20</b>	<b>92.25</b>	<b>94.61</b>

Blank fields indicate that returns from a park were below 5%, which is too low to provide a reliable result. City of Rocks and Castle Rocks were combined in the 2010 survey as a cost-saving measure.

# Customer Satisfaction Survey

Bruneau Dunes

Thanks for helping the Idaho Department of Parks and Recreation meet visitor needs. Please use a dark pencil or pen to fill in your answers.

How satisfied are you with your park experience? Using a scale from 0 (Not Satisfied) to 4 (Very Satisfied) please rank your experience. If you did not use the service, just leave that line blank.

Clean working restrooms    ☐ 0    ☐ 1    ☐ 2    ☐ 3    ☐ 4

Safety and security    ☐ 0    ☐ 1    ☐ 2    ☐ 3    ☐ 4

Overall park condition    ☐ 0    ☐ 1    ☐ 2    ☐ 3    ☐ 4

Helpful park staff    ☐ 0    ☐ 1    ☐ 2    ☐ 3    ☐ 4

Do you have an Idaho State Parks Annual Pass on your windshield?    ☐ Yes    ☐ No

How many people are in your party?   

What is your zip code?   

## Comments

For immediate concerns contact park staff. You may also send via [comments@idpr.idaho.gov](mailto:comments@idpr.idaho.gov).

If you would like a reply, please carefully print your email address or mailing address below.

2012



☐ 00A

Please drop the card in the mail when you are finished. Thanks!

