



IDAHO DEPARTMENT OF PARKS & RECREATION

Board Agenda Packet

for
January 30-31, 2012
Quarterly Board Meeting

**Idaho Department Parks and Recreation
Headquarters
5657 Warm Springs Ave
Boise, Idaho 83716**

IDAHO DEPARTMENT OF PARKS AND RECREATION
“To improve the quality of life in Idaho through outdoor recreation and resource stewardship”
Board Meeting
January 30-31, 2012
Idaho Dept Parks and Recreation Headquarters
Boise ID 83716

AGENDA.....1

Monday, January 30, 2012

8:45 a.m.	Call to Order	
9:30 a.m.	JFAC Presentation	
11:00 a.m.	Welcome Guests	
	• Additions or Deletions to the Printed Agenda	
	• Public Forum	
11:15 a.m.	Welcome New Board Member (if applicable)	
11:30 a.m.	Business before the Board (Action Items)	
	• Approval of the Board Meeting Minutes November, 2011.....	2
	• Advisory Committee Appointment*AI Kathy Muir	3
	• Approval of two Group Use Permits at Eagle Island *AI Dave Ricks.....	4
	○ Eagle Island Experience	
	○ Trout Unlimited	
11:35 a.m.	Lunch	
	FY 2012 2nd Quarter Financial Report *IO Tamara Humiston	5
12:30 p.m.	Depart for Capitol	
1:00 p.m.	Meet with Senate Natural Resource for Confirmation of New Board Members and Overview of IDPR Park Passport	
4:00 p.m.	Recess	

Tuesday, January 31, 2012

8:00 a.m.	Call meeting to order	
8:05 a.m.	FY 2013 Budget Review *IO Tamara Humiston	6
8:45 a.m.	FY 2012 Idaho Passport Program Update *IO Tammy Kolsky, Rick Just	7
9:45 a.m.	Reservation Report *IO Tammy Kolsky	8
10:00 a.m.	Break	

10:15 a.m. Reports*IO9

- Director's Report (Oral
- Attorney General
- Deputy Director
- Fiscal
- Development
- North & South Regions
- Natural Resource Mgmt
- Recreation Bureau
- Human Resource
- Communication/Marketing
- Comprehensive Planning
- Board Members (Oral)

11:15 a.m. Lunch

12:30 p.m. Depart for Capital

1:00 p.m. Meet with House Resource Committee to Discuss Overview of Agency

3.30 p.m. Adjourn

Next Board meeting will be held May 15-16, 2012 Coeur d'Alene Idaho

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

(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.idahoparks.org) 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.

(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.

IDAHO DEPARTMENT OF PARKS AND RECREATION
“To improve the quality of life in Idaho through outdoor recreation and resource stewardship”
Board Meeting
November 15, 2011
Owyhee Plaza
Boise ID 83702

AGENDA

Tuesday November 15, 2011

8:08 a.m. Call to Order

- Welcome Guests
- Additions or Deletions to the Printed Agenda
- Public Forum

8:20 a.m. Idaho Sheriffs Association (ISA) OHV Safety Programs Report

8:35 a.m. Attorney General’s Opinion on Motorized Hunting Rule (MHR)

9:46 a.m. Approval of the Board Meeting Minutes July 28-29, 2011

8:47 a.m. (1) Idaho Department of Fish and Game (IDFG) Requests Board Action on Changes to IDFG Motorized Hunting Rule (MHR)

(2) Ratification of Joint Letter of Cooperation between IDFG and IDPR

9:40 a.m. Discussion and Action Regarding the Awarding of RV Grants to Federal Agencies

10:00 a.m. Break

10:10 a.m. Endowment Distribution Update

10:45 a.m. Board Policy Changes

- Concessionaire Definition
- Admission Fees for Students

11:20 a.m. Citations-Failure to Pay and Failure to Display-Citation Rule Change

11:45 a.m. Director’s Report

12:30 p.m. Lunch

1:10 p.m. FY 2012 1st Quarter Financial Report

1:30 p.m. Fiscal Report

1:45 p.m. Reservation Report

2:00 p.m. Remaining Reports

- | | |
|-------------------------|---------------------------|
| • Attorney General | • Recreation Bureau |
| • Deputy Director | • Human Resource |
| • Development | • Communication/Marketing |
| • North & South Regions | • Comprehensive Planning |
| • Natural Resource Mgmt | • Board Members (Oral) |

3:30 p.m. Executive Session Code § 67-2345(1)(b) may be held to consider the evaluation of personnel & (1)(d) to consider records that are exempt from disclosure as provided in Chapter 3, title 9, Idaho Code.

5:20 p.m. Adjourn

Chairman Lombard called the Board meeting to order at 8:08 a.m. November 15, 2011 at the Owyhee Plaza Hotel Boise, Idaho with the following Board members in attendance:

- Ernest Lombard, Chair, Eagle
- Randy Doman, Member, Cottonwood
- Tom Crimmins, Vice Chair, Hayden Lake
- Jean McDevitt, Pocatello
- Bob Hansen, Menan

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

- Nancy Merrill, Director
- Dave Ricks, Deputy Director
- Jan Johns, Administrative Assistant to the Director
- Tamara Humiston, Fiscal Officer
- Dave Claycomb, Recreation Resources Bureau Chief
- Garth Taylor, South East Region Manager
- David White, North Region Manager
- Betsy Johnson, Human Resource Manager
- Tammy Kolsky, Reservation Manager
- Jennifer Blazek, Communications
- Rick Just, Comprehensive Planner
- Jim Thomas, Design Program Manager
- Steve Strack, Deputy Attorney General

Guests included:

- Chris Goetz, Clearwater County Sheriff
- Paul Remaly, IDPR RV Advisory Committee
- Sharon Kiefer, Idaho Department of Fish and Game
- Virgil Moore, Idaho Department of Fish and Game
- Sandra Mitchell, Idaho Recreational Council
- D.L. Maitland, Good Sam Club
- Ray Houston, Legislative Budget Office

8:20 a.m. Idaho Sheriff's Associations' Sheriff Chris Goetz presented an overview of how the ATV funds for sheriff's offices were distributed this year:

The funds that went to the Sheriff's Association were divided equally among all of the counties that participated in the program. Each county received an additional \$6,034.31.

County	Total county distribution
BONNEVILLE	\$9,415.65
CASSIA	\$6,917.04
CLEARWATER	\$5,516.26
ELMORE	\$9,636.53
FREMONT	\$6,834.74
IDAHO	\$12,445.82
LATAH	\$2,534.96
OWYHEE	\$23,953.07
VALLEY	\$7,252.11

Monies to the Sheriff's Association \$54,308.83

8:35 a.m. Attorney General's Opinion on Motorized Hunting Rule (MHR)

During the ATV Task Force Meeting Co-Chairs Senator Steve Bair and Representative Judy Boyle asked the Attorney General's office to provide a legal opinion regarding the following question:

Is the Idaho Department of Fish and Game's motorized vehicle use restriction authorized by provisions of Title 36, Idaho Code, or has the Department exceeded its statutory authority in implementing the rule?

The Attorney General's office concluded the following:

In short, legislative intent with regard to Commission authority to restrict motor vehicle use is not well defined. Notably, the motorized vehicle use restriction rule did undergo legislative review. While the fact that a rule survives legislative review is not a definitive determination that the rule is authorized by statute, it serves at least as an advisory opinion that the rule conforms with legislative intent. In sum, the legislature may wish to revisit these statutes to either expressly permit or prohibit Commission rulemaking over this subject matter.

Such an amendment could likely remove all doubt as to the intent and interpretation of these statutes because when the language is plain on its face, there is no need to discern intent.

Discussion followed.

8:46 a.m. Approval of Board Minutes July 28-29, 2011

Mr. Crimmins moved to accept the July 2011 Minutes as presented. Mr. Hansen seconded the motion. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Motion approved unanimously.

8:47 a.m. IDF&G Request for Board Action on Changes to IDF&G Motorized Hunt Rule (MHR)

Director Moore of IDF&G addressed the IDPR Board regarding finding a solution to the changes to the MHR . He presented the following hand outs: *(See Attachment 1)*

- Summary of the Jointly Agreed Actions
- IDF&G proposal for changes to the wording of the Motorized Hunting Rule
- Hunt Units with Motor Vehicle Registrations

The Director presented three (3) items for discussion:

1. The IDF&G Commission has agreed in principle to continue revisions of the MHR to improve clarity and understanding by hunters and other motorized recreationists. IDFG will work with IDPR on a new survey regarding the MHR.
2. A proposed moratorium which will help resolve differences among IDFG, IDPR, hunters and OHV groups over the application of the MHR. A moratorium will provide opportunity for the IDF&G to evaluate the current application of the MHR relative to meeting biological and social objectives. The IDF&G has committed to evaluation of the MHR but has not yet developed an evaluation framework or timeframe. There will be a moratorium on any new hunting unit until benefits to add any new hunting unit is identified.
3. IDF&G will revise the way they comment on travel plans. The appropriate role of the IDF&G's submissions is to take no position "for" or "against" a particular proposal..

Discussion followed.

Both agencies asked the IDPR board members to approve and re-issue the previous letter of cooperation *(See Attachment 2 & 3)* between the two agencies signed on April 10, 2008, updating Directors names and signatures of present Board Chairs.

9:08 a.m. Ms. McDevitt moved that the IDPR Board approve and re-write the previous letter of cooperation between the IDF&G the IDPR signed on April 10, 2008, updating Director's names and signatures of present Board Chairs. This motion also emphasizes the importance of keeping the autonomy of each State Department (IDPR & IF&G) and their respective goals and missions to the citizens of the State of Idaho. Mr. Crimmins seconded the motion. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Motion approved unanimously.

Discussion followed.

9:35 a.m. Mr. Hansen moved the Board reaffirm the three (3) items presented by Director Moore thus showing Board support for said items. Mr. Crimmins seconded the motion. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Motion approved unanimously.

9:40 a.m. Discussion and Action Regarding the Awarding of RV Grants to Federal Agencies Deputy Attorney General Strack explained that the Board needed to rescind the previous motion from the July 2011 Board meeting which stated:

Mr. Crimmins moved that it shall be the policy of the IDPR Board that Federal Agencies are no longer eligible for RV grant funds. This policy shall remain in place until such time as the Board determines that economic conditions have improved sufficiently within the State to reconsider this policy. Mr. Hansen seconded. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Motion approved unanimously.

9:40 a.m. Mr. Crimmins moved to rescind his motion. Ms. McDevitt seconded the motion. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Motion approved unanimously

10:10 a.m. Endowment Distribution Update Ms. Humiston recommended that the Board approve the investment distributions of \$105,000 from the Ritter Island and \$200,000 from the Trail of the Coeur d'Alene funds. Staff also recommends Board authority for Fiscal to submit investment earnings distributions from both funds based on actual expenditures plus any increases. Distributions exceeding the annual earnings will continue to require Board approval

10:20 a.m. Mr. Crimmins moved to approve the investment distributions with the understanding that The Trail of Coeur d'Alene principle not go below \$2,163,000. He also moved to approve the request by Fiscal to submit investment earnings distributions from both funds based on actual expenditures plus any increases. Distributions exceeding the annual earnings will continue to require Board approval. Mr. Hansen seconded the motion. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Motion approved unanimously

10:45 a.m. Concessionaire Definition Mr. Ricks discussed the difference between large and small concession. Staff suggested changes to Board Policy (*See Attachment 4*) that would allow the department to permit/lease concessions above the \$10,000 threshold but not exceeding 25,000 will now be called "Other Concessions." Essentially, these changes will categorize concessions into three (3) types:

- Large = >\$25,000
- Other = \$10,000 - \$25,000
- Temporary = < \$10,000

10:54 a.m. Mr. Hansen moved to accepted staff suggested changes to Board Policy LEG: 1:98,04,08. Ms. McDevitt seconded the motion. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Motion approved unanimously.

10:55 a.m. Admission Fees for Student Ms. Kolsky requested that the Board approve student admissions be charged at \$1.00/per student state-wide. She also asked that the rates for general admission fees for Old Mission State Park be change to the following rates:

- \$5/per person
- \$10/per family

Discussion followed.

11:10 a.m. Mr. Crimmins moved to accept staff's recommendation to charge the rates at Old Mission fees of \$5/per person and \$10/per family and the \$1/per student. He requested that staff analyze information regarding the \$1/per student charge state-wide. Mr. Doman seconded the motion. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Motion approved unanimously.

11:20 a.m. Citations-Failure to Pay and Failure to Display-Citation Rule Change

Mr. White asked the Board to approve the following IDAPA changes:

151. PARKING VIOLATIONS

01. No person shall stop, stand, or park a motor vehicle unless an annual pass is permanently affixed to the lower windshield of the driver's side of the vehicle or motor vehicle entry/day use pass, applicable camping fee, extra vehicle fee, or overnight use fee is plainly visible on either the lower windshield or dashboard of the driver's side of the vehicle.
02. Within designated campgrounds, no person shall stop, stand, or park a motor vehicle and occupy a campsite unless proof of payment of the applicable camping fee is plainly visible on either the lower windshield or dashboard of the driver's side of the vehicle.
03. No person shall stop, stand, park, or leave a motor vehicle unattended outside day use hours unless proof of payment of the applicable camping fee, extra vehicle fee, or overnight use fee is plainly visible on either the lower windshield or dashboard of the driver's side of the vehicle
04. Any person stopping, standing, or parking a motor vehicle without payment of all applicable fees is subject to fee collection surcharges as provided in Section 225.06 of these Rules.
05. Citations for violations of this section may be issued to the operator of the motor vehicle. If the operator cannot be readily identified, the citation may be issued to the registered owner or lessee of the motor vehicle, subject to the provisions of section 67-4247, Idaho Code.

Discussion followed.

11:45 a.m. Mr. Hansen moved to accept staff recommendation as presented. Mr. Crimmins seconded the motion. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Motion approved unanimously.

11:45 a.m. The following reports were presented to the Board:

- Director
- FY 2012 1st Quarter Financial
- Fiscal
- Reservation Program
- Deputy Director

- Development
- Natural Resource
- North & South Regions
- Recreation Bureau
- Human Resource
- Communication/Marketing
- Comprehensive Planning
- Board Members (Oral)

3:30 p.m. Executive Session

Ms. McDevitt moved to go into Executive Session. Executive Session Code § 67-2345(1)(b) may be held to consider the evaluation of personnel & (1)(d) to consider records that are exempt from disclosure as provided in Chapter 3, title 9, Idaho Code. Mr. Doman seconded the motion. Chair asked for further discussion. Hearing none, the Chair polled the members. McDevitt-aye, Hansen-aye, Lombard-aye, Crimmins-aye, Doman-aye. Motion passed.

5:18 p.m. Executive meeting came out of session and no action was taken. Chairman Lombard stated “Let the minutes reflect that no final actions or decisions were made while the Board was in Executive Session and the general tenor of the discussion that occurred was consistent with the limitations of Idaho Code Section 67-2345 including Section (1)(b) and (1)(d).”

5:20 p.m. Mr. Hansen moved to adjourn the meeting. Mr. Doman seconded the motion. The motion was passed unanimously.

Ernest Lombard, Chairman
Idaho Park and Recreation Board

Nancy Merrill, Director
and Ex-Officio Member of the Board

ATTACHMENT #1

Meeting Date: November 10, 2011

Agenda Item No. 19

Agenda Item: Motorized Hunting Rule Moratorium
Policy

Bureau Chief Approval: _____

Prepared by: Commissioner Randy Budge and Sharon W. Kiefer

Background:

The Department's Motorized Hunting Rule (MHR) adopted by the Fish and Game Commission is undergoing review and revision in response to issues raised during the 2010-2011 legislative sessions. The MHR currently applies to designated hunts in 31 of Idaho's 99 big game management units, all located south of the Salmon River. The Commission, Department and Idaho hunters have expressed strong support for the rule as an important and preferred tool providing an effective means of managing harvest access by hunters. The goal of the rule is to manage deer and elk vulnerability to harvest, essential to provide higher numbers of mature bucks and bulls, to maintain general season hunting structure and opportunity, and to manage harvest access conflicts among hunters.

As a result of opposition to the MHR, largely expressed by off-highway vehicle (OHV) groups and some motorized hunters, the President Pro Tempore and Speaker of the House established a legislative ATV Task Force to address the issue of the MHR and other wildlife-related motorized travel issues. The Task Force conducted a hearing on August 9, 2011, following which the co-chairs of the task force directed that Idaho Fish and Game, Idaho Parks and Recreation and selected stakeholders meet and find solutions to their concerns. In response, on August 25, 2011, an Idaho Department of Parks and Recreation and Idaho Department of Fish and Game joint meeting focusing on the MHR and agency travel plan comments was conducted. As a result of that meeting an agreement in principle was reached between the parties, subject to refinement of the detail and approval of the IDPR Board and IDFG Commission, embodying these concepts:

- (1) Commission will retain the MHR as a needed and effective tool for managing big game vulnerability and hunter conflicts.
- (2) The review and re-write of the MHR will continue by the Commission in an effort to provide better clarity, understanding and simplicity. The draft revisions will be provided to IDPR for review and comment.
- (3) The Commission will establish a moratorium on expanding the MHR beyond existing designated hunts or hunt areas within the current thirty-one (31) Game Management Units. As such, the MHR may only be added to additional GMUs if an equivalent number currently subject to the rule are dropped.
- (4) The Department will undergo efforts to evaluate how well the MHR is contributing to achieving biological and social objectives and report to IDPR, stakeholders, and legislators.
- (4) Future formal, travel plan-specific comments by IDFG and IDPR will undergo joint review and collaboration prior to filing as per the April 10, 2008 joint letter

from the Fish and Game Commission and Parks and Recreation Board chairmen and the Governor's Office protocol for Forest-wide plans. Policy will be adopted to clarify the intent of Department technical comments.

(5) Joint efforts will be undertaken by IDFG and IDPR to improve communications, education, mapping and signage related to the MHR

Statutory Authority and/or Policy Issues:

The statutory basis for the Commission's MHR is IC §36-103 which authorizes the Commission to administer the wildlife policy of the state, IC §36-104 which sets forth the general powers and duties of the Commission, and IC §36-1101 which authorizes the Commission to regulate hunting from motorized vehicles. The current MHR rule is found in IDAPA 13.01.07.101, IDAPA 13.01.08.411-412, and IDAPA 13.01.09.302.

Public Involvement Process:

The current MHR and its application to designated hunts in certain Game Management Units were developed through public scoping meetings at the regional level and then presented and discussed at various Commission meetings over the last decade as changes were made to the rule. Each rule modification to the MHR has also been reviewed by the respective legislative committees. Recently, the MHR has been subject to several legislative hearings, including the most recent meeting of the Legislative ATV Task Force on September 27, 2011. The moratorium described by this proposal will also be subject to public testimony to the Commission.

Staff Recommendation:

Per agreement in principle discussed at the joint meeting, staff recommends the Commission adopt the following resolution:

BE IT RESOLVED, that the Commission hereby adopts a moratorium on the application of the MHR which precludes expanding the rule beyond the designated hunts and hunting areas in the existing 31 game management units (GMUs) where it currently applies and preserves the existing legislatively approved scope of the rule. Under the moratorium, the MHR could only be applied to additional GMUs if the MHR is dropped from a similar number of GMUs where the rule currently applies so that the total application of the rule does not exceed thirty-one (31) GMUs.

Justification:

The proposed moratorium will help resolve differences among IDFG and IDPR, hunters and OHV groups over the application of the MHR. It should further render unnecessary further legislative challenges to the MHR as the rule will not change from the existing legislatively approved scope. A moratorium will provide opportunity for the Department to evaluate the current application of the MHR relative to meeting biological and social objectives. The Department has committed to evaluation of the MHR but has not yet developed an evaluation framework or timeframe.

Meeting Date: November 10, 2011

Agenda Item No. 18

Agenda Item: Motorized Hunt Rule Revision

Bureau Chief Approval: _____

Prepared by: Sharon W. Kiefer

Background: The Commission has discussed the need for improved clarity and improved outreach to help both hunters and other motorized recreationists understand the rule effects on motorized hunting travel. The Commission provided a briefing to the legislative natural resource committees during the 2011 session and also provided testimony about three Senate bills that committed to work on improvement of the MHR to address issues. The Commission held a workshop to explore MHR options in May 2011 and further discussed MHR revision in July 2011. At a joint meeting between Idaho Department of Parks and Recreation and Idaho Department of Fish and Game in August 2011, an agreement in principle subject to further Commission review, was to continue the review and revision of the MHR, including input from IDPR and other motorized interests.

Staff seeks policy guidance on specific MHR revision in order to prepare for rulemaking in the Spring, 2012 required to revise language of the MHR that will also guide creation of outreach materials for both hunters and other motorized recreationists. This will allow communication with legislators and others about the actual proposed revision of the MHR. This would also provide a review product for additional public input if desired.

Statutory Authority and/or Policy issues: Commission has authority to amend current rules. However, rulemaking cannot proceed in November because there is no Proposed Administrative Rule Form authorization (PARF). In fact, because of the current legislative scrutiny of the MHR by the legislative ATV Task Force, the Governor's Office has not approved new rulemaking for the MHR during 2011. The rule moratorium period for executive agencies begins November 26 so rule action would occur in the spring.

Public Involvement Process: Staff recommendations for revision of the MHR have been shared with IDPR as well as the Idaho State ATV Association, the Idaho Recreation Council, and the Idaho Sportsman's Caucus Advisory Council with request for their review and feedback. Staff will report about the responses.

Staff Recommendation: Provide specific policy guidance about the following:

- 1) Is additional public input about MHR revision desired?
- 2) Is the staff recommended language acceptable?
Staff will provide a briefing prior to the Commission meeting.
- 3) Does the Commission want to include or exclude motorized travel for hunting-related camping in the motorized use restriction.
Staff will provide a briefing prior to the Commission meeting.
- 4) Does the Commission want to revise how the MHR is designated?
Staff will provide a briefing prior to the Commission meeting.
- 5) Is there additional Commission guidance?

Justification: The Commission has agreed in principle to continue revision of the MHR to improve clarity and understanding by hunters and other motorized recreationists.

Meeting Date: November 10, 2011

Agenda Item No. 20

Agenda Item: Department Technical Comment Policy

Bureau Chief Approval: _____

Prepared by: Commissioner Randy Budge and Sharon W. Kiefer

Background:

The Department provides a broad spectrum of technical services to state, federal, and private entities to uphold the Department's mission of protecting, preserving, and managing wildlife (wildlife reflective of I.C. §36-103) as a public trust resource. The Department's expertise and wildlife population management authority enables relevant technical information from staff concerning status of wildlife resources and credible evaluation of the effects that land and water management actions, proposals, and plans might have on wildlife and their habitat as well as recommendations for mitigation. Annually, the Department logs about 2,500 formal and informal technical contacts that range from phone contacts to staff for wildlife information to formal, written comments submitted by the Department for land and water decision processes.

The Department routinely evaluates and provides comments on a range of land and water use actions including development proposals, various projects, and management plans (collectively referenced as "proposals") to decision authorities including federal agencies, various instate governmental entities, and the private sector. Consideration of wildlife information by such decision-makers is of considerable importance in fulfilling the Department's mission.

Proposals encompass the full range of public and private land/water-use activities. The Department has expertise enabling it to provide technical information concerning the effects of proposals on wildlife and their habitat and how adverse effects might be mitigated. For formal decision processes, comments provided by the Department are sometimes required by law such as in Federal Energy Regulatory Committee proceedings, while other times they are solicited or volunteered such as through the federal National Environmental Policy Act or county planning processes.

At times the Department's comments about proposals have extended beyond technical information and recommendations to a specific position regarding a proposal or plan alternative, considered advocacy for a particular decision outcome. Such advocacy is generally not an appropriate role for the Department but is the policy purview of the Commission. The Department recognizes decisions about proposals are the province of relevant regulatory agencies or landowners yet the very nature of many proposals is such that there are identified negative effects to wildlife and their habitat and thus, one could misinterpret Department technical comments as opposition. It is important to the Commission to provide clarity regarding the Department's role in providing comments about proposals to maintain the department's technical credibility and positive relationships with land and water regulatory agencies and landowners and to ensure that the Commission's policy role to adopt a particular position about a proposal, when appropriate, is upheld.

Specific circumstances where it is likely appropriate for the Department or the Commission to take a position for or against a proposal are proposals that affect legal obligations of the Department or the state of Idaho as they relate to wildlife or fishery resources. There may also be circumstances where proposals would affect the management of the Department's own properties, in which case the Department would have a proprietary interest in commenting about a proposal.

Furthermore, the Department engages in collaborative efforts such as the Kootenai Valley Resource Initiative, the Clearwater Basin Collaborative, or the Aspen Working Group, where the Department actively participates as part of a broad spectrum of problem-solving stakeholders to directly shape outcomes beneficial to both wildlife and other resources. In this context, there is value in the Department being a supportive partner of the approach. Another appropriate context for Department support is when projects are developed specifically to benefit wildlife and wildlife-based recreation and uphold the Department's mission, such as certain conservation easements and stakeholder-developed Forest Legacy projects.

Statutory Authority and/or Policy Issues:

Adopting the proposed policy is within the general powers and duties of the Commission under I.C. §36-104.

Public Involvement Process:

As an action item, there will be opportunity for public comment at the November 9 public hearing.

Staff Recommendation:

Staff recommends the Commission pursue policy clarification directing consistent language prefacing technical comments to decision-makers about proposals per Commission adoption of the following resolution:

BE IT RESOLVED, that it is part of the role and responsibility of the Department in fulfilling its mission of protecting, preserving and managing wildlife to provide comments, whether required by law, solicited or volunteered, about proposals concerning their effects to wildlife and wildlife habitat and how any adverse effects might be mitigated. However, in so doing, the Department should not assert any position "for" or "against" the proposal. Instead, the Department's comments should provide technical information and act as an expert assessing the effects to wildlife and wildlife habitat and how any adverse effects might be mitigated. All formal, public comment submitted by the Department to any public or private decision authority shall be prefaced at the top of the document with the following language:

THE IDAHO DEPARTMENT OF FISH AND GAME DOES NOT SUPPORT OR OPPOSE THIS PROPOSAL. THE PURPOSE OF THESE COMMENTS IS TO ASSIST THE DECISION-MAKING AUTHORITY BY PROVIDING TECHNICAL INFORMATION ADDRESSING POTENTIAL EFFECTS ON WILDLIFE AND WILDLIFE HABITAT AND HOW ANY ADVERSE EFFECTS MIGHT BE MITIGATED.

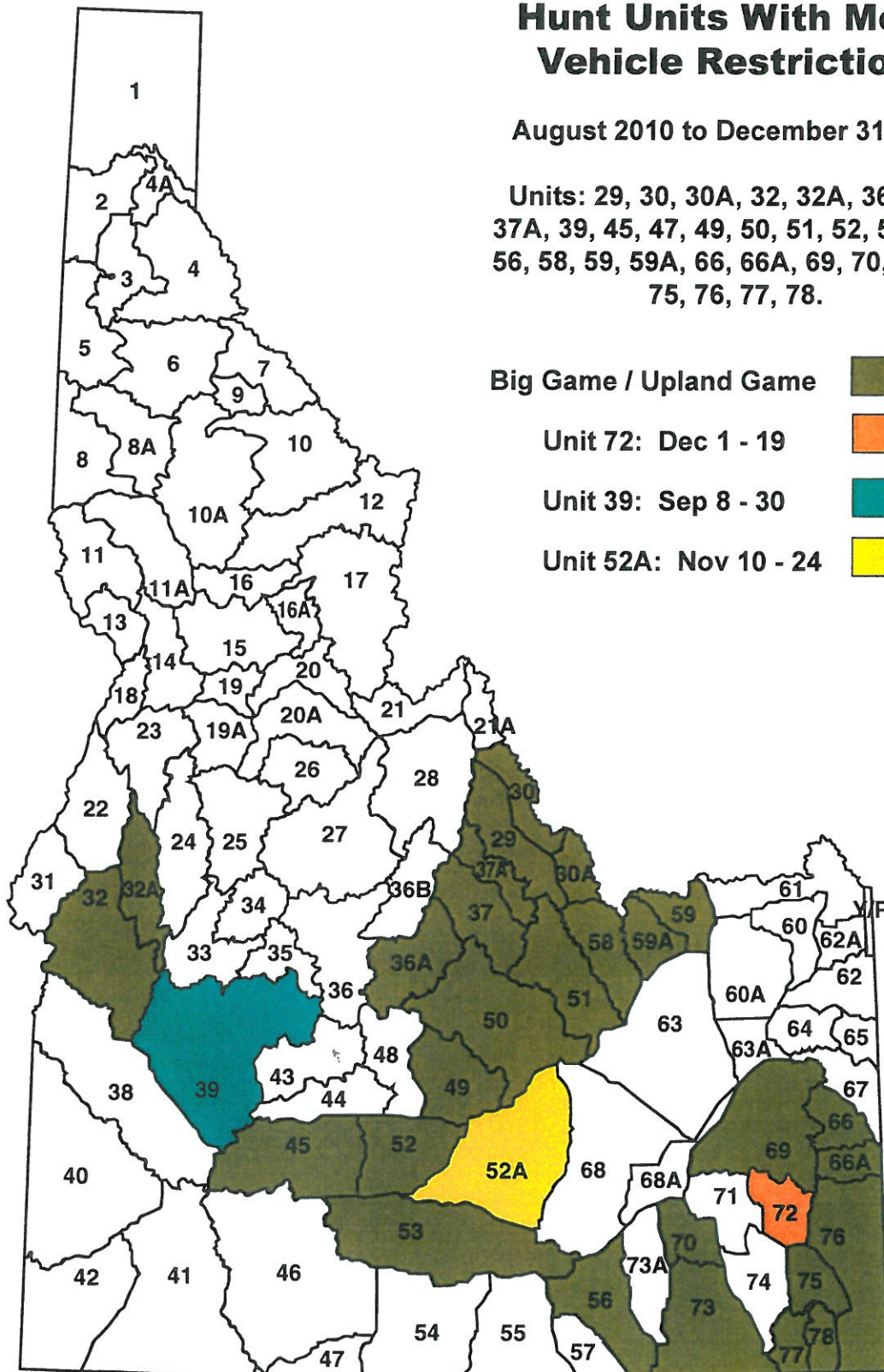
Justification:

In general, the appropriate role of the Department's submissions is to take no position "for" or "against" a particular proposal recognizing the Commission has that policy responsibility, when appropriate. The proposed policy provides direction and clarity to the Department in submitting formal comments about proposals that affect wildlife and their habitat and minimizes misinterpretation of the context of the Department comments.

