

IDAHO DEPARTMENT OF PARKS AND RECREATION
“To improve the quality of life in Idaho through outdoor recreation and resource stewardship”
Board Meeting
February 26-27 2013
Idaho Dept Parks and Recreation Headquarters
Boise ID 83716

AGENDA.....1

Tuesday February 26, 2013

Noon Call to Order
Working Lunch

12:15 p.m. Welcome Guests
 • **Additions or Deletions to the Printed Agenda**
 • **Public Forum**

12:30 p.m. Consent Agenda.....2
 • **Group use Permits**
 ○ **Eagle Island Experience**
 ○ **Trout Unlimited**
 • **Approval of Minutes**
 ○ **November 13-14 2012**
 ○ **November 26, 2012**
 ○ **December 19, 2012**
 ○ **January 7, 2013**
 ○ **February 7, 2013**

12:45 p.m. Recreational Vehicle Registration Discussion (Oral) *AI Staff

3:00 p.m. Duties and Responsibilities for DFM in Relationship to IDPR Board (Oral) *IO
DFM Director Janie Revier

4:00p.m. Approval of Changes to Board Policy *AI Tammy Kolsky.....3
 • **Cancellation Policy for Idaho City Yurts**
 • **ADA Campsite Management**

4:15 p.m. Board Resolution Regarding Uniform Citations *AI Tamara Humiston.....4

4:30 p.m. Farragut Shooting Range Use Fees *AI David White.....5

5:00 p.m. Recess

Wednesday February 28, 2013

8:00 a.m. Call meeting to order

8:05 a.m. FY 2013 2nd Quarter Financial Report Steve Martin.....6

8:30 a.m. Eagle Island Report *IO Jim Thomas.....7

Reports*IO.....8

- **Attorney General (Oral)**
 - **Bruneau State Park Water Rights**
- **Deputy Director**

- **Fiscal**
- **Development**
 - **Eagle Island State Park Gravel Extraction**
 - **Henrys Lake State Park Campground**
 - **Sewer Project in parks**
 - **Maintenance and Repairs**
 - **New Projects**
- **North Region**
 - **Update on Hidden Bay Float Homes**
- **South Region**
- **Natural Resource Management**
- **Recreation Bureau**
- **MIS**
- **Human Resource**
- **Communication/Marketing**
 - **Marketing Plans Update**
 - **Upcoming Events & Projects**

10:00 a.m. Break

- **Comprehensive Planning**
- **Reservation**
 - **Idaho State Park Passport Update**
- **Board Members (Oral)**

11:30 a.m. Working Lunch

12:30 p.m. Depart for Capital

1:30 p.m. Meet with Senate Resource Committee to Discuss Overview of Agency

3:00 p.m. Adjourn

Next Board Meeting will be held on May 21-22, 2013 Harriman State Park

***IO Information Only**
*** AI Action Item**

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.parksandrecreation.idaho.gov) If you have questions or would like to arrange auxiliary aids or services for persons with disabilities, please contact the Department Administrator of Management Services at 208-334-4199. Accommodations for auxiliary aids or services must be made no less than five (5) working days in advance of the meeting.

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

(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.

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

AGENDA
Idaho Park and Recreation Board Meeting
February 26-27, 2013
IDPR Headquarters
Summit Conference Room
Boise ID

AGENDA ITEM: **Eagle Island Experience – Group Use Permit**
 Eagle Island State Park

ACTION REQUIRED: **Board Approval**

PRESENTER: **Tamara Humiston, Deputy Director**

PRESENTATION

BACKGROUND INFORMATION:

The promoters, Gruntwerks LLC, would like to host the Eagle Island Experience Festival at Eagle Island State Park again this year. The dates are May 17, 18, and 19, 2013, Friday, Saturday, and Sunday respectively. This event is a celebration of arts and crafts, with music to herald in the coming of spring.

Gruntwerks is requesting this Group Use Permit (GUP) to include alcoholic beverages. All food vendors will be licensed by Central District Health Department. Past events held at the park have brought in as many as 5,000 to 8,000 guests, weather permitting.

STAFF RECOMMENDATIONS:

Staff recommends the Board approve the Eagle Island Experience GUP.

IDPR FORM
GUP #225
Rev: 04-02-12

STATE OF IDAHO
DEPARTMENT OF PARKS AND RECREATION



GROUP USE PERMIT APPLICATION

Date of Application: 1-29-2013

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 two hundred fifty (250) people or more may be approved by the director with forty-five (45) days advance notice.

Desired Event (Park) Location: East side of Park Date(s) of Use: May 17, 18, 19th

Name of Event: Eagle Island Experience Days: Sun Mon Tue Wed Thu Fri Sat
Circle appropriate days of the week

Organization or Group Filing Application: Grantworks LLC

Address: P.O. Box 1963

City: Boise State: ID Zip: 83701

Telephone: _____ E-mail Address: _____

Number of Participants/Spectators Expected: 3,000-5,000 Arrival Time: 10AM Departure Time: 10PM

Type of Use Requested (please describe) arts, crafts, music

Purpose of Proposed Event Rundraiser

Estimated Gross Fees Collected 10,000

Estimated Net Profit 1,000

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

Name: CARL SCHWEDER
Address: 2702 N. 31st St.
Telephone: 208-283-7113
E-Mail: CSCHWEDER@EPALEONIE.NET

(Secondary Person)

Name: Tim Teder
Address: P.O. Box 1963 Boise
Telephone: 208-224-1787
E-Mail: sagehippie@gmail.com

Will First Aid Be Provided? ☒ Yes ☐ No

Will Alcoholic Beverages Be Sold? ☒ Yes ☐ No

Jo's Traveling Bar

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 by Idaho Park and Recreation Board is required for all group functions at which alcoholic beverages will be sold.

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 Park

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

as in past 12 years we will use Talon Security and coordinate with Ada County sheriff

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

use field for vendor parking and volunteers for parking control with backup from event security

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

we will get event boxes and recycle as much as we can.

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

will be done on Monday by staff and volunteers

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

same as past years

List of Vendors	Temp Permit #	Items They Plan To Sell
will have bismayl		

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://www.tax.idaho.gov/>.

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. Reference the Risk Management Handbook, Facilities Use Guidelines.

See <http://adm.idaho.gov/>.

Name: Form Bureau Insurance (you should already have rider)

Address: _____

City: Meridian State: _____ Zip: _____ Telephone: _____

Amount of Liability Insurance 2,000,000

GROUP USE FEES

Fees that will apply to this application:

MVEF (Motor Vehicle Entrance Fee) \$5.00 per vehicle

☒ Yes ☐ No \$5.00 vehicle

☐ \$ _____ Deposit

☐ \$ _____ Negotiated Fee

☐ \$ _____ Per-Person Fee

☒ \$ 106.00 Reservation Fee plus Tax

☒ \$ 212.00 Shelter Fee

☐ \$ _____ Other _____

\$ _____ Total Received

Note: If the Park 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://adminrules.idaho.gov/rules/current/26/0120.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://adminrules.idaho.gov/rules/current/16/0219.pdf> (Idaho Food Code).

PLEASE PRINT

Name of Event: Eagle Island Experience Festival Date(s) of Use May 16-20, 2013
Applicant Name: Carl Schelder Applicant Title: Event Coordinator
Address: 2702 N. 31st
City: Boise State: ID Zip: 83703 Telephone: 208-283-7113

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

Applicant Signature Carl Schelder Date 1-29-13

IDPR USE ONLY

Repeat Applicant ☒ Yes ☐ No

Approved Subject to Conditions ☐ Yes ☐ No

Conditions: _____

APPROVAL

[Signature]
Park/Program Manager

1/31/13
Date

[Signature]
Region Bureau Chief

1-31-13
Date

☒ Tamara Armstrong
Deputy Director

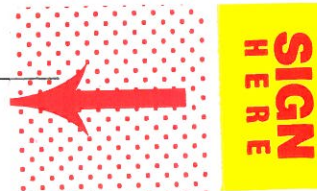
2/7/13
Date

☒ Nancy Merrill
Director

2-13-13
Date

☒ Board Chairperson

Date





STATE OF IDAHO
DEPARTMENT OF PARKS AND RECREATION



GROUP USE PERMIT APPLICATION

Date of Application 24 SEP 12

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

225.04 Group Use

- 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.
- 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 May 11, 2013 SAT
Organization or Group Filing Application Trout Unlimited, Ted Truckload Chapter
Address 12763 W. Country Cove ^{501(c)3} organization CT.
City Boise, ID State ID Zip 83713
Telephone: 503 536 5297 E-mail Address pkilroy 86@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: 71
E-Mail 71

(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.htm>).

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	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<u>5⁰⁰/vehicle</u>
<input type="checkbox"/> S	Per-Person Fee		
<input checked="" type="checkbox"/> S <u>107⁰⁰</u>	Shelter Fee		
<input type="checkbox"/> S	Application Fee or Deposit		
<input type="checkbox"/> S	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/idnpa26.0120.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/edic/RevDistrict.htm>

Please Print

Applicant Name: PAT KILROY Applicant Title: CHAIRMAN
Address: 12763 W. COUNTRY CIRCLE
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 24 Sep 12

IDPR USE ONLY

Application Approved ☐ Denied ☐ Approved Subject to Conditions ☒ Yes ☐ No

Conditions Need Proof of Insurance

APPROVAL

Kevin Aschley Date 1/25/13
Park/Program Manager

MMR Date 1-28-13
Region Bureau Chief

☒ *Tamara Humiston* Date 2/4/13
Deputy Director

☒ *Pamela McNeill* Date 2/4/13
Director

☒ _____ Date _____
Board Chairman



<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
February 26-27, 2013
IDPR Headquarters
Summit Conference Room
Boise ID

AGENDA ITEM: Trout Unlimited – Group Use Permit
Eagle Island State Park

ACTION REQUIRED: Board Approval

PRESENTER: Tamara Humiston, Deputy Director

PRESENTATION

BACKGROUND INFORMATION:

Trout Unlimited would, again, like to host a fund-raising event at Eagle Island State Park on Saturday, May 11, 2013. This organization is raising funds for conservation efforts on the South Fork of the Boise River. This will be their third year holding this event at Eagle Island State Park.

Trout Unlimited is requesting this Group Use Permit to include the sale of alcoholic beverages. The activities featured are a fly casting tournament and a boat show. Willow Creek Grill will provide food, beer, and soft drinks. Trout Unlimited is anticipating this year's participation to exceed 250 guests.

STAFF RECOMMENDATIONS:

Staff recommends the Board approve the Trout Unlimited Group Use Permit.

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

AGENDA

Tuesday November 13, 2012

- 11:30 a.m. Call to Order
- Welcome Guests
 - Additions or Deletions to the Printed Agenda
 - Public Forum
- 12:20 p.m. Director's Report
- IDPR/IDF&G Summit Update
 - Park Passport Update (PowerPoint)
 - IDPR Registration Update
- 12:40 p.m. Working Lunch
- 1:16 p.m. Consent Agenda
- Approval of the August 2012 Minutes
 - Transfer of the Aqualife Property to the Park Land Trust Fund
 - Ponderosa State Park Sewer Easement
- 1:18 p.m. FY 2013 1st Quarter Financial Report
- 1:45 p.m. Review of Endowments
- 2:03 p.m. Board Policy Changes
- 2:14 p.m. Three Meadows Group Camp Fee Increase
- 2:17 p.m. Break
- 2:43 p.m. Board Goals
- 3:25 p.m. Deputy Attorney's Report
- 4:08 p.m. Recess
-

Wednesday November 14, 2012

- 8:08 a.m. Reconvene
- 8:09 a.m. Executive Session under authority of Idaho Code § 67-2345(b) to consider the evaluation of public employee and (c) an executive session may be held to discuss acquisition of private lands.
- 10:00 a.m. Legislation/Administrative Rules Update

10:10 a.m. Reports

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

11:30 a.m. Adjourn

Tuesday November 13, 2012

11:31 a.m. Chairman Crimmins called the Board meeting to order at 11:31 a.m. November 14th, 2012 at the IDPR Headquarters, Boise, Idaho with the following Board members in attendance:

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

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

Nancy Merrill, Director
Tamara Humiston, Deputy Director
Jan Johns, Administrative Assistant to the Director
Dave Claycomb, Recreation Resources Bureau Chief
Garth Taylor, South/East Region Manager
David White, North Region Manager
Kathy Muir, State and Federal Aid Program Manager
Steve Strack, Deputy Attorney General, Natural Resources Division
Tammy Kolsky, Reservation Manager
Jennifer Okerlund, Communication Program Manager
Kevin Zauha, IT Resource Manager
Rick Just, Comprehensive Planning Coordinator
Jim Thomas, Development Program Manager
Kristy Bobbish-Thompson, Human Resource Officer
Ray Houston, Principal Budget & Policy Analysts, Legislative Service Office
Richard Budzich, Financial Management Analyst

11:32 a.m. Introductions of staff and guests.