Hunt Units With Motor Vehicle Restrictions

August 2010 to December 31, 2010

Units: 29, 30, 30A, 32, 32A, 36A, 37, 37A, 39, 45, 47, 49, 50, 51, 52, 52A, 53, 56, 58, 59, 59A, 66, 66A, 69, 70, 72, 73, 75, 76, 77, 78.



ATTACHMENT #2



April 10, 2008

ORIGINAL

Director Cal Groen
Idaho Department of Fish and Game

Director Robert Meinen
Idaho Department of Parks and Recreation

Gentlemen:

As your respective board and commission chairs, we believe it is important that our two departments work more closely together to address issues of mutual importance to both our agencies.

There are four areas in particular where our departments can work together to develop solutions and policies that will benefit all the citizens of Idaho, not just one constituency or user group. These four areas are: 1) safety, education and enforcement in the use of off-highway vehicles (OHVs), 2) addressing the escalating loss of public access that is occurring statewide, particularly as that loss affects fishermen, hunters and a broad spectrum of recreational users, 3) working cooperatively when responding to travel management planning within Idaho, and 4) working cooperatively to make the issuance of licenses and permits from both our agencies as convenient and simple as possible for Idaho citizens.

1) Safety, education and enforcement in the use of off-highway vehicles (OHVs)

Concerning OHV use in Idaho, we note that registrations of OHVs have increased 322% in the last 10 years, demonstrating a rapidly growing recreational demand. A recent survey of mule deer hunters, conducted by IDFG, shows about 50% of hunters use OHVs during their hunt. At the same time, the number of miles of accessible OHV trail has declined and off-trail use and pioneering of new trails has increased, a trend we fear will continue. Both agencies bear management responsibility and costs for aspects of OHV use.

Although both agencies have been engaged in addressing these issues, we feel it is important to provide joint policy direction regarding mutual issues that need leadership and resolution through collaboration between our agencies and OHV users. Our direction and partnership is based on the following statements of agreement:

- In order to protect natural resources, OHV use should be managed and we support limiting OHV travel to designated routes, except in open riding areas.

- Responsible OHV use is a legitimate form of recreation and should be sustained and enhanced.
- Opportunities for designated single-track motorcycle and 2-track ATV trails have not kept pace with rapidly growing demand.
- There is strong desire to sustain and increase the current miles of designated OHV trails. Emphasis should be placed on looping trail systems, adequate mileage, varying degrees of difficulty, and points of interest. There should also be an emphasis on creating quality trail systems that benefit local economies.
- Wildlife resource protection efforts have closed OHV opportunities.
- Irresponsible OHV use, whether for recreation or hunting, threatens the legitimacy of responsible OHV use and hunting. Public access to private, state, and federal lands is threatened by the irresponsible use of OHVs.
- Improving travel management planning across land ownership boundaries by applying our joint technical expertise in partnership with other land owners and OHV users will improve recreational information and dissemination.
- Programs need to be sufficiently staffed and funded to achieve objectives.

Based on these agreements, we direct you and your agencies to work collaboratively and diligently with each other, as well other agency stakeholders, land-owners, and OHV users who must contribute to achieve success, to implement a process (or processes) to address the following:

- a) Develop more designated and managed OHV opportunities, with particular focus on quality trail systems, and seek economic benefits for local communities, particularly small communities, while sustaining natural resources and related recreation.
- b) Improve trail identification and trail maps and information across land ownerships.
- c) Evaluate dead-end ("crows' feet") and redundant routes to achieve reasonable recreational utility and eliminate unnecessary routes to maintain or achieve adequate wildlife security areas and watershed protection. Reduce and eliminate pioneering of new trails.
- d) Develop a coalition with state, county, federal, corporate and private land owners, OHV users and sportsmen to actively keep lands open for responsible recreational use.
- e) Encourage, enhance, and acquire new opportunities for OHV use and recreation on private and other lands through agreements, leases, and easements.
- f) Promote responsible OHV use through education, safety programs, self-policing, and enforcement using consistent protocol and measured response.
- g) Develop pragmatic and practical rules understandable to users, managers, and law enforcement.
- h) Educate non-motorized recreationists about OHV management, rules, and regulations.
- i) Develop a funding mechanism(s) to ensure that the people who benefit from a managed OHV program contribute equitably, including nonresidents.

2. Address the escalating loss of public access that is occurring statewide, particularly as that loss affects fishermen, hunters and a broad spectrum of recreational users.

We understand that designated motorized trail opportunities continue to decline on public lands, while the number of registered OHVs steadily increases. While this trend continues, we are seeing a lack of adequate funding for non-motorized trails. Unfortunately, many of these trails are lost due to lack of maintenance and use.

We are also losing access to public land when adjacent private land owners discontinue access across their land. Also, many large private land owners are either charging their own access fees or eliminating public access all together.

Finally, we could see wholesale reductions in access from the Idaho Department of Lands (IDL). IDL has management responsibility for lands that are popular for recreation, but that agency does not specifically manage for that type of use. They estimate that the public use of their land, some of which is legitimate recreation, costs that agency approximately one million dollars annually. The public's access to IDL lands for recreation could be halted or significantly changed in response to this issue.

In order to improve in this area, we direct you and your agencies to work collaboratively and diligently with each other and other agency stakeholders to:

- a) Protect existing designated motorized trail systems by collaboratively commenting to public land management agencies on protecting these resources.
- b) Work toward creating a funding source for non-motorized trail maintenance.
- c) Develop a strategy to manage recreation on IDL land.
- d) Develop a strategy and funding sources to purchase easements, leases and parcels of land that provide key public access.

3. Work cooperatively when responding to travel management planning within Idaho.

When our agencies respond independently to proposed travel management plans there is the potential for us to issue conflicting recommendations. When this happens, it can be difficult for planners who do not understand the complexity of our objectives to resolve those conflicts. In this process, we risk both of our agencies' inputs being ignored or compromised.

In order to improve this process, we direct you and our agencies to work collaboratively and diligently with each other to:

- a) Jointly develop travel management plan comments to resolve conflicts and find common ground in our respective agency comments.

4. Work cooperatively to make the issuance of licenses and permits from both our agencies as convenient and simple as possible for Idaho citizens and non-residents.

Both agencies have independent vendor networks and systems to distribute licenses and permits to the public. As surveys have shown, we share many of these same customers. It would appear reasonable that the two agencies could work together to provide this service to the public.


In order to improve this process, we direct you and our agencies to work collaboratively and diligently with each other to:

- a) Evaluate the process of how each agency issues permits and licenses and look for ways to efficiently and cooperatively work together to provide this service.

We believe that the overall directive of this joint letter serves the missions of both our agencies. We anticipate that resolution of these issues may take multiple avenues and will require patience, communication, expertise, and hard work by all involved. Because of that, we are not setting a specific timeline, but expect regular progress updates from both directors.

We challenge you in the spirit of Governor Otter's 2008 State of the State message: "My Cabinet members are working more cooperatively and with greater common purpose for the people we serve".

Sincerely,



Cameron Wheeler
Chairman
Idaho Fish and Game Commission



Latham Williams
Board Chairman
Idaho Department of Parks and Recreation

ATTACHMENT #3



November 29, 2011

Director Virgil Moore
Idaho Department of Fish & Game

Director Nancy Merrill
Idaho Department of Parks and Recreation

Directors:

As your respective board and commission chairs, we believe it is important that our two departments work more closely together to address issues of mutual importance to both our agencies.

There are four areas in particular where our departments can work together to develop solutions and policies that will benefit all the citizens of Idaho, not just one constituency or user group. These four areas are: 1) safety, education and enforcement in the use of off-highway vehicles (OHVs), 2) addressing the escalating loss of public access that is occurring statewide, particularly as that loss affects fishermen, hunters and a broad spectrum of recreational users, 3) working cooperatively when responding to travel management planning within Idaho, and 4) working cooperatively to make the issuance of licenses and permits from both our agencies as convenient and simple as possible for Idaho citizens.

1) Safety, education and enforcement in the use of off-highway vehicles (OHVs)

Concerning OHV use in Idaho, we note that registrations of OHVs have increased 322% in the last 10 years, demonstrating a rapidly growing recreational demand. A recent survey of mule deer hunters, conducted by IDFG, shows about 50% of hunters use OHVs during their hunt. At the same time, the number of miles of accessible OHV trail has declined and off-trail use and pioneering of new trails has increased, a trend we fear will continue. Both agencies bear management responsibility and costs for aspects of OHV use.

Although both agencies have been engaged in addressing these issues, we feel it is important to provide joint policy direction regarding mutual issues that need leadership and resolution through collaboration between our agencies and OHV users. Our direction and partnership is based on the following statements of agreement:

- In order to protect natural resources, OHV use should be managed and we support limiting

OHV travel to designated routes, except in open riding areas.

- Responsible OHV use is a legitimate form of recreation and should be sustained and enhanced.
- Opportunities for designated single-track motorcycle and 2-track ATV trails have not kept pace with rapidly growing demand.
- There is strong desire to sustain and increase the current miles of designated OHV trails. Emphasis should be placed on looping trail systems, adequate mileage, varying degrees of difficulty, and points of interest. There should also be an emphasis on creating quality trail systems that benefit local economies.
- Wildlife resource protection efforts have closed OHV opportunities.
- Irresponsible OHV use, whether for recreation or hunting, threatens the legitimacy of responsible OHV use and hunting. Public access to private, state, and federal lands is threatened by the irresponsible use of OHVs.
- Improving travel management planning across land ownership boundaries by applying our joint technical expertise in partnership with other land owners and OHV users will improve recreational information and dissemination.
- Programs need to be sufficiently staffed and funded to achieve objectives.

Based on these agreements, we direct you and your agencies to work collaboratively and diligently with each other as well as other agency stakeholders, land owners and OHV users who must achieve success, implement a process (or processes) to address the following:

- a) Develop more designated and managed OHV opportunities, with particular focus on quality trail systems, and seek economic benefits for local communities, particularly small communities, while sustaining natural resources and related recreation.
- b) Improve trail identification and trail maps and information across land ownerships.
- c) Evaluate dead-end (“crows’ feet”) and redundant routes to achieve reasonable recreational utility and eliminate unnecessary routes to maintain or achieve adequate wildlife security areas and watershed protection. Reduce and eliminate pioneering of new trails.
- d) Develop a coalition with state, county, federal, corporate and private land owners, OHV users and sportsmen to actively keep lands open for responsible recreational use.
- e) Encourage, enhance, and acquire new opportunities for OHV use and recreation on private and other lands through agreements, leases, and easements.
- f) Promote responsible OHV use through education, safety programs, self-policing, and enforcement using consistent protocol and measured response.
- g) Develop pragmatic and practical rules understandable to users, managers, and law enforcement.

- h) Educate non-motorized recreationists about OHV management, rules, and regulations.
- i) Develop a funding mechanism(s) to ensure that the people who benefit from a managed OHV program contribute equitably, including nonresidents.

2) Address the escalating loss of public access that is occurring statewide, particularly as that loss affects fishermen, hunters and a broad spectrum of recreational users.

We understand that designated motorized trail opportunities continue to decline on public lands, while the number of registered OHVs steadily increases. While this trend continues, we are seeing a lack of adequate funding for non-motorized trails. Unfortunately, many of these trails are lost due to lack of maintenance and use.

We are also losing access to public land when adjacent private land owners discontinue access across their land. Also, many large private land owners are either charging their own access fees or eliminating public access all together.

Finally, we could see wholesale reductions in access from the Idaho Department of Lands (IDL). IDL has management responsibility for lands that are popular for recreation, but that agency does not specifically manage for that type of use. They estimate that the public use of their land, some of which is legitimate recreation, costs that agency approximately one million dollars annually. The public's access to IDL lands for recreation could be halted or significantly changed in response to this issue.

In order to improve in this area, we direct you and your agencies to work collaboratively and diligently with each other and other agency stakeholders to:

- a) Protect existing designated motorized trail systems by collaboratively commenting to public land management agencies on protecting these resources.
- b) Work toward creating a funding source for non-motorized trail maintenance.
- c) Develop a strategy to manage recreation on IDL land.
- d) Develop a strategy and funding sources to purchase easements, leases and parcels of land that provide key public access.

3. Work cooperatively when responding to travel management planning within Idaho.

When our agencies respond independently to proposed travel management plans there is the potential for us to issue conflicting recommendations. When this happens, it can be difficult for planners who do not understand the complexity of our objectives to resolve those conflicts. In this process, we risk both of our agencies' inputs being ignored or compromised.

In order to improve this process, we direct you and our agencies to work collaboratively and diligently with each other to:

- a) Jointly develop travel management plan comments to resolve conflicts and find common ground in our respective agency comments.

4. Work cooperatively to make the issuance of licenses and permits from both our agencies as convenient and simple as possible for Idaho citizens and non-residents.

Both agencies have independent vendor networks and systems to distribute licenses and permits to the public. As surveys have shown, we share many of these same customers. It would appear reasonable that the two agencies could work together to provide this service to the public. In order to improve this process, we direct you and our agencies to work collaboratively and diligently with each other to:

- a) Evaluate the process of how each agency issues permits and licenses and look for ways to efficiently and cooperatively work together to provide this service.

We believe that the overall directive of this joint letter serves the missions of both our agencies. We anticipate that resolution of these issues may take multiple avenues and will require patience, communication, expertise, and hard work by all involved. Because of that, we are not setting a specific timeline, but expect regular progress updates from both Directors.

We challenge you in the spirit of Governor Otter's 2008 State of the State message: "My Cabinet members are working more cooperatively and with greater common purpose for the people we serve."

Sincerely,

Tony McDermott
Commission Chair
Idaho Department Fish and Game

Ernest Lombard
Board Chairman
Idaho Park and Recreation

ATTACHMENT #4

LEG. 1:98, 04, 08 CONCESSION LEASES IN STATE PARKS The Board shall decide whether to lease or self operate, case by case, based upon, but not limited to, its consideration of the following criteria:

the relative efficiencies of public and private operations of individual revenue-producing facilities, financial return to the Department, service to park visitors, availability of qualified and acceptable concessionaires, availability of Department staff, volume of business anticipated, availability of start-up capital. The Director, or the Director's designee, shall seek concessionaires when the Board determines that services which the Department cannot or chooses not to provide itself should be provided to park visitors.

I. Requests for Proposals (RFPs) – All concessions, except as otherwise provided in paragraph III. (located below), awarded in state parks will be awarded only on a competitive RFP basis. Concessions shall be awarded to the responder of the RFP which in the judgment of the Board provides the best combination of service to the public and return to the Department. The best responder to an RFP shall not necessarily be the responder which provides the highest dollar return.

II. New or proposed concessions: No new concessions will be allowed until the Department has made a determination of the need for, and viability of, that concession.

III. Small Concessions – The Director, or the Director's designee, may issue permits without competition for small businesses in state parks for a maximum of one year where there are no permanent structures and the business is not anticipated to gross more than \$10,000 per year. The fee will be 3% of gross revenue or \$300.00 per operation.

IV. Ownership of Concession Facilities – The Department shall plan the development of physical concession facilities in its park master planning process and will request funds from the legislature and other sources to build such facilities, as the planning process deems desirable and necessary. Although it shall be the Board's policy that the Department own the physical facilities in which concessions are operated, the Board may, at its discretion, consider on a case-by-case basis, proposals for concessionaire-built-and-owned buildings and other improvements, provided that ownership of those buildings and improvements vest in the Department at the end of the term of the lease. In such instances, the Director shall specify a depreciation schedule to be used in the event of an early lease termination and buyout by the Department.

V. Ownership of Existing, Concessionaire-Owned Facilities – It shall be the policy of the Board that the Department attempts to purchase existing concessionaire-owned facilities at the end of the terms of their current leases. In the event the Department is unable to purchase such facilities, it shall include in the subsequent lease a procedure by which ownership of those facilities vests in the Department at the end of the term of that lease. In the alternative, at the discretion of the Director, the Department may purchase the concessionaire-owned facilities at a predetermined depreciated value less that total, at the end of the term of that lease.

VI. Valuation and Ownership of Assigned Concession Facilities – In the event that a concessionaire-owned facility is transferred to a new concessionaire by an assignment of a concession lease, revisions in the schedule of depreciated value of concession property shall not be made without the written approval of the Director or the Director's designee.

VII. Term of Leases – On Department-owned property, leases shall not be issued for a term to exceed 10 years. On Department-leased property, leases may be written for a longer term, if, in the judgment of the Board, such longer term is necessary and desirable. Such longer term shall only be allowed in extraordinary circumstances. Guidelines for lease terms are:

- A. Concessionaire has little investment, no permanent structures are in place, and the concession is expected to gross less than \$10,000 per year.
- B. Concessionaire has a modest investment in items of removable personal property used in a Department-owned facility or is the owner of a facility the ownership of which will vest in the Department, or which the Department will purchase, at the end of the term of the lease up to 10 years.
- C. Concessionaire has a significant investment in personal property used in a Department-owned facility, or is the owner of a facility, the ownership of which will vest in the Department, or which the Department will purchase, at the end of the term of the lease on Department-leased land—up to 10 years, or longer in exceptional circumstances.

VIII. Going Concern, Blue Sky, or Business Values of Concession Operations – Since all concession operations are dependent upon a valid lease from the Department, whenever possible the lease shall contain language that reflects the Idaho Park and Recreation Board's policy of not recognizing going-concern, goodwill, blue sky, business values, trade name, or other intangible property in its purchase of concessionaire-owned property either during or at the end of the term of a lease.

IX. Inspection of Concession Facilities – All concession operations and all records and physical property shall be subject to regular inspection by Department staff at any reasonable time of the Department's selection. Except in emergencies, the Department shall provide reasonable notice before such inspection.

X. Standard Provisions of Concession Leases

- A. Required and Optional Services and Activities Specifically Prohibited**
Each lease shall contain a listing of required services that must be provided to the public by the concessionaire and optional services that may be provided. Leases shall prohibit the provision of additional services without written approval of the Department.

- B. **Rental, Gross Receipts, Methods of Accounting** – Leases may contain a provision that allows for the periodic review and revision of the percentage of gross profits due the Department. Rentals shall be calculated on the basis of a percentage of gross receipts for all commercial activities occurring on the entire leased property, whether or not they are directly generated by the operation of that concession. Leases shall provide for a standard system of record keeping and accounting to the Department so that it may properly audit each concession to determine whether the proper rental is being paid. All concessionaires shall be required to keep, among any other records such as the Department shall require:
1. A continuous cash register tape of all sales transactions
 2. Sales journal
 3. A cash disbursements journal
 4. A general ledger

All records shall be kept in accordance with generally accepted accounting principles.

- C. **Exclusiveness Policy** – Each lease shall contain a provision that will grant the concessionaire exclusive right to conduct required services within the specified concession boundaries. Each lease shall also contain a clause that specifically informs the concessionaire that he does not have an exclusive right to provide non-required services or any concession service whatsoever outside the specified concession boundaries. Concession boundaries shall be specified in each lease.
- D. **Renewal** – Each lease shall contain a provision that the Department will not grant the lessee the automatic right to renew the term of the lease for an additional period upon its expiration. However, a concessionaire may be granted a first right to accept a new lease under such new terms and conditions as the Department may then prescribe. The Department shall retain the option to self-operate a concession at the end of the term of any lease, however.
- E. **Quality of Service and Control of Rates and Charges** – Leases shall contain a provision that grants the Director of the Department, or the Director's designee, the right to approve the prices and rates for goods sold or services rendered upon the concession premises. The Director of the Department, or the Director's designee, shall not approve unreasonable or inappropriate rates.
- F. **Maintenance, Improvements, Repairs, Alterations or Damage** – Leases shall allow the Director, or the Director's designee, to approve or disapprove any physical improvements, alteration, or additions to the concession facilities. Concessionaires shall be responsible for required maintenance and repairs, including such structural maintenance specified in the lease. If the concessionaire fails in his duty to perform maintenance repairs, the Department may perform them at the concessionaire's expense. Such repairs may be paid for from the concessionaire's repair and maintenance fund or, if

that fund should contain insufficient money, be billed to the concessionaire for payment from his other funds.

- G. **Comprehensive Insurance Coverage and Hold-Harmless Clause** – Each concession lease shall contain adequate provisions for comprehensive insurance of the premises. Each concession lease shall contain a provision that the concessionaire will indemnify, hold harmless and defend the Department against all claims, demand, damages, costs, expenses, or liability costs arising out of the operation or maintenance of the concession premises.
- H. **Incorporation of Plans and Agreements** – The concession plan, park master plan, lease with a third-party landowner, and/or management agreement for each park shall be incorporated by reference into the lease.
- I. **Breach** – Leases shall provide that the Director, or the Director's designee, may terminate them when it is determined that the manner and operation of the concession does not satisfy the requirements of the lease, or if the concessionaire is in breach of any other term of the lease.
- J. **Assignment Policy** – Leases shall require the written consent and approval of the Board prior to assignment. In its consideration of a proposed assignment, the Board shall determine if the assignee is qualified and capable of providing acceptable service to the public and operating the concession in an acceptable manner, but shall not unreasonably deny assignment. Leases may allow the Department to share in any increase in value of a lease when it is sold or assigned. The Department may collect ten percent (10%) of the assignment price minus the value of the concessionaire's hard assets to be transferred to the assignee. Leases shall prohibit subleasing of all or any portion of the concession in any manner whatsoever.
- K. **Buy-Out Provision during Term of Lease** – Leases shall allow the Department, at its option, to purchase concession facilities at a specified depreciated value for a date of early termination before the end of the anticipated term of the lease, which occurs for any reason other than the concessionaire's breach of the lease. In the event that a lease is terminated due to a breach by the concessionaire, the Department may, at its election, take ownership of concessionaire's personal property or require the concessionaire to remove that property at his expense.
- L. **Disposition of Property upon Termination of the Lease** – Leases shall specify the method of disposition of all concessionaire-owned property at the end of the term of the lease. Leases shall normally provide that ownership of such property vest in the Department. Leases may provide that certain classes of property be otherwise disposed of, however (i.e. that the Department purchase it by means of an agreed upon method of valuation, that it be offered for sale to a successor concessionaire, or that the concessionaire remove it at

his own expense). Such election shall be at the sole discretion of the Department at the time of the execution of the lease.

- M. **Bonds** – All concessionaires shall file and maintain continuing performance bonds in value sufficient to recompense the Department for potential revenue losses resulting from concessionaire's failure to perform. For the first year of a concession operation, such bonds shall be for the amount of that year's estimated rental payment to the Department, as stated in concessionaire's RFP. For all future years, that amount shall be the amount of the prior year's rental payment to the Department. All concessionaires performing any building activity shall provide the Department with a construction bond in the amount of the anticipated cost of construction.
- N. **Repair and Maintenance Fund** – All leases which involve buildings or other physical facilities shall contain provision for a repair and maintenance fund into which a specified percentage of concessionaire's annual gross revenue shall be deposited. While this fund shall remain concessionaire's property, it shall be accounted for separately from concessionaire's other funds and may only be spent with the consent and approval of the Department and will be accessible to the Department on demand in the event concessionaire fails to maintain the concession facilities as specified in the lease.

<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
January 30-31, 2012
IDPR Headquarters
Summit Conference Room
Boise ID

AGENDA ITEM: Off-Road Motor Vehicle Committee Appointment

ACTION REQUIRED: Board Action Required

PRESENTER: Kathy Muir, State & Federal Grant Manager

PRESENTATION

BACKGROUND INFORMATION:

The Board approved advisory committee members at the July 2011 meeting. Aaron Donnelly was appointed to the Region 1&2 Off-Road Motor Vehicle Committee, Non-Motorized position. Aaron has since moved out of the state and another member needs to be appointed for the upcoming rating meetings in March.

Judy Culver is from Ferdinand and employed by the Bureau of Land Management. She has experience with both non-motorized and motorized trail systems and has recreated in many states.

Bill Radobenko is from Dalton Gardens and had experience on both non-motorized and motorized trails in the St. Joe, Coeur d'Alene Mountains, Moyie, and Selkirk areas. He has experience working with both governmental agencies and non-profit groups and spent time clearing trails.

Don Caparelli is a resident of the Silver Valley and has been a longtime trails advocate for both motorized and non-motorized use. He has 30 years of experience working with federal agencies on travel plans. Don has also been in charge of trail maintenance and search & rescue for Shoshone County.

Applications follow this agenda item.

STAFF RECOMMENDATIONS:

Staff recommends appointing Don Caparelli to the Region 1&2 Off-Road Motor Vehicle, Non-Motorized Representative position.

Idaho Department of Parks and Recreation Advisory Committee
Application Form



Name: Judy Culver Address: PO Box 153
Phone #: (Home) 970-620-2059 City: Ferdinand State: ID Zip: 83526
Phone #: (Work) 208-962-3796 Email: jculver@blm.gov

I am applying for the following committee: ☐ Recreational Vehicle; ☒ Off-Road Motor Vehicle;
☐ Recreational Trails; ☐ Waterways Improvement Fund;
☐ Land & Water Conservation Fund (double click on box to check)

☒ I am a qualified elector of the State of Idaho

1. What knowledge or experience do you have that would contribute to the Committee?

My knowledge of non-motorized recreation began with my experiences of hiking and exploring the Pine Barrens in New Jersey and extends to backpacking, hiking, caving, climbing, cross-country skiing, canoeing and/or rafting trips in Alaska, Arizona, Colorado, Idaho, Maine, Montana, Nevada, New Jersey, New Mexico, New York, New Hampshire, Oregon, Texas, Virginia, Utah, and the countries of Canada, Ecuador, Germany, Italy and Mexico. Some of these experiences occurred while being part of hiking, paddling and skiing clubs in Alaska and Maine but many are solo trips.

My professional knowledge and experience includes holding whitewater guiding licenses in New York and Maine, guiding in Alaska and working as a river ranger and then river manager in Dinosaur National Monument. I attended a Utah Trails and Pathways Conference to learn about single track construction, Federal Highways programs and trails grants. My knowledge ranges from completing a degree in Environmental Studies (Natural Resources) at the University Of Alaska, Fairbanks to developing and hosting volunteer projects in trail construction, Backcountry Horses corral building projects, expanding campgrounds, managing federal and state permit systems, off-road trail mitigation, developing OHV volunteer stewardship programs to protect, sign, and enhance OHV opportunities.

As a Bureau of Land Management employee, I have served as a resource staff specialist for wilderness, recreation and the National Scenic Trail program for the Paria Canyon-Vermilion Cliffs Wilderness, the Arizona National Scenic Trail (ANST), Vermilion Cliffs National Monument (VCNM), and the Arizona Strip Field Office. In Idaho, I am an active member of the Clearwater Management Council with responsibilities that include the Craig Mountain Wildlife Management Area, Clearwater River, Lolo Creek and portions of the Nez Perce National Scenic Trail.

2. (Pertinent) natural resource organizations you belong to:

River Management Society
Clearwater Management Council

3. As a member of the Committee, you would be representing what type of user?

I would be representing the ORMV as the Non-Motorized Representative.

4. What, in your opinion, is the program lacking or what improvements can be made?

I have not been directly involved with the program in enough depth to determine what is lacking or improvements that need to be made but I am not afraid to speak up and offer suggestions and ideas as I become familiar with the program. As a past member of different boards, I do know that one issue with committees and boards is finding a large enough pool of applicants to represent different interests.

5. Is your interest in the Committee through:

- ☐ Membership in a club or organization
☐ Commercial
☐ User
☒ Other (describe): _____

6. Which recreational equipment do you own that is currently registered in Idaho?

- ☐ Motor Boat ☐ Snowmobile ☐ Motorbike
☐ Recreational Vehicle ☐ Off-Road Motor Vehicle ☒ N/A

7. How long have you owned your recreational equipment? I own biking (40 years), backpacking (15 years), cross-country ski equipment (15 years), sit-on-top kayak (5 years), hunting (15 years), fishing (20 years), rafting (22 years).

8. Approximately how often do you use your recreational equipment per year? Usually I am out doing something every weekend.