11:35 a.m. Ms. McDevitt asked to allow time for public input regarding Hidden Bay float homes.

Mr. Doman asked to whether or not the Board wanted to be involved in the litigation of the Clearwater Travel Plan.

Chairman Crimmins said that the governor's office directed the Board to be involved for information only, not to be an active participant.

Chairman Crimmins requested that the Revised Board Policy Consent Agenda item be moved out of the Consent Agenda.

11:38 a.m. Public Forum

Mr. Tim O'Meara addressed the Board regarding the grant structure and scoring of applications. He also asked for clarification of Title 63 Section 24123 sub-section and Recreational Road & Bridge Fund. Discussion followed.

- Ms. Sandra Mitchell addressed the Board regarding the realignment of the IDPR registration program.
- Mr. D.L. Maitland said that in the IDPR FY 2013 1st Quarter Financial Statement, the RV allocation is stated as \$1.65 million. He asked that the numbers be changed to reflect the correct amount of \$1.5 million.
- Ms. Joyce Barcus, new Director of the Good Sam Club, introduced herself.
- Mr. Michael McCloughlin, Bear Creek Lodge, McCall, asked for clarification on purchasing/funding the registration for snowmobiles.
- Mr. Jack Struthers, Carl's Cycles, expressed his concern regarding the registration of snowmobiles.

12:20 p.m. *Ms. Buxton moved to discuss the Director's report on realignment of the registration to the current time slot. Mr. Hansen seconded the motion. The Chair asked for further discussion. Hearing none, the Chair called for a vote on the motion. Motion passed unanimously.*

Director Merrill presented a PowerPoint on the Registration Realignment.

Discussion followed.

12:40 p.m. Lunch

1:16 p.m. Consent Agenda *Ms. Buxton moved to approve the Consent Agenda items as amended. Ms. McDevitt seconded the motion. The Chair asked for further discussion. Hearing none, the Chair called for a vote on the motion. Motion passed unanimously.*

1:18 p.m. FY 2013 1st Quarter Financial Report Mr. Martin presented the 1st quarter financials for 2013. Discussion followed.

1:45 p.m. Endowment Investment Policy Update Mr. Larry Johnson, Manager of Investments at Endowment Financial Investment Board presented a current overview of the Ritter Island and the Trail of the Coeur d'Alene funds. Discussion followed.

2:00 p.m. *Mr. Hansen moved to accept the modifications to both endowment funds as proposed by the EFIB. Ms. Buxton seconded the motion. The Chair asked for further discussion. Hearing none, the Chair called for a vote on the motion. Motion passed unanimously.*

2:03 p.m. Board Policy Changes The Board discussed the suggested changes as presented and asked to table this agenda item to a later date.

2:14 p.m. Three Meadows Group Camp Fee Increase

Mr. Doman moved that the Board accept staff's recommendation directing staff to:

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

Mr. Hansen seconded the motion. The Chair asked for further discussion. Hearing none, the Chair called for a vote on the motion. Motion passed unanimously.

2:40 p.m. Ms. McDevitt asked to revisit the August 13-14th, 2012 IDPR Board minutes. Discussion followed.

Ms. McDevitt moved to approve the August 13-14th, 2012 minutes as amended. Mr. Hansen seconded the motion. The Chair asked for further discussion. Hearing none, the Chair called for a vote on the motion. Motion passed unanimously.

2:43 p.m. Board Goals Review

Mr. Just reviewed the current IDPR Board goals. Discussion followed. New Board goals for 2013 were discussed.

3:25 p.m. Reports

- Deputy Attorney General

4:08 p.m. Recess

Wednesday November 14, 2012

8:08 a.m. Reconvene.

8:09 a.m. Executive Session

Mr. Hansen moved to go into Executive Session in accordance with Idaho Code §67-2345(b) to consider the evaluation of a public employee, and (c) acquisition of private lands. Mr. Doman seconded the motion. Chair asked for further discussion. Hearing none, the Chair polled the members. McDevitt - aye, Buxton - aye, Correll - aye, Doman - aye, Hansen – aye, Crimmins – aye.

10:00 a.m. ***Ms. McDevitt moved to go out of Executive Session. Mr. Hansen seconded the motion. Chair asked for further discussion. Hearing none, the Chair polled the members. McDevitt - aye, Buxton - aye, Correll - aye, Doman - aye, Hansen – aye, Crimmins – aye. Motion passed.***

10:00 a.m. Legislation/Administration Rules Update

Ms. Humiston reviewed the following upcoming legislation/Administrative rules changes:

- Legislation: Registration Realignment
- Administrative Rules: 26-0120-1201(Parking and Encroachment)
26-0120-1202 (Passport and other language clarifications)

10:04 a.m. Goal Setting Reviewed

***Ms. Buxton moved to accept the 2013 Board goals as amended:
2013 Board Goals***

- ***Provided, we are not putting our users, staff or facilities at risk of injury or damage, IDPR will keep all parks open and operate at the highest quality possible with available funding.***
- ***Protect and improve public access to outdoor recreation statewide.***

- ***Bring the ratio between field staff and the customers they serve to a manageable level consistent with resources.***
- ***Maintain, improve, and operate existing facilities to protect the State's investment.***
- ***Maintain a high quality of statewide park experiences with available funds.***
- ***Recognize the importance cultural, natural and recreational interpretation plays in park experiences.***
- ***Increase self-sufficiency by developing enhanced funding and increasing agency-generated revenue.***
- ***Continue responsive and mutually supportive relationships with the Governor and Legislature.***
- ***Maximize marketing opportunities with available resources.***
- ***Operate with the highest level of transparency and efficiency to assure that Idahoans know exactly where their money goes.***
- ***Oversee the creation and implementation of a development plan for Thousand Springs State Park.***

Ms. McDevitt seconded the motion. The Chair asked for further discussion. Hearing none, the Chair called for a vote on the motion. Motion passed unanimously.

10:00 a.m. Reports (cont'd)

The following reports were presented and staff stood for questions:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Deputy Director • Fiscal • Development • MIS • North Region <ul style="list-style-type: none"> ▪ Hidden Lake Float Home • South Region • Natural Resource Management | <ul style="list-style-type: none"> • Recreation Bureau • Reservations • Human Resource • Communication/Marketing • Comprehensive Planning <ul style="list-style-type: none"> ▪ Customer Satisfaction • Board Members (Oral) |
|--|---|

11:30 a.m. *Mr. Hansen moved to adjourn the November 13-14, 2012 IDPR Board meeting. Ms. McDevitt seconded the motion. The Chair asked for further discussion. Hearing none, the Chair called for a vote on the motion. Motion passed unanimously.*

Meeting adjourned.

Tom Crimmins, Chair

Idaho Park and Recreation Board

Nancy Merrill, Director

and Ex-Officio Member of the Board

IDAHO DEPARTMENT OF PARKS AND RECREATION
"To improve the quality of life in Idaho through outdoor recreation and resource stewardship"
Originating Idaho Department Headquarters
5657 Warm Springs Ave.
Boise Idaho

AGENDA

Monday November 26, 2012

8:00 a.m. Call to Order

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

8:05 a.m. Discussion regarding Public Retirement System of Idaho (PERSI)

8:47 a.m. Adjourn

Board Member Correll acting as Chairman called the November 26, 2012 Teleconference Board meeting to order at 8:0 a.m. with the following Board members in attendance:

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

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

Nancy Merrill, Director
Tamara Humiston, Deputy Director
Kristy Bobbish-Thompson, Human Resource Officer
Liz Conn Persi, PERSI Representative
Debbie Buck, PERSI Representative
Eileen Downing, Administrative Assistant

8:05 a.m. Discussion regarding Public Retirement System of Idaho (PERSI) Ms. Conn explained the rules of retirement with Persi Plan while serving on the IDPR Board. Discussion followed. The Board members agreed not to make any changes to the status of the Board and that no further legislation was required.

8:40 a.m. Board decided not to have another conference call in December, but to wait until January 7th to begin monthly calls with Director.

8:47 a.m. *Mr. Doman moved to adjourn. Ms. Buxton seconded the motion. The Chair asked for further discussion. Hearing none, the Chair called for a roll call on the vote for the motion. Motion passed unanimously.*

Meeting adjourned.

Charles Correll, Board Member
Idaho Park and Recreation Board

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

IDAHO DEPARTMENT OF PARKS AND RECREATION
"To improve the quality of life in Idaho through outdoor recreation and resource stewardship"
Idaho Department Headquarters
5657 Warm Springs Ave.
Boise Idaho
Teleconference Board Meeting
Originating at IDPR Headquarters

AGENDA

Wednesday December 19, 2012

3:05 p.m. Call to Order

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

3:08 p.m. Public Forum

3:10 p.m. Consideration of Request by the Hidden Bay Float Home Owners for a Letter of Support to DEQ from the Board Members

3:32 p.m. Status Update on Idaho City Yurt Program

3:38 p.m. Adjourn

Chairman Crimmins called the Teleconference Board Meeting to order at 3:05 p.m. MST, December 19, 2012. Board members attending:

Tom Crimmins Chairman, Hayden Lake
Susan Buxton, Member, Boise
Randy Doman, Member, Cottonwood
Charles Correll, Member, Jerome
Jean McDevitt, Vice Chair, Pocatello
Robert Hansen, Member, Menan

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

Nancy Merrill, Director
Tamara Humiston, Deputy Director
Steve Strack, Attorney General
David White, North Region Manager
Ron Hise, Heyburn State Park Manager
David Claycomb, Recreation Bureau Chief
Dave Kimberling
Harvey Hughett

3:10 p.m. Consideration of Request by the Hidden Bay Float Home Owners for a Letter of Support to DEQ from the Board Members

Mr. Kimberly requested that the Board support the letter from the Hidden Bay float home owners to the DEQ (See Attachment 1).

Discussion followed.

3:23 p.m. Robert Hansen moved that the Board draft a letter of support as discussed with final review by the Director Merrill and Steve Strack. Mr. Correll seconded the motion. The Chair asked for further discussion. Hearing none, the Chair asked for a roll call vote. Crimmins-aye, Doman-aye, Buxton-aye, Correll-aye, McDevitt-aye, Hansen-aye. Motion passed.

3:36 p.m. Status Update on Idaho City Yurt Program

Director Merrill updated the Board on the Idaho City Yurts. Discussion followed.

3:38 p.m. Mr. Hansen moved to adjourn the teleconference meeting. Ms. McDevitt seconded the motion. the Chair asked for a roll call vote. Crimmins-aye, Doman-aye, Buxton-aye, Correll-aye, McDevitt-aye, Hansen-aye. Motion passed.

Tom Crimmins, Chair
Idaho Park and Recreation Board

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

ATTACHMENT #1

December 12, 2012

Subject: Endorsement of Float Homes Connection to Wastewater Sewer System

Dear DEQ Grants and Loans Program Administrators,

This letter is in support of applications by the Hidden Lake Float Home Association to the Idaho Department of Environmental Quality for wastewater disposal system planning and construction assistance.

We believe that such a project is consistent with the common goal of northern Idaho's citizens to help prevent potential pollution in the lower St. Joe River and Lake Coeur d'Alene. Although the 23 float homes at Hidden Lake are currently in compliance with Panhandle Health District 1 guidelines for human waste and grey water disposal, it is understood that these were to remain in place until such time that a permanent connection could be made to the new, state-of-the-art sewer system recently constructed at Heyburn State Park. The original intent was for the float homes to make a connection to this centralized treatment facility from a new state park marina at Chatcolet. Unfortunately, funding estimates for the marina came in at about \$13M and the project was canceled, requiring the float homes to pursue a new sewer connection path.

The intent is to obtain assistance in taking a proactive approach to achieve a long-term solution to perceived wastewater disposal system deficiencies. Also, this will help identify appropriate technical designs, cost-estimates, and other construction assistance that will help lead to thorough, positive environmental impacts in the area.

Such a connection would help assure that the float homes would be on the same footing as the land-based cabins in Heyburn State Park and be in compliance with state and federal guidelines for safe and clean water. These steps also would mitigate against potential risks from present and future activities that might degrade water quality in this region.

In view of the above, please register our strong support for the Hidden Lake Float Home Association for DEQ wastewater assistance.