Idaho Department of Parks and Recreation Advisory Committee
Application Form



Name:	Bill Radobenko	Address:	1550 E. Woodland Dr.	
Phone #:	208 659 1995	City:	State:	Zip:
(Home)		Dalton Gardens	ID	83815
Phone #:	208 772 5165	Email:		
(Work)		radobenko@mac.com		

I am applying for the following committee:

- ☐ Recreational Vehicle;
- ☒ Off-Road Motor Vehicle;
- ☐ Recreational Trails;
- ☐ Waterways Improvement Fund;
- ☐ Land & Water Conservation Fund (double click on box to check)

☒ I am a qualified elector of the State of Idaho

1. What knowledge or experience do you have that would contribute to the Committee?

I have been riding the trails of the St. Joe, CDA Mtns, Moyie and the Selkirk areas since the early 1990s. I have used these trails on motorcycles, bicycles, horseback and foot. From 1991 to around 2005 it was primarily on motorcycles, but from 2006 to present it has been mostly on a mountain bike. I have been involved with several trail work days and trail building teams working with the Forrest Service in our area. I have also spent time in the field helping the Lake City Trail Builders Association. Currently, I am the president of the Team Two Wheeler/Specialized bicycle racing team. We have over 40 members with more the half of them riding the trails in our local areas. I have rode thousands of miles with a chainsaw clearing winter windfalls from our trails.

2. (Pertinent) natural resource organizations you belong to:

**USA Cycling
American Motor Association (expired)**

3. As a member of the Committee, you would be representing what type of user?

Mountain Biking

4. What, in your opinion, is the program lacking or what improvements can be made?

I feel that we need to take a better look at trail closures before acting on them.

5. Is your interest in the Committee through:

☒ Membership in a club or organization

☐ Commercial

☒ User

☐ Other (describe): _____

6. Which recreational equipment do you own that is currently registered in Idaho?

☐ Motor Boat

☐ Snowmobile

☒ Motorbike

☒ Recreational
Vehicle

☐ Off-Road Motor
Vehicle

☐ N/A

7. How long have you owned your recreational equipment?

Over 20 years

8. Approximately how often do you use your recreational equipment per year?

Over 100 times a year when you count the mountain bike

Thank you for the opportunity.

**Sincerely,
Bill Radobenko
208 659 1995**

Advisory committee members are required to attend as many as 2 to 3 meetings during the year and must sign a Memorandum of Understanding.

Idaho Department of Parks and Recreation Advisory Committee
Application Form



Name: Don Capparelli Address: PO Box 143
Phone #: (Home) 208-783-0757 City: Smelterville State: Id Zip: 83868
Phone #: (Work) 208-659-7386 cell Email: Capp Ann @ hot mail com
I am applying for the following committee: ☐ Recreational Vehicle; ☐ Off-Road Motor Vehicle;
☐ Recreational Trails; ☐ Waterways Improvement Fund;
☐ Land & Water Conservation Fund (double click on box to check)

☐ I am a qualified elector of the State of Idaho

1. What knowledge or experience do you have that would contribute to the Committee?

30 years of involvement with Travel plans on the Idaho Panhandle national Forest, some OLM but mostly Forest Service.
member of Focus Group on St Joe Ranger district and Coeur d'Alene District
also in charge of Trail Maintenance for Shoshone County Search + Rescue

2. (Pertinent) natural resource organizations you belong to:

Shoshone County Search and Rescue - President

3. As a member of the Committee, you would be representing what type of user?

Non Motorized

4. What, in your opinion, is the program lacking or what improvements can be made?

New To program No Commett

5. Is your interest in the Committee through:

- ☐ Membership in a club or organization
☐ Commercial
☐ User
☐ Other (describe): _____

6. Which recreational equipment do you own that is currently registered in Idaho?

- ☐ Motor Boat ☐ Snowmobile ☒ Motorbike
☒ Recreational Vehicle ☒ Off-Road Motor Vehicle ☐ N/A

7. How long have you owned your recreational equipment? 45 years

8. Approximately how often do you use your recreational equipment per year? 100

Advisory committee members are required to attend as many as 2 to 3 meetings during the year and must sign a Memorandum of Understanding.

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

AGENDA
Idaho Park and Recreation Board Meeting
January 30-31, 2012
IDPR Headquarters
Summit Conference Room
Boise ID

AGENDA ITEM: **Eagle Island Experience – Group Use Permit Approval**
ACTION REQUIRED: **Board Approval**
PRESENTER: **Dave Ricks, Deputy Director**

PRESENTATION

BACKGROUND INFORMATION:

The promoters Gruntwerks LLC would again like to host the Eagle Island Experience Festival at Eagle Island State Park on May 18/19/20, 2012. This is a celebration of arts, crafts, music and the coming of spring.

They are requesting this Group Use Permit (GUP) to include alcoholic beverages. All food vendors will be licensed by Central District Health Department. The past years events have brought in around 5,000 to 8,000 guests depending on the weather that weekend.

STAFF RECOMMENDATIONS:

Staff recommends the Board approve the Eagle Island Experience GUP.

STATE OF IDAHO
DEPARTMENT OF PARKS AND RECREATION



GROUP USE PERMIT APPLICATION

Date of Application: 01/06/2012

**IDAPA 26.01.20 – RULES GOVERNING THE ADMINISTRATION OF PARK AND RECREATION
AREAS AND FACILITIES**

225.04 Group Use

- a. Groups of twenty-five (25) persons or more, or any group needing special considerations or deviations from these rules shall have a permit. Permits may be issued after arrangements have been made for proper sanitation, population density limitations, safety of persons and property, and regulation of traffic.
- b. Permits for groups of up to two hundred fifty (250) people may be approved by the park manager with thirty (30) days advance notice. Permits for groups of more than two hundred fifty (250) people may be approved by the director with forty-five (45) days advance notice.

Desired Event Location Eagle Island State Park

Fri-Sun
Date(s) of Planned Use 5/18-5/20/2012

Organization or Group Filing Application Gruntwerks LLC

Eagle Island Experience

Address P.O. Box 1963

City Boise

State Idaho

Zip 83701

Telephone: 208-283-7113

E-mail Address cscheider@cableone.net

Number of Participants Expected: 5,000-8,000

Arrival Time 10am

Departure Time 10pm

Type of Use Requested (please describe) This is an arts, crafts and music festival bringing people together to celebrate the return of spring and life's positive side

Purpose of Proposed Event This event will be used as a fundraiser for this year's designated non-profit organization.

Estimated Gross Fees Collected \$10,000-\$15,000

Estimated Net Profit \$4,000-\$6,000

Person(s) In Charge of Group Activity Planned in Park
(Primary Person)

(Secondary Person)

Name: Jim Teeter

Name: Carl Scheider

Address P.O. Box 1963 Boise, Idaho 83701

Address: P.O. Box 1963 Boise, Idaho 83701

Telephone: (208)-724-1787

Telephone: (208)-283-7113

E-Mail sagehippie@gmail.com

E-Mail: cscheider@cableone.net

Will First Aid Be Provided? x ☐ Yes ☐ No

Will Alcoholic Beverages Be Sold? x ☐ Yes ☐ No

If yes, please list the special permit number from the Alcohol Beverage Control or your retail license number. For more information about selling alcoholic beverages, call toll free (888) 222-1360 or e-mail to abc@isp.state.id.us. NOTE: Approval of the Idaho Park and Recreation Board is required for all group functions at which alcoholic beverages will be sold in accordance with IDAPA rules.

Description of the Specific Area(s) of the Park Requested for Use (use extra sheet or map if necessary to delineate general area of use, parking, sanitation, etc.)

East side of the park

Plans for Law Enforcement and/or Crowd Control, Including Communication Systems (Use extra sheet if necessary)

Will use private security firm 24 hours per day for duration of event and will coordinate with Ada County Sheriff Eagle Office for peak hours and other security as needed

Plans for Traffic Control, Including Parking (Use extra sheet if necessary)

Will use volunteer staff for parking control and will coordinate with private security and sheriff's office for traffic control

Plans for Sanitation, Solid Waste Disposal, and Water Supply (Use extra sheet if necessary)

Event staff will be responsible for trash disposal. A Company will be contracted to provide portable restrooms and gray water disposal

Plans for Area Clean Up and Rehabilitation (Use extra sheet if necessary)

During the event this will be handled by volunteer staff. The park will be brought to a not foot print state by Monday after the event.

Description of Program, Displays, and Concession Booths to be installed. (Use extra sheet if necessary)

All vendor will be on a 12x12 booth space and meet event standards. Food booths will be licensed by Central District Health Department. Vendor list will be provided to park management thirty (30) days prior to the event.

List of Vendors	Temp Permit #	Items They Plan To Sell	(Use extra sheet if necessary)
-----------------	---------------	-------------------------	--------------------------------

You must obtain an Idaho Seller's Permit if you or your agent intends to sell or rent a product, charge admission or charge a fee for the use of tangible personal property for recreation. For more information about a Seller's Permit, call the Idaho State Tax Commission at (208) 334-7660 (<http://www2.state.id.us/tax/index.html>).

Name, Address, and Phone Number of Agent Providing Liability Insurance and/or Performance Bond

Liability insurance may be required by the Idaho Park and Recreation Board, or Department, whenever the Department does not intend to assume the liability associated with an event. See Risk Management Handbook, Facilities Use Guidelines http://www2.state.id.us/adm/insurance/risk/facility_guidelines.pdf

Name: Western Community Insurance-Farm Bureau Insurance

Address: P.O. Box 4848

City: Pocatello State: Idaho Zip: 83205-4848 Telephone: _____

Amount of Liability Insurance 3,000,000

Group Use Fees

Fees That Will Apply to this Application:

MVEF ☒ Yes ☐ No \$5.00/vehicle
☐ \$ _____ Per-Person Fee
☒ \$ 212 Shelter Fee
☒ \$ 106 Application Fee or Deposit
☐ \$ _____ Negotiated Fee

Note: If the Board-approved fee structure is waived, there needs to be two levels of review/approval and the affected revenue must be recaptured elsewhere.

REQUIREMENTS

The normal use of all facilities shall be limited to the number of people who can be accommodated by available utilities and safely handled by law enforcement. This number shall be determined for each park in accordance with health and legal requirements.

No organized group shall exceed the use limits as may be set forth by the Department without qualified representatives of the Group meeting with the Idaho Park and Recreation Board at a regular meeting no less than sixty (60) days prior to the requested date of use to discuss the proposed use and obtain approval.

The Idaho Park and Recreation Board shall have the right to require financing of any required temporary utility and law enforcement facilities and a deposit to cover possible damage to existing facilities.

All other Idaho Department of Parks and Recreation rules shall be in effect and will be adhered to by the Group. See <http://www2.state.id.us/adm/adminrules/rules/idapa26/0120.pdf>

A Group Use Permit may be denied if it appears to the Director of the Idaho Department of Parks and Recreation that the group use would result in permanent injury to the park facilities or environs, or if the group use would preempt use of the park by the general public during a time period when use of the park area by the general public is projected to be near capacity.

Food Service: Non-profit, fraternal organizations, schools and churches are exempt for one-day-a-week events or meals. No food service license is required. All other public food events (one or more days) must be licensed by the local health district office. See <http://www2.state.id.us/dhw/ecic/Res/District.htm>

Please Print

Applicant Name: Carl Scheider Applicant Title: Event Coordinator

Address: P.O. Box 1963

City: Boise State: Idaho Zip: 83701 Telephone: 208-283-7113

I HEREBY ACCEPT THE PERMIT SUBJECT TO ALL THE TERMS AND CONDITIONS IMPOSED UPON ITS ISSUANCE.

Applicant Signature Carl W. Scheider Date 01/06/2012

IDPR USE ONLY

Application Approved ☐ Denied ☐

Approved Subject to Conditions ☐ Yes ☐ No

Conditions Need copy of Insurance

APPROVAL

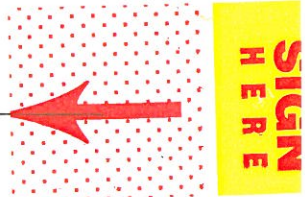
[Signature] Park/Program Manager Date 1/11/12

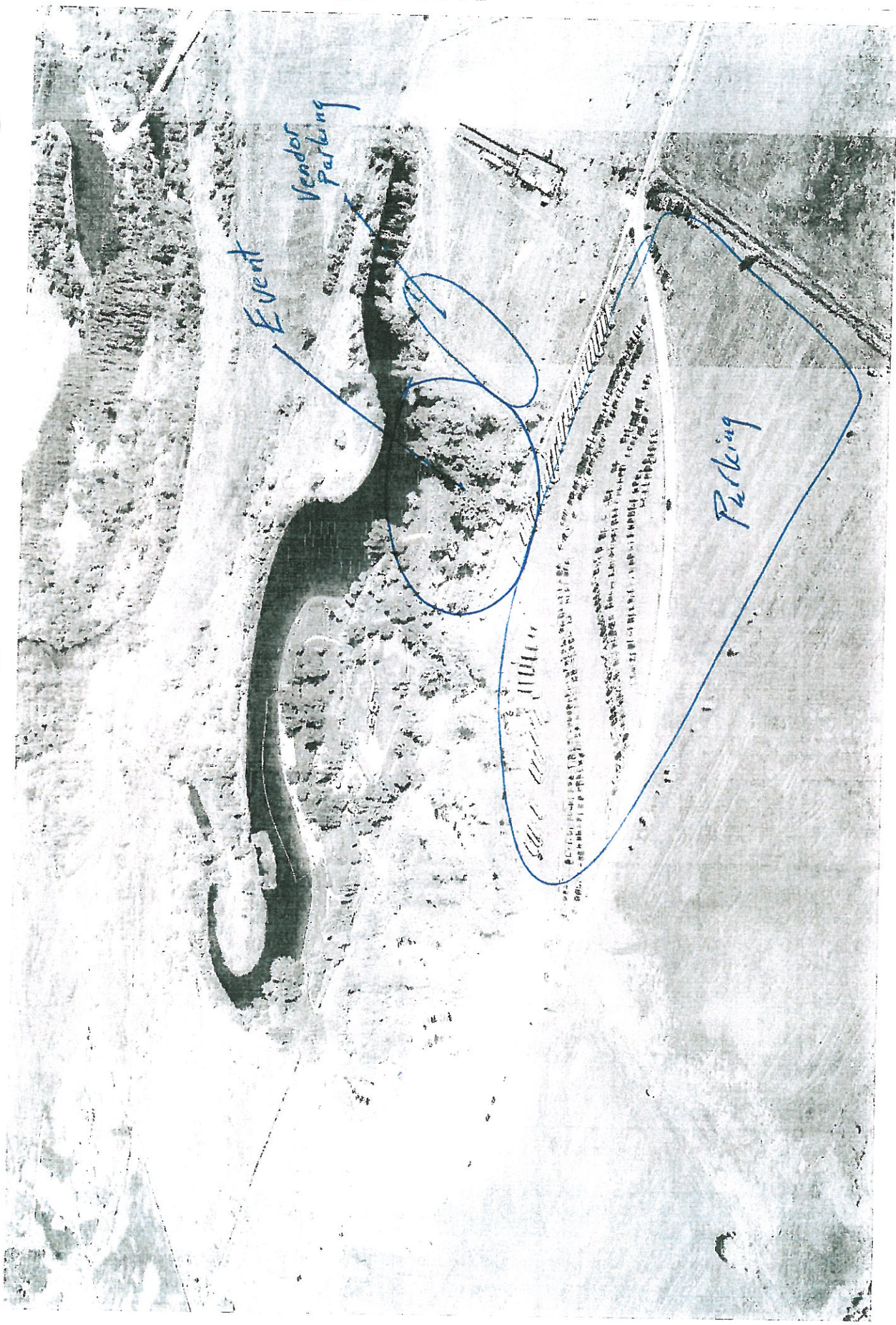
[Signature] Region Bureau Chief Date 1-12-12

☒ [Signature] Deputy Director Date 1-12-12

☒ [Signature] Director Date 1-12-12

☒ Board Chairman Date _____





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

AGENDA
Idaho Park and Recreation Board Meeting
January 30-31, 2012
IDPR Headquarters
Summit Conference Room
Boise ID

AGENDA ITEM: **Trout Unlimited – Group Use Permit Approval**
ACTION REQUIRED: **Board Approval**
PRESENTER: **Dave Ricks, Deputy Director**

PRESENTATION

BACKGROUND INFORMATION:

Trout Unlimited would again like to host a fund raising event at Eagle Island State Park on May 12, 2012. This organization is raising funds for conservation efforts on the South Fork of the Boise River.

They are requesting this Group Use Permit (GUP) to include alcoholic beverages. They are also planning a fly casting tournament and boat show. Willow Creek Grill will provide food, beer and soft drinks. The past years event brought in around 200 guests, this year's participation is expected to top 250 guests.

STAFF RECOMMENDATIONS:

Staff recommends the Board approve the Trout Unlimited GUP.

STATE OF IDAHO
DEPARTMENT OF PARKS AND RECREATION



GROUP USE PERMIT APPLICATION

Date of Application: January 10, 2012

**IDAPA 26.01.20 – RULES GOVERNING THE ADMINISTRATION OF PARK AND RECREATION
AREAS AND FACILITIES**

225.04 Group Use

- a. Groups of twenty-five (25) persons or more, or any group needing special considerations or deviations from these rules shall have a permit. Permits may be issued after arrangements have been made for proper sanitation, population density limitations, safety of persons and property, and regulation of traffic.
- b. Permits for groups of up to two hundred fifty (250) people may be approved by the park manager with thirty (30) days advance notice. Permits for groups of more than two hundred fifty (250) people may be approved by the director with forty-five (45) days advance notice.

Desired Event Location Eagle Island S.P. Date(s) of Planned Use SATURDAY May 12, 2012
Organization or Group Filing Application Trout Unlimited, Ted Trueblood Chapter
Address 12763 W. Country Cone ^{501(c)3} organization
City Boise, ID State ID Zip 83713
Telephone: 503 536 5297 E-mail Address pkilroy86@hotmail.com
Number of Participants Expected: 250 Arrival Time 06⁰⁰ Departure Time 18⁰⁰

Type of Use Requested (please describe) East Pavillion, Fisbee Golf Course (North and East side of lake), East half of beach/lake, East Grassy Area/Volley Ball court
Purpose of Proposed Event Trout Unlimited Fundraising Event for Conservation work on S. Fork Boise River
Estimated Gross Fees Collected \$20k Estimated Net Profit \$15k

Person(s) In Charge of Group Activity Planned in Park
(Primary Person)

Name: PAT Kilroy
Address: (same as above)
Telephone: 11
E-Mail: 11

(Secondary Person)

Name: _____
Address: _____
Telephone: _____
E-Mail: _____

Will First Aid Be Provided?

☒ Yes ☐ No

Will Alcoholic Beverages Be Sold?

☒ Yes ☐ No

If yes, please list the special permit number from the Alcohol Beverage Control or your retail license number. For more information about selling alcoholic beverages, call toll free (888) 222-1360 or e-mail to abc@isp.state.id.us. NOTE: Approval of the Idaho Park and Recreation Board is required for all group functions at which alcoholic beverages will be sold in accordance with IDAPA rules.

Description of the Specific Area(s) of the Park Requested for Use (use extra sheet or map if necessary to delineate general area of use, parking, sanitation, etc.)

As described on page 1. See Map, also, attached
(HASHED AREAS ARE THOSE REQUESTED)

Plans for Law Enforcement and/or Crowd Control, Including Communication Systems

(Use extra sheet if necessary)

volunteers

Plans for Traffic Control, Including Parking

(Use extra sheet if necessary)

general parking use

Plans for Sanitation, Solid Waste Disposal, and Water Supply

(Use extra sheet if necessary)

volunteers / caterer will police areas as required

Plans for Area Clean Up and Rehabilitation

(Use extra sheet if necessary)

volunteers / caterer will police areas as required

Description of Program, Displays, and Concession Booths to be installed.

(Use extra sheet if necessary)

FLY CASTING TOURNAMENT AND BOAT SHOW USING GROUNDS
AND EAST HALF OF LAKE

List of Vendors

Temp Permit #

Items They Plan To Sell (Use extra sheet if necessary)

Willow Creek Grill

FOOD, BEER, SOFT DRINKS

You must obtain an Idaho Seller's Permit if you or your agent intends to sell or rent a product, charge admission or charge a fee for the use of tangible personal property for recreation. For more information about a Seller's Permit, call the Idaho State Tax Commission at (208) 334-7660 (<http://www2.state.id.us/tax/index.html>).

Name, Address, and Phone Number of Agent Providing Liability Insurance and/or Performance Bond

Liability insurance may be required by the Idaho Park and Recreation Board, or Department, whenever the Department does not intend to assume the liability associated with an event. See Risk Management Handbook, Facilities Use Guidelines
http://www2.state.id.us/adm/insurance/risk/facility_guidelines.pdf

Name: Adams and Son, Inc.
Address: 44 South Street, P.O. Box 460
City: Auburn State: NY Zip: 13021 Telephone: (315) 253-8461
Amount of Liability Insurance \$2,000,000

Group Use Fees

Fees That Will Apply to this Application:

MVEF ☒ Yes ☐ No 5th/vehicle
☐ \$ _____ Per-Person Fee
☒ \$ 107.00 Shelter Fee (PAID)
☐ \$ _____ Application Fee or Deposit
☐ \$ _____ Negotiated Fee

Note: If the Board-approved fee structure is waived, there needs to be two levels of review/approval and the affected revenue must be recaptured elsewhere.

REQUIREMENTS

The normal use of all facilities shall be limited to the number of people who can be accommodated by available utilities and safely handled by law enforcement. This number shall be determined for each park in accordance with health and legal requirements.

No organized group shall exceed the use limits as may be set forth by the Department without qualified representatives of the Group meeting with the Idaho Park and Recreation Board at a regular meeting no less than sixty (60) days prior to the requested date of use to discuss the proposed use and obtain approval.

The Idaho Park and Recreation Board shall have the right to require financing of any required temporary utility and law enforcement facilities and a deposit to cover possible damage to existing facilities.

All other Idaho Department of Parks and Recreation rules shall be in effect and will be adhered to by the Group. See
<http://www2.state.id.us/adm/adminrules/rules/idapa26/0120.pdf>

A Group Use Permit may be denied if it appears to the Director of the Idaho Department of Parks and Recreation that the group use would result in permanent injury to the park facilities or environs, or if the group use would preempt use of the park by the general public during a time period when use of the park area by the general public is projected to be near capacity.

Food Service: Non-profit, fraternal organizations, schools and churches are exempt for one-day-a-week events or meals. No food service license is required. All other public food events (one or more days) must be licensed by the local health district office. See
<http://www2.state.id.us/dhw/ecic/Res/District.htm>

Please Print

Applicant Name: PAT KILROY Applicant Title: CHAIRMAN
Address: 12763 W. COUNTRY COVE CT
City: BOISE State: ID Zip: 83713 Telephone: 503 536 5297

I HEREBY ACCEPT THE PERMIT SUBJECT TO ALL THE TERMS AND CONDITIONS IMPOSED UPON ITS ISSUANCE.

Applicant Signature Pat Kilroy Date 10 Jan 12

IDPR USE ONLY

Application Approved ☐ Denied ☐

Approved Subject to Conditions ☐ Yes ☐ No

Conditions Need proof of Insurance copy to 1/11/12

APPROVAL

Park/Program Manager

Date

Region Bureau Chief

Date

Deputy Director

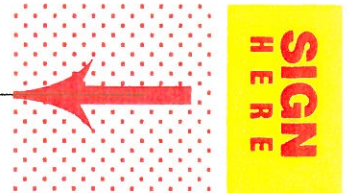
Date

Director

Date

Board Chairman

Date





IDAHO DEPARTMENT OF PARKS & RECREATION
2012 FISCAL 2ND QUARTER FINANCIAL STATEMENTS
AS OF
DECEMBER 31, 2011



BY
TAMARA HUMISTON
FINANCIAL OFFICER

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

AGENDA
Idaho Park and Recreation Board Meeting
January 30-31, 2012
IDPR Headquarters
Summit Conference Room
Boise ID

AGENDA ITEM: **FY2012 2nd Quarter Financial Statements**
ACTION REQUIRED: **Information Only**
PRESENTER: **Tamara Humiston**

PRESENTATION

Attached are the FY2012 2nd Quarter Financial Statements. The information presented reflects an overview of the department's expenditures, Operation's revenue, cash balances and the FY2012 RV allocation and expenditures.

- Page 4 represents the department's FY2012 appropriation, expenditures, encumbrances, and the remaining appropriation balance. As of the end of the 2nd quarter, the department has spent or obligated 38.34% of the agency's appropriation.

This information is the authorization to spend and does not reflect or equal the fund cash balances.

- Pages 5-7 represent the Park Operations Total Revenue (all funds), North Region Total Revenue, and South Region Total Revenue. Revenue collected through the second quarter in FY2012 is 11.9% higher (\$495,469) than collections for through the same quarter in FY2011.
- Page 8 is the FY2012 Cash Balances as of December 31, 2011.
- Pages 9-10 represent IDPR's FY2012 Allocation, encumbrances, expenditures, and the remaining balance for the RV funds used to support operations, administration, and grant awards. This report does not include the \$3 million directed to Capital Development outside of the grant process.

STAFF RECOMMENDATIONS: Information only.

Fund	Notes																				
0125 Federal Indirect	<p>Indirect funds are transferred in as cash is received from federal grant expenditure reimbursements. This includes one time funding for projects which causes significant fluctuations in transfers in as well as expenditures. Unobligated cash is as anticipated and sufficient to support estimated fiscal year expenditures.</p> <p>Transfers In are calculated based on Federally approved Indirect rates which are as follows:</p> <table><tr><th>FY</th><th>Admin</th><th>Operations</th><th>SFG</th></tr><tr><td>2008</td><td>11.31%</td><td>19.61%</td><td>0.90%</td></tr><tr><td>2009</td><td>11.23%</td><td>31.80%</td><td>1.64%</td></tr><tr><td>2010</td><td>13.72%</td><td>27.96%</td><td>2.73%</td></tr><tr><td>2011</td><td>11.20%</td><td>22.75%</td><td>1.80%</td></tr></table>	FY	Admin	Operations	SFG	2008	11.31%	19.61%	0.90%	2009	11.23%	31.80%	1.64%	2010	13.72%	27.96%	2.73%	2011	11.20%	22.75%	1.80%
FY	Admin	Operations	SFG																		
2008	11.31%	19.61%	0.90%																		
2009	11.23%	31.80%	1.64%																		
2010	13.72%	27.96%	2.73%																		
2011	11.20%	22.75%	1.80%																		
0243 Park & Recreation	<p>FY 2012 posted Park Operations Revenues totaled \$2,017,788.</p> <p>Cash Advances to Federal Funds \$600,000 and Park Land Trust \$161,125.</p>																				
0247 Recreational Fuels	<p>All administrative fees allowed are tracked and expended out of the Rec Fuels Admin Fund, 0247.06</p> <p>Cash Advances to Federal Funds - \$650,000.</p>																				
0348 Federal	<p>Revenue is posted as the Department is reimbursed for expenditures pursuant to the applicable Federal Grant Guidelines or Memorandum of Understanding. Advances to the Federal Fund from other funds are as follows:</p> <ul style="list-style-type: none">o Park & Recreation Fund, 0243, \$600,000.o Capital Improvement Fund, 0247.01, \$300,000.o Waterways Fund, 0247.02, \$350,000.																				
0496.01 Donations	<p>The nature of this fund is project oriented. As a result, revenue and expenditures fluctuate significantly from year to year.</p>																				

Fund	Notes
0496.03 Park Land Trust	Because of the nature of timber sales and expenditures for projects, the % change can fluctuate significantly between fiscal years. Detail on cash balances in this fund are as follows:

Fund 0496.03	Unobligated Cash
Park Land Trust Development	\$ 107,913
Natural Resource Management	-81,855
Mary M McCroskey	1,212,590
Mowry Trust	294,731
Lucky Peak	31,786
Ritter Island	-405
Ponderosa/Kokanee Cove	14,787
Bayhorse Mineral Lease	19,124
Eagle Island Gravel Removal	70,200
No Grant Code	64,658
Total	\$1,733,529

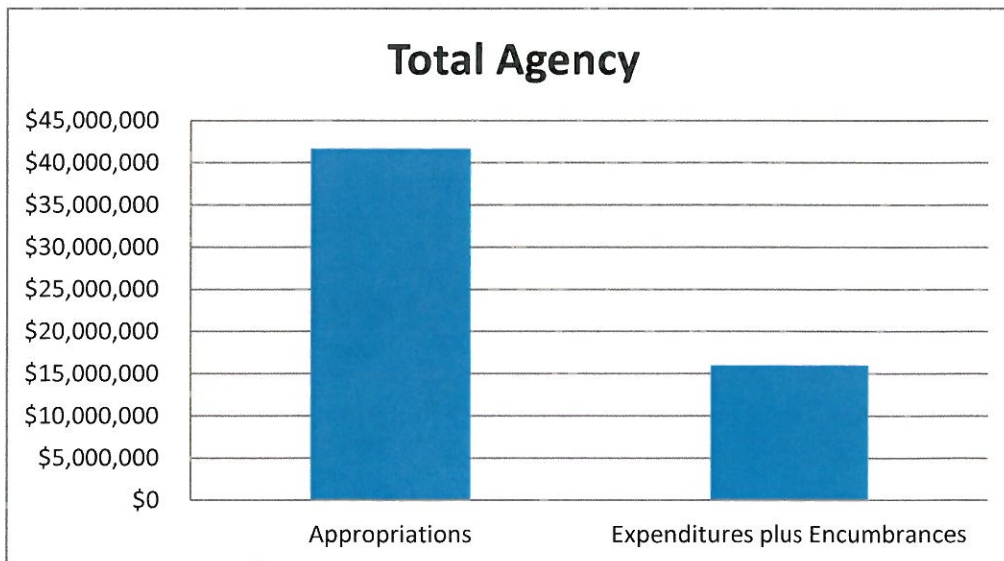
The Ritter Island September report indicates the current value of the fund on 12/31/11 was \$979,113. The investment change in market value inception to date is \$128,416.

Cash Advances to Ritter Island \$161,125

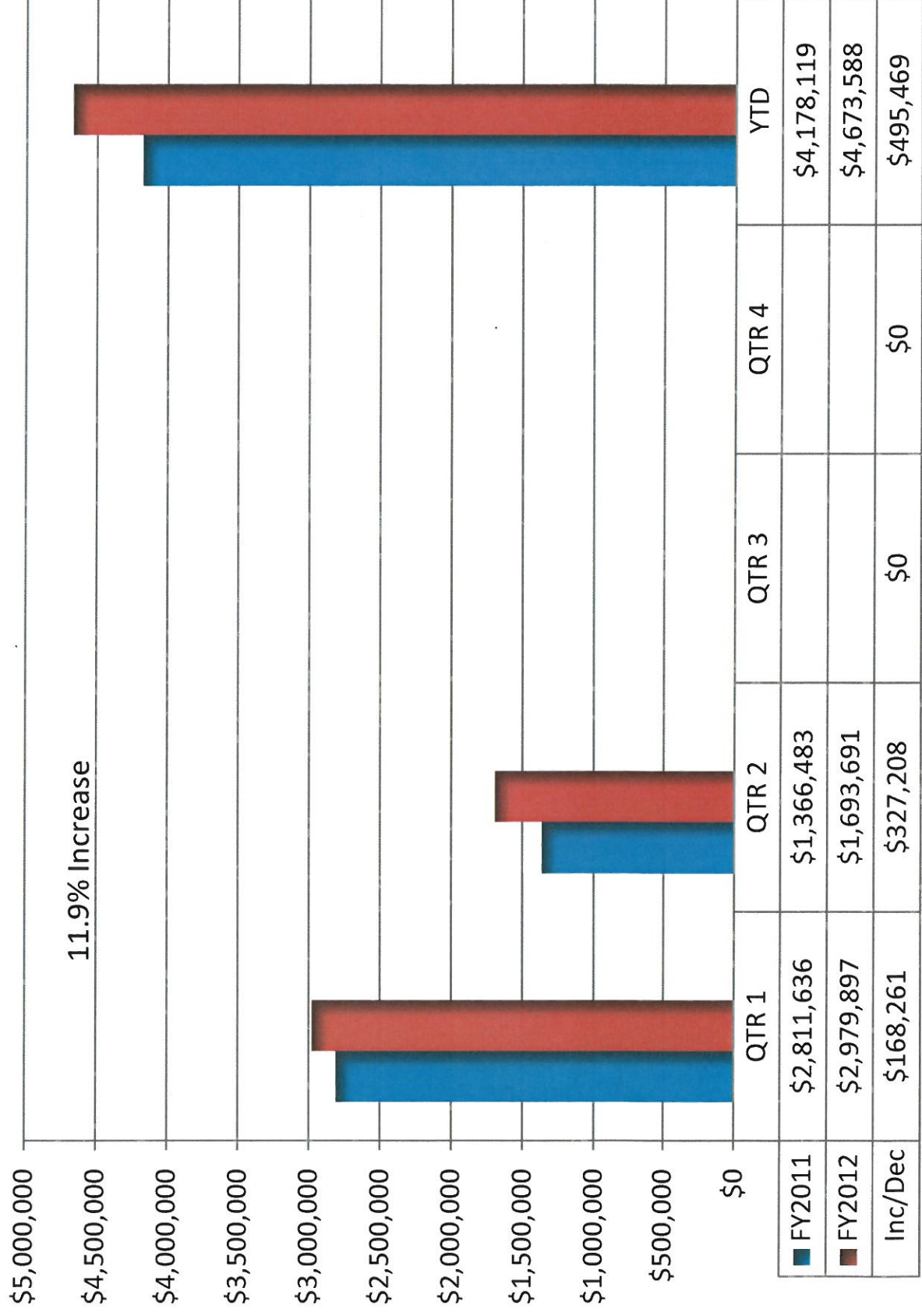
0496.05 Trail of the Cd'As	Monies held in Trust were transferred to and invested in the Idaho Endowment fund. The September final report indicates the current value of the fund on 12/31/11 was \$2,118,008. The investment change in market value inception to date is \$404,801.
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IDAHO DEPARTMENT OF PARKS & RECREATION
FY 2012 Financial Statement
December 31, 2011

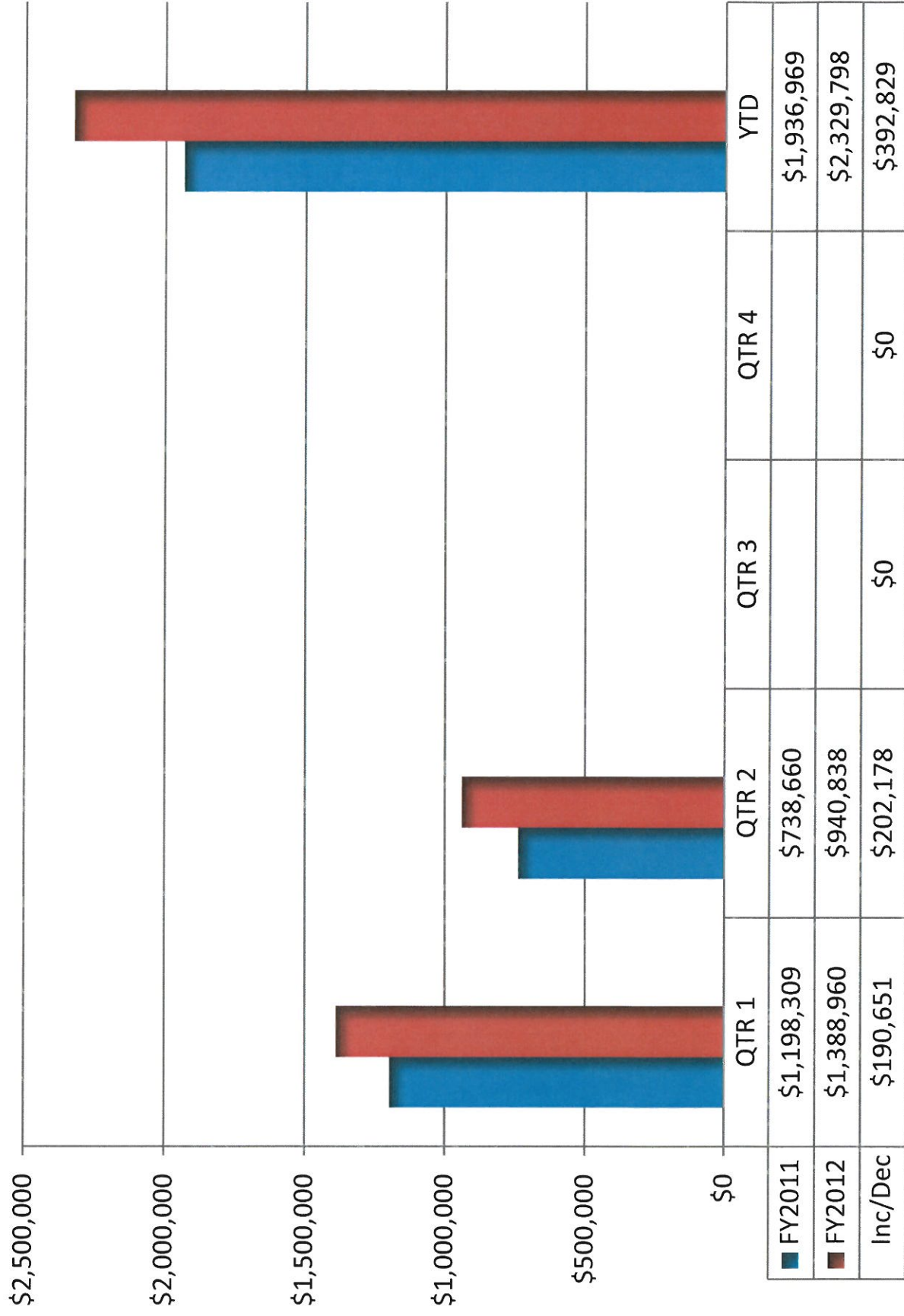
Program/Type	Appropriation	Expenditures	Encumbrance	Balance	% Obligated
Management Services:					
Personnel:	2,359,400	1,054,733	0	1,304,667	44.70%
Operating:	1,590,216	779,150	0	811,066	49.00%
Capital:	67,684	14	0	67,670	0.02%
Trustee:	9,601,200	2,057,375	4,349,653	3,194,172	66.73%
	13,618,500	3,891,271	4,349,653	5,377,576	60.51%
Operations:					
Personnel:	8,151,200	4,154,572	0	3,996,628	50.97%
Operating:	5,361,350	2,285,198	18,298	3,057,854	42.96%
Capital:	1,498,099	117,166	67,427	1,313,506	12.32%
Trustee:	1,427,500	34,185	0	1,393,315	2.39%
	16,438,149	6,591,121	85,725	9,761,304	40.62%
Capital Projects:					
Personnel:	0	0	0	0	N/A
Operating:	15,000	0	0	15,000	0.00%
Capital:	11,618,496	639,070	427,595	10,551,831	9.18%
Trustee:	0	0	0	0	N/A
	11,633,496	639,070	427,595	10,566,831	9.17%
Total Agency	\$41,690,145	\$11,121,462	\$4,862,973	\$25,705,710	38.34%



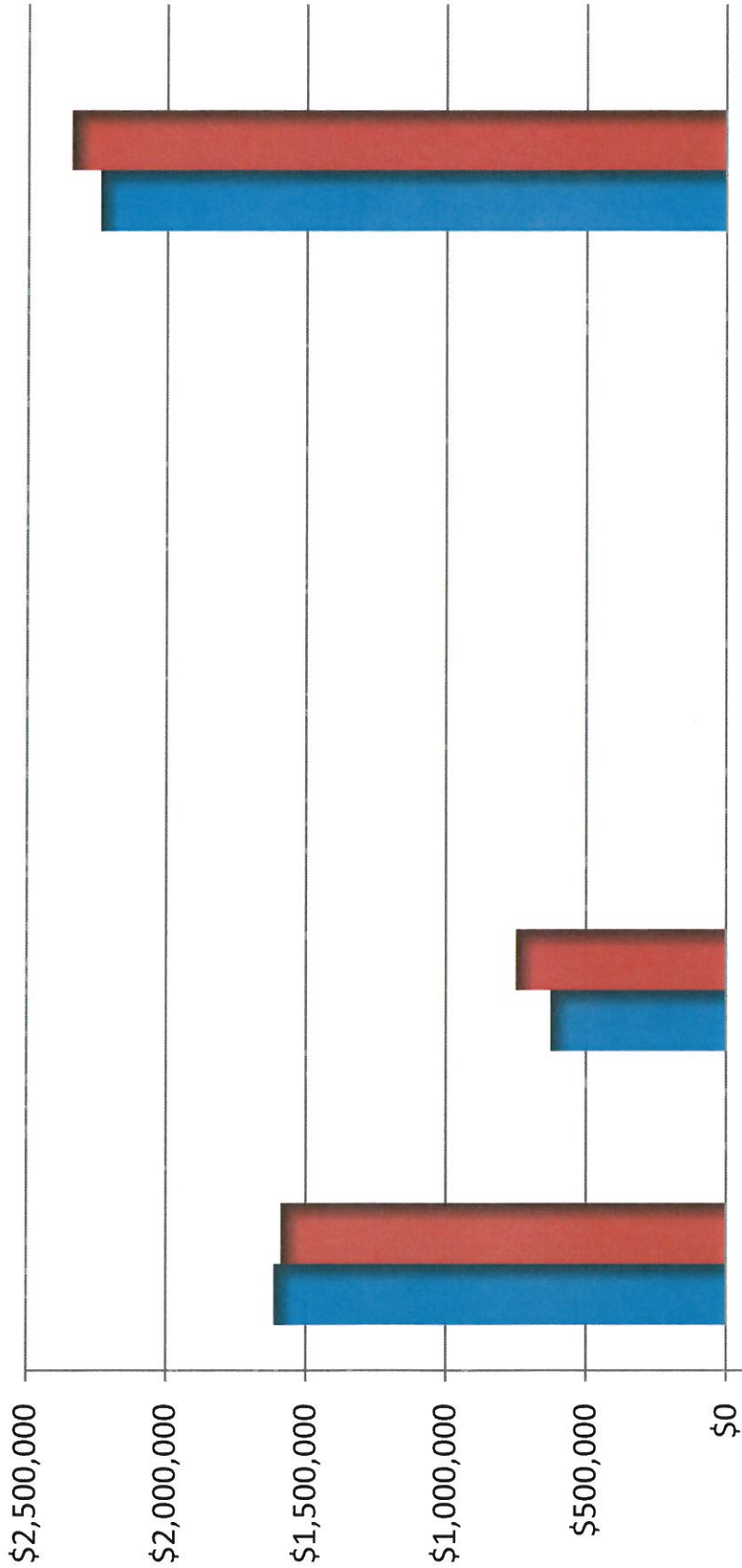
Park Operations Total Revenue (All Funds)



North Region Total Revenue (All Funds)



South Region Total Revenue (All Funds)



	QTR 1	QTR 2	QTR 3	QTR 4	YTD
FY2011	\$1,613,327	\$627,824			\$2,241,151
FY2012	\$1,590,937	\$752,853			\$2,343,790
Inc/Dec	(\$22,390)	\$125,029	\$0	\$0	\$102,639

IDAHO DEPARTMENT OF PARKS & RECREATION

FY2012 STATEMENT OF CASH BALANCES

As of December 31, 2011

Fund	Fund Name	Beginning Balance	QTD Cash	QTD Expenses	Cash Balance	Encumbrance	Unobligated Cash Balance
0001	General Fund						
0125	Federal Indirect	846,672	163,402	(106,058)	904,016	-	904,016
0150.01	Economic Reserve	208,907	-	(40,013)	168,895	4,813	164,082
0243	Parks & Rec	1,436,625	1,001,059	(1,138,422)	1,299,262	-	1,299,262
0243.02	Parks & Rec - Registration	1,576,245	100,851	(95,146)	1,581,950	-	1,581,950
0243.03	Parks & Rec - Sawtooth	8,263	8,829	(17,092)	(0)	-	(0)
0243.04	Parks & Rec - Non-motorized Boating	90,157	-	-	90,157	-	90,157
0243.05	Parks & Rec - Mountain Bike	10,334	3,529	-	13,863	-	13,863
0247.01	Capital Imp	1,977,483	385,148	(181,953)	2,180,678	285,841	1,894,837
0247.02	Waterways Imp	1,143,304	383,961	(167,333)	1,359,933	1,000,329	359,604
0247.03	Off Road MV	1,326,535	394,440	(69,823)	1,651,152	510,161	1,140,991
0247.04	Road & Bridge	826,796	201,012	(341,537)	686,270	11,845	674,425
0247.06	Rec Fuels Admin	505,237	(115,867)	(142,420)	246,950	-	246,950
0250.01	State Vessel	6,363	239,907	(239,907)	6,363	-	6,363
0250.02	Cross Country Ski	150,179	5,711	(16,249)	139,640	-	139,640
0250.03	Snowmobile	405,292	150,443	(54,229)	501,505	-	501,505
0250.04	1'Motorbike	1,481,188	106,248	(396,575)	1,190,861	590,830	600,030
0250.05	Rec Vehicle	5,425,312	1,043,801	(992,067)	5,477,045	1,936,613	3,540,432
0266.01	Search & Rescue Fund	-	-	-	-	-	-
0330.13	Invasive Species	-	-	-	-	-	-
0348	Federal Grant	(17,006)	1,279,063	(1,047,273)	214,783	1,722,466	(1,507,683)
0349	Misc Special	270,317	1,000	13,629	284,945	-	284,945
0410.01	Enterprise	2,250,131	234,080	(179,916)	2,304,295	20,227	2,284,068
0496.01	3Park Donations	459,055	6,909	(38,914)	427,050	-	427,050
0496.01	3STORE	1,589	-	-	1,589	-	1,589
0496.02	Harriman	290,371	58,211	(31,815)	316,767	-	316,767
0496.03	Park Land Trust(PLT)	1,636,535	163,749	(144,002)	1,656,282	9,262	1,647,021
0496.05	Trail of the Coeur D'Alenes	65,023	205,983	(35,850)	235,155	-	235,155
Total		22,380,907	6,021,468	(5,462,968)	22,939,407	6,092,387	16,847,020

Notes: ¹ Includes 15% for administration

² Federal Accounts Receivable is \$804,159.00.

³ 0496.01 Adjusted to reflect State Trust Outdoor Recreation Enhancement

CASH BALANCE reconciles to DAFR 8190 - Statement of Cash Position

Idaho Department of Parks and Recreation
FY 2012 Recreational Vehicles Fund 0250.05
December 31, 2011

RV Fund Used for Personnel & Operating Expenditures							
Management Services							
Executive Functions	Personnel	18,366	-	8,846	9,520	48.17%	
HR and Volunteer Services	Personnel	37,922	-	18,225	19,697	48.06%	
Management Information	Personnel	49,259	-	23,987	25,272	48.70%	
Park Operations							
Park Administration	Personnel	86,979	-	37,561	49,418	43.18%	
Priest Lake	Personnel	169,153	-	82,994	86,159	49.06%	
Farragut	Personnel	299,732	-	146,526	153,206	48.89%	
Dworshak	Personnel	44,926	-	21,837	23,089	48.61%	
Hells Gate	Personnel	224,891	-	130,985	93,906	58.24%	
Ponderosa	Personnel	189,583	-	92,607	96,976	48.85%	
Bruneau Dunes	Personnel	125,522	-	61,283	64,239	48.82%	
Three Island	Personnel	225,475	-	122,779	102,696	54.45%	
Lake Cascade	Personnel	47,000	-	45,757	1,243	97.36%	
Total		1,518,808	-	793,388	725,420	52.24%	

**Idaho Department of Parks and Recreation
FY 2012 Recreational Vehicles Fund 0250.05
December 31, 2011**

RV Administration (15% of Revenue)		Allocation	Encumbrances	Expenditures	Allocation Remaining	% Obligated
Registration	Operating	100,000	-	56,166	43,834	56.17%
Fiscal	Personnel	113,427		25,621	87,806	22.59%
	Operating	37,000		-	37,000	0.00%
Reservation Program	Personnel	81,087	-	36,771	44,316	45.35%
	Operating	265,300	-	220,692	44,608	83.19%
State and Federal Grants	Personnel	87,938	-	36,456	51,482	41.46%
	Operating	8,800	-	1,332	7,468	15.14%
Land of Yankee Fork	Operating	10,000	-	2,983	7,017	29.83%
Total		703,552	-	380,020	323,532	54.01%

RV Grant Dollars						
State and Federal Grants	Trustee/Benefits	2,011,200	1,571,453	397,441	42,305	97.90%
Total		2,011,200	1,571,453	397,441	42,305	97.90%

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

AGENDA
Idaho Park and Recreation Board Meeting
January 30-31, 2012
IDPR Headquarters
Summit Conference Room
Boise ID

AGENDA ITEM: Passport Program Information Gathering

ACTION REQUIRED: Discussion Only

PRESENTER: Tammy Kolsky and Rick Just

PRESENTATION

BACKGROUND INFORMATION: This is an opportunity for the Idaho Park and Recreation Board to interact with Passport Program Project managers. The managers have been conducting similar sessions with park and program staff in recent weeks.

STAFF RECOMMENDATIONS:

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

AGENDA
Idaho Park and Recreation Board Meeting
January 30-31, 2012
IDPR Headquarters
Summit Conference Room
Boise ID

AGENDA ITEM: **Reservation Program Activity Report**

ACTION REQUIRED: **Information Only**

PRESENTER: **Tammy Kolsky**

DEPUTY DIRECTOR **Dave Ricks**

PRESENTATION

BACKGROUND INFORMATION:

Attached are the FY2012 2nd Quarter Reservation Program Activity Reports. The information presented covers program staff activity, as well as agency reservation statistics and site occupancy.

- Reservation Statistics reported are on active non-cancelled transactions and includes a comparison for the last five year's active non-cancelled reservations for trending purposes.
- Site Occupancy includes information on what percent of occupancy the nights stayed represent by park and by site type. Finally, comparisons are provided for the past five years for trending purposes.

STAFF RECOMMENDATIONS: **Information Only**

RESERVATION PROGRAM QUARTERLY REPORT

October – November - December 2011

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 staff emphasis over the past three months has been on the following:

- Regular attendance in Region, Operations, and Executive staff meetings.
- Providing day to day support for external and internal customers for both IDPR and Montana FWP.
- 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.
- Reviewing new software release for enhancements for IDPR.
- 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.
- Program Manager additionally 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.

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 2012 2nd 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

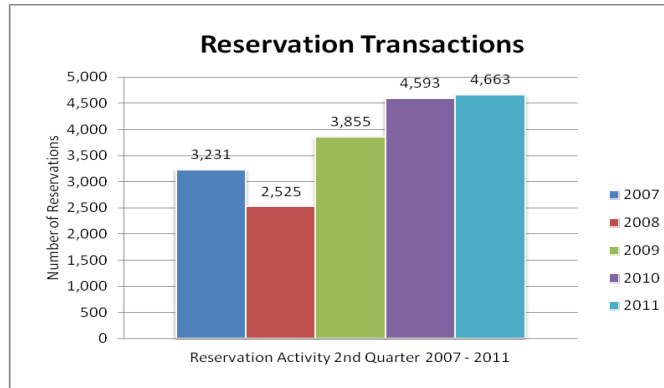
The data presented in this report is for the second quarter (October - December) FY 2012 as well as calendar year (January – December) 2011. The data reported is on active non-cancelled transactions and includes a comparison for the last five year's active non-cancelled reservations for trending purposes.

For this quarter reservation processing increased by 70 reservations with 4,663 reservations processed during the quarter. This represents a 1.52% increase from 2010 in which 4,593 reservations were processed.

Reservations processed within the quarter booked 21,202 nights.

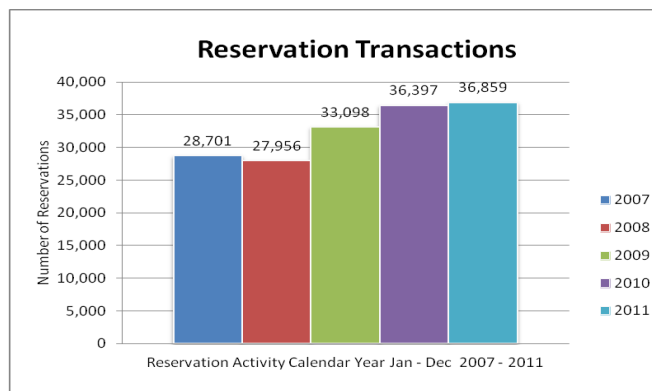
The Internet sales channel activity represented 72% of the total reservations booked.

As the following chart illustrates, the numbers of reservations processed this quarter are on track with what we have historically processed. And, as the majority of the reservations processed this past quarter are for stays next camping season, this would indicate that next season is looking favorable for occupancy.



Year	Reservations	% of Change
2007	3,231	
2008	2,525	-21.85%
2009	3,855	52.67%
2010	4,593	19.14%
2011	4,663	1.52%

The following chart supplied is for trending/monitoring purposes of calendar year activity. Reservation processing is up 462 reservations or 1.27% for this period over 2010.



Year	Reservations	% of Change
2007	28,701	
2008	27,956	-2.60%
2009	33,098	18.39%
2010	36,397	9.97%
2011	36,859	1.27%

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:

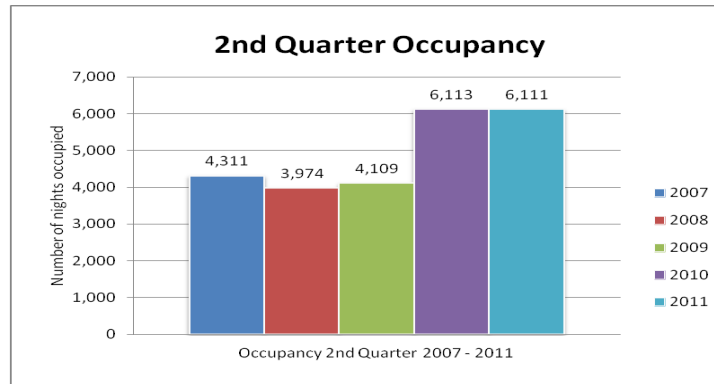
- Reservation Windows
 - How far in advance customers can book
 - How close to arrival customers can book
- Booking Patterns
 - How far in advance do customers actually book
 - What effect location has on advance bookings
- Any external factors that may have impacted bookings, such as
 - Weather
 - Fire
 - Road Conditions

The data contained in this section looks at occupancy for second quarter FY12 (October - December) as well as calendar year (January – December) 2011. 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 five years for trending purposes.

43% of occupancy for the quarter was from reservations. The remaining 57% was the result of walk-ins (first come first serve) camping. First come first serve occupancy is always higher for this quarter as the majority of the quarter is outside all parks reservation windows.

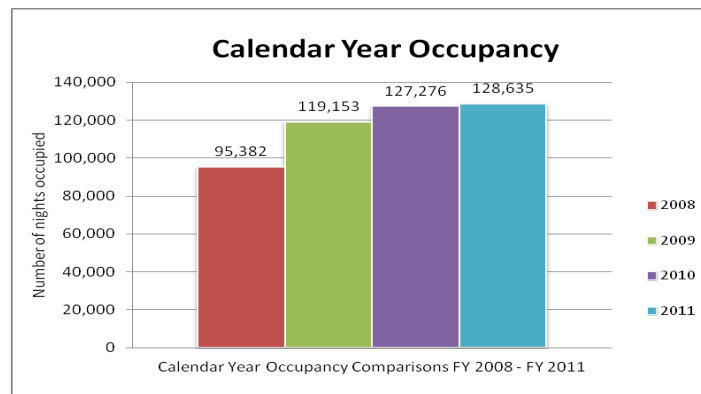
This past quarter occupancy decreased from 2010 by 2 nights with 6,111 nights stayed. This represents a -0.03% decrease from 2010 which had 6,113 nights camped during the quarter.

The decrease of only two nights demonstrates that 2nd quarter FY12 occupancy was comparable with the same quarter last fiscal year as the following chart illustrates.



Year	Nights	% of Change
2007	4,311	
2008	3,974	-7.82%
2009	4,109	3.40%
2010	6,113	48.77%
2011	6,111	-0.03%

Calendar year to date (January – December) occupancy resulted in 128,635 nights. This translates to an increase of 1.07% over 2010's total of 127,276 nights, for a total increase of 1,359 nights. Given the slow start (wet spring) in addition to the early fall in many locations this is great news.