Sincerely,

Director Virgil Moore, Department of Fish and Game

Steve Strack, Deputy Attorney General

Troy Elmore, OHV Program Manager

10:07 a.m. Review, Discussion and Action regarding House Bill 542

Director Merrill read House Bill 542 including back ground information pertaining to the Bill. Discussion followed.

10:30 a.m. Mr. Crimmins made a motion that the Board go on record supporting House Bill 542. Mr. Correll seconded the motion. Mr. Crimmins was asked to clarify his motion of which Mr. Crimmins stated that the Board should support this bill as it makes clearer, it makes it understandable and it puts the responsibility to manage the wildlife with Idaho Department of Fish and Game and the responsibility to manage the land with the Federal Land managers. Mr. Correll stood with his second of the clarified motion. The Chair asked for further discussion. Hearing none, the Chair asked for roll call on the motion. Crimmins-aye, Doman-aye, McDevitt-aye, Correll-aye, Hansen-aye, Lombard-aye. Motion passed.

10:31 a.m. Update on the Clearwater National Forest Travel Plan Decision Appeal

Director Merrill discussed with the Board IDPR's appeal to the Clearwater National Forest Travel Plan. Discussion followed. Information only. No action required.

10:55 a.m. Adjournment

Mr. Hansen moved to adjourn. Ms. McDevitt seconded the motion. Chairman Lombard asked for roll call: Crimmins-aye, Doman-aye, McDevitt-aye, Correll-aye, Hansen-aye, Lombard-aye. Motion passed. Motion passed.

10:56 a.m. Meeting adjourned.

Ernest Lombard, Chairman
Idaho Park and Recreation Board

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

IDAHO DEPARTMENT OF PARKS AND RECREATION
"To improve the quality of life in Idaho through outdoor recreation and resource stewardship"
Idaho Department Headquarters
5657 Warm Springs Ave.
Boise Idaho
Teleconference Board Meeting
Originating at IDPR Headquarters

AGENDA

January 7, 2013

10:00 a.m. Call to Order
Welcome guests
Additions or deletions to the printed agenda
Director's Report
Adjourn

Vice Chair McDevitt called the Idaho Park and Recreation Teleconference Board Meeting to order at 10:00 a.m. MST, January 7, 2013. Board members in attendance via phone:

Susan Buxton, Member, Boise
Randy Doman, Member, Cottonwood
Charles Correll, Member, Jerome
Jean McDevitt, Vice Chair, Pocatello
Robert Hansen, Member, Menan

Also present during the meeting was the following individual:

Nancy Merrill, Director

10:05 a.m. Director's Report

Director Merrill discussed the upcoming 2013 Legislative Session as well as matters of interest from the Idaho Department of Parks and Recreation. Discussion followed.

10:30 a.m. Meeting adjourned.

Jean McDevitt, Vice Chair
Idaho Park and Recreation Board

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

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AGENDA

Thursday, February 7, 2013

8:30 a.m. Call to Order

Welcome guests
Additions or deletions to the printed agenda
Approval of Group Use Permit
Director's Report
Board Meeting Discussion
Set Date for March Conference Call
Adjourn

Chairman Crimmins called the Idaho Park and Recreation Teleconference Board Meeting to order at 8:30 a.m. MST, February 7, 2013. Board members in attendance via phone:

Tom Crimmins, Chairman
Susan Buxton, Member, Boise
Randy Doman, Member, Cottonwood
Charles Correll, Member, Jerome
Jean McDevitt, Vice Chair, Pocatello
Robert Hansen, Member, Menan

Also present during the meeting were the following individuals:

Nancy Merrill, Director
Tamara Humiston, Fiscal Officer
Steve Martin, Fiscal Officer

8:35 a.m. Approval of Group Use Permit

Deputy Director Humiston presented the a Group Use Permits for Summer Series at Sandy Point. (See Attachment 1 & 2).

8:40 a.m. Mr. Doman moved to approve the Group Use Permits as presented. Mr. Hansen seconded the motion. The Chair asked for further discussion. Hearing none, the Chair asked for a roll call vote. Crimmins-aye, Doman-aye, Buxton-aye, Correll-aye, McDevitt-aye, Hansen-aye. Motion passed.

10:05 a.m. Director's Report

Director Merrill discussed the registration realignment as well as other matters of interest from the Idaho Department of Recreation. Discussion followed.

The Board directed Director Merrill to reach out through media to help inform the public of pending changes to IDPR registration

The next Board teleconference was set for March 18th, 2013 at 8:30 a.m. MST.

10:38 a.m. Mr. Hansen moved to adjourn the meeting. Mr. Doman seconded the motion. The Chair asked for further discussion. Hearing none, the Chair asked for a roll call vote. Crimmins-aye, Doman-aye, Buxton-aye, Correll-aye, McDevitt-aye, Hansen-aye. Motion passed.

10:39 a.m. Meeting adjourned.

Tom Crimmins, Chair
Idaho Park and Recreation Board

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

DRAFT

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

AGENDA
Idaho Park and Recreation Board Meeting
February 26-27
IDPR Headquarters
Summit Conference Room
Boise ID

AGENDA ITEM: **Idaho City Backcountry Yurt Cancellation Fee**

ACTION REQUIRED: **Board Action Required**

PRESENTER: **Tammy Kolsky**

PRESENTATION

BACKGROUND INFORMATION:

The Idaho City Backcountry Yurts provide a unique camping opportunity that requires some advance planning on the part of the user.

Currently many Idaho City Yurt users are making short term cancellations potentially due to weather conditions. Upon cancellation the user is currently charged a \$10 cancellation fee which has not proven to be a deterring factor for short term cancellations causing the cancelled yurt to potentially sit empty during a peak period of use.

Currently IDAPA contains a cancellation policy for “Park Board Designated Special Use Campsites and Facilities” that addresses penalties for cancellations based upon how far in advance of arrival a customer cancels their reservation. This policy was originally approved by the Park Board in May of 2009. It was established to address short term cancellation issues with high dollar properties that had little chance of being re-booked in the event of a short term cancellation.

The cancellation fees defined under “Park Board Designated Special Use Campsites and Facilities” are:

- \$50 if the cancellation occurs, greater than 21 prior to arrival.
- Equivalent to the first nights use fee if the cancellation occurs 21 days or fewer prior to arrival.

This cancellation policy currently is in use for Houses, Cottages, and Group Camps and has been used as a deterrent for close to arrival cancellations, as well providing some buffer for loss of revenue due to short term cancellations.

STAFF RECOMMENDATIONS:

Department Staff recommends the park board direct staff to proceed with applying the “Park Board Designated Special Use Campsites and Facilities” cancellation policy to the Idaho City Yurts. Specifically to charge short term cancellations i.e. those that occur 21 days or fewer prior to arrival a cancellation fee that is equivalent to the first nights use fee.

Additionally, department staff recommends the Park Board direct staff to apply a cancellation fee of \$10 for cancellations that occur, greater than 21 days prior to arrival for the Idaho City Backcountry yurts.

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

AGENDA
Idaho Park and Recreation Board Meeting
February 26-27
IDPR Headquarters
Summit Conference Room
Boise ID

AGENDA ITEM: **ADA Campsite Procedure Change**

ACTION REQUIRED: **No Action Required**

PRESENTER: **Tammy Kolsky**

PRESENTATION

BACKGROUND INFORMATION:

At the May 2012 Board Meeting department staff presented and the park board approved changes to IDAPA that were not associated with the implementation of the State Parks Passport Program. The changes presented were the result of staff review of IDAPA 26, Title 01, Chapter 20 Rules Governing the Administration of Park and Recreation Areas and Facilities.

The additional adjustments were designed to enhance the governing of the parks through the introduction of new rules with explicit language to carry out enforcement, to introduce an encroachment fee not previously recognized, to remove operating policy as regards to ADA campsite management, and to modify the language of a current fee to encompass additional activities associated with the winter season.

One of the changes approved was to remove from IDAPA the reservation programs business rule for ADA campsites.

IDAPA was changed to remove the following language:

ADA Designated Campsites. Reservable ADA campsites may only be reserved and occupied by a party that can provide proof of disability upon arrival. If not reserved after 6:00 p.m. and no other non-ADA designated sites of the same site type are available, the site would be available for one (1) night.

The 2013 legislature has approved changing the above language to:

ADA Designated Campsites. Campsites that have been designed and built to meet ADA accessibility requirements. These campsites are not managed exclusively for ADA use.

The change requested was to allow IDPR to instate the following ADA campsite management policy:

ADA Designated Campsites may be booked by customers not meeting ADA accessibility requirements provided the ADA site is the last site available.

Department staff recommended moving to this policy so as to avoid revenue loss associated with ADA campsites remaining unused, as well as to eliminate any issues that arise from call center agents booking ADA campsites to customers not meeting ADA accessibility requirements. This

change will mirror the ADA campsite management practices of several other states as well as other entities and as such will eliminate confusion.

The change in ADA designated campsite policy will be in place for the 2013 camping season.

STAFF RECOMMENDATIONS: Information only. No action required.

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

AGENDA
Idaho Park and Recreation Board Meeting
February 26-27
IDPR Headquarters
Summit Conference Room
Boise ID

AGENDA ITEM: **Farragut Shooting Range Use Fees**

ACTION REQUIRED: **BOARD ACTION REQUIRED**

PRESENTER: **David E. White, North Region Manager**

PRESENTATION

BACKGROUND INFORMATION: Farragut is composed of both Idaho Department of Parks and Recreation (IDPR) land and Idaho Department of Fish and Game (IDFG) land. The area, known primarily as Farragut State Park, is co-managed via a Memorandum of Understanding (MOU) updated in 2006. As a part of this cooperative agreement, the park manages the day-to-day operations of the Farragut Shooting Range, which is located on IDFG property.

The Farragut Shooting Range is located on a site that was formerly a military training range as part of the Farragut Naval Training Station established by the U.S. Navy in September of 1942. The base was established in response to military training needs for World War II. It took only six months from the start of construction until the first of the 293,381 recruits who passed through Farragut Naval Training Center arrived for training. On June 6, 1946, Farragut Naval Training Center was decommissioned, as surplus to U.S. military needs.

Today the IDFG and the IDPR cooperatively administer by formal agreement 1412 acres of Farragut Wildlife Management Area and 2,491 acres of Farragut State Park through the MOU. The Farragut Shooting Range is located on the Farragut Wildlife Management Area owned by IDFG. The shooting range has continued to be used by the Idaho citizenry from 1946 to the present. Daily operational oversight of recreational activities at the range is administered by the IDPR.

Under IDFG/IDPR co-management, the range has played host to a broad range of users including military and law enforcement training, organized competitive shooting events, individual recreational shooters, and educational activities such as youth shooting clinics and hunter education. Prior to a 2007 district court injunction temporarily closing the range annual use exceeded 2000 visitors per year.

Amid local concerns for the need to regulate range noise emissions and improve safety the Farragut Shooting Range was temporarily closed by court order in 2007 until a noise emission standard could be established and certain safety features could be put in place. In 2008 the Idaho Legislature enacted new state law to regulate noise emissions from non-military and non-enforcement shooting ranges and so addressed that statewide policy gap. Since 2008 the IDFG has made numerous range safety improvements to the Farragut Range to meet the requirements of the court injunction. While there are more improvements to be completed before the injunction can be fully lifted the courts reopened the range to specified public use late in 2012. The range will formally reopen in spring of 2013 and we need to establish a user fee to support the long-term operations and maintenance of the newly improved facilities.

Farragut Shooting Range Mission Statement: The primary mission of the Farragut Shooting Range is to provide a friendly, community, family, and sportsmen based, professionally managed place to learn and participate in shooting sports. The Farragut Shooting Range secondarily supports our common national security interests. The Farragut Shooting Range is also available as a training facility to IDFG and other local law enforcement agencies and military units.

Operation of the Farragut Shooting Range is a cooperative effort of the IDFG and the IDPR. The IDFG owns the range and ultimately has final management jurisdiction over its operation and development. The IDPR will manage daily operations of the range and exercises day-to-day management authority within the bounds of the Draft Farragut Shooting Range Standard Operating Procedures Manual (SOP). The SOP was developed cooperatively by both state agencies. The SOP will be updated as needed to address management issues as they arise and reviewed at least annually.

Safety is the primary operational management issue for the Farragut Shooting Range. The two basic ways to ensure range safety are the physical/mechanical design of the range, and user behavior modification. The initial range physical/mechanical safety improvements are completed. The SOP's safety plan, which includes range supervision and safety rules, is established for the health and safety of those individuals who use or frequent the Farragut Shooting Range and the community at large. When open for general public use, the managing agencies will provide for range supervision. The onsite Range Supervisor will understand and enforce basic gun handling safety rules, range rules and the SOP.