Year	Nights	% of Change
2008	95,382	
2009	119,153	24.92%
2010	127,276	6.82%
2011	128,635	1.07%

Occupancy Report - by Site Type

Start Date

10/01/11

End Date

12/31/11

Days in Period

92

Report Type: Summary

Reservation Type: All

Report By: Site Type

Include Sites: All

Location / Site Type	Total Sites	Available Sites	Occupied Nights	% Occupied	# of People
EAST REGION					
BEAR LAKE					
Campsite Serviced /E	20	20	5	0.27%	12
Campsite Standard	27	27	3	0.12%	11
Group Camp	3	3	0	0.00%	0
Total BEAR LAKE:	50	50	8	0.17%	23
CASTLE ROCKS					
Cabin Deluxe	1	1	11	11.96%	49
Yurt Standard	2	2	20	10.87%	48
Campsite Serviced /W/E	38	38	164	4.69%	278
Campsite Serviced /W/E/SWR	2	2	0	0.00%	0
Total CASTLE ROCKS:	43	43	195	4.93%	375
CITY OF ROCKS NATIONAL RESERVE					
Campsite Standard	64	64	560	9.51%	1,036
Group Camp	3	3	13	4.71%	62
Total CITY OF ROCKS NATIONAL RESERVE:	67	67	573	9.30%	1,098
HARRIMAN					
Lodge Rooms	10	10	0	0.00%	0
House	4	4	44	11.96%	143
Yurt Standard	2	2	64	34.78%	195
Total HARRIMAN:	16	16	108	7.34%	338

Occupancy Report - by Site Type

Start Date

10/01/11

End Date

12/31/11

Days in Period

92

Report Type: Summary

Reservation Type: All

Report By: Site Type

Include Sites: All

Location / Site Type	Total Sites	Available Sites	Occupied Nights	% Occupied	# of People
<u>HENRYS LAKE:</u>					
Cabin Camper	3	3	19	6.88%	19
Campsite Serviced /E	18	18	67	4.05%	67
Campsite Serviced /W/E	25	25	45	1.96%	61
Total HENRYS LAKE:	46	46	131	3.10%	147
<u>LAKE WALCOTT</u>					
Cabin Camper	2	2	2	1.09%	3
Campsite Primitive	18	18	13	0.79%	64
Campsite Serviced /W/E	22	22	75	3.71%	134
Campsite Serviced /W/E/SWR	1	1	36	39.13%	36
Total LAKE WALCOTT:	43	43	126	3.19%	237
<u>MASSACRE ROCKS</u>					
Cabin Camper	4	4	14	3.80%	32
Campsite Serviced /W/E	42	42	203	5.25%	295
Total MASSACRE ROCKS:	46	46	217	5.13%	327
Total EAST REGION:	311	311	1,358	4.75%	2,545

Occupancy Report - by Site Type

Start Date

10/01/11

End Date

12/31/11

Days in Period

92

Report Type: Summary

Reservation Type: All

Report By: Site Type

Include Sites: All

Location / Site Type	Total Sites	Available Sites	Occupied Nights	% Occupied	# of People
NORTH REGION					

DWORSHAK

Cabin Camper	4	4	17	4.62%	30
Campsite Primitive	8	8	0	0.00%	0
Campsite Serviced /E	12	12	0	0.00%	0
Campsite Serviced /W/E	46	46	33	0.78%	46
Campsite Standard	46	46	13	0.31%	19
Group Camp	3	3	0	0.00%	0
Group Lodging	1	1	1	1.09%	70
Total DWORSHAK:	120	120	64	0.58%	165

FARRAGUT

Cabin Camper	10	10	54	5.87%	118
Campsite Primitive	175	175	8	0.05%	11
Campsite Serviced /W/E	140	140	149	1.16%	224
Campsite Standard	137	137	38	0.30%	98
Companion Campsite Serviced /W/E (2 hkp)	16	16	14	0.95%	37
Companion Campsite Standard	6	6	0	0.00%	0
Group Camp	9	9	0	0.00%	0
Total FARRAGUT:	493	493	263	0.58%	488

Occupancy Report - by Site Type

Start Date

10/01/11

End Date

12/31/11

Days in Period

92

Report Type: Summary

Reservation Type: All

Report By: Site Type

Include Sites: All

Location / Site Type	Total Sites	Available Sites	Occupied Nights	% Occupied	# of People
<u>HELLS GATE</u>					
Cabin Camper	8	8	55	7.47%	105
Campsite Serviced /W/E	53	53	597	12.24%	748
Campsite Serviced /W/E/SWR	9	9	301	36.35%	301
Campsite Standard	28	28	0	0.00%	0
Total HELLS GATE:	98	98	953	10.57%	1,154
<u>HEYBURN</u>					
Cabin Camper	2	2	25	13.59%	34
Campsite Serviced /W/E	40	40	124	3.37%	199
Campsite Serviced /W/E/SWR	17	17	44	2.81%	56
Campsite Standard	71	71	21	0.32%	60
Cottage	3	3	21	7.61%	55
Total HEYBURN:	133	133	235	1.92%	404
<u>PRIEST LAKE</u>					
Cabin Camper	5	5	48	10.43%	82
Campsite Serviced /W/E	62	62	55	0.96%	74
Campsite Serviced /W/E/SWR	23	23	65	3.07%	67
Campsite Standard	78	78	88	1.23%	118
Group Lodging	1	1	0	0.00%	0
Total PRIEST LAKE:	169	169	256	1.65%	341

Occupancy Report - by Site Type

Start Date

10/01/11

End Date

12/31/11

Days in Period

92

Report Type: Summary

Reservation Type: All

Report By: Site Type

Include Sites: All

Location / Site Type	Total Sites	Available Sites	Occupied Nights	% Occupied	# of People
<u>ROUND LAKE</u>					
Campsite Serviced /W/E	5	5	39	8.48%	87
Campsite Standard	46	46	58	1.37%	165
Total ROUND LAKE:	51	51	97	2.07%	252
<u>WINCHESTER LAKE</u>					
Campsite Serviced /W/E	42	42	72	1.86%	92
Campsite Standard	22	22	35	1.73%	87
Companion Campsite Serviced /W/E	2	2	3	1.63%	6
Yurt Deluxe	1	1	10	10.87%	20
Yurt Premium	1	1	8	8.70%	12
Yurt Standard	2	2	19	10.33%	43
Total WINCHESTER LAKE:	70	70	147	2.28%	260
Total NORTH REGION:	1,134	1,134	2,015	1.93%	3,064

Occupancy Report - by Site Type

Start Date

10/01/11

End Date

12/31/11

Days in Period

92

Report Type: Summary

Reservation Type: All

Report By: Site Type

Include Sites: All

Location / Site Type	Total Sites	Available Sites	Occupied Nights	% Occupied	# of People
SOUTH REGION					
<u>BRUNEAU DUNES</u>					
Cabin Camper	2	2	21	11.41%	60
Campsite Serviced /W/E	81	81	686	9.21%	1,315
Campsite Standard	27	27	122	4.91%	411
Group Camp	5	5	38	8.26%	348
Total BRUNEAU DUNES:	115	115	867	8.19%	2,134
<u>IDAHO CITY YURTS</u>					
Yurt Back Country	6	6	292	52.90%	808
Total IDAHO CITY YURTS:	6	6	292	52.90%	808
<u>LAKE CASCADE</u>					
Campsite Primitive	37	37	9	0.26%	19
Campsite Serviced /W/E	16	16	68	4.62%	95
Campsite Serviced /W/E/SWR	36	36	99	2.99%	139
Campsite Serviced /W	20	20	10	0.54%	22
Campsite Standard	165	165	104	0.69%	153
Companion Campsite Serviced /W/E (2 hkp)	5	5	6	1.30%	12
Companion Campsite Serviced /W	4	4	0	0.00%	0
Companion Campsite Standard	11	11	2	0.20%	2
Group Camp	1	1	0	0.00%	0
Yurt Group	1	1	3	3.26%	15
Total LAKE CASCADE:	296	296	301	1.11%	457

Occupancy Report - by Site Type

Start Date

10/01/11

End Date

12/31/11

Days in Period

92

Report Type: Summary

Reservation Type: All

Report By: Site Type

Include Sites: All

Location / Site Type	Total Sites	Available Sites	Occupied Nights	% Occupied	# of People
<u>PONDEROSA</u>					
Cabin Camper	1	1	1	1.09%	5
Cabin Deluxe	5	5	87	18.91%	149
Campsite Serviced /W/E	90	90	125	1.51%	252
Campsite Serviced /W/E/SWR	41	41	64	1.70%	100
Campsite Standard	22	22	0	0.00%	0
Companion Campsite Serviced /W/E (2 hkp)	23	23	4	0.19%	13
Companion Campsite Serviced /W/E/SWR	10	10	13	1.41%	14
Total PONDEROSA:	192	192	294	1.66%	533
<u>THREE ISLAND CROSSING</u>					
Cabin Camper	8	8	22	2.99%	40
Campsite Serviced /W/E	63	63	808	13.94%	1,016
Campsite Serviced /W/E/SWR	1	1	7	7.61%	7
Companion Campsite Serviced /W/E (2 hkp)	18	18	147	8.88%	298
Total THREE ISLAND CROSSING:	90	90	984	11.88%	1,361
Total SOUTH REGION:	699	699	2,738	4.26%	5,293
Total ALL STATE PARKS:	2,144	2,144	6,111	3.10%	10,902

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

AGENDA
Idaho Park and Recreation Board Meeting
January 30-31, 2012
IDPR Headquarters
Summit Conference Room
Boise ID

AGENDA ITEM: **Deputy Director's Report**
ACTION REQUIRED: **No Board Action Required**
PRESENTER: **Dave Ricks**
 Deputy Director

PRESENTATION

BACKGROUND INFORMATION

This narrative is a quarterly update from the Deputy Director, concerning oversight of the following programs/units: Management Information Services (MIS), Natural Resources Management, Park Operations - North Region Parks, South Region Parks, and the Reservation Program.

Mission

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

Goals

- To provide leadership and direction for ongoing daily operations
- To always be aware of the needs of staff and work towards getting them the tools needed to accomplish our mission.
- To be aware of the needs of our customers and work towards fulfilling that need with facilities that will provide customer satisfaction and be as maintenance free as possible.
- To address the needs of the Governor, Legislature, and IDPR Board along with the citizens of the State of Idaho.

Primary Issues and Concerns

- Lack of resources in Development and MIS continue to impact our ability to support the Department's mission.
- Winter programs are on hold until snow occurs.
- The focus for Operation's budget request will be to replace capital outlay items that are wearing out – i.e. computers, servers, back-up tape units, vehicles, and radios affected by narrow banding deadline. We also need to address staffing issues – seasonal and permanent staffing.

ADMINISTRATION – DAVE RICKS

- Continued to conduct biweekly Regional Manager, Park Manager/staff, and HQ staff conference calls to keep staff apprised on legislative issues, events, issues, and opportunity for questions/answers.
- IDPR Training Conference held November 16th and 17th in Boise was well received, well attended, and provided staff training opportunities and a chance to brainstorm with other staff. Many thanks to the conference committee who worked on the agenda, speakers, lodging, banquet, and other logistics -Betsy, Tamara, Nadine, Eileen, Julie, Rich, Kelly, Jenn, Jan, Lonnie, Kevin, and Nancy for the work they did on this. Many staff considered this the best conference they've attended.
- Completed the first phase regarding Zero Base Budgeting. This involved reviewing state statutes, IDAPA Rules, Board Policy, along with a gap analysis. This is a labor-intensive process involving many man hours.
- Participated in hiring process for City of Rocks Maintenance foreman. Many well qualified candidates applied including one in house candidate.
- Spent some time at Priest Lake on a management review with the Regional and Park Managers. Seasonal staffing can be challenging in remote parks like this one and those challenges were addressed.
- Participated in the South Region Park Manager meeting with discussions on Workplace Safety, Passport program, ZBB, and accessing vehicle information.
- Worked with Regional Manager, Winchester, Hells Gate, and Dworshak Managers on staffing changes due to recent staff departures.
- Progress on signage to and from parks continues as the Regional Managers, Board Chairman Lombard, and I continue to review two parks every quarter for needed changes. We have met with ITD staff, which is changing, to discuss process and proposed signage.

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.

Goals

- To provide for the safekeeping and management of information acquired and maintained by the agency;
- To manage the use of technology towards the agency's best interest;
- To provide easy access to appropriate electronic information as needed;
- To ensure as much as possible that information is cross-agency accessible;
- To provide guidance and support in the effective and efficient use of information;
- To manage IDPR's information systems and technology strategies;
- To follow the policies and guidelines as set forth by the Information Technology Resource Mgmt Council (ITRMC) and the Office of the Chief Information Officer for the State of Idaho.

ACCOMPLISHMENTS FOR THE PAST QUARTER INCLUDE:

Information Systems

- Registration Information System (RIS) and Online Registration Sales
 - The following additions and/or corrections were made to the Registration Information system:
 - ✓ Corrected a problem with the proration of the registration fees for new boats
 - ✓ Improved the automation of the process to setup the online registration sales web site for a new sticker year
 - ✓ Corrected a problem associated with the deletion of un-distributed Refunds
 - ✓ Corrected a problem within batch processing to ensure that the batch payment type (credit card, cash, check) totals accurately reflect changes to the payment types of individual registrations within the batch.
 - ✓ Corrected a problem associated with the processing of vendor “missing stickers.”
 - ✓ Corrected a problem associated with the printing of the Use Area for registrations perfected on the web
 - ✓ Corrected a problem associated with the deletion of un-distributed Registration records
 - ✓ Modified the RIS Resident Reports to exclude donations, missing stickers and duplicates
 - ✓ Provided a new screen within RIS that the Reg Staff can use to lookup a customer renewal sticker number and PIN to assist customers who may have lost their renewal cards
 - ✓ Provided misc ad-hoc queries and reports in support of the Reg Unit
 - Mail-renewals for Boats and Off-Highway Vehicles were printed, mailed and ready for customer online renewal the last week of November.
 - Analysis was performed that resulted in potential alternatives for the elimination of the 3-part hardcopy registration forms used by recreational vehicle dealerships and the parks.
- Revenue Reconciliation Information System (RRI)
 - Reservation Program revenue continues to be managed through RRI via an interim manual process. Revenue is processed on a weekly basis ensuring that it is posted to STARS no later than two (2) weeks after the revenue is collected in the field.
 - Revisions to the detailed documentation of the interim manual process were completed.
 - Coding, testing, and implementation of modifications within RRI to automate the processing of Reservation Program revenue has been interrupted by higher priority projects and tasks. As a result it is not possible to predict a completion date at this time.
- Incident Reporting System
 - In order to start providing trend analysis reports from the Incident Reporting System, archived data from the 2007 and 2008 versions of the Incident Reporting System must be merged into the data format of the current version. Higher priority projects and tasks prevent the estimation of a completion date at this time.
 - The analysis of the changes required to implement an Incident Investigation procedure continues, however, higher priority projects (the Passport Project and Online Registration) have prevented progress.
- PreSTARS
 - Modified the Load STARS History procedure to handle the June 31st dates (invalid date) that SCO uses each year at fiscal year end. Previously, at fiscal year end, the use of 6/31 by SCO caused an error within PreSTARS.
 - Assisted the Fiscal section on a project to replace PreSTARS reporting with similar reports generated from SCO’s reporting tool “IBIS.” Progress has been delayed due to involvement in the higher priority Passport and Online Registration projects.

- Passport Project
 - Assisted the Passport Project Managers with project planning and requirements definition.
- Department of Admin Email Consolidation Project
 - Although entitled “Email Consolidation” this Department of Administration statewide project has required changes that impact all of IDPR’s application systems. Research and testing has continued through the 2nd Qtr of FY2012 and is now scheduled for completion in the 3rd quarter FY12.
- Application Servers
 - New application servers are being installed to replace the outdated existing servers that are no longer supported by the vendor. The new servers are installed with a new operating system that requires the installation and re-configuration of IDPR’s database software and the testing of all application systems. This project is due to be completed within the 3rd quarter FY12.
 - Attended off-site training for new server operating system.
- Windows 7
 - Replacements for aging PCs are now being shipped with the Windows 7 operating system. Existing PCs use the Windows XP operating system. This change requires re-installation and testing of the entire suite of the application development software tools and testing of all application systems. Time devoted to this project will be performed on an as needed basis.
- File Transfer to SCO (State Controller’s Office)
 - SCO now requires that all file transfers to and from SCO use a secured process. This new requirement forced a project to research and implement new file transfer processes within IDPR. This project is impacting the revenue receivables uploaded to STARS from RRI and invoice payables uploaded to STARS from PreSTARS. This project was initiated in the 2nd quarter of FY12 and a temporary work-around is currently in place. This project is scheduled for completion in the 3rd quarter of FY12.

Infrastructure Support

- Round Lake was moved from cellular modem onto land-line based DSL broadband. We are waiting to hear back from them on whether there was an improvement in service as a result.
- Focus continues on reviewing existing communications at all parks to ensure that the best connectivity available and/or affordable is in place. Sites continuing to struggle with slow connection speeds are Hells Gate, Thousand Springs (Malad Gorge), Dworshak Big Eddy Unit and Dworshak Freeman Creek Unit.
- We upgraded the existing data communications link between headquarters and the field locations by adding three T-1 circuits to the link between HQ and the Dept of Admin. The existing link was oversaturated with utilization ranging from 80% to 100%.
- Relocating our firewall to the Dept of Admin offices was identified as the next step in improving turn-around time to our field locations. This move is necessary to increase communication line speeds between the parks, regions and HQ. Work on this move will be completed within the third quarter.
- The agency now provides WiFi service at Eagle Island, Priest Lake’s Indian Creek and Lionhead units, Old Mission, Winchester Lake, Dworshak’s Freeman Creek, Three Island Crossing, City of Rocks, Massacre Rocks, Castle Rocks (at the new B & B and day-use area), the new visitor center at Bear Lake and Bear Lake campground, Heyburn visitor center and Rocky Point Marina, Ponderosa, Bruneau Dunes, Harriman, Henrys Lake, Lake Walcott, and Lucky Peak Spring Shores. Plans are in the works for installations at Lucky Peak Sandy Point unit and Lake Cascade (select RV campgrounds). We are considering the feasibility of adding this service at the Land of the Yankee Fork, Farragut (currently has a very limited installation at the shop), Hells Gate, and Round Lake.

- MIS staff continues work with staff from the Office of the Chief Information Officer (OCIO) to fine tune the transition into the statewide consolidated Email and Active Directory environments. The initial move commenced on 11/09/2011 with the Boise headquarters office. Five (5) Parks and both Regional Offices were moved on 11/21/2011. The remaining parks and staff were moved on 11/22/2011. Consolidation did not go as smoothly as we had hoped. Currently the plan is to finalize the consolidation and take down the "IDPR" domain name by Feb 17th leaving us fully in "ICS."
- Replacement servers for servers at end-of-support / end-of-life have been received and are being configured. The old servers ran the Windows 2003 operating system and we are moving to Windows 2008 with the new servers. In addition, the server upgrades have required staff to research the impact of moving from a 32-bit processor/operating system environment to a 64-bit environment. The impact is on our legacy applications and the ability to run them on 64-bit processors.
- We are moving our desktop operating systems to Windows 7 since we can no longer purchase Windows XP. This requires that we test all of our legacy applications for compatibility with the new operating system. In the future, all new desktop purchases will be Windows 7. A limited number of new systems will be purchased in the upcoming months of the current fiscal year. Meanwhile our fleet of aging desktops continues to require more and more support.
- All existing Checkpoint Security Appliances have been upgraded from ADSL to Ethernet connections. This allows more flexibility in configuring local networks to support the reservation system, WiFi and other non-state connections without compromising security. The Checkpoint Security Appliances also provide MIS staff access "at will" to computers attached to these devices.
- 301 support tickets were serviced and recorded in LiveTime (the agency's help desk software).
- The upgrading of document scanners in field locations to provide sheet feed capabilities has continued.
- Backup tape drives and backup systems for select field locations were identified as critical hardware upgrade needs. We are in the process of upgrading the obsolete tape drive units at HQ and Regional Offices. We are also in the process of configuring and placing an order for backup systems for Harriman, Ponderosa, and the Reservation Program Office. Additional locations include Priest Lake and Farragut. Other locations are under consideration. In the second quarter we experienced two critical backup failures: one at Harriman and one at Ponderosa.

FISCAL REPORT
FY 2012 SECOND QUARTER

Fiscal's Mission: The Fiscal program works to provide the best service possible to both internal and external customers. Program deliverables are provided in five major categories: 1) Budget, Federal Grants, and Reporting; 2) Accounting - Accounts Payable and Accounts Receivable; 3) Purchasing, Inventory, and Fleet Management; 4) HQ Building Maintenance; and 5) Recreation Registrations.

The program also provides technical assistance to ensure the department complies with all Federal and State laws, rules, policies, and procedures.

Budget

- Modified the BOR reimbursement process for Lake Cascade and Lake Walcott.
- Made considerable progress in adjusting trial balance transactions that were distorting Fund/Grant balances.
- Continue to monitor program/park expenditures to ensure transactions are coded and processed within allocated budgets.

Grants & Project Accounting

- Conducted ten county on-site visits for the Boating and Snowmobile financial reviews. The Boating and Snowmobile financial review reports will be completed by mid January. Changes were also made to the reporting format to streamline and simplify reporting data elements.

Accounting – Payable and Receivables

- Reconciled Car Park revenue (automated kiosks) for Lucky Peak and Eagle Island.
- Assisted the Financial Officer with completing the Registration revenue/expenditure reports.
- Implemented central email for scanned transmittals and file naming system. This is the first step in working towards a paperless processing system.

Purchasing

- Completed and posted Fleet Policy.
- Processed \$200,000 in Purchase Orders for snowmobiles, motorbikes, and riding lawn mowers.

Registration

- Vendor requests to closing out the 2011 sticker year are ready to mail out.
- Mailed 2012 sticker renewals for all use type (snowmobile, boat, ATV, etc.).
- Below is a comparison of 2011 and 2012 renewals process via the web as of 1/2/2012:

Registration Type	2011 Sticker Year	2012 Sticker Year
Boat	2,286	2,751
Invasive Species – Non-motorized	210	219
Invasive Species – Out-of-State	30	26
Motorbike/ATV	3,801	4,932
Annual Passport	767	525
Snowmobile - Resident	2,165	1,836
*Snowmobile – Non Resident		41
*Winter Recreation – Annual		132
*Winter Recreation - temporary		50
Totals	9,259	10,512

*Registration types available for on-line purchase as of 2012 sticker year.

- The following inserts are included in outgoing sticker envelopes (applicable to the type of registration)
 - Invasive Species insert – clean, drain, and dry
 - Avalanche Awareness Brochure – class schedules
 - Where can I ride Business card – www.trails.idaho.gov
 - On-line Boater Exam insert – discount for boating safety online course
 - On-line Registration Renewal reminder insert – included in every envelope

Financial Officer

- Researching and providing information for the following department projects:
 - State Park Annual Passport program
 - Registration Realignment
 - Gas Tax
 - Zero Base Budget (compiling department data and attending DFM meetings)
- Reviewed and submitted IDPR's 1099 report to SCO.
- Worked with staff of the department's Petroleum Fund Insurance.
- Completed and submitted the FY2012 Indirect Cost Plan to the Department of Interior for review.
- Worked with Outdoor Recreation to develop an action plan to put in place to address the loss of the RTP funds.
- Attended several meetings with the Director to educate people on the Annual Passport Program.

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

AGENDA
Idaho Park and Recreation Board Meeting
January 30-31, 2012
Summit Conference Room
Boise, ID

AGENDA ITEM: **Development Project Status**

ACTION REQUIRED: **No Board Action Required**

PRESENTER: **Dave Ricks**

DEPUTY DIRECTOR **Dave Ricks**

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. Site review and layout scheduled to start in fall. Preliminary layout complete, project in design.

310321 – Round Lake Campsite Water & Electrical Retro Fits

Under review for scope of work to bring water and electricity to a limited number of sites. Preliminary layout complete, project in design. Construction fall of 2012 so that it does not limit summer use season.

310322 – Round Lake Volunteer Sites

Site review and layout to start in fall. Preliminary layout complete, project in design.

310511 – Farragut Whitetail Road Repairs

Scope of work completed, project in design phase.

310512 – Farragut Water Tower Repairs

Lead content testing of existing coating systems performed. Contract signed; Notice to Proceed issued. Contractor submittals in progress. Contractor scheduled to commence on site construction January 16, 2012 for completion spring/summer 2012.

310514 – Farragut Buttonhook Dock Pilings

Engineering design and construction anticipated spring 2012.

310521 – Farragut Buttonhook Dock Pilings

Engineering design and construction anticipated spring 2012.

310522 – Farragut Locust Grove/Whitetail CG RR/Shower Renovations

Currently negotiating consultant fees. Construction late spring/summer 2012.

310574 – Farragut Water System Improvements

Well No. 9 development currently in design for construction spring/summer 2012.

310671 – Old Mission Fire Suppression

Design documents are completed and under final review by department staff and TIPO staff. Bidding in February with construction to start late spring and proceed over summer 2012.

310672 – Old Mission Roof Replacement

Final design complete and under review. Estimated cost exceeds budget. Funds from this project are being shifted to Old Mission Fire Suppression.

310711 – Mowry Residence Upgrades

Development working with park staff to confirm scope of work and construction requirements. Site evaluation scheduled for late January to finalize the scope of work and construction requirements.

310801 – Heyburn Chatcolet Seasonal Housing

Project anticipated to be completed end of January, cabinets and finish work underway.

310811 – Heyburn Chatcolet Marina Design

Final conceptual report under review by IDPR.

310812 – Heyburn Boat Ramp

Site survey and site evaluation conducted. Engineering evaluation of boat ramp in progress. Permit application in progress.

310821 – Heyburn Benewah Campground Renovation

Preliminary site design for this renovated campground loop is completed. An SOQ has been advertised for the professional design services including site electrical, site water distribution, and architecture for the shower/restroom renovation. The SOQ's were received and under evaluation January 10, 2012. Design is to be complete late spring 2012 with construction over the 2012 summer.

320201 – Dworshak Three Meadow ADA RR Upgrades

DPW delegated. This project will update the group camp restroom building to meet ADA accessibility guidelines. Design documents are complete. This project will be bid through the informal bid process at the end of January with construction to proceed as weather permits access to the site.

320221 – Dworshak Freeman Creek Water System Upgrade

The Development Bureau staff managed an engineering consultant to make a determination on well site locations, and well design. We have DEQ approval. Project bids have been received. Construction is pending COE approval.

South Region Projects

330102 – Ponderosa Peninsula Restroom Remodels

DPW delegated. The ADA construction renovations for these three restroom/shower buildings are 80% complete. Project is estimated to be substantially complete middle of February and will be fully functional for the start of the 2012 camping season.

330191 – Ponderosa Peninsula CG Rehab

Work on the living pads and replacement picnic tables and fire rings is complete. 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. Late spring/summer construction.

330201 – Eagle Island Gravel Extraction

Mineral Lease signed, contractor completed the decel lane. IDPR has received approval from Dept. of Lands. Signage is up. Knife River is waiting to begin pending a market for the materials in the general area of Eagle Island.

330221 – Eagle Island Volunteer Sites

Scope is to develop two sites. Reviewing options.

330222 – Eagle Island Office/Restroom Remodel

Park staff currently operates out of a 10' by 10' room tied to the slide shack building with no year round bathroom facilities. This project will remodel a vacant building, previously used by a concessioner, into a small office, retail sales, and year round staff restroom. Preliminary design started mid January. Construction to be completed with a combination of Region Crew and contractor during summer 2012.

330411 – Lucky Peak Irrigation Pump Repair

Engineering evaluation, design and construction documents complete. Construction is underway.

330414 - Lucky Peak Spring Shores Pump-Out & Docks Replacement

New CVA Grant. Project is under review.

330421 – Lucky Peak Spring Shores Docks

Bid opening scheduled for January 24, 2012 with construction early spring.

330602 – Three Island Upper Campground Pump Irrigation

Construction completed November 2011. Because irrigation pumps were winterized prior to construction being finished, contractor will return in April 2012 to commission system, train staff on controller functions, and make final adjustments to spray patterns.

330611 – Three Island Canopy

Working with vendors and selection of materials.

330621 – Three Island Irrigation Slough Dredge

New project to assist with project 330602. Design completed, CORPS approval obtained. Informal bidding to occur in February 2012, with dredging slough to follow over the next 30 days.

330702 – Lake Cascade ADA Compliance

This project consists of numerous ADA improvements at 8 separate park units thru-out Lake Cascade State Park. Design complete. Informal bids over winter with spring 2012 construction.

330703 – Lake Cascade Poison Creek Campground Renovations

Project is complete with the exception of warranty work on the irrigation system. Development staff, park staff, design consultant, and contractor will work to resolve issues when system is brought back on line for start of irrigation season 2012.

330775 – Lake Cascade ADA Crown Point Site Renovations

Project is nearing completion. Additional ADA path to be installed spring 2012 and project will then be complete.

330793 – Lake Cascade Big Sage CG Construction

Open for use summer 2011. French drains were installed by S.R. Crew late summer/fall 2011 to dealing with issues involving spring water and erosion problems. Development will evaluate during spring runoff to determine if additional work is required.

330801 – HQ Vehicle Storage Building & Awning Extension

Notice to Proceed for construction has been issued. All work to be completed by April 2012.

DPW Project - HQ Domestic Water and Fire Sprinkler

Design is complete and will be bid by DPW. Work should occur spring and be completed by May 2012.

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.

East Region Projects**340621 – Lake Walcott Campground Electrical Upgrades**

Scope involves upgrading 5 or 6 sites to 50 amps. Working with BOR to access future power needs.

340622 – Lake Walcott Ranger House

Preliminary correspondence with BOR regarding requirements in process.

340692 – Lake Walcott Shelter Improvements

Shelter improvements survey and evaluation in progress.

360111 – Harriman New Gravel and Dust Abatement

Proposal from contractor exceeded project budget. S.R. crew will complete work in spring 2012.

360112 – Harriman Storage Bldg & Scovel Center Electric

Scovel Center electrical work is complete. Work to be done in spring 2012 by S.R. crew to construct the hazardous materials storage.

360221 – Henrys Lake Campground

An SOQ was advertised for professional design services last fall, 2011. A design team was selected. A site visit was conducted with consultants to determine the location for the new campground loop. Preliminary design is starting in January 2012. Final design documents will be complete with project going to bid late spring 2012 with construction summer 2012.

360401 – Ashton-Tetonia Bitch Creek Bridge

Bridge foundation initial overview performed fall 2011. Engineering and foundation construction repairs anticipated spring/summer/fall 2012.

360501 – Bayhorse Skylark Mine Clean-Up

SHPO, EPA, USFS, & IDEQ approvals received. Contract award completed; Borrow source sampling January 2012; Notice to Proceed with on site construction scheduled for June 2012 and anticipated construction completion summer 2012.

360592 – Land of the Yankee Fork Bayhorse Building Stabilization

SHPO & IDEQ approvals received. Contract award completed; Notice to Proceed with on site construction scheduled for June 2012 and anticipated construction completion summer 2012.

STAFF RECOMMENDATIONS: Information Only

Project Number	Project	Milestones	Budget	Spent to Date/Enc. Committed	Balance
DEVELOPMENT PROJECTS BY REGION					
NORTH REGION					
310121	Priest Lake Indian Creek Campground Volunteer sites	This project involves 4 sites. Site review and layout scheduled to start in fall. Preliminary layout complete complete, project in design.	35,000	0	35,000
310321	Round Lake Campsite Water & Electrical Retro Fits	Under review for scope of work to bring water & electricity to a limited number of sites. Preliminary layout complete, project in design. Construction fall of 2012 so that it does not limit summer use season.	100,000	0	100,000
310322	Round Lake Volunteer Sites	Preliminary layout complete, project in design.	50,000	0	50,000
310511	Farragut Whitetail Road Repairs	Scope of work completed, project in design phase.	500,000	0	500,000
310512	Farragut Water Tower Repairs	Notice to Proceed issued. Contractor submittals in progress. Contractor scheduled to commence on site construction Jan 16, 2012 for completion spring/summer 2012.	600,000	292,680	307,320
310514	Farragut Buttonhook Dock Pilings	Engineering design and construction anticipated spring 2012.	121,290	0	121,290
310521	Farragut Buttonhook Dock Pilings - Phase 2	Engineering design and construction anticipated spring 2012.	100,000	0	100,000
310522	Farragut Locust Grove/Whitetail CG RR/Shower Renovation	Currently negotiating consultant fees. Construction late spring/summer 2012.	250,000	388	249,613
310671	Old Mission Fire Suppression	Design documents are completed and under final review by department staff and TIPO staff. Bidding in February with construction to start late spring and proceed over summer 2012.	210,101	38,315	171,786
310672	Old Mission Roof Replacement	Final design complete and under review. Estimated cost exceeds budget. Funds from this project are being shifted to Old Mission Fire Suppression.	209,584	36,429	173,155
310711	Mowry Residence Upgrades	Development working with park staff to confirm scope of work and construction requirements. Site evaluation scheduled for late January to finalize scope of work and construction requirements.	30,000	0	30,000
310801	Heyburn Chatcolet Seasonal Housing	Project anticipated to be completed end of January; cabinets and finish work underway.	261,382	191,329	70,053
310811	Heyburn Chatcolet Marina Design	Conceptual report report being finalized.	76,000	75,126	874
310812	Heyburn Boat Ramp	Site survey and site evaluation conducted. Engineering evaluation of boat ramp in progress. Permit application in progress.	10,000	0	10,000
310821	Heyburn Benewah CG Renovation	Preliminary site design for this renovated campground loop is completed. An SOQ has been advertised for the professional design services including site electrical, site water distribution, and architecture for the shower/restroom renovation. The SOQ's were received and under evaluation January 10, 2012. Design is to be complete late spring 2012 with construction Fall 2012.	600,000	38	599,962
320201	Dworshak Three Meadows ADA RR Upgrade	DPW delegated. This project will update the group camp restroom building to meet ADA accessibility guidelines. Design documents are complete. This project will be bid through the informal bid process at end of January with construction to proceed as weather permits access to the site. Work to be completed over the fall 2011.	35,000	1,191	33,809
320221	Dworshak Freeman Creek Water System Upgrade	The Development Bureau staff managed an engineering consultant to make a determination on well site locations, and well design. We have DEQ approval. Project bids have been received. Construction is pending COE approval.	250,000	5,978	244,022

Project Number	Project	Milestones	Budget	Spent to Date/Enc. Committed	Balance
SOUTH REGION					
330102	Ponderosa Peninsula Restroom Remodels	DPW delegated. The ADA construction renovations for these three restroom/shower buildings are 80% complete. Project is estimated to be substantially complete middle of feb and will be fully functional for start of 2012 camping season.	307,501	281,459	26,042
330191	Ponderosa Peninsula Campground Rehab	Work on living pads and replacement picnic tables and fire rings complete. Project also includes roadway alterations at front entrance station. Includes widening exit lane west of kiosk bldg; adding speed dips on entrance lanes and adding automatic gate to bypass lane. Late spring/summer construction.	478,428	85,359	393,069
330201	Eagle Island Gravel Extraction	Mineral Lease signed, contractor completed the decel lane. IDPR has received approval from Dept of Lands. Signage is up. Knife River is waiting to begin pending a market for the materials in the general area of Eagle Island.	1,000,000	86,233	913,767
330221	Eagle Island Volunteer Sites	Scope is to develop two sites. Reviewing options.	20,000	0	20,000
330222	Eagle Island Office/Restroom	Scope of project will renovate concessionaire building, to provide office, retail sales and year round staff restroom. Preliminary design started mid January.	80,000	0	80,000
330411	Lucky Peak Irrigation Pump Repair	Engineering evaluation, design and construction documents complete. Construction is underway.	45,000	43,439	1,562
330414	Lucky Peak Spring Shores Pump-Out & Dock Replacement	New project with a CVA grant. Project is under review.	43,750	0	43,750
330421	Lucky Peak Spring Shores Docks	Bid opening scheduled for January 24, 2012 with construction early spring..	200,000	0	200,000
330602	Three Island Upper Campground Pump Irrigation	Construction completed Nov 2011. Irrigation pumps were winterized prior to construction being finished. Contractor will return in April 2012 to commission system, train staff and make final adjustments to spray patterns.	100,000	88,408	11,592
330601	Three Island Canopy	Working with vendors and selction of materials.	30,000	67	29,933
330621	Three Island Irrigation Slough Dredging	New project to assist with project 330602. Design completed, CORPS approval obtained. Informal bidding to occur in Feb 2012, with dredging slough to follow.	20,000	0	20,000
330702	Lake Cascade ADA Compliance	This project consists of numerous ADA improvements at 8 separate park unites through out Lake Cascade State Park. Design is complete. Informal bids over winter with spring 2012 construction.	150,000	11,482	138,518
330703	Lake Cascade Poison Creek Campground Renovations	Project is complete with exception of warranty work on irrigation system. Dev staff, park staff, design consultant and contractor will work to resolve issues when system is brought back on line for start of irrigation season 2012.	1,475,000	1,409,484	65,516
330775	Lake Cascade ADA Crown Point Site Renovations	Project is nearing completion. Additional ADA path to be installed spring 2012 .	47,589	16,721	30,868
330793	Lake Cascade Big Sage CG Construction	French drains were installed to deal with issues involving spring water and erosion problems. Dev will evaluate during spring runoff to determine if additional work is required.	1,146,411	1,101,599	44,812
DPW	HQ Domestic Water and Fire Sprinkler	DPW project working with DPW, United Water and consultant. Project in bidding process with Spring 2012 Construction.	150,000	0	150,000
330801	HQ Vehicle Storage Building and Awning Extension	Notice to Proceed for construction has been issued. All work to be completed by April 2012.	73,472	70,884	2,588
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.	45,000	0	45,000

Project Number	Project	Milestones	Budget	Spent to Date/Enc. Committed	Balance
EAST REGION					
340621	Lake Walcott Campground Electrical Upgrades	Scope involves upgrading 5 or 6 sites to 50 amps. Working with BOR to access future power needs.	50,000	0	50,000
340622	Lake Walcott Ranger House	Preliminary correspondence with BOR regarding requirements in process.	100,000	0	100,000
340692	Lake Walcott Shelter Improvements	Shelter improvements survey and evaluation in progress.	46,170	2,911	43,259
360111	Harriman New Gravel and Dust Abatement	Proposal from contractor exceeded project budget. S.R. crew will complete work in spring 2012.	30,000	0	30,000
360112	Harriman Storage Building & Scovel Center Electrical	Scovel Center electrical work is complete. Work to be done in spring 2012 by S.R. crew to construct the hazardous materials storage.	10,000	0	10,000
360221	Henrys Lake Campground	An SOQ was advertised for professional design services last fall 2011. A design team was selected. A site visit was conducted with consultants to determine the location for the new campground loop. Preliminary design is starting in January 2012. Final design documents will be complete with project going to bid late spring 2012 with construction summer 2012.	2,000,000	240,562	175,944
360401	Ashton-Tetonia Bitch Creek Bridge	Bridge foundation initial overview performed fall 2011. Engineering and foundation construction repairs anticipated construction repairs anticipated spring/summer/fall 2012.	488,500	194,421	294,079
360501	Bayhorse Skylark Mine Clean-Up	borrow source sampling January 2012; Notice to Proceed with on site construction scheduled for June 2012 and anticipated construction completion summer 2012.	235,050	198,215	36,835
360592	Land of Yankee Fork Bayhorse Bldg. Stabilization	SHPO & IDEQ approvals received. Contract award completed; Notice to Proceed with on site construction scheduled for June 2012 and anticipated construction completion summer 2012.	120,000	100,428	19,572

NORTH REGION QUARTERLY REPORT OCTOBER – NOVEMBER – DECEMBER 2011

Core 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:

- Participated in Trail of the CdA's bi-annual Commission Meeting; Old Mission Sacred Encounters Grand Openings
- Reviewed/discussed Farragut, CdA Parkway, Priest Lake
- Reviewed Priest Lake operations with Park Manager and staff; Glade Creek with Region Staff; TOC with Park Manager; Heyburn operations and new seasonal housing with staff; and HG/DWO/Win staffing with staff.
- Worked on Encroachment Policy; OPDMD Policy; Heyburn fuel storage tank issues; Passport Program; evaluations
- Hosted TOC RAMP Bi-Annual Government's Meeting
- Attended Board Meeting in Boise
- Assisted with site review and public comment process for Farragut OHV Training Site.
- Participated in meetings: Executive Staff; ZERO Based Budgeting (ZBB); CdA Chamber Natural Resource Committee; Park Passport Team; OPS Mgmt Team; Workplace Safety Team; NR Development projects Review
- NR Staff attended Annual Conference Training in Boise and participated in NR Park and Program Manager's meeting conference call as well as a NR Managers' Meeting Conference Call with Dave Ricks
- All parks and NR Admin Completed ZBB Forms

NR Maintenance Crew

- Heyburn: Life jacket kiosk, repaired floor in Chatcolet cabin.
- North Region Office: Aided in the Critical Materials Evaluation Inspection with Panhandle Health; assisted with furniture moving for replacement of flooring in main office.
- Old Mission: Built and installed book shelves; routed and delivered a new sign; rebuilt entrance signs; replaced Parish House door.

NR Office Staff

- Took on responsibility for Sacred Encounters Grand Opening events from committee meetings to invitations/programs to tent rental to refreshments and dinner to boots-on-the-ground during the grand opening

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.

Customer Service

- Staff taught an ATV class at our ATV training course on October 18;

Utilization of Facilities

- The 6th Annual Haunted Halloween Trail event had 80 attendees on October 22.
- Staff worked with the Boy Scouts in October on the winter freezer event held in February 2012.
- Spawning Kokanee in Indian Creek Bay attracted numerous fisherman and Bald Eagles.
- In October and November hunters used campgrounds until heavy snow fall.
- Heavy snow hit the park on November 17, dumping two feet of snow, providing early cross-country skiing.
- Campgrounds are almost fully reserved for July and August of 2012.
- On December 27, we had snowmobilers, fishermen, and cross-country skiers all using the park.

Park Manager's Report

- Manager attended bear and human conflict meeting on October 27; Chamber meeting on October 20; Grand opening of Sacred Encounter Exhibit at Old Mission.
- Manager worked a booth at the ISSA snowmobile show conference on November 4-5 in Coeur d'Alene, highlighted park facilities.
- Staff attended meeting on possible land closure for Caribou habitat with local Priest Lake residents and county commissioners. This will have a dramatic effect on recreational usage around the lake.

Preservation of Natural Resources

- In November staff worked with the Natural Resource Manager and Department of Lands on logging sale, and wind storm damage cleanup.

ROUND LAKE STATE PARK – DAVE RUSSELL, PARK MANAGER

Top 5 Items Not Being Addressed or Funded At This Time

1. Being short of staff, we are beginning to experience a maintenance back-log of broken or damaged things.
2. Securing adequate budget funding for O&E and seasonal salaries continues to be a source of concern.

Customer Service

- Visitors are waiting for the onset of winter weather so that winter activities can begin.
- Annual pass sales have begun for 2012.

Utilization of Facilities

- Most park use was comprised of day use: dog walkers, hikers, and fisherman.
- The water system closed for the season in early October.
- The trail system received heavy use in October.
- Campground use slowed down as colder temperatures occurred in October.
- December provided ice on the lake and is being utilized by ice fisherman and skaters.

Park Manager's Report

- During the quarter repairs were required to the lift pumps within the sewer beds;
- Have been working with a student intern for brochure development.
- Worked with North Region Engineer Tech on upcoming improvements to the park; volunteer sites and hookup site for the campground.

Preservation of Natural Resources

- Natural Resource Manager provided 400 new tree seedlings to plant.
- Staff met with the Natural Resource Manager regarding the parks natural resources.
- Hazard tree removal continued.

FARRAGUT STATE PARK – RANDALL BUTT, PARK MANAGER

Top 5 Items Not Being Addressed or Funded At This Time

1. FTE staffing
2. Budget flexibility

Customer Service

- Waldron Campground, Corral Campground, and the Ward Primitive RV area were open through October and closed the first weekend in November.
- Due to lack of snow in December Nordic operations were postponed, and main roads and trails remain open for use.

Utilization of Facilities

- Moderate weather contributed to ongoing weekend camping in October.
- The Canfield Cross-country meet was held on October 18, 2011.
- An early snow in November lead to closure of roads and packing of ski trails, but a warm front later during the month allowed for the reopening of roads.
- Trails, disc golf and boat launch were all accessible and open in December.

Park Manager's Report

- A park field inspection for Restroom upgrades was held with Jim Thomas on October 13, 2011.
- An initial site visit was completed in November for repairs to the water tower that are scheduled to start in February of 2012.
- Confirmation testing of well #9 was done by park staff in December to provide information for evaluation if the pump is suited to winter operations. Initial engineering reports show that it is suited for use.

Preservation of Natural Resources

- Idaho Fish and Game cleared trees and brush below the viewpoint and re-established the view as part of their thinning work in the eastern part of the park.
- Two park resource projects were approved and thinning was started in the area west of Whitetail Campground. Work continued to the east of the Brig building over December.

COEUR D'ALENE LAKE PARKWAY – RANDALL BUTT, PARK MANAGER

Customer Service

- October and November provided normal fall use.
- December brought heavy visitation resulting from a record number of eagles migrating through the area and using Lake Coeur d'Alene as a resting area on their way south. Additional days were scheduled to maintain the restrooms, as well as be on site and answer visitor questions.

Utilization of Facilities

- During the quarter all facilities remained in operation.

Park Manager's Report

- The Idaho Transportation Department continues the process of identifying right of way along Coeur d'Alene Lake Drive in order to transfer ownership of the Trail to the City of Coeur d'Alene.
- At this time the operation of Higgen's Point and the Higgen's launch are being negotiated.

COEUR D'ALENE OLD MISSION STATE PARK – KATHLEEN DURFEE, PARK MANAGER

Top 5 Items Not Being Addressed or Funded At This Time

1. ADA Access to Visitor Center
2. Ed Short Property - Parking
3. Volunteer sites
4. Repainting Parish House

Customer Service

- Sacred Encounters Exhibit opened to the public in October.
- Parish House closed due to attempted break in during November and reopened in December.
- Winter Hours in effect beginning November 13, Visitor Center open 10 a.m. to 3 p.m. daily.

Utilization of Facilities

- Vehicle Counts: 5,387; Bus Tours (120 people – 5 tours); Schools (395 people – 7 groups); CDA Tribal Language Consortium (25); Grand Opening for Sacred Encounters Exhibit (approximately 400); Private Tour (25); Scout Troup Tour (10); Wedding 1 (40)
- November and December visitation dropped significantly

Park Manager's Report

- During October, Mount Maker and AV installers were on site working on Sacred Encounters Exhibit; Worked with Conservator regarding conservation reports and photos for Sacred Encounters Exhibit; Monitored and adjusted museum data loggers; Met with contractors regarding work related to Sacred Encounters; Worked with ACME installers as needed for exhibit; Worked with Glenn Turner from Kennedy Center on lighting for SE Exhibit; Cleaned and moved items as needed for exhibit; Gathered information for Sacred Encounters Grand Opening and invitations; Finalized design and printed Sacred Encounters Grand Opening Poster; Worked with North Region Staff to plan Grand Opening; Hosted Evening Gala for lenders and donors for Sacred Encounters; Hosted public Grand Opening of Sacred Encounters Exhibit
- During the quarter staff attended meetings for Sacred Encounters Grand Opening; Participated in conference calls related to Sacred Encounters; Guest Speaker at Silver Valley Kiwanis Group Meeting regarding the Sacred Encounters Exhibit; Met with THPO regarding projects; Attended Cultural Eco-Tourism Committee Meeting with the Tribe; Attended WED*NI meeting; Attended two-day Archeological Resource Protection Act training sponsored by Avista; Participated in call regarding Board Agenda Items for fees; Attended Water Potato Days in Plummer sponsored by CDA Tribe.
- November staff responded to burglar alarm at Parish House, reported to Tribe, completed police reports.
- Reviewed Department Collections Management and Deassessions Procedure and Policies

TRAIL OF THE COEUR D'ALENES – KATHLEEN DURFEE, PARK MANAGER

Top 5 Items Not Being Addressed or Funded At This Time

1. Staffing needs for TOC leases and permits
2. Property ownership lines
3. Volunteer Sites
4. Staffing needs at Osburn for maintenance
5. Equipment failure/Riding Mower

Customer Service

- In November, 17 Bollards damaged along the trail administered by IDPR, 25 total IDPR and Tribe; IDPR repaired and replaced bollards between Enaville and Harrison that were damaged by vandals; Bollards removed from Wallace to Mullan to accommodate snowmobile grooming.
- Staff attended Shoshone County Groomer Board Meeting in December.

Utilization of Facilities

- Trail Users: 9,651
- In December staff plowed parking lots due to numerous walkers on trail.

Park Manager's Report

- During the quarter staff inspected trail with ARCADIS field technician.
- Met with Avista regarding Enaville/Bear Creek Water project;
- Met with ITD regarding Pine Creek project; ITD contractor placed large rocks at Pine Creek to deter OHV encroachments
- Attended Trail Commission Meeting; November staff attended Shoshone County Groomer Board Meeting; Response Action Maintenance Plan Bi-Annual Meeting
- Met with Avista, ARCADIS, IPHH, and contractors regarding Avista Golconda project
- During the quarter staff worked with DEQ regarding Hercules Mill signage
- Staff created and submitted Response Action Maintenance Plan (RAMP) Annual Report
- Worked with Avista regarding Nearing and Gene Day Park area utility encroachment

Preservation of Natural Resources

- Staff collaborated with Keith Jones on grant for noxious weeds

HEYBURN STATE PARK – RON HISE, PARK MANAGER

Top 5 Items Not Being Addressed or Funded At This Time

1. CCC structure restoration money. I understand it is still being held by DPW.

Customer Service

- Staff hired a part-time seasonal employee to help keep visitor center open seven days a week during winter.

Utilization of Facilities

- During October Hawley's Landing campground was closed on October 31; Duck hunters and fishermen used the boat ramps, and people rode the Trail of the Coeur d'Alene's; Rental cottage was slow but camper cabin use was steady.
- During November cottage and cabin rentals were slow; No snow so hiking and biking activities were enjoyed; Waterfowl hunting was good and the boat ramps saw a lot of use.
- December had no camper cabin or cottage rentals; Cold weather brought ice to the lake; patrons enjoyed ice fishing and goose hunting, warm weather at the end of the month melted most of the ice.

Park Manager's Report

- During the quarter staff attended the NR grants workshop October 13; the Archaeology for Law Enforcement training put on by AVISTA Corp. and CDA Tribe October 18 and 19; the Local Emergency Planning Committee meeting in St. Maries on October 19; the Public records and open meeting laws in CDA on December 6; Wastewater treatment facility operator training in CDA December 5; the Archaeology/Artifact training put on by the CDA tribe on December 21.
- Construction of the new seasonal quarters began on October 14.
- During November billings for cottage leases were sent to lease holders.
- The wastewater treatment facility winterization was completed. A leak at the treatment ponds was discovered and repaired by the contractor.

Preservation of Natural Resources

- A couple of small timber sales are still active but finishing up in the park.
- Staff reviewed resource management projects with resource specialist on December 13.
- Staff met with wild rice harvesting contractor on December 21 to discuss this year's harvest and next year's plans.

MCCROSKEY STATE PARK – RON HISE, PARK MANAGER

Customer Service

- Fish and Game cited six individuals for hunting in the park on October 18.
- Park Ranger has been traveling through the park on a regular basis to keep an eye on things and perform any needed maintenance.

Utilization of Facilities

- Staff winterized the water system on October 21.
- Hunters and loggers have made up most of the traffic on Skyline Drive for November. Mid November snows melted; most of the park roads were accessible.

Park Manager's Report

- Road reconstruction/improvements are ongoing on the Mission Mountain Road. This is part of the King Valley timber sale contract. When finished it will provide better access for camping rigs and allow for better use of the camp area on top of the mountain.

Preservation of Natural Resources

- During November a small timber sale at the west end of the park near Pine Creek was set up to remove bug infested Douglas fir.
- During December a direct timber sale was set up near the Cedar Springs Road. Approximately 82,000 board feet of dead and dying Douglas fir will be harvested this winter.

HELLS GATE STATE PARK – MARTY GANGIS, PARK MANAGER

Top 5 Items Not Being Addressed or Funded At This Time

1. Utility costs eating up operating budget. Limiting ability to do projects.
2. Launch ramp docks are in poor condition, working with the Nez Perce County Waterways Committee to replace through a grant.

Customer Service

- During the quarter the park and Discovery Center have remained open on a daily basis; The Jack O'Connor Center is open six days a week and closed on Mondays and holidays.

Utilization of Facilities

- The month of October surprised staff: the campground remained busy during the week and full on the weekends. The steel head and salmon fishing was excellent.
- Visitation in November slowed considerably, both in the campground and in day use.
- During December Aspen loop remained open and six sites provided water service.

Park Manager's Report

- Our annual Haunted Hay Ride was another huge success this year, approximately 900 people attended with 659 pounds of food donated to the local food bank. Next year we will be asking for help from the community and from the numerous groups that use our park
- In October staff attended the Grant Workshop that was held at Hells Gate; and the "Archaeology for Law Enforcement" workshop held at the Coeur d'Alene Casino.
- On December 14, a trail meeting was held to discuss trail maps and trail use issues; December 20, staff attended the Nez Perce County Waterways meeting to get their support concerning a grant to replace our launch ramp docks; December 22, a meeting was held to discuss the vacant positions at Winchester and Hells Gate.

Preservation of Natural Resources

- Staff attended a December meeting with Clay Hayes from Fish and Game about a controlled burn and reseeding with natural grasses.

WINCHESTER LAKE STATE PARK – MARTY GANGIS, PARK MANAGER;

NITA MOSES, ASSISTANT MANAGER

Top 5 Items Not Being Addressed or Funded At This Time

1. Inadequate Peak Season Staffing/Seasonal Funding: Many duties are being overlooked and park staff must choose to accomplish the higher priority tasks
2. Unsafe Docks and Piers: The lack of docks and/or the current status of our docks and piers are unsafe and their replacement continues to be an issue.
3. Out Dated Facilities and Infrastructure: Shower and restroom facilities are no longer adequate to service the entire park. Electrical issues are being discovered throughout the park. Sites are unlevel and short. The park maintains eight vault toilets and one shower facility to service three camp loops and four yurts.
4. Park facilities at the day use area at Ponderosa Point need restructuring: adequate parking, new irrigation system, and unsafe playground
5. Vehicles and Equipment Issues: park mules require much maintenance and our much-used tractor is nearly 40 years old and is experiencing hydraulic issues.

Customer Service

- All sites were winterized the first week in October; Camp Loop B was kept open with electricity only until October 31 with fees reduced; with the reduction in staff, office hours are Tuesdays and Thursdays from 10:00 until Noon.
- Staff posted the passport information for the public and is promoting it with the community.
- Lift station pump #1 has been rebuilt and was reinstalled in December after having been down four months, staff is getting quotes on pump #2's rebuild.

Utilization of Facilities

- October visitation dropped off considerably, November visitation was poor due to lack of ice on lake, and in December the lake was frozen enough for ice fishing so visitation picked up again. Yurt reservations have been slower this year.

Park Manager's Report

- Assistant Manager received Archaeological Crimes Investigation training.
- Park Ranger assisted Hells Gate staff with their Annual Haunted Hay Ride.
- Park Ranger Jon Schmidt has resigned his position and moved back to Iowa.
- Roberta Rene visited the park to discuss marketing efforts.
- Assistant Manager received the Beth Durham award at the Annual Conference in November.
- The 2nd Annual Ice Bowl Fishing Derby has been scheduled for January 28, 2012. Park Ranger will obtain support and prizes from local businesses.
- Winchester will be receiving an increase of .25 FTP making the former 9-month position a 12-month position.

Preservation of Natural Resources

- Park staff has been working with Natural Resource Manager and Idaho Department of Lands to develop and implement a burn plan for Winchester Lake. A low land burn will help cleanup pine needles and brush while promoting growth.

DWORSHAK STATE PARK – MARTY GANGIS, PARK MANAGER;

CHARLIE CHASE, ASSISTANT MANAGER

Top 5 Items Not Being Addressed or Funded At This Time

1. Need for additional seasonal rangers and staffing
2. Need a new dump truck
3. Need one electric vehicle
4. Need extra O&E for Freeman Creek and Three Meadows for the little repairs that need to be done
5. \$10,000 extra in Seasonal Funding for Freeman Creek

Customer Service

- The park had very little activity during the quarter, but we had inquiries about renting the lodge at Big Eddy and Three Meadows.

Utilization of Facilities

- Three Meadows Group Camp had one group from WSU use the facilities September 30 and October 1; Big Eddy Lodge had two weddings and receptions in October, doubling last year's use.
- During November, dry camping was allowed at Freeman Creek and we had two campers during the middle of November and three cabins rented during our trip to the annual conference.
- We entered a float in the Orofino Lighted Christmas Parade on December 2.
- Big Eddy Lodge had one reservation for December, but we have been fielding many calls about reserving the facility during the summer of 2012. Freeman Creek boat launch had been used almost every day by one or two parties, plus we rented a couple of cabins for a day or two. No snow on the road allowed several vehicles per day to come into Freeman Creek.

Park Manager's Report

- Dworshak Reservoir levels stabilized during October. Current level was 1519.08 feet or down 80.92 feet from maximum pool.
- The fish cleaning station remodel was completed in October.
- Assistant Park Manager helped the Hells Gate crew during the Haunted Hayride.
- We will help Winchester Lake State Park with their ice fishing contest at the end of January.

Preservation of Natural Resources

- Natural Resource Manager, Hells Gate Assistant Manager, Dworshak Assistant Manager, and Dworshak Seasonal Ranger cut small conifers from along the guard rail of the road to Three Meadows right before Thanksgiving. We sold about 30 trees and made over \$300 for the park. Everyone that bought a tree was automatically entered in a raffle for a cord of firewood, which was won by Ken Hengen of Orofino.

**SOUTH REGION QUARTERLY REPORT
OCTOBER – NOVEMBER – DECEMBER 2011**

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. It is a balance between visitors and resources.

Primary Issues and Concerns

- Close monitoring of South Region park expenditures, some seasonal and OPS budget concerns
- Preventative maintenance backlog created by limited budgets and staffing
- Creating new opportunities with limited resources
- Budget prep for 2014

SOUTH REGION SERVICE CENTER – GARTH TAYLOR, SOUTH REGION BUREAU CHIEF

- Finalizing marketing reports for all South Region parks
- Monthly OPS meetings with Ricks, White, Kolsky
- November Board Meeting in Boise and Annual Conference
- Continue meeting with interested public about connecting Ashton-Tetonia Trail with Driggs/Victor Trail
- Continue working with ITD on signage to parks
- Working with U of I to transfer research trailers at Vardis Fisher at Thousand Springs
- Continue to work on retail sales design and promotion in several parks
- Working to define supervisors role in accident investigations
- Reviewing OPS procedures manual
- Reviewing Workplace Safety policies and procedures
- Managers meeting in Boise
- Hired new maintenance foreman at City of Rocks
- Working on staff annual performance plans and evaluations

BEAR LAKE STATE PARK – KIRK RICH, PARK MANAGER

Top Items at This Time

1. We would like to purchase one more implement for the tractor to be used to clean debris from the beach.

Customer Service

- Some visitation in both the campground and day use areas occurred into October. Most fee collections taking place via the self-collect boxes.
- About 55% of normal snow in the Bear River drainage. No grooming taking place because of the lack of snow. This is the latest start in grooming in the last 25 years.

Utilization of Facilities

- Reservations continue strong with July through Labor Day weekend sold out for **2012**.
- The lake remained ice free in December with some fisherman still utilizing the park.