The Farragut Shooting Range will provide for both firearms and archery. The firearms ranges include extensive infrastructure for health and safety purposes associated with safety baffles and berms; noise mitigation and abatement; and lead management. The archery range is currently limited to static targets with future plans to add a walk through 3-D target range. Due to the infrastructure and maintenance/operation differences, IDPR/IDFG associated costs differ greatly between the two range types. This coupled with the court ordered limitation of 500 shooters per year require the two uses to be segregated by use type with associated fees.

The MOU states the following: *III. C. Management of Farragut Wildlife Management Area, 11. Subject to IDFG review and approval, IDPR may charge the public reasonable fees (e.g. entrance fees, camping fees, rifle range fees) for use of the WMA to cover IDPR's costs associated with the management of recreational activities on the WMA. The SOP establishes the need for a Fee Structure and states the following: The goal of the fee structure is to shift towards and maintain the Farragut Shooting Range as a self-supporting public use facility, consistent with executive branch direction. Funds generated at the Range through user fees or other associated concessions (e.g., sale of targets, ear plugs, etc.) are to be dedicated to the operation, ongoing and long-term maintenance, and improvement of the Farragut Shooting Range facilities only. Fees may be adjusted over time with changes in access, reopening of additional range areas, and inflation. . . . Range use fees apply to every person entering the shooting range including non-shooter/spectators.*

To properly operate, maintain, and staff the shooting range, IDPR needs to be able to charge equitable fees and establish an associated fund account. Farragut staff and IDFG staff agreed upon the following two fee structure options to cover these costs:

1. IDPR Board set a ceiling for fees to be set at the local level (similar to the way the legislature sets maximums and the Board can then set fees up to that amount). This would allow for adjustments to the fee structure easily by local staff to address marketing needs and seasonal use of the range as well as changes to the range including access.

- a. An annual firearms range fee set to be at or under \$40/calendar year. For the first year the fee would be set at \$10 as the IDPR MVEF charges will still apply until the entrance can be moved to Perimeter Road.
 - b. A firearms range per person fee to be set at or under \$7/day. For the first year this fee would not be used due to the cap of 500 shooters, only an annual fee would be in place. IDPR MVEF charges apply.
 - c. An annual archery range fee set to be at or under \$40/calendar year. For the first year this fee would not be used as the use pattern of the shooting range and archery use is evaluated. IDPR MVEF charges apply.
 - d. An archery range per person fee to be set at or under \$7/day. For the first year the fee would be set at \$3/person for use of archery facilities. IDPR MVEF charges apply.
 - e. \$5 replacement fee for an annual permit for firearms or archery range use.
2. IDPR Board set the fees for 2013, with staff returning to the Board for either midyear or for annual adjustments as the range operations are evaluated.
 - a. An annual firearms range fee to be set at \$10/calendar year. IDPR MVEF charges apply.
 - b. An archery range per person fee to be set at \$3/day. IDPR MVEF charges apply.
 - c. \$5 replacement fee for an annual permit for shooting range use.

STAFF RECOMMENDATIONS: To accomplish the overall Farragut Shooting Range Mission and ensure the ongoing safe operations and management of the range, staff recommends the Board implement fee maximums allowing IDPR/IDFG staff to adjust fees as operations are evaluated and as deemed necessary to address marketing needs and seasonal use of the range as well as improvements to the range including access as identified below:

Farragut Shooting Range Maximum Fees*:

1. Annual firearms range fee, \$40/calendar year.
2. Per person firearms range fee, \$7/day.
3. Annual archery range fee, \$40/calendar year.
4. Per person archery range fee \$7/day.
5. \$5 replacement fee for an annual permit for shooting or archery range use.

* MVEF will apply when vehicle access is through the park and not off of the Perimeter Road.

IDAHO PARK AND RECREATION BOARD

A RESOLUTION OF THE IDAHO PARK AND RECREATION BOARD
REGARDING THE AMENDMENT OF IDAHO INFRACTION RULE 5 TO AUTHORIZE
SERVICE OF UNIFORM CITATIONS FOR PARKING VIOLATIONS WITHIN IDAHO
STATE PARKS BY AFFIXATION TO THE
ILLEGALLY PARKED VEHICLE

WHEREAS, the Idaho Department of Parks and Recreation ("IDPR"), acting by and through the Idaho Park and Recreation Board, (the "Board") regulates the operation and parking of vehicles within state parks to protect natural resources and enhance the recreational experience of park visitors;

WHEREAS, Idaho Code § 67-4237 provides that peace officers and authorized employees of the Idaho Department of Parks and Recreation may issue infraction citations to the owner or lessee of a vehicle if the vehicle "is stopped, standing, or parked in an illegal or unauthorized manner within a state park and the operator cannot be identified readily";

WHEREAS, the Board has implemented the provisions of Idaho Code § 67-4237 by the adoption of IDAPA 26.01.20.151, prohibiting the parking of vehicles within state parks unless proof of payment of all required fees or other lawful authorization for entry is plainly visible and properly displayed;

WHEREAS, the operator of an illegally parked vehicle cannot be located effectively, the enforcement of Idaho Code § 67-4237 and IDAPA 26.01.20.151 requires that the citation be issued to the owner or lessee of the vehicle by affixing the citation to the vehicle;

WHEREAS, local prosecutors have informed IDPR that they will not enforce uniform citations issued for violations of Idaho Code § 67-4237 and IDAPA 26.01.20.151 because Rule 5 of the Idaho Infraction Rules requires all uniform citations to be personally served upon the defendant;

NOW, THEREFORE, Be it Resolved by the Board as follows:

That the Idaho Supreme Court be requested to amend the Idaho Infraction Rules to allow service of uniform citations upon the owner of vehicles parked in violation of Idaho Code § 67-4237 and IDAPA 26.01.20.151 by affixing the uniform citation to the vehicle.

APPROVED, PASSED AND SIGNED this _____ day of February, 2013.

Tom Crimmins, Chairman

Countersigned:

Nancy Merrill, Director

IDAHO DEPARTMENT OF PARKS & RECREATION

Fiscal Year 2013 – 2nd Quarter Financial Statements

July 1, 2012 – December 31, 2012



Submitted By
Steve Martin
FINANCIAL OFFICER

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

AGENDA
Idaho Park and Recreation Board Meeting
February 26-27, 2013
IDPR Headquarters
Summit Conference Room
Boise ID

AGENDA ITEM: **FY 2013 2nd Quarter Financial Statements**

ACTION REQUIRED: **Information Only**

PRESENTER: **Steve Martin**

PRESENTATION

Attached are the second quarter financial statements for FY 2013. The information presented reflects an overview of the department's revenues, expenditures and cash balances along with a detailed schedule for the Recreational Vehicle Fund (0250.05). You will notice changes to the formatting and content of some charts, along with new cash balance trend charts for selected funds. I hope you will find this new presentation more useful and informative.

- Page 2 – FY 2013 Financial Statement / Budget Status as of 12/31/2012
- Pages 3-5 – FY 2013 Park Operations Revenues / Expenditures
- Pages 6-10 – FY 2013 Cash Balances as of 12/31/2012
- Page 11 – FY 2013 Recreational Vehicle Fund Budget Status as of 12/31/2012

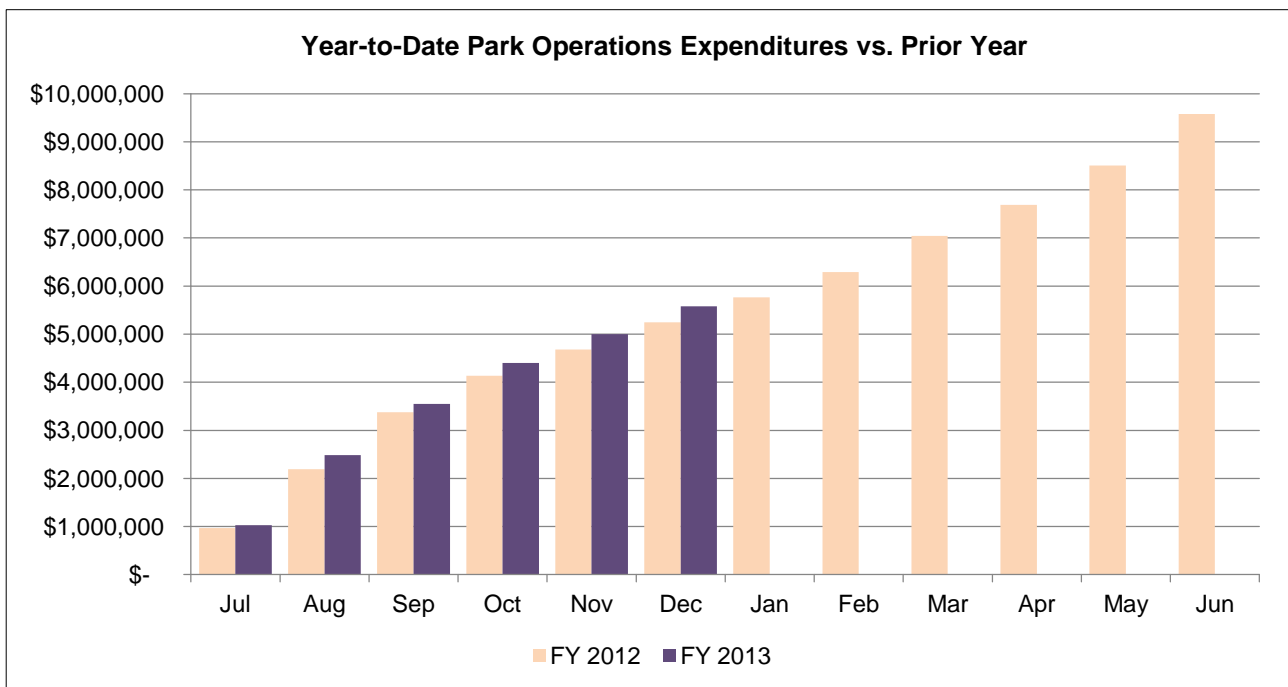
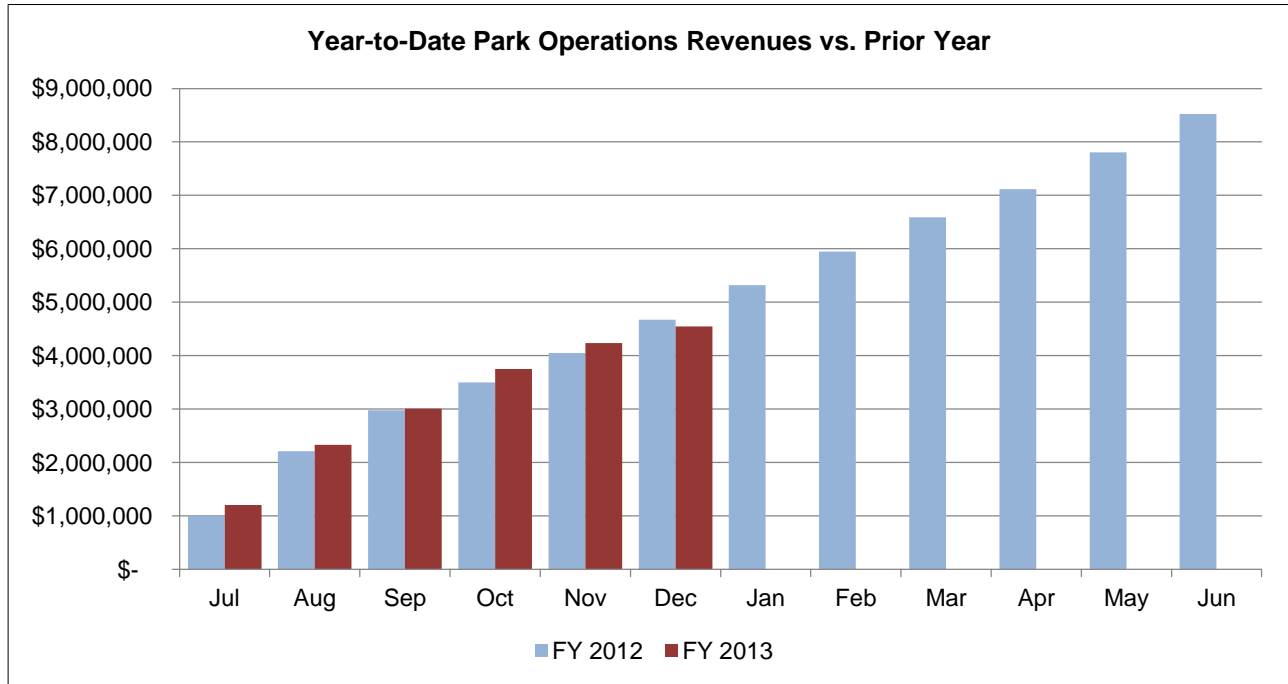
STAFF RECOMMENDATIONS:

This agenda item is for information only.

Idaho Department of Parks and Recreation
FY 2013 Financial Statement
December 31, 2012

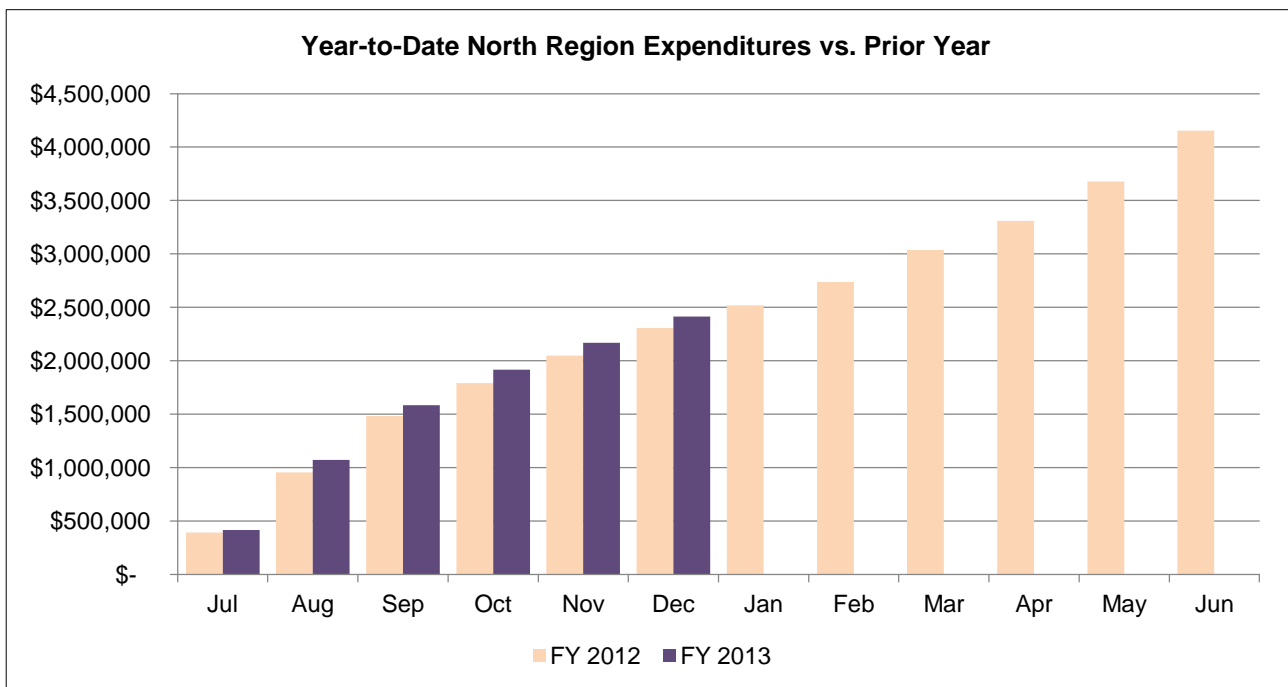
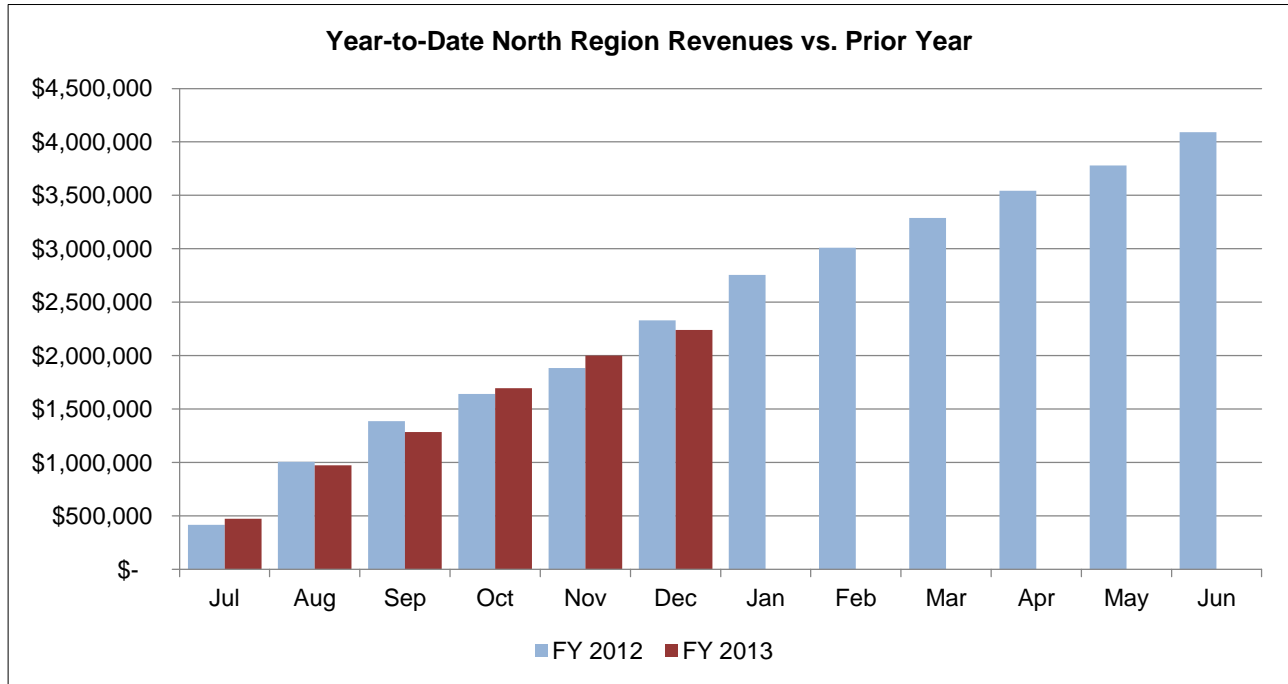
Program/Type	Appropriation	Expenditures	Encumbrance	Balance	% Obligated
Management Services					
Personnel	\$ 2,513,300	\$ 1,122,658	\$ -	\$ 1,390,642	44.7%
Operating	1,826,000	742,895	-	1,083,105	40.7%
Capital	77,600	30,634	-	46,966	39.5%
Trustee	9,771,881	2,568,060	3,729,974	3,473,848	64.5%
Subtotal	\$ 14,188,781	\$ 4,464,247	\$ 3,729,974	\$ 5,994,561	57.8%
Park Operations					
Personnel	\$ 8,417,400	\$ 4,401,511	\$ -	\$ 4,015,889	52.3%
Operating	5,079,423	2,412,166	-	2,667,257	47.5%
Capital	1,545,641	390,151	684,940	470,551	69.6%
Trustee	1,427,500	25,889	-	1,401,611	1.8%
Subtotal	\$ 16,469,964	\$ 7,229,717	\$ 684,940	\$ 8,555,307	48.1%
Capital Projects					
Personnel	\$ -	\$ -	\$ -	-	N/A
Operating	-	-	-	-	N/A
Capital	8,757,560	1,485,329	553,668	6,718,563	23.3%
Trustee	-	-	-	-	N/A
Subtotal	\$ 8,757,560	\$ 1,485,329	\$ 553,668	\$ 6,718,563	23.3%
Total	\$ 39,416,305	\$ 13,179,292	\$ 4,968,582	\$ 21,268,431	46.0%

**Idaho Department of Parks and Recreation
Park Operations - All Funds
Year-to-Date Revenues and Expenditures
December 31, 2012**



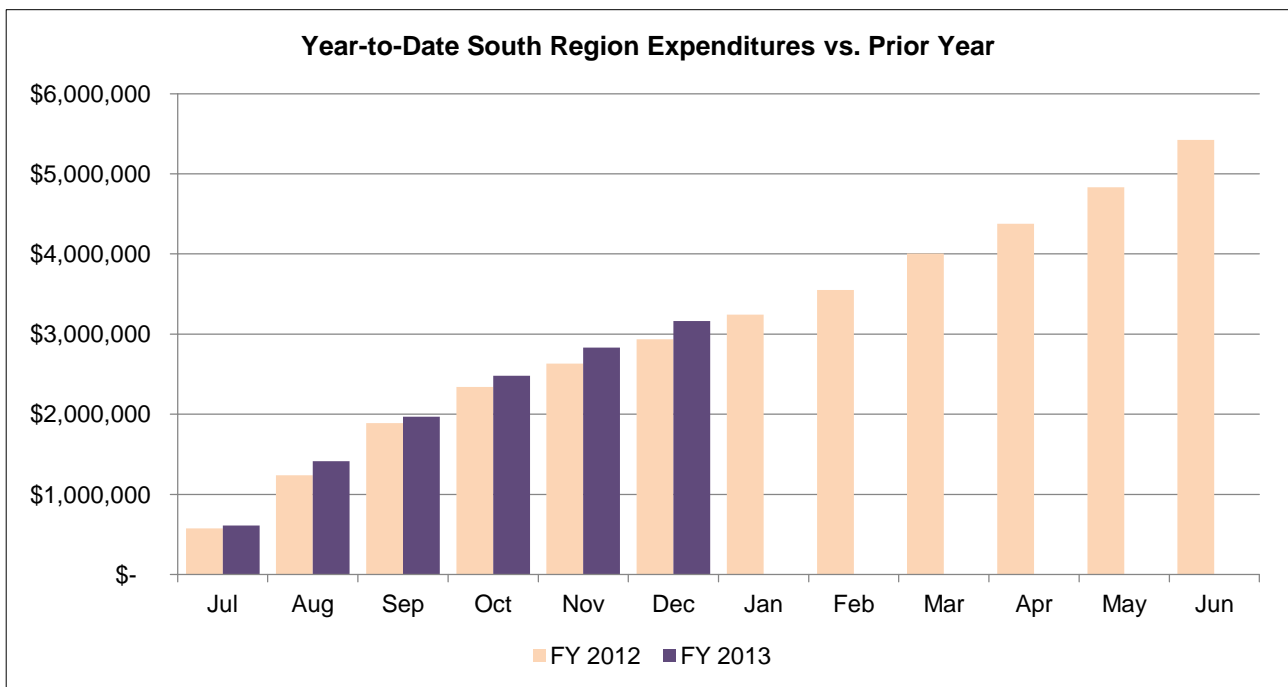
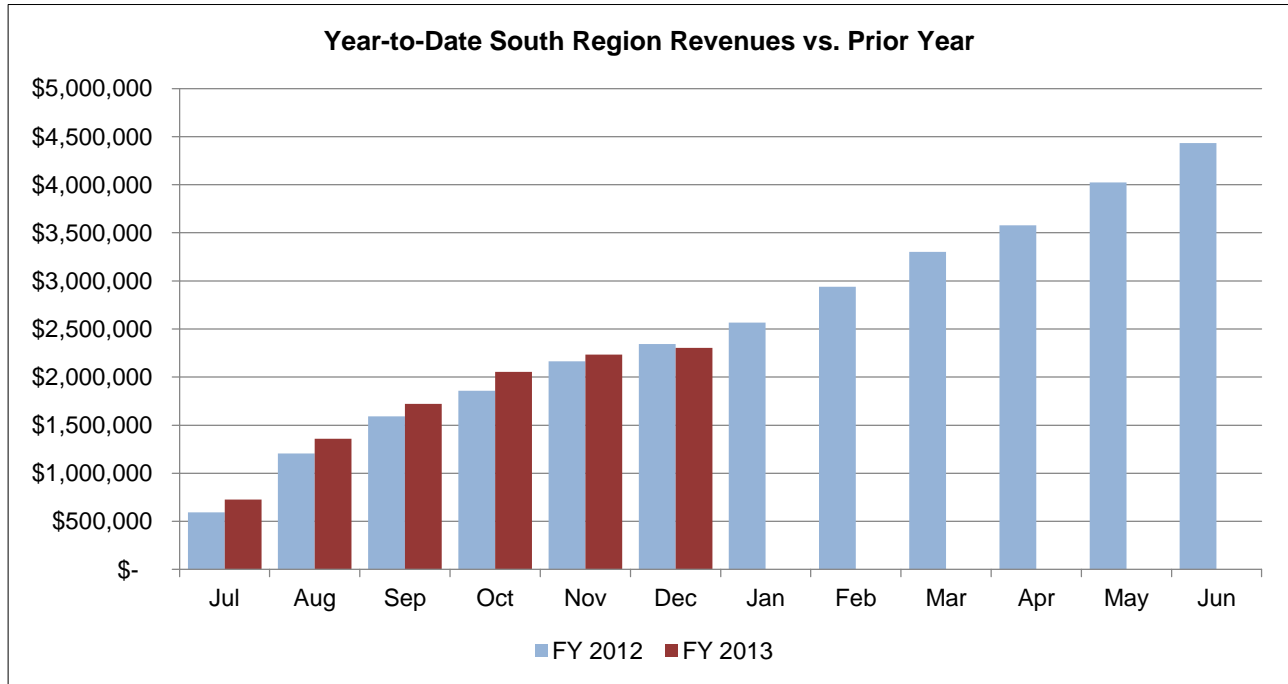
- All Park Operations fiscal year-to-date revenues are down \$126,300 (or -2.7%) compared to FY 2012
- All Park Operations fiscal year-to-date expenditures are up \$331,300 (or 6.3%) compared to FY 2012

**Idaho Department of Parks and Recreation
North Region - All Funds
Year-to-Date Revenues and Expenditures
December 31, 2012**



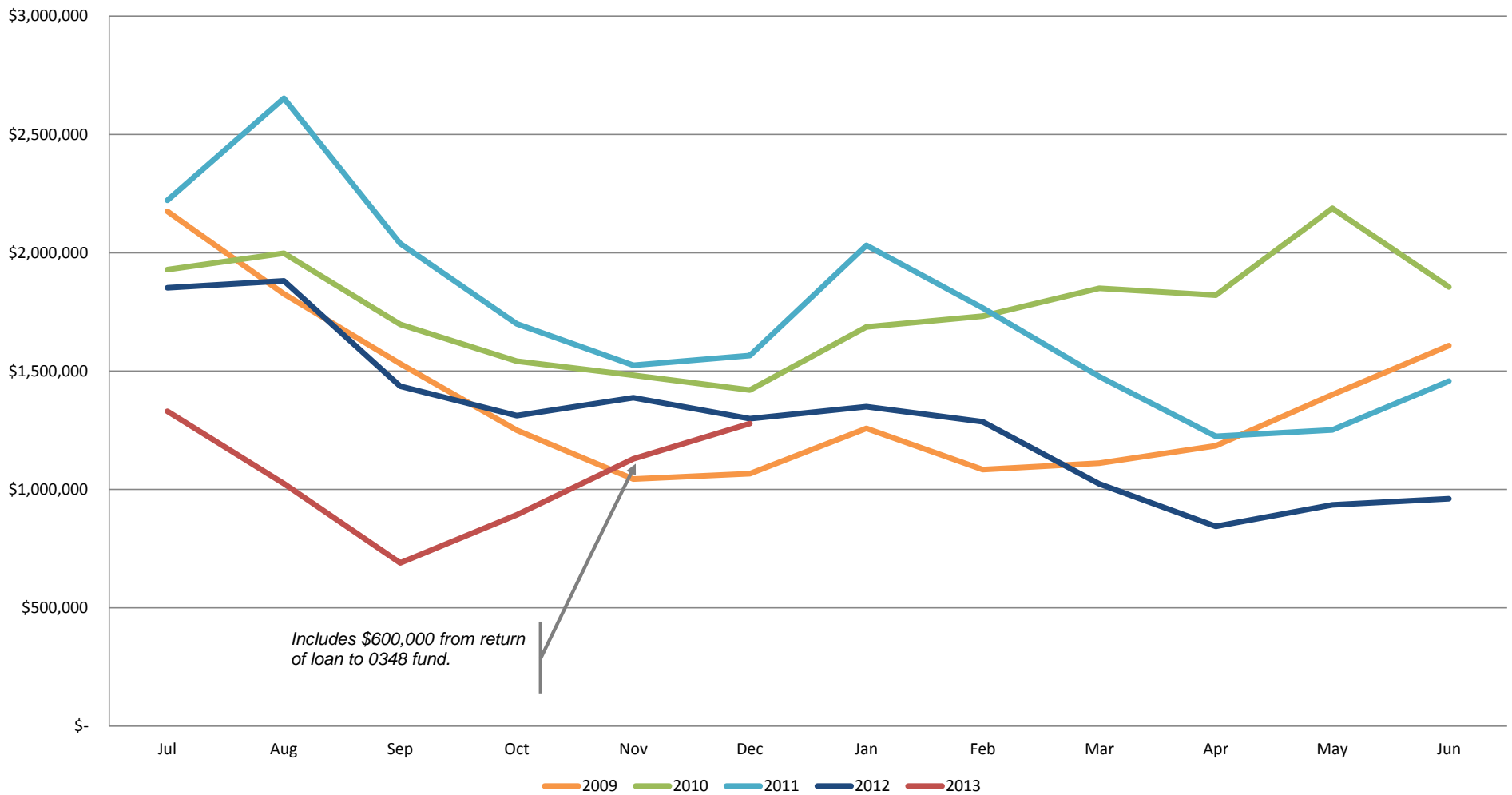
- North Region fiscal year-to-date revenues are down \$87,800 (or -3.8%) compared to FY 2012
- North Region fiscal year-to-date expenditures are up \$105,400 (or 4.6%) compared to FY 2012

**Idaho Department of Parks and Recreation
South Region - All Funds
Year-to-Date Revenues and Expenditures
December 31, 2012**

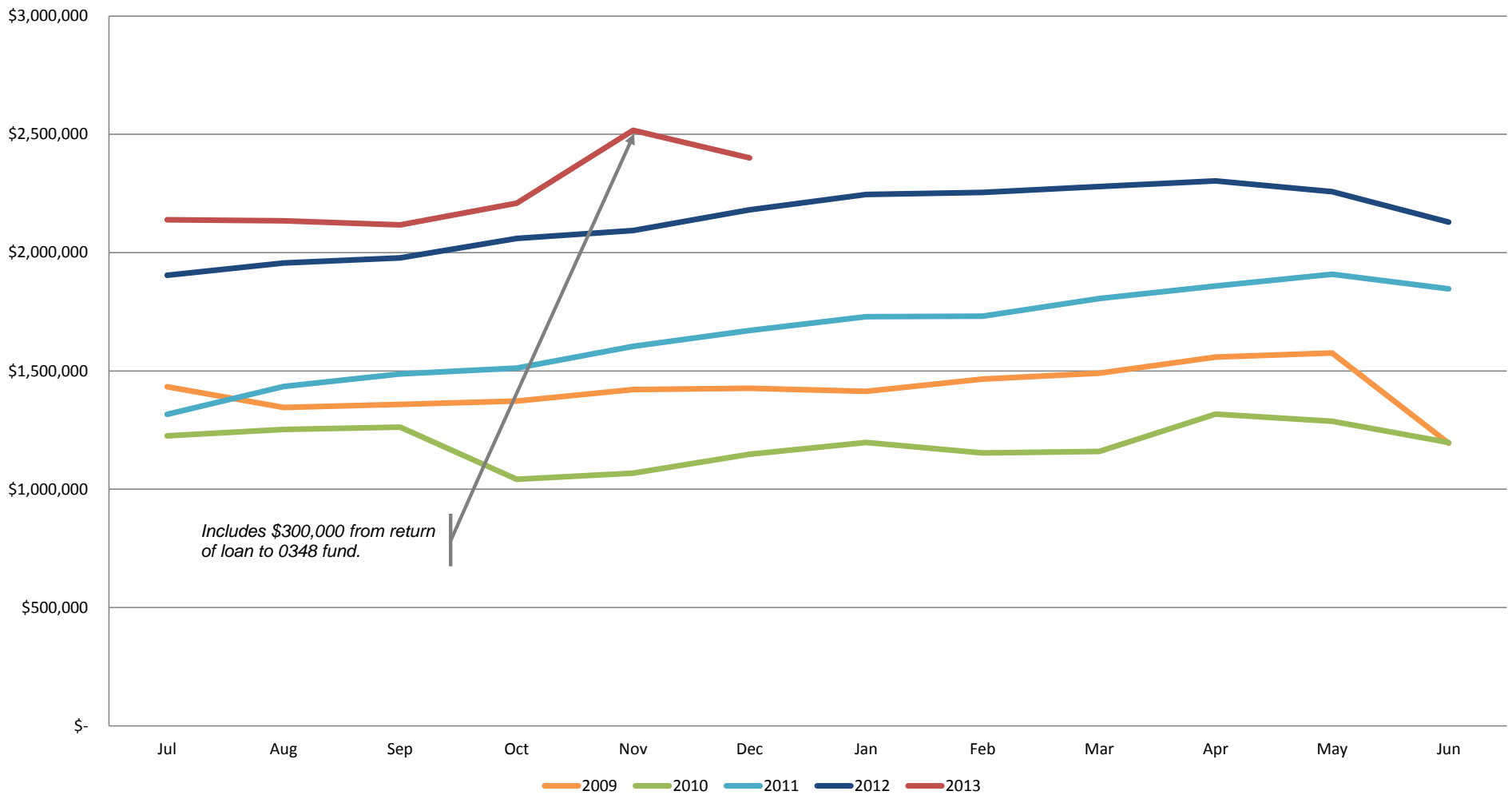


- South Region fiscal year-to-date revenues are down \$38,500 (or -1.6%) compared to FY 2012
- South Region fiscal year-to-date expenditures are up \$225,900 (or 7.7%) compared to FY 2012

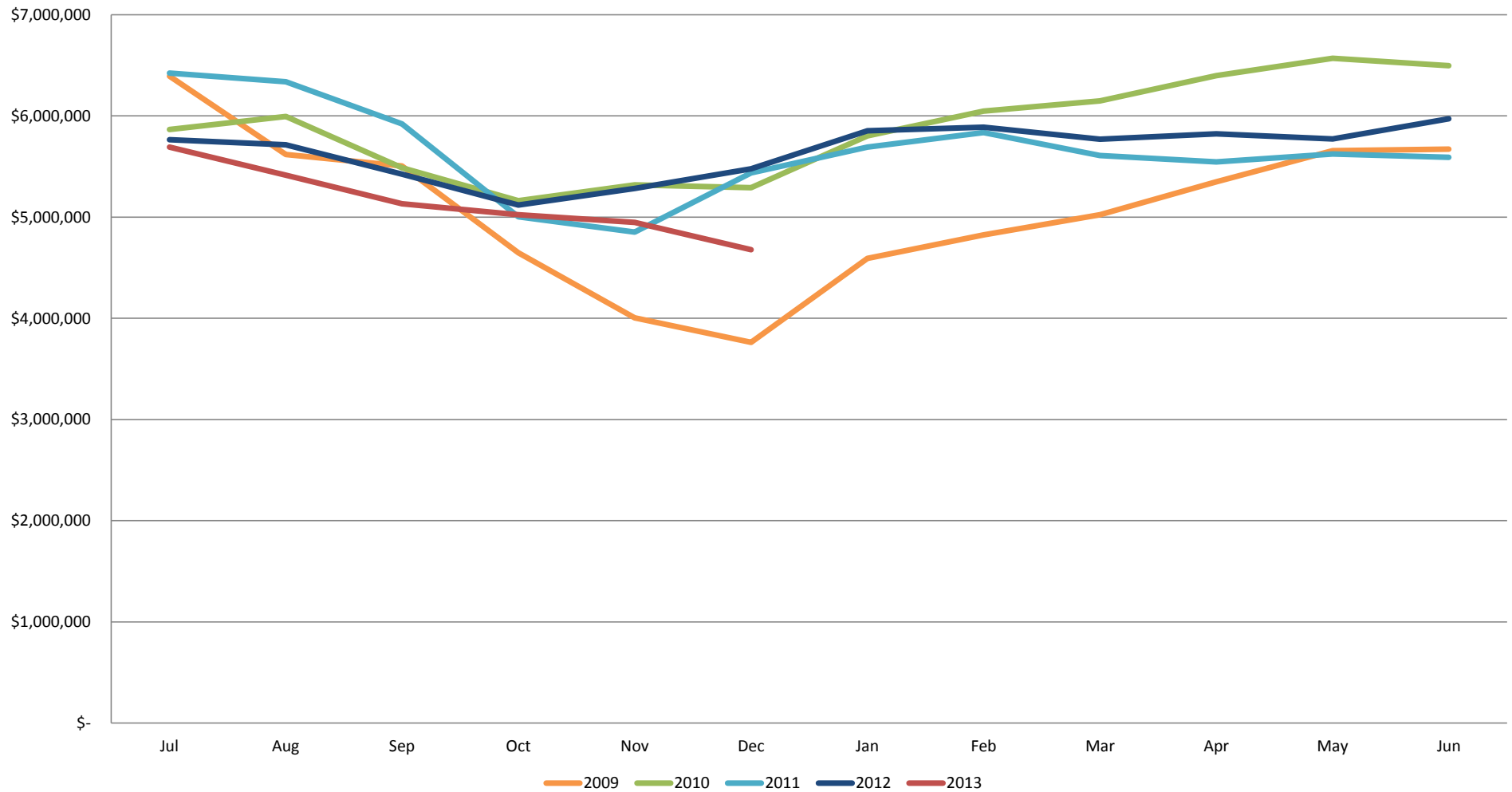
**Idaho Department of Parks and Recreation
Cash Balance Trend - Parks and Recreation Fund (0243)
December 31, 2012**



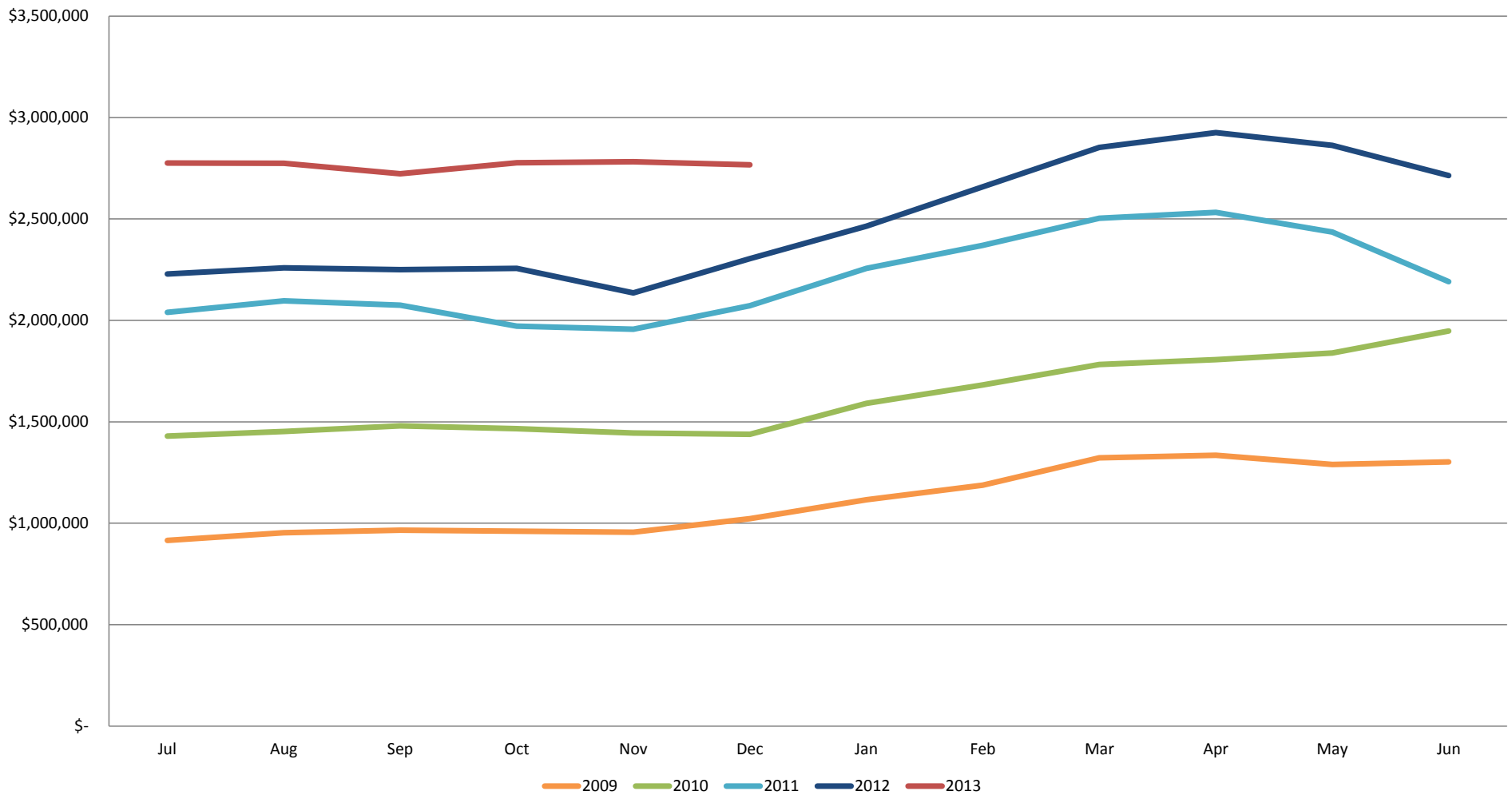
Idaho Department of Parks and Recreation
Cash Balance Trend - Recreational Fuels Capital Improvement Fund (0247.01)
December 31, 2012



**Idaho Department of Parks and Recreation
Cash Balance Trend - Registration RV Fund (0250.05)
December 31, 2012**



**Idaho Department of Parks and Recreation
Cash Balance Trend - Enterprise Fund (0410.01)
December 31, 2012**



Idaho Department of Parks and Recreation
FY 2013 Statement of Cash Balances
as of December 31, 2012

Fund	Description	Beginning Balance	Receipts	Expenditures	Cash Balance	Encumbrance	Unobligated Fund Balance
0125	Federal Indirect Cost Recovery	\$ 822,728	\$ 593,730	\$ (195,679)	\$ 1,220,779	\$ -	\$ 1,220,779
0150.01	Economic Recovery Reserve	158,630	-	(153,563)	5,068	1,674	3,394
0243	Parks and Recreation Fund	960,807	3,674,224	(3,356,898)	1,278,133	-	1,278,133
0243.02	Parks & Rec - Registration Administration	1,513,160	(223,627)	(359,107)	930,426	-	930,426
0243.03	Parks & Rec - Sawtooth License Plate	-	21,038	(21,038)	-	-	-
0243.04	Parks & Rec - Non-motorized Boating (Cutthroat Plate)	90,157	14,258	-	104,415	-	104,415
0243.05	Parks & Rec - Mountain Bike	19,383	8,309	-	27,692	11,199	16,493
0247.01	Recreational Fuels - Capital Improvement	2,129,510	947,028	(675,818)	2,400,720	118,524	2,282,197
0247.02	Recreational Fuels - Waterway Improvement	1,210,272	982,991	(656,913)	1,536,350	817,858	718,492
0247.03	Recreational Fuels - Off-road Motor Vehicles	1,215,456	632,991	(395,667)	1,452,780	1,057,113	395,667
0247.04	Recreational Fuels - Road & Bridge	872,196	329,692	(400,137)	801,752	273,568	528,183
0247.06	Recreational Fuels - Administration	323,009	246,052	(318,885)	250,176	-	250,176
0250.01	Registration - State Vessel	479	1,183,613	(1,184,092)	0	-	0
0250.02	Registration - Cross Country Ski	136,055	8,695	(17,686)	127,064	-	127,064
0250.03	Registration - Snowmobile	339,516	458,940	(106,756)	691,701	-	691,701
0250.04	Registration - Motorbike ¹	1,282,771	25,684	(611,895)	696,561	717,885	(21,325)
0250.05	Registration - Recreational Vehicle	5,972,662	1,828,644	(3,122,999)	4,678,308	1,660,910	3,017,398
0348	Federal Grant Fund ²	746,886	2,065,748	(2,054,254)	758,379	2,428,985	(1,670,605)
0349	Miscellaneous Revenue	269,270	55,665	(66,917)	258,017	-	258,017
0410.01	Enterprise	2,714,203	973,937	(920,659)	2,767,482	-	2,767,482
0496.01	Expendable Trust - Park Donations ³	367,820	48,315	(55,137)	360,998	-	360,998
0496.01	State Trust Outdoor Rec Enhancement ³	1,589	-	-	1,589	-	1,589
0496.02	Harriman Trust	258,480	72,746	(101,264)	229,962	-	229,962
0496.03	Park Land Trust	1,629,110	82,758	(102,450)	1,609,418	-	1,609,418
0496.05	Trail of the Coeur d'Alenes	174,577	87,399	(97,052)	164,924	-	164,924
Total		\$ 23,208,729	\$ 14,118,828	\$ (14,974,865)	\$ 22,352,692	\$ 7,087,716	\$ 15,264,977

Notes: ¹ Includes 15% for administration

² Federal Grant Fund is now a borrowing limit and does not represent department cash

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

CASH BALANCE reconciles to DAFR 8190 - Statement of Cash Position

Idaho Department of Parks and Recreation
FY 2013 Recreational Vehicles Fund (0250.05)
as of December 31, 2012

<i>RV Fund Used for Personnel & Operating Expenditures</i>		Allocation	Expenditures	Encumbrances	Allocation Remaining	% Obligated
Park Operations						
Park Administration	Personnel	89,605	36,953	-	52,652	41.2%
Priest Lake	Personnel	181,220	90,478	-	90,742	49.9%
Farragut	Personnel	320,597	160,034	-	160,563	49.9%
Dworshak	Personnel	36,497	24,172	-	12,325	66.2%
Hells Gate	Personnel	251,157	135,446	-	115,711	53.9%
Ponderosa	Personnel	200,499	97,832	-	102,667	48.8%
Bruneau Dunes	Personnel	136,002	67,698	-	68,304	49.8%
Three Island	Personnel	235,131	121,451	-	113,680	51.7%
Lake Cascade	Personnel	70,000	34,320	-	35,680	49.0%
Land of Yankee Fork	Operating	10,000	5,543	-	4,457	55.4%
Total		\$ 1,530,708	\$ 773,927	\$ -	\$ 756,781	50.6%
RV Administration (15% of Revenue)						
Executive Functions	Personnel	\$ 19,195	\$ 9,081	\$ -	\$ 10,114	47.3%
HR and Volunteer Services	Personnel	65,511	25,857	-	39,654	39.5%
Registration	Operating	100,000	89,083	-	10,917	89.1%
Fiscal	Personnel	94,124	39,560	-	54,564	42.0%
Reservation Program	Personnel	85,268	41,010	-	44,258	48.1%
	Operating	265,300	208,377	-	56,923	78.5%
State and Federal Grants	Personnel	90,919	39,298	-	51,621	43.2%
	Operating	8,800	1,282	-	7,518	14.6%
Total		\$ 729,117	\$ 453,548	\$ -	\$ 275,569	62.2%
RV Grant Dollars						
State and Federal Grants	Trustee/Benefits	\$ 2,011,200	\$ 696,281	\$ 853,191	\$ 461,728	77.0%
Total		\$ 2,011,200	\$ 696,281	\$ 853,191	\$ 461,728	77.0%

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

AGENDA
Idaho Park and Recreation Board Meeting
February 26-27, 2013
IDPR Headquarters
Summit Conference Room
Boise ID

AGENDA ITEM: **Summary of Spending Authority for Experience Idaho**

ACTION REQUIRED: **Information Only**

PRESENTER: **Jim Thomas**

PRESENTATION

BACKGROUND INFORMATION: Experience Idaho Supplemental Appropriation H.B. 875 (2006)

Fiscal year 2007 included supplemental department funding of \$11.5 million and was referred to as "Experience Idaho". These funds were derived from General Funds transferred to the Economic Recovery Reserve Fund. The funds were designated to be used to fund park improvements, repairs and maintenance, and planning at state parks across Idaho.

Specifically this included:

\$5.6 million at

- Heyburn State Park
- Harriman State Park
- Castle Rocks State Park

\$1.5 million at

- Ponderosa State Park Welcome Center and Day Use

\$1 million at

- Eagle Island State Park Planning Committee

\$2.4 million

- Repairs and Maintenance at several State Parks

\$1 million

- Eastern Idaho State Park Search Committee

STAFF RECOMMENDATIONS: Information only

**DIVISION OF OPERATIONS
OCTOBER – NOVEMBER – DECEMBER 2012**

Mission

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

Goals

1. Provide leadership and direction for ongoing daily operations.
2. Leverage existing resources to provide staff with the necessary tools to accomplish the department's mission.

DIVISION OF OPERATIONS – TAMARA HUMISTON, DEPUTY DIRECTOR

U.S. Forest Service (USFS)

- Several meetings were held to address the cost share agreement between IDPR and the Forest Service. The Forest Service added new indemnification language to the agreement. IDPR, Steve Strack, and the Forest Service continue to find a long-term resolution. IDPR is currently operating under a one year special use permit unit; an agreement is reached on the Challenge Cost Share Agreement.
- IDPR also learned that the Forest Service is changing their requirement on restroom facilities. IDPR is researching the new guidelines to determine what changes will need to be addressed in the next three to five years.
- Park N' Ski Challenge Cost Share Agreement – met with the Forest Service, Idaho City Council, and the Idaho Transportation Department (ITD) to discuss the agreement to plow parking lots. ITD was seeking additional funds to assist with the snow removal costs. The outcome of the meeting was IDPR would enter into a Challenge Cost Share Agreement with the USFS and a separate MOU between IDPR and ITD would be established to pay an addition \$6,500 to assist with the plowing costs.

2013 Legislative Session

- IDPR Legislation – Finalized the RS and Statement of Purpose/Fiscal Note documents for the session for three pieces of legislation: 1) Recreational Vehicle Annual License (prorating the first time license fee); 2) Repealing 67-7119 Cross-Country Skiing Advisory Committees; and 3) Registration Realignment – Titling and Registration.
- IDPR Rule Changes – Prepared for rule committee hearings for the pending 26-0120-1201 emergency rule changes associated with parking, overnight use fees, and encroachment fees; and temporary 26-0136-1201 winter access park n' ski.
- Invasive Species Sticker – worked with Transportation Department, Fish & Game, and Department of Agriculture to shift the invasive species stickers to ITD and IDFG.

Administration

- Meeting with the Bureau of Reclamation on new requirements for the Lake Cascade and Lake Walcott Cost Share agreements.
- Met with Glenns Ferry Mayor, City Council members, and Representative Wills on ways the park and Glenns Ferry could work together to bring more visitors to their area. Director Merrill also shared some possible funding sources for the city to fund phase two of the bike path.
- Attended two-day meeting in Idaho Falls with Montana Parks Department and Reserve America to discuss new Point of Sale System and possible contract extension.
- Attended meetings associated with Lake Walcott's electrical problems. Additional meetings will be held to identify the action plan to bring in public utility line and identify needed funding sources.

FISCAL QUARTERLY REPORT

FY 2013 – SECOND QUARTER

Fiscal's Mission: The Fiscal program works to provide the best service possible to both internal and external customers. Program responsibilities include five major categories: 1) Budget and Financial Reporting; 2) Accounting, Accounts Payable and Accounts Receivable; 3) Purchasing, Fixed Asset Inventory and Fleet Management; 4) State and Federal Grant Management; and 5) Recreation Registrations. The program provides technical assistance in all areas to ensure the department complies with all applicable Federal and State laws, rules, policies and procedures.

Accomplishments for the period October 1, 2012 through December 31, 2012 include the following.

Budget and Financial Reporting

- Began the transition of PreStars financial reporting to the State IBIS reporting system. The IBIS financial reports will be developed by a joint effort with the MIS Department.
- Returned \$1,250,000 in Federal Fund 0348 cash advances to the Parks and Recreation Fund (0243), Recreational Fuels Capital Improvement Fund (0247.01) and Recreation Fuels Water Way Fund (0247.02). Establishing a Federal Fund 0348 borrowing limit with the State Controller's Office made it possible to return the cash advances.
- Completed early reversion of \$1,894,302 in appropriations for the remaining unused appropriation from capital development projects that have been completed and closed.

Accounting

- Completed and presented CY2012 Annual Passport Audit.
- Performed Annual Boating and Snowmobile Audits (10 of 41 counties visited). Audit findings will be presented to management in early February.
- Completed an informal U.S. Coast Guard grant audit with Gary Jensen, Grants Manager-Boating Safety Division, Department of Homeland Security and Dave Dahms IDPR Boating Program Manager.
- Transferred the manual Reserve America revenue processing to Fiscal Department (previously done in the MIS Department).
- Began the transition of invoice processing to the State Payment Services System. The old PreStars invoice processing system will be retired by mid 2013.
- Began the transition to the State Travel Express system.
- Participated in SCO-Grants Manager Training and Bureau of Reclamation Grants Workshop.

Purchasing

- Completed the conversion of 185 P-Cards from Wells Fargo to Bank of America including the timely closeout of all Wells Fargo transactions.
- Received and added to our inventory all four of the new snow groomers, which included the removal of the trade-ins from the county locations and our inventory.
- Ordered, received, and delivered 8 of 11 new agency vehicles that were authorized in the FY13 Budget.
- Working with Kellie Bergey and our Verizon representative, we were able to consolidate thirty individual agency Verizon cell phone bills into one agency-wide account/bill utilizing shared minutes. We estimate saving approximately \$1,000 each month with this consolidation.

Additionally, we have eliminated the man hours spent in the parks and programs processing individual bills and have streamlined the phone ordering and disposal process, established a green recycle program for damaged or out of date phones, and improved our payment timeliness by having one agency bill.

State and Federal Grants

- Staff was busy conducting site visits and meeting with grant applicants to discuss potential grant projects.
- Staff reviewed and commented on numerous draft applications and inquiries about the grant process and eligibility requirements. This year's deadline was January 25, 2013.
- Grant Manager attended IDPR regional meetings to discuss this year's internal grant application process and give instruction on grant writing. Seven projects are proposed to be submitted in this grant cycle.
- Grant Manager completed Land & Water Conservation Fund inspection reports for 2012. In total, 117 inspection reports were filed for project sites statewide, which keeps the state current on its inspection schedule for 2012.
- Grant Manager compiled a list of conversion and other issues (identified from past inspections) that are being addressed for Land & Water Conservation Fund compliance. The state continues to work with the National Park Service to prioritize and resolve non-compliance issues as quickly and efficiently as possible.

Registration

- 220,000 mail renewal notices were sent out for boat and OHV registrations.
- Processed 16,600 mail renewals, 1,700 walk-in and 15,800 online registrations.
- Developed a plan with Correctional Industries to replace defective stickers for snowmobile, boat and OHV registrations.
- Registration Manager (Colucci) resigned unexpectedly on 1/22/2013. Financial Officer will be directly overseeing this group until registration realignment proposal is determined.

Financial Officer

- Developed new content and formatting for Financial Statements.
- Attended South and North Region meetings to discuss new Payment Services and Travel Express system implementation.
- Attended AGA Grant Management Training and High Tech Fraud Seminar.
- Assisted with the development of new BOR Grant Agreements for Lake Cascade and Lake Walcott parks.
- Assisted with the development of the financial plan required as part of a new agreement with the Forest Service to reopen the Idaho City yurts.

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

AGENDA
Idaho Park and Recreation Board Meeting
February 26-27, 2013
IDPR Headquarters
Summit Conference Room
Boise ID

AGENDA ITEM: **Development Project Status**

ACTION REQUIRED: **James Thomas**

PRESENTER: **James Thomas**

PRESENTATION

Mission

To provide design, engineering, and construction administration of all park capital improvements and major facilities maintenance, and to furnish technical assistance for the purpose of providing a high quality state park system for the citizens of Idaho.

Goals

- To plan and design facilities in a manner that reflects responsible stewardship of natural resources and protects public safety.
- To be responsive to sense, serve, and satisfy the needs of the public, administrative staff, operations staff, constituency groups, related programs, and others that look to us for leadership or assistance.
- To be proactive, motivated, and capable of identifying new opportunities.
- To budget for Capital Facility Needs in a manner that is honest and responsible to the parks and the citizens of Idaho.

BACKGROUND INFORMATION: The following narrative and the accompanying chart illustrating current projects, their status and progress comments are for Board Information.

North Region Projects

310121 – Priest Lake Indian Creek Campground Volunteer Sites

This project involves 4 sites. Project bidding and construction will be in the spring 2013.

310131 – Priest Lake Septic System Upgrades (Lift Station at Dump Station)

This project is being reviewed by engineer for complete scope. Work to take place summer 2013.

310322 – Round Lake Volunteer Sites

Final grading will be completed in spring 2013. Water and power are in place.

310331 – Round Lake Retaining Wall Repair

Engineering agreement in place, project in design phase.

310512 – Farragut Water Tower Repairs

Minor work to be done in spring 2013. Final payment and retainage left to pay before project can be closed out.

310514 – Farragut Buttonhook Dock Pilings

Construction has started; shoreline work 95% complete and docks in the submittal phase. Shoreline work to be done in spring 2013.

310521 – Farragut Buttonhook Dock Pilings – Phase 2

Construction has started, shoreline work 95% complete and docks in the submittal phase. Shoreline work to be done in spring 2013.

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

Design documents are at 95% for review. Because the contract cannot be completed prior use season, due to snow access, bidding will occur over the summer 2013 and construction will be completed fall 2013.

310574 – Farragut Water System Improvements

Additional engineering left. Maintenance items throughout park possible, if Grant allows the additional work.

310671/310672 – Old Mission Fire Suppression

Construction completed. Final invoices from Architect and Contractor have been received and processed. This project is on our close out list.

310711 – Mowry Residence Upgrades

Conducted site review with contractor. Finalizing scope and cost.

310812 – Heyburn Boat Ramp

Under contract.

310821 – Heyburn Benewah Campground Renovation

Project under construction. Substantial completion date is set for June 2013.

310823 – Heyburn Hawley's Boat Landing/Dock Pilings

Avista Grant project. Project estimate exceeds funding. Plans to request more funding in FY2015 and go after WIF grant.

310921 – Higgens Point Docks & Shoreline Stabilization

Avista Grant project. Project estimate exceeds funding, accessing options with region staff. Letter has been sent to Avista requested a scope change.

310922/310923 – CDA Trail Work/Oasis/Chatcolet CG Trail CXT

Avista Grant projects. Double CXT on Chatcolet CG trail first priority; building Oasis rest area second with trail work third priority. This project is being used for match on an RTP Grant application for additional funding needed.

320131 – McCroskey Skyline Drive Trailhead CXT

A new CXT to be ordered through purchasing.

320221 – Dworshak Freeman Creek Water System Upgrade

Draft report completed, pending final report for review.

320331 – Hells Gate Irrigation Replacement

North Region Engineering Tech to work with park staff to locate irrigation lines and sprinkler heads that need replacing. Estimate work complete by April 2013.

320332 – Hells Gate Shop 4 Elec Heaters Replaced

Site visit conducted; developing scope of work.

South Region Projects**330191 – Ponderosa Peninsula CG Rehab**

Project also includes roadway alterations at the front entrance station. This includes widening the exit lane west of the kiosk building; adding speed dips on the entrance lanes to discourage speeding, and adding an automatic gate to the bypass lane. This work to proceed once snow melts.

330201 – Eagle Island Gravel Extraction

Knife River is waiting to begin pending a market for the materials in the general area of Eagle Island.

330221 – Eagle Island Volunteer Sites

All electrical work has been completed, including the addition of 2 RV pedestals. The water and sewer connections to the 2 RV sites will be completed by February 2013 with final site development by SR crew.

330231 – Eagle Island Residence Drinking Water Quality

Combining this project with 330221. Construction of the new well and associated contract work has been completed.

330232 – Eagle Island 2 New Shelters

Design complete February, bid opening scheduled March 20, 2013 with construction completed by May 31, 2013.

330431 – Lucky Peak Spring Shores Pump House Replacement

Winter design, summer 2013 construction.

330602 – Three Island Upper Campground Pump Irrigation

Construction completed. Remaining funds in project will be used to rebuild one of the 40 horse irrigation pumps. This was a scope item in the grant and was deemed to be done if funds were available. Bids have been received for pump overhaul. Work to be completed by May 1, 2013.

330631 – Three Island Day Use RR/Shower Renovations

Drawings at 95% complete. Ready to advertise in February with spring construction, completion by May 2013.

330702 – Lake Cascade ADA Compliance

Project is complete and on close out list. Awaiting final billings.

330703 – Lake Cascade Poison Creek Campground Irrigation Well

Well was pump tested middle of July. Bottom of well either collapsed or silted in almost 30 feet. Work was completed to clean out and reestablish total depth. System will be tested start of summer to insure complete functionality.

330731 – Lake Cascade Boat Launch Parking Lot Resurface

South Region and Park staff poured the ramp. Engineering contract in place to prepare design documents for spring bidding and construction.

330732 – Sugarloaf Intake Repairs

Evaluation complete, funding needed.

330793 – Lake Cascade Big Sage CG Shoreline Erosion

Development staff has also filed a 404 application with CORPS to deal with shoreline erosion problems. Construction docs complete winter 2012-13. RV grant application was submitted to assist with funding of work.

340321 – Thousand Springs Malad Gorge Volunteer Sites.

Project design and bid documents have been completed and currently out to bid. Because of budget constraints, work scope has been revised and prioritized to include potable water and septic upgrades with RV site additions to be as funding allows. Construction in spring 2013.

340331 – Thousand Springs Ritter Island Cat Walk Hazard

Met with engineer on site to evaluate project. Awaiting engineering services proposal.

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

Electrical engineer is under contract for system evaluation. Staff met with BOR October 30th to review the evaluation. Engineer is preparing a cost estimate for electrical improvements