Park Manager's Report

- Met with Bear Lake Refuge manager in November in regards to adjacent property and right-of-way issues at North Beach. GPS readings are inconclusive as to the boundaries and ownership and research at the courthouse are also inconclusive.
- The final waterways audit was completed with the help of the BL Clerk's office.
- We were able to purchase a rear tractor blade for road/parking lot grooming and snow removal.
- Took delivery on new Pisten Bully Snowcat. Radios and optional equipment installed.

- We have finished installing CXT siding on the inside of the Snowcat shed. This has already reduced propane consumption. Would still like to add additional blow-in ceiling insulation.
- Because of heavy snow last year snowmobile registration was up 17% in the three-county area. Such numbers continue to boost the local fund. Tri-County snowmobile meeting was held in Grace. Among the critical issues is the snow removal problem in Copenhagen Basin parking lot.
- After one year of drilling, the Paris Hills Agricom Project is still underway with exploratory holes for phosphate in the foothills of Bloomington Canyon. This has proven to be a small local boon to the economy. Options to additional adjacent ground continue to be bought up along with environmental concerns.

Preservation of Natural Resources

- Park Manager is again attending meetings as a committee member on the Bear River FERC Relicensing Committee concerning Oneida Narrows.

Preservation of Cultural/Historical Resources

- Park Manager met with Bryce Anderson of the Pocatello BLM for a tutorial on the Government Land Office site which accesses land records related to land patents, mineral ownership, and a host of other obscure facts.

BRUNEAU DUNES STATE PARK – JOHN FRANK, PARK MANAGER,

STEVE RUSSELL, ASSISTANT PARK MANAGER

Top Items at This Time

1. Seasonal park staff leaving before end of season.
2. Weeds in turf areas.
3. Adequate pay for seasonal staff.

Customer Service

- Visitor Center open Monday, Tuesday, and Friday from 9:00 AM to 5:00 PM. Open every other weekend. Closed on holidays.

Utilization of Facilities

- Visitors and campers still utilizing the park into December due to the mild weather this year.

Park Manager's Report

- New flag pole installed in October as an Eagle Scout project at visitor center.
- Volunteer recruitment started in November.
- Working with Boy Scouts on possible projects.
- Park Passport Program presented to Mountain Home Chamber of Commerce.

Preservation of Natural Resources

- Lightning fire burned over 500 acres near the south end of park in October.
- IDFG continues to monitor fishing in lakes.
- Recharge project pumping continues.

CITY OF ROCKS/CASTLE ROCKS STATE PARK – WALLACE KECK, PARK MANAGER

Top Items at This Time

1. CRSP - Boundary fence reconstruction (especially northwest side of the Erickson Acquisition)
2. CRSP - Construction of entrance fee station (Master Plan)
3. CRSP - Construction of Pavilion (Master Plan)
4. CIRO – Vehicle Replacement

Customer Service

- Visitation is up 45% for December of 2011 compared to December of 2010 due to warmer weather.
- Our first annual 5K Fun Run was held in October.
- Park brochures were revised in November for publication.
- All bulletin boards/kiosks were updated for winter season.

Utilization of Facilities

- In November, Park Manager spoke to Audubon Society and Kiwanis Club on park and department programs, and in December he spoke to the Burley Lions Club.

Park Manager's Report

City of Rocks National Reserve

- Records Management Training workshops for records coordinators in Idaho Falls and Boise were conducted in October.
- General management planning continued with the NPS planning team conducting a three-day workshop in December entitled *Choosing by Advantages*. The workshop was held at CIRO to select the preferred alternative for management based on a scientific approach. The team selected Alternative C: A Stage for Stewardship. Other GMP activities included reviewing final zone maps, researching issues related to county roads, reviewing the final design concept plan for the rim, alternatives regarding the Visitor Center, Phase II of Smoky Mountain Campground, and the Outdoor Learning Center. Briefing Statement for the congressional delegation and NPS leadership was developed and submitted. Wallace responded to Sho-Pai Tribes request for consultation in writing. No response from Tribes as to a consultation date has been received.

Castle Rocks State Park

- Volunteer Sites (4 units with W/E/S) were completed in November and additional tree plantings were done around sites as well.
- Wood debris from projects over the course of the summer were piled up and burned at the admin unit (old pond site). Crews then leveled and restored the area including grass-seed and aspen plantings.

Preservation of Natural Resources

- Staff attended the Upper Columbia Basin Parks Inventory and Monitoring Meeting in Walla Walla, WA in October.
- Met with BLM, NPS and ACE Fire to review fuels reduction projects in Jim Sage/Cottrell Mountains to plan for similar project on Smoky Mountain in 2012-13.
- Conference call was held to refine goals and objectives of University of Montana study regarding the inventory and monitoring of conifer encroachment at CIRO. Project will help to prepare for a cultural landscape modification in future years.

Preservation of Cultural Resources

- Park Ranger worked with NPS staff to refine GMP maps, and took personnel into the field to inspect research natural area and to survey for Pika habitat on Smoky Mountain. No evidence of population was found.
- Soils collected decades ago from archeological sites in CIRO were analyzed (floated) at Utah State University research facility.

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 not to code.
2. Park staff/office has no restroom during the months the restrooms are winterized (Nov. – April) and must use porta-potty.
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. *-Funding has been requested for this item.*
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. This is on the CIN list.

Customer Service

- Moderate to light use during week and weekend on non-event days.
- Working with Car Park Company guidance to resolve issues with automated kiosk.

Utilization of Facilities

- Heavy disc golf course use, and frequented by dog walkers, hunting-dog trainers, hikers, fishermen and amateur/professional photographers. Many visitors are also using the frozen lake for ice skating and ice hockey games.
- Several large group events in the park including our Cyclocross event.
- Re-installation of front nine disc golf course in November.

Park Manager's Report

- 80% of the budget goes toward utilities.
- Met with Idaho Airships concerning the taking of aerial photographs of Eagle and Lucky Peak.
- Installed parking bumpers in trailhead parking lot to improve parking and discourage vandalism.
- Met with event coordinators for two more possible events; 24/12 hour run and dog show. Also met with possible kayak/canoe concessionaire (Idaho Adventures).

Preservation of Natural Resources

- Fence repairs around mitigation areas and cattle pastures.
- Bridge wetland mitigation monitoring and cleaning.

Preservation of Cultural/Historical Resources

- Patrol historical buildings for vandalism and fix vandalism issues on historical buildings.

HARRIMAN/HENRYS LAKE STATE PARK – KEITH HOBBS, PARK MANAGER

Top Items at This Time

1. As-built plans for the new facilities at Harriman have not been received by staff at Harriman.

Customer Service

- Customer comment cards received from users of the park(s) have indicated a high level of satisfaction with park facilities and staff.

Utilization of Facilities

- As snow arrived in the latter part of December, so did the overnight rental and trail users.

Park Manager's Report

Harriman

- Park staff and numerous volunteers assisted with the production of the 11th Annual Haunts of Harriman. Approximately 1,100 people attended the three-hour event on October 29, creating a new record for attendance.
- Staff worked with consultant Roberta Renee to develop new marketing strategies for the park's facilities and services.
- Park staff met with Caribou-Targhee National Forest Staff to review options for improving public access to Harriman's Fish Pond. The current access road travels through Forest Service land and is in need of upgrading.
- Idaho Public Television aired a special in December on the Writer@Harriman Writers' Workshop in its third year at Harriman State Park.
- Park staff attended a meeting with a local "Fat Bike" users club. Fat Bikes are bicycles outfitted with large diameter tires which are capable of travelling on groomed snow. Their use is increasing in eastern Idaho, and they are seeking access to area trail systems, potentially the Ashton-Tetonia Trail and Harriman.

Henry's Lake

- The park's shop expansion was completed in October.
- A meeting with the design team for the additional campground loop at Henry's Lake was conducted, with on the ground time spent reviewing infrastructure needs and discussing relevant issues.
- Closed for season.

Mesa Falls

- Closed for season.

Ashton-Tetonia Trail

- Park staff gathered GPS coordinates at numerous points along the trail to be used to develop maps for use in operational and development projects.

Preservation of Natural Resources

- Park staff and the Henrys Fork Foundation received the required Stream Alteration Permit from the Idaho Department of Water Resources for the removal of failed culvert and minor stream bank modification of Fish Pond Creek, a small tributary of the Henrys Fork.
- Work continued for the second year by the Henrys Fork Foundation to trap and release young fish, migrating into Thurmon Creek from the main stem of the Henrys Fork. This work is designed to help determine the degree of use and importance of small feeder creeks into the Henrys Fork for overwinter survival of young rainbow trout.
- End-of-the-year meetings were held with all the park's grazers to discuss the past year's grazing season, collect fees, and ensure property taxes were paid. The grazing lease for Harriman East has expired. Due to increasing cost of maintaining this lease, park staff is currently evaluating the program with a cost and benefit analysis.

Preservation of Cultural/Historical Resources

- Contractors completed the caulking of the log joints at the Scovel Center. This should greatly aid in keeping bats from getting behind the log siding.

LAKE CASCADE STATE PARK – THERESA PERRY, PARK MANAGER

Top Items at This Time

1. Problems with the operation of the Poison Creek irrigation system continue to exist.
2. 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.
3. The newly renovated Poison Creek campground project did not allow for the expansion and resurfacing of the boat launch parking lot or the needed repairs to the ramp. Park staff are pursuing a Waterways Improvement Fund grant for this work.
4. It is necessary to develop a suitable dock anchoring system and possibly install a breakwater to protect the Sugarloaf handling docks.

Customer Service

- Park staff provided programming for the local Water Awareness activities in October. Information and hands-on activities on the power of water was provided to approximately 35 grade school students.
- Staff and 4-Summit planning committee held the first meeting in November for the 4-Summit challenge for July 2012.
- Low snow conditions have prevented the park from beginning grooming our Nordic trails on the Crown Point trail and the Park Loop in December.

Utilization of Facilities

- The lack of snow allowed the lake ice to freeze by early December. This clear ice made for challenging ice fishing but excellent skating conditions.
- Typical visitation during the weekends in December saw 35-45 visitors utilizing the Van Wyck parking lot for access onto the lake for skating, bike riding, distance golf ball hitting, and other creative activities.

Park Manager's Report

- Park Manager attended Valley County Waterway meeting in November, securing \$40,000 in Waterways money for match for the Poison Creek boat ramp and parking lot.

- In December, a person used the Van Wyck Boat ramp area to go ice fishing in his truck. On his way back he attempted to maneuver a pressure plate, where the ice had shifted and was not strong enough to support the truck. The truck fell into approximately ten feet of water and about 70% submerged. The visitor was uninjured and the truck was retrieved from the lake by helicopter.
- Park staff developed a proposal to develop and maintain an ice rink on the lake, which was supported by several community members. However, based on concerns expressed by Risk Management, the park or agency will not pursue this request. The park staff will research the potential of creating a land-based ice rink for future use.
- Evaluation of our units with the new OPDMD standards has begun.

Preservation of Natural Resources

- Park staff met with Reclamation's Natural Resource Manager in October to evaluate the retaining wall on the shoreline of the Huckleberry unit. The wall, installed by Reclamation approximately fifteen years ago, has failed. Park staff is managing the remaining logs and rebar to minimize the hazard to the public. As in several of the units, valuable recreation space is eroding.

LAKE WALCOTT STATE PARK – TRAPPER RICHARDSON, PARK MANAGER

Top Items at This Time

1. Re-roofing and replacement of posts for shelters needed.
2. Paved trail sections not finished of the previous ADA projects. (Paperwork in progress)
3. Extend fence around old office and living compound.
4. Manager's living quarters planning.

Customer Service

- We received a lot of phone calls concerning the BOR's renovation project at the dam.
- We have also heard some concerns about U.S. Fish & Wildlife Service (USFWS) Comprehensive Conservation Plan (CCP).
- Most customers to the Visitor Center have been positive and looking forward to some good ice fishing.

Utilization of Facilities

- Fall colors in October brought out a few more local photographers to take advantage of the scenery.

Park Manager's Report

- Attended meetings in October with USFWS regarding their upcoming CCP in Chubbuck and also attended the preplanning public meeting for USFWS upcoming CCP in Burley.
- Correctional Industries installed our new resale shelving in the Visitor's Center in October and it looks great.
- Park Ranger installed new beverage refrigerators and TV/DVD for the resale area.
- We have been working with some local Disc Golf clubs in Idaho and Utah to schedule next season's tournaments.

LAND OF THE YANKEE FORK STATE PARK – DAN SMITH, PARK MANAGER

Top Items at This Time

1. Volunteer recruitment and camp sites needed.
2. Bayhorse infrastructure and Bayhorse building stabilization planning.
3. Cost of propane heat for winter at visitor center.
4. Additional operation funds are needed
5. The Skylark cleanup project has been awarded.

Customer Service

- We are selling quite a few registrations at the Visitor Center.

Utilization of Facilities

- Hosted the Leadership Academy on October 21 with ten participants.

Park Manager's Report

- We hired Joni Hawley as our new Yankee Fork Park Ranger. She started on October 3 and will be working part-time through Feb then go Full-time.
- Holiday Open house on December 16 in partnership with Friends of the Yankee Fork. Made \$801.00 what with the Thompson Creek Match comes to \$1602.00 for the Friends Endowment. Had 36 Visitors to the Open house.
- **Visitor Center** – Open M–TH; 10 a.m. to 4:00 p.m.
- **Custer** – Closed for season
- **Dredge** – Closed for the season
- **Custer Motorway** – Open 24/7 dependent upon snow.
- **Bayhorse** – Closed for the season

LUCKY PEAK STATE PARK – GARY SHELLEY, PARK MANAGER;

SURAT NICOL, ASSISTANT PARK MANAGER

Top Items at This Time

1. Irrigation pumps (three years old) at Spring Shores have never worked at 100% efficiency. Redesign and probable replacement of at least one pump is needed.
2. Automatic irrigation system at Discovery needed.
3. Bank erosion at Spring Shores
4. Lucky Peak master plan needed
5. Buoy line at Spring Shores needs to be completely re-done

Customer Service

- Staff continues to chase water with our wooden temporary ramp. The lake is about 100 vertical feet from full pool.
- As of December, Sandy Point was closed on weekends. Discovery remained open, but without potable water for the winter.
- Polar Bear Challenge to be held in January.

Utilization of Facilities

- Final Cyclocross Competition of the year was held in November.
- Warm weather in December led to an increase in park use.

Park Manager's Report

- Lucky Peak Dam access closed on October 19 to install monitoring devices on the dam. The dam and Turner Gulch ramp reopened November 8.
- Buoy line replacement project started in December. Permits obtained and bids being gathered.
- Two maintenance sheds at Sandy Point were successfully moved.
- South Region Crew repaired a water main break.
- Work has started on fixing irrigation system at Spring Shores.

MASSACRE ROCKS STATE PARK – KEVIN LYNOTT, PARK MANAGER

Top Items at This Time

1. Adequate operations funding
2. Adequate seasonal salary funding
3. Capital Improvement funding
4. Vehicle and equipment replacements
5. Future permanent agency funding source

Customer Service

- The Visitor Center restrooms are kept open throughout the winter months and regular office hours are being kept at the Visitor Center during the weekdays.
- New Year Bonfire to be held on January 7 this year; we expect a good crowd to enjoy the donated Falls Brand hot dogs, hot chocolate, and chili that we serve to attendees.

Utilization of Facilities

- Our visitation was strong for the last quarter of the year. Even with the cold temperatures that we experienced through December, we continued to see an unusually large number of mountain bikers.
- We have had Disc golfers this past quarter with the snow staying away thus far; we hope that the snow stays away just a little longer to extend the season.
- The Snake River remained open for hunters in December. We will continue to see steady use of our boat ramp as long as the river stays ice-free.

Park Manager's Report

- Park staff rerouted a trail that had a slope that prohibited a lot of use; the new location takes advantage of a more moderate slope and should be more utilized.
- Materials have been purchased to replace some of the older living pads found in our lower loop campground.
- We are resurfacing the shower floors in the lower loop campground restroom this winter to better serve our visitors and reduce maintenance in the future.
- The park's new Facebook page has been active. We will continue to do our best to keep the new marketing tool current.
- We are excited to have an interpretive host this summer that will allow us to provide weekend campfire programs again.

Preservation of Natural Resources

- We have purchased some Bluebunch Wheatgrass (secar variety) to rehabilitate some construction scars from this summer. We hope to reduce the amount of non-native plants that typically invade disturbed ground which also reduce the fire danger in these areas.
- We are looking to change our range management plan schedule for treatment in the fall to possibly finding a local rancher that would utilize our test plots in the spring. We may also be able to work out a partnership with the ISU GIS program in Pocatello to provide some remote site monitoring for our range management areas.

PONDEROSA STATE PARK – RICHARD TAPLIN, PARK MANAGER

Top Items at This Time

1. University of Idaho Future with McCall Outdoor Science School (MOSS) program and IDL lease
2. Kokanee Cove long-term future/planning
3. Peninsula road issues – improving road to point, crack filling and chip sealing paved roads.
4. Funding for paving new bike path around Visitor Center.
5. Erosion control/bank stabilization parks lakefront

Customer Service

- Contractor is doing a good job on restroom remodel project, started painting in December.
- Public ready for snow and ski season. Had only seven inches of snow fall for December; the month ended with rain which did not help the trails.

Utilization of Facilities:

- All campgrounds were closed in October.
- MOSS programs very busy using park as a natural outdoor classroom.
- Cabins seeing some use throughout the quarter but day use revenue and visitation down due to lack of early snow and no groomed trails until New Year's weekend.

Park Manager's Report

- Staff fixed the boardwalk at North Beach in October and worked on replacing floats on campground docks in November.
- Staff remodeled the ski trail drag for the snowmobile, so that it should operate better and more efficiently this winter.
- Staff working on some new interpretive signs for next season

Natural Resources

- Working with Fish and Game on a potential family fishing pond project at North Beach.
- Staff gave a presentation to Treasure Valley Community College group (35) on forest restoration and forest ecology.

THOUSAND SPRINGS STATE PARK – DAVID LANDRUM, PARK MANAGER

Top Items at This Time

1. Lack of staffing; both seasonal and full time
2. Seal coating roads and trails at Malad Gorge
3. Repair structures at Ritter Island (footbridge to water line, houses, barn and sheds)
4. Repaint Red Barn at Billingsley Creek
5. Relocate parking lot at Box Canyon, move out near restrooms

Customer Service

- Department of Lands and South Region Manager visited Malad Gorge leased property in October.
- With help of volunteers we planted over 200 Aspen trees on Ritter Island in the last two weeks.
- Eagles are starting to show up in some of our parks along with many water fowl. We brought back one seasonal to help paint, stain, and router signs to give us a head start on the spring.

Utilization of Facilities

- School tours were given at Malad Gorge in October and November.
- Square dance and a teen dance program were held at Billingsley Creek in October.
- Ruby Springs Water Association Meeting and Hagerman and Wendell Chamber of Commerce meetings held in November.
- Wendell Chamber Dinner and Hagerman Chamber of Commerce meetings held in December.

Park Manager's Report

- We are starting to receive the water right fees from different water districts and that cuts into the parks operations budget.
- Park visitation is on and off this time of the year, dependant on the weather and the wildlife.
- Due to being short staffed, we are having a hard time patrolling all units of the park which is leading to things like hunting in areas where hunting are prohibited.

Preservation of Natural Resources

- The lake at Malad is holding water better than previous years. If this continues we may be able to put fish in it next year for park visitors.

THREE ISLAND CROSSING STATE PARK – JOHN FRANK, PARK MANAGER

Top Items at This Time

1. Design and implementation of a nine-hole disc golf course.
2. Acquiring a surplus ATV from the Recreation Bureau.

Customer Service

- The visitor center and Trailside Campgrounds are closed for the season.

Utilization of Facilities

- Visitation was steady into the fall.

- The Wagon Wheel campground is available for dry camping only and we saw some utilization during the winter months.

Park Manager's Report

- The manager attended several meetings in October with local chamber and economic development committees to promote both Three Island and Bruneau Dunes.
- Two school groups visited the park during October.
- The manager and a seasonal responded to a 500-acre wild land fire at Bruneau in October.
- The upper campground irrigation project which began in October was completed in November. A spring startup will be conducted.
- Staff has installed new sod and irrigation heads around the cabins in the lower campground.
- The manager presented the agency proposed "Passport program" to local groups the first week of December.

Preservation of Natural Resources

- We will be conducting a prescribe burn in late January and March with the assistance of the BLM. We will be burning slash piles as soon as weather permits.
- Staff needs to address the noxious weed situation within the park and on the south side property.
- The trail system within the park also is in dire need of attention. We plan to address these issues in early spring of 2012 or as monies dictate and with assistance from Keith Jones.
- Idaho Department of Agriculture will be assisting the park by providing biological weed control for the Purple Loose Strife located in the park. The BLM will also be assisting with noxious weed control.

SOUTH REGION MAINTENANCE CREW – PAUL FAY, FOREMAN

Ponderosa State Park

- With the assistance of park staff we began the process of filling the formed living pad areas with a sand material. The ADA site was also enhanced. The process of upgrading the sites in Chokecherry Loop has been completed.

Lake Cascade State Park

- With the assistance of park staff we installed several French drains at the Sage Bluff and Big Sage units of the park. This will help drain water away from the newly developed campsites.
- Osprey Point ADA housing unit. With the assistance of park staff we repaired three broken vent stacks and a French drain was installed on the west side of the house.

Headquarters

- We assisted the development department (1) with surveying a new pole barn to be built at the east end of the motor pool bullpen and (2) with the construction of a site pad for the future recreation pole barn. We leveled and built up a pad approximately 40 feet by 80 feet. The sides of the pad were feathered out to meet the existing elevations.

Idaho City Yurts

- Assisted the snow grooming staff with the delivery of the systems snow trail groomer to the Banner Ridge park and ski parking area.

Eagle Island State Park

- Performed seasonal maintenance on the dirt road and equestrian parking area within the park.

Lucky Peak State Park, Sandy Point

- Received a communication that the park had a broken water line. The break was located at a manhole below the upper bathroom. The region crew excavated the pipe and replaced the broken fittings with newer parts to facilitate easier repairs in the future.

NATURAL RESOURCE MANAGEMENT PROGRAM – KEITH JONES

Mission

Help protect and enhance the natural resources of Idaho State Parks.

Goals

- Assist parks with forest and/or land management activities that improve resource health and meet 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.

Quarterly Program Report

Timber Management:

- Finalized a plan to achieve accountability in timber sale receipt transfer process from the Dept. of Lands into IDPR resource accounts.
- Working to complete hazard fuels reduction at Harriman.
- Putting together a burn plan for Winchester State Park in cooperation with IDL and the Nez Perce Tribe.
- Administering the contracts on two direct sales (98,000 board feet each) at Farragut State Park to be completed by spring 2012.
- Set up of a second direct sale to address the remaining blow down at Indian Creek in Priest Lake S.P. to be completed by spring 2012.
- Planning a targeted weed control area in Hells Gate to serve as an example of future efforts in the Park and as a potential disc golf course opportunity.
- Deer Flats Timber sale in Heyburn has progressed through the first full summer of work, crew is working on a two-year contract.
- McCroskey “King Valley” Timber sale is on year two of a two-year contract. With mild fall and winter, contractor may finish early. (Would complete in spring of 2012)
- Will be meeting with IDL reps and Heyburn Manager to plan 2012 timber management projects in Heyburn and McCroskey State Parks.
- Planning to set up a seventy (70) acre Ponderosa Pine restoration cut in Ponderosa State Park “Meadow Marsh II” with winter 2012/2013 as harvest target.
- Worked with Fish and Game to set up a small timber sale (15 acres) on their property in Farragut that will incorporate fire to restore Ponderosa pine habitat and opened a historical view shed.
- Representing IDPR as part of a teacher continuing education offering, leading tours through Higgins Point, and Farragut State Park timber stewardship projects.
- Represented the Department on the Idaho Weed Coordinators Committee, and the Idaho Statewide Forest Work Planning Group.
- CPM – Meeting with USFS and BLM to help organize and plan my final project (due 9/2012). When completed the goal is to have a user friendly planning tool that will help

managers recognize and inventory existing plant communities in their high use areas, and plan for the future of desired conditions two, five, and ten years out.

Noxious Weed Management:

- Wrote grants for purchase of chemicals for Trails of the Coeur d'Alenes and Farragut.
- Treatment focus will be on treating eight (8) infested acres adjacent to the Hells Gate Visitor Center, and log landings and hauling trails at Farragut.
- Will run goats again in Plummer great riparian zone at Heyburn if I can get a commitment from upstream landowner (Stimson) to do the same.
- In coordination with the Inland Empire Cooperative Weed Management area and the Nez Perce Tribe, I will be looking to release biological controls in Heyburn, Farragut, Winchester, Eagle, Walcott, and Round Lake.
- Working with a contractor, I will be putting together a weed inventory for Round Lake.
- Scheduling a cooperative Scotch Broom pulling day for Higgens Point in cooperation with county, state, and federal assistance. (Spring 2012)
- Looking into cost and applicability to setting up strategic grazing plans with managers at Thousand Springs, Eagle, Harriman, and Massacre Rocks to control weeds and encourage growth of native vegetation.
- Represent IDPR at the quarterly IWCC (Idaho Weed Coordinating Committee) meeting in Boise (April 2012).

RECREATION RESOURCES BUREAU QUARTERLY REPORTS
October, November, and December, 2011

Boating Program:

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, and ordering of equipment and supplies.

- ◆ Staff coordinated the annual Marine Advisory Committee (MAC) meeting in Boise held November 3-4. This annual meeting is an opportunity for county marine deputies to meet in one location to discuss the past boating season. Representatives from 26 county programs attended the meeting and over 50 individuals participated. The meeting was also attended by the U.S. Coast Guard District 13 Recreational Boating Safety Specialist and U.S. Coast Guard Auxiliary State Liaison Officer.
- ◆ Staff was busy preparing year-end reports for the U.S. Coast Guard.
- ◆ On November 10 program staff met with statewide U.S. Coast Guard Auxiliary personnel for the annual Communicate, Cooperate and Share (CCS) meeting. This meeting sets the stage for the coming year for joint boat safety outreach activities around the state.

Off-Highway Vehicle Program:

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.

- ◆ Staff attended Idaho State Snowmobile Association (ISSA) Convention in CDA.
- ◆ New groomers were delivered in Valley, Elmore, Kootenai, and Bear Lake Counties.
- ◆ Completed summer OHV training with 882 students, up by 482 students from last year.
- ◆ Staff worked with volunteers, BLM and Little Land and Livestock on Little Gem Cycle Park improvements.
- ◆ Staff worked with Idaho Mountain Dirt Riders Association on North Highway 20 BLM Travel Plan (Shoshone Field Office).
- ◆ Staff completed field test of IDPR's new Snowmobile Operator Training.
- ◆ Staff attended Ski-Doo Sponsored Avalanche Class.

RECREATION RESOURCES BUREAU QUARTERLY REPORTS
October, November, and December, 2011

Non-Motorized Trails Program:

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.

- ◆ Staff worked with Mountain Bike Idaho to promote sales of mountain bike vehicle license plates to increase funding to improve non-motorized trails. Approximately \$13,000 in income has been generated so far.
- ◆ Staff provided comments on numerous USFS and BLM travel plans and offered technical assistance to many agencies and clubs. Also attended numerous trail meetings and helped with development Idaho's new statewide Bike/Ped plan.
- ◆ Staff coordinated Free Ski Day on Jan 7th for the Idaho City Yurts and Trails program. Hundreds of skiers and snowshoers attended and the four parking lots were completely filled. Over 40 snowshoers attended the beginner snowshoe clinic that was offered. 50 people attend the Whispering Pines yurt open house on the same day.
- ◆ Staff helped create and implement an on-line application to sell Park N' Ski passes on our web site. Informed all past Park N' Ski purchasers of the availability of this option via a post card mailing.
- ◆ Staff promoted Idaho City area yurt rentals by speaking across southern Idaho and writing articles to be published in local outdoor magazines. Also hosted Outdoor Idaho, an Idaho Public TV show at the Banner Ridge yurt in hopes of creating a promotional TV episode this winter on yurts.
- ◆ Worked with Idaho Transportation Department and the Idaho City Ranger District on revising the cooperative agreement to plow the parking lots along Highway 21. Also we are working with the USFS statewide to standardize wording on all of the USFS collection and challenge cost share agreements.
- ◆ Staff developed a new yurt cancelation draft policy that will reduce the loss of income on short notice cancelations. The draft policy will be submitted to the Park Board soon.

RECREATION RESOURCES BUREAU QUARTERLY REPORTS

October, November, and December, 2011

Outdoor Recreation Analyst:

The following is a list of activities that have been recently completed by the Outdoor Recreation Analyst. This is in addition to the routine tasks of answering questions from the general public and employees.

- ◆ Staff combined route data for the National Forest in Idaho and BLM by Districts for the Idaho Trails Mapping Application. Data was also added on some county roads in Lemhi, Butte, and Custer Counties. Visitor use on the Idaho Trails Mapping Application is increasing. In December, a total of 3,400 visitors went to the site, November's total was 2,300 visitors.
- ◆ Staff gave an interview on the Idaho Trails application to the National Off-Highway Vehicle Council. The article on the Trails application should be in January's NOHVCC Newsletter.
- ◆ Staff made comments on numerous proposed actions. A total of 18 responses were sent out. Projects ranged from a Draft Dam License Application to Travel Planning projects.
- ◆ Staff attended a Wyoming Sage Grouse Conservation Strategy presentation down at the Capitol on December 1st. We learned what the State of Wyoming was doing to conserve Sage Grouse.
- ◆ Staff attended the State GIS Administrators Meeting on December 7th.
- ◆ The decision for the Clearwater Travel Plan was released on January 2, 2012. The decision closes 201 miles of motorized trails and prohibits mountain bike use in "recommended wilderness" management areas. Staff is currently analyzing the decision and potential actions to take on this decision.

State and Federal Grants:

Following is a list of activities that have been recently completed by the State and Federal Grants Staff. This is in addition to the routine grants administration tasks of project management, inspections, payments, technical assistance, and routine correspondence.

- ◆ Staff has been busy conducting site visits and meeting with grant applicants to discuss potential grant projects.
- ◆ Staff reviewed and commented on numerous draft applications and fielded inquiries about the grant process and eligibility requirements.
- ◆ Staff has been busy processing incoming grant applications and preparing materials to send to the advisory committee members for the March meetings. This year's deadline is January 27, 2012.
- ◆ Grant Manager is working with Rick Just on a steering committee to complete the new State Comprehensive Outdoor Recreation and Tourism Plan (SCORTP).

RECREATION RESOURCES BUREAU QUARTERLY REPORTS
October, November, and December, 2011

- ✦ The grant program has solicited Ward Cooper to design a universal sign to post at project sites identifying funding sources.
- ✦ The Grant Manager continues to work on LWCF issues trying to resolve conversions (both state and local) and keep up with yearly inspections.

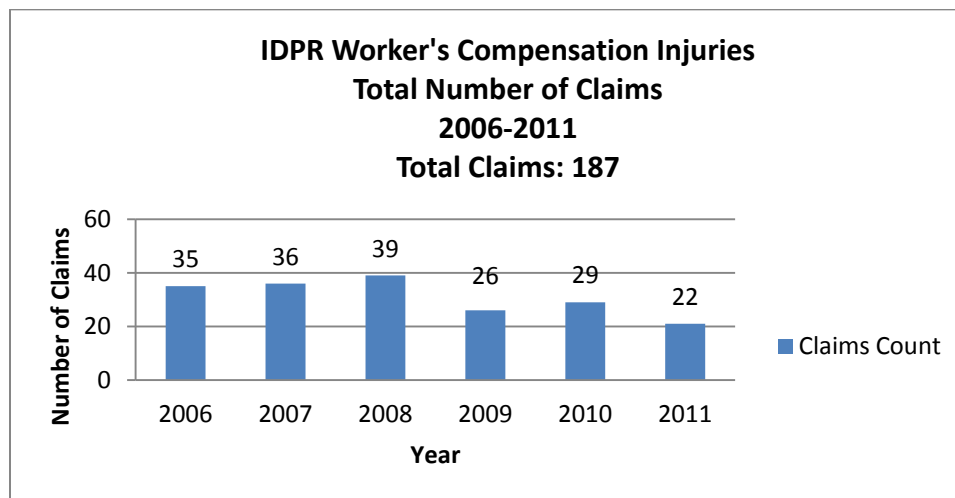
HUMAN RESOURCE REPORT

January 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: Betsy Johnson, Human Resource Officer

- Assisted management with several personnel/legal actions and needs for staff support.
- Assisted management with interviews for vacant positions.
- Serve on the statewide Idaho Benefits Advisory Committee.
- Assisting Director, Deputy Director and Fiscal Officer to implement zero-based budgeting.
- Continue to update HR policies.
- Manage the Department's Random Drug Test program.
- Along with Fiscal Officer, planned and implemented training for Agency Conference.
- 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.
- Serve as the administrator and help desk support for the Incident Reporting System (IRS).
- Working with Garth Taylor to develop and release a formal accident investigation procedure to reduce our Worker's Comp claims.
- 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.
- Working with HR volunteer, Matt Thomas to develop a series of brief safety trainings for field personnel.
- Worker's Compensation Data for 2006-2011:



		Total Losses			
	Claims Count	Total Compensation	Total Medical	*Total Losses	# Current Open Claims
2006	35	\$14,855	\$78,843	\$93,698	
2007	36	\$38,201	\$85,852	\$124,053	
2008	39	\$58,820	\$144,404	\$203,224	
2009	26	\$52,472	\$141,293	\$193,765	
2010	29	\$13,702	\$61,403	\$75,105	
2011	22	\$13,569	\$107,3870	\$120,956	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**
Maintenance Foreman – City of Rocks – Carl Byrd, new hire to replace Jim Scarrow who resigned in October 2011.
- Current Vacancies:
 - Headquarters**
Office Specialist 1 – Registration – Carol Goldsmith transferred to another agency in August 2011.
 - South Region**
Winchester, Ranger – Jonathan Schmidt resigned in October 2011
Hells Gate, Ranger (.75 FTP) – Michael Clough resigned December 31, 2011 and accepted a position in Oregon
Hells Gate, Asst. Manager – Roger Dailey left position in December 2011.

VOLUNTEER PROGRAM: Kathryn Hampton, Volunteer Services Coordinator

- **How many volunteers provided support to IDPR in 2011?**
 - January – December 2011 volunteer hours donated = 87,670. For the same time period in 2010 our hours were 83,980; an increase of 4.4%.
 - That equates to just over 38 additional full time employees and brings a value of \$1.3 million to the agency, based on an average hourly rate of \$15.57 (Idaho average).
 - Of special note: Harriman—1/2 mile of jack fence constructed by volunteers over the last 2 years at a value of \$35,000 based on labor and equipment costs.
 - 287 individual volunteers donated an average of 230 hours each
 - 74 volunteer groups donated an average of 260 hours each

- **How do we connect with potential volunteers?**

In 2011 we recruited volunteers from a variety of sources including colleges and universities, United Way and other Volunteer Centers, local communities, specific volunteer websites, RV groups, IDPR website and specific civic groups.

- **What types of groups donate time to IDPR?**

Numerous groups provide significant support to IDPR including college service learning programs providing credits for students, special interest groups such as snowmobile clubs, car clubs, Good Sam RV Clubs, Park Friends groups, ski patrol groups, Boy/Girl Scout groups, Eagle Scouts, local state and local groups such as county grooming programs, and volunteer groups such as Retired Senior Volunteer Program (RSVP), AmeriCorps, National Outdoor Leadership School groups, Re-Creation Unlimited and Northwest Ambassadors.

- **What types of jobs have volunteers done for us?**

IDPR uses volunteers for a wide variety of jobs including, campground hosts, maintenance, security, interpretation, retail and visitor center customer service, trail construction and maintenance, facilities maintenance, volunteer recruitment, exhibit and sports show staffing, special events, yurt maintenance, boating educators, OHV and ATV educators, and for special projects involving photography, construction, wildlife monitoring and artifact cataloging.

- **Volunteer RV sites were repaired, or added and filled at these locations:**

- Lake Cascade
- Thousand Springs
- Bruneau Dunes

- In January 2012 the Volunteer Services Coordinator gathered the first **Volunteer Management Team** with participation from both Regions as well as Recreation Bureau. This group will meet quarterly to set strategic direction for the volunteer program. We are currently working on a five-year strategic plan for the volunteer program.

Communications / Marketing

January, 2012 Board Report

Accomplishments / Tasks Underway

- ❑ Marketing / Advertising
 - Parks are in the process on reporting back on which elements of their marketing plans they were able to implement, the outcome of the strategy and plans for upcoming years.
 - The Communication Program will synthesize reports and provide 2012 action plans to keep efforts going, ensure marketing elements are priorities within budget requests and CIN lists.
- ❑ Idaho State Park Passport
 - Video and informational materials revised for dissemination.
 - Parks are already hosting informational meetings
 - “I support the passport” postcards are arriving by mail daily from constituents.
- ❑ Idaho Youth Ambassador Program
 - Jennie Sue organizing program, details and application process
 - Will tie into National “America’s State Parks” effort
- ❑ Branding
 - All parks and programs have new, Ward Hooper designed logos
 - Logo use guidelines under construction
 - Poster ready for print.
 - Website skin installed
 - New agency logo selection still underway. Finalists and staff comments under review by Director.
- ❑ Idaho Parks and Recreation “Welcome Kits” (All agency informational guide)
 - 2012 Guide being created.
- ❑ OHV Outreach “Stay on Trails” Campaign
 - www.idaho-ohv.org
 - Application for RTP funding to continue efforts submitted.
 - Spring campaign will begin in April.
 - Focus is on youth wearing helmets and trails.idaho.gov, encouraging compliance of staying on trails by providing easier access to trail maps.
- ❑ Website Overhaul
 - Access Idaho has created site skeleton.
 - Awaiting proposal from contractor to complete special features like an online calendar, photo light-box, etc
 - Goal to begin page population soon with content and launch by April
- ❑ Retail Program Enhancements, Policies and “Buy Idaho” Program
 - Still underway as retail areas receive a facelift
 - Sending two staff members to retail training and buying expo to research new inventory ideas and learn how to train the trainer for retail managers system-wide on how to improve sales.

❑ Miscellaneous

- Agency newsletter still appreciated by all.
- 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
- Assisted with misc. informational needs
- Continue to handle special projects as assigned – presentations, talking point needs, speeches, graphics, website updates

Comprehensive Planning

SCORTP

NPS has announced that our agency contact in the Seattle office will be Martha Droge. We expect to meet with her sometime early in the year to discuss her philosophy for SCORTP plans. Once we better understand what she is expecting, we should be able to polish off the plan by spring.

Marketing Plans

Parks have been submitting their first annual reports for their marketing plans. We're pleased to see progress in many areas and the inclusion of much-needed revenue-generating facilities in park budget requests.

Passport Project

Tammy Kolsky and Rick Just are co-chairing the Parks Passport Project. The Board will receive a separate report.

Capital Inventory Needs

Connie is in the midst of updating the Capital Inventory Needs (CIN) List for the FY14 budget cycle. Prioritized maintenance and new capital facility needs are due from the parks in early January and once all updates are received they will be compiled into regional lists and sent to the region managers for regional prioritization. On or before March 2, 2012 the regionally-prioritized needs will be reviewed and prioritized on a statewide level. The top priorities will then be included in the FY14 budget request.

NASPD Information Exchange

Connie has assumed responsibility for IDPR's annual update in the National Association of State Park Directors (NASPD) Annual Information Exchange Report. The Annual Information Exchange (AIX) is the primary source of data available to state park directors and researchers, dealing exclusively with state parks. The AIX questionnaire is a 19-page survey that includes data for the following seven areas concerning state parks: (1) Inventory of areas, (2) Types of facilities, (3) Visitation and use, (4) Capital improvement, (5) Financing, (6) Personnel and (7) Support groups.

Analysis of the 2011 Idaho Outdoor Recreation Survey

The 2011 Idaho Outdoor Recreation Survey was conducted between October 19 and October 24, 2011 primarily to determine the top issues and opportunities in Idaho for this planning process. Four hundred eighty-eight Idahoans 18 and over responded to the electronic survey, enough to give us a 95 percent confidence level in the results with a confidence interval of plus or minus five percent.

Issues and Opportunities

IDPR conducted surveys in 2002, 2004 and now in 2011 to determine what the most important outdoor recreation issues and opportunities are in Idaho. In all three surveys, “Protecting Water Quality” came out on top. While there did not seem to be a particular statewide issue with water quality that was in the news, Idahoans have made it very clear that this is an ongoing concern that deserves the vigilance of local, state and federal agencies.

In the 2002 and 2004 surveys “Protecting Existing Access to Public Lands” ranked second. Indications from the 2010 SWOT analysis with Idaho opinion leaders were that this issue was still of great concern. However, we felt the way the statement was worded was simply too broad. It was an apple-pie-and-motherhood question that was bound to get broad support. This time we decided to break the question into various components to make it more representative of people’s desires and more useful to agency planners. We asked about protecting non-motorized public access and motorized public access. Additionally we asked the public to tell us the importance of providing additional trail access for hiking, biking, snowmobiles, ATVs, motorbikes, cross-country skiers and equestrians. We also asked the importance of expanding recreation access to water.

Predictably, the importance given to such access was roughly proportional to the percentage of the population participating in related recreational activities. Though not a startling conclusion, it was important to differentiate between recreational activities to avoid the temptation of using the broader conclusion that “access” was the number two issue to promote a particular type of access that in reality had much narrower support from the general public.

Splitting “access” into sub-categories resulted in a new number two, i.e., “Ensuring motorized vehicles stay on trails and roads.” Seventy-nine percent of respondents rated that issue as important or very important. Awareness of the issue in recent years has been heightened by the Stay on Trails Campaign sponsored by the Idaho Interagency OHV Coordinating Committee (IICC), composed of state and federal resource management agencies responsible for some aspect of OHV recreation or access. Billboards, radio announcements, a website, social media, television and search engine marketing effectively got the word out, raising the visibility of the issue.

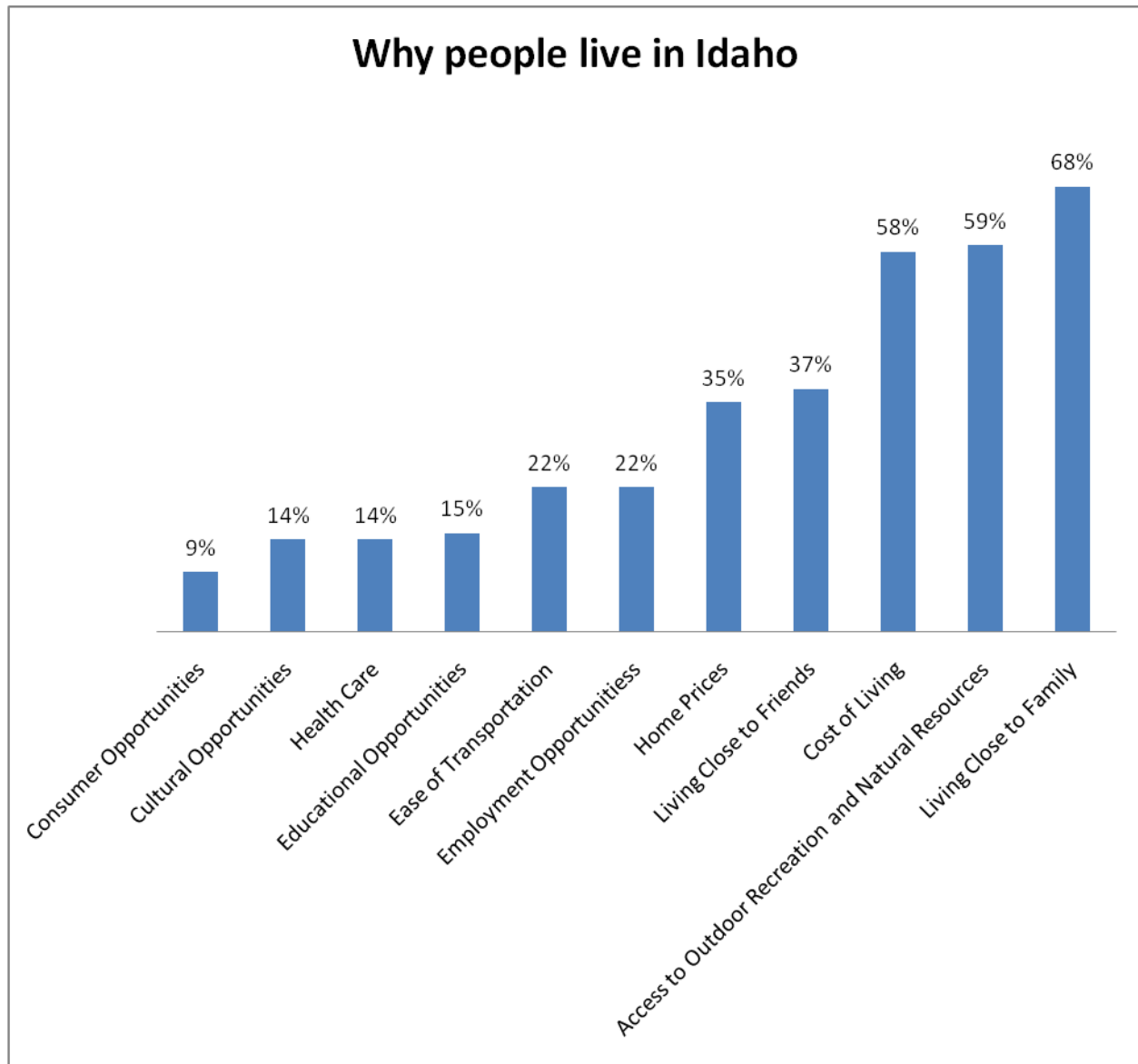
The public seems very supportive of education efforts, with five of the top 15 items having an education bent. This would indicate that the Be Outside efforts of state and federal partner agencies are on the right track. The same can be said of expanded education programs in off-highway vehicle and boating safety. This could also signal a public willingness for inclusion of more natural resource based education in elementary and secondary school curriculum.

Rank	Issue or Opportunity	Percent important or very important	2011 Mean
1	Protecting water quality	91%	4.52
2	Ensuring motorized vehicles stay on trails and roads	79%	4.13
3	Providing youth with opportunities for education in outdoor recreation	78%	4.08
4	Access to community trails	77%	4.07
5	Providing youth with recreation safety instruction	77%	4.06
6	Controlling aquatic and terrestrial invasive species (i.e, quagga and zebra mussels, Medusa's head, etc)	72%	4.02
7	Providing youth with opportunities for natural resource and environmental education	74%	3.99
8	Providing nearby community parks	74%	3.97
9	Protecting endangered species on outdoor recreation lands	70%	3.95
10	Providing expanded opportunities for spontaneous camping (reservations are not required)	72%	3.94
11	Providing trail etiquette education to the public to decrease user conflicts	71%	3.94
12	Providing recreational facilities to encourage exercise and improve health	70%	3.89
13	Rehabilitation of community outdoor recreation facilities	71%	3.88
14	Educating adults about natural resources and the environment	69%	3.87
15	Creating community open spaces	67%	3.83
16	Expanding outdoor recreation access for the disabled	65%	3.83
17	Providing recreational trails to connect communities to outdoor recreation areas	67%	3.81
18	Protecting non-motorized access to public lands	64%	3.81

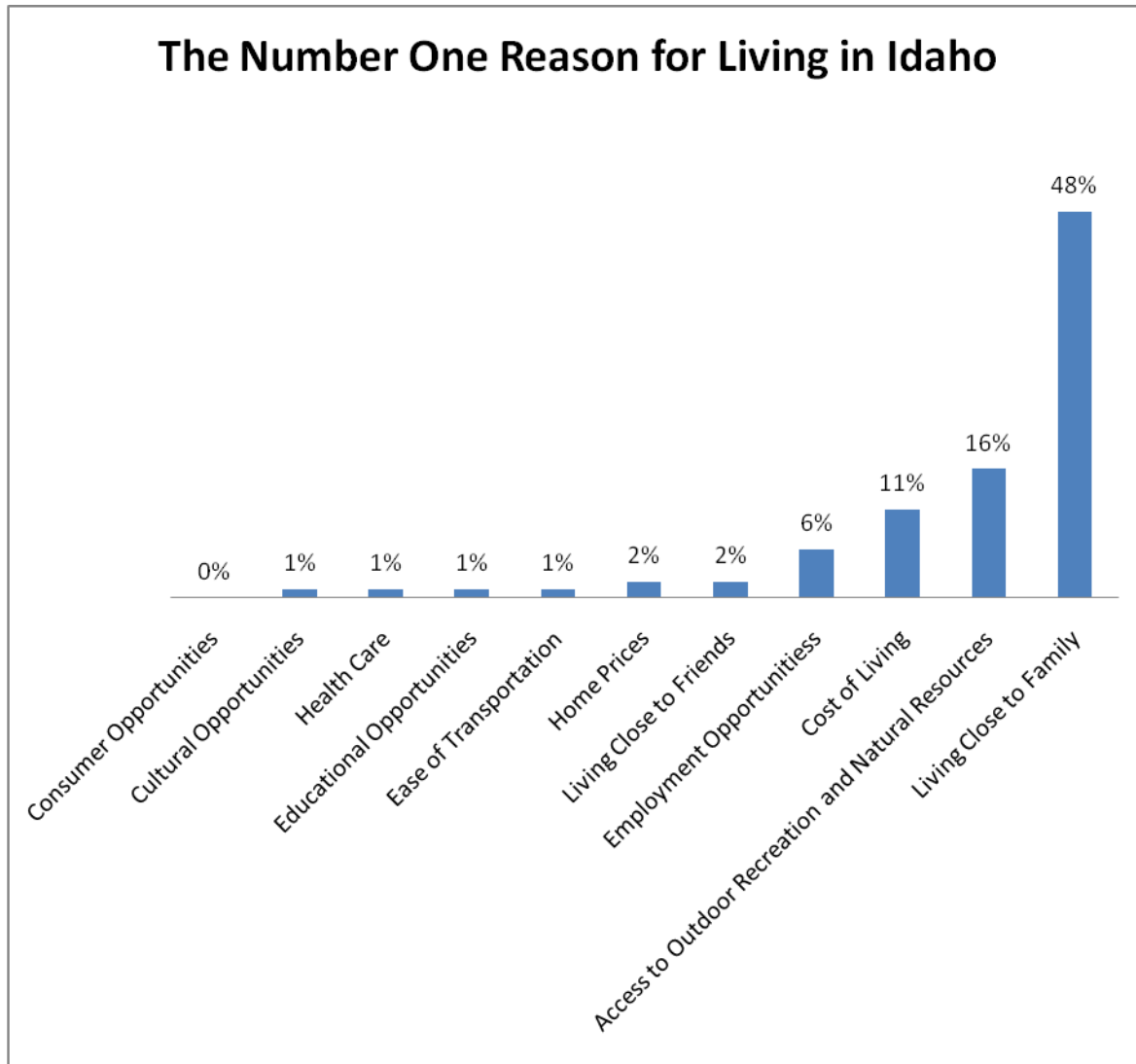
Rank	Issue or Opportunity	Percent important or very important	2011 Mean
19	Maintaining minimum stream flows and/or minimum reservoir pools for recreation	65%	3.8
20	Access to community pool or recreation center	66%	3.78
21	Providing community recreation programs	64%	3.76
22	Expanding access to water recreation resources	62%	3.76
23	Expanding hiking trail systems	65%	3.74
24	Providing adults with opportunities for recreation safety instruction	61%	3.72
25	Protecting motorized access to existing public lands	61%	3.7
26	Acquiring land for recreational use	57%	3.63
27	Expanding designated bike trail systems	52%	3.54
28	Taking part in volunteer work related to outdoor recreation activities	48%	3.43
29	Access to pet-friendly parks (off leash)	47%	3.33
30	Expanding access to public lands for motorized outdoor recreation	42%	3.25
31	Providing designated snowmobile trail systems	40%	3.14
32	Providing designated cross-country skiing trail systems	38%	3.13
33	Expanding designated equestrian trail systems	34%	3.08
34	Taking part in community sports (soccer, tennis, etc.)	35%	3.01
35	Expanding designated ATV trail systems	34%	2.98
36	Restricting grazing on public lands	29%	2.97
37	Expanding designated single-track trail systems for motorbikes	28%	2.86

Why people choose to live in Idaho

“Quality of life” is often cited as the reason people live in Idaho. That’s a nebulous term that might as fairly be used in Brooklyn as Boise. In order to get a more precise reading of what keeps residents in the state, participants were asked to select the reasons they choose to live in Idaho from 11 variables. On this question they could select all reasons that applied. The top three reasons chosen, by a wide margin, were Living Close to Family, Access to Outdoor Recreation and Natural Resources, and the Cost of Living.



When asked to pick the one top reason for living here from those same variables, Access to Outdoor Recreation was cited as the number one reason by 16% of respondents, the second most popular choice, again right behind Living Close to Family.



Reasons for living in the state are multiple and complex for most people. Clearly, though, access to outdoor recreation and natural resources is a very important consideration. It is what makes Boise different from Brooklyn, and why many people choose to live in Idaho.

Funding for State Parks

In previous SCORTPs, the issue of funding for outdoor recreation has been identified as a major concern. With the beginning of the great recession in 2008, many outdoor recreation providers found their budgets heavily impacted, perhaps none more so than the Idaho Department of Parks and Recreation. Support from the State General Fund dropped by 80% for Idaho's state parks in a single year, FY 2010. There was the very real threat of several parks being closed.

In response, the Idaho Department of Parks and Recreation eliminated 25 positions and dramatically cut operating expenses. Then the agency focused on revenue generation through the development of marketing plans for every state park.

While these and other measures kept all parks open in the short term, there was clearly a need for long term funding. In order to test the support for a partial solution to the funding problem, we included the following question in the SCORTP survey:

Background:

The day use fee at Idaho's state parks is \$5 per vehicle. There is also an option to purchase an annual passport for Idaho's 30 state parks for \$40, allowing unlimited entrance for that vehicle for one year.

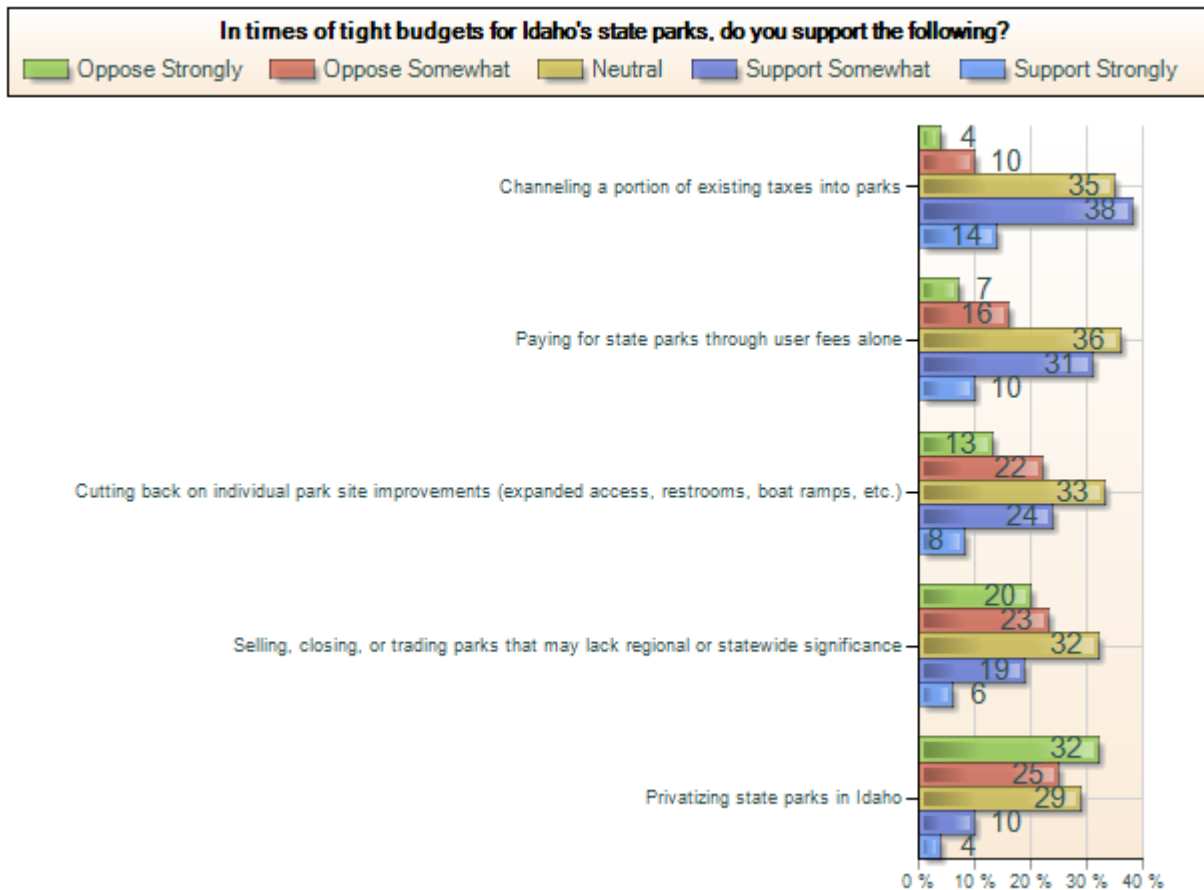
If you could buy a one-year state parks passport when you registered your vehicle each year and if it cost \$10 instead of \$40, how likely would you be to purchase it?

Not at all likely	Not likely	Neutral	Likely	Very Likely
) 1) 2) 3) 4) 5

Seventy six percent of respondents said they would be likely or very likely to purchase a \$10 passport (50% very likely, 26% likely). Only 7% reported that they had a pass on their windshield at the time of the survey, so this is a very strong indication that a new passport program such as this would be well received.

Responding to reduced funding

Participants were asked to what extent they support or oppose five strategies related to state park funding.



Channeling a portion of existing taxes into state parks was the most popular option, with 52% supporting the concept and 35% neutral. Paying for state parks through user fees alone had support from 41%, with 36% neutral. Cutting back on site improvements was supported by 32% of respondents, but also had an even higher percentage, 35%, opposing it. Selling, closing or trading parks was supported by 25% while 43% opposed the idea. And finally, privatizing state parks in Idaho got 14% support and was opposed by 56%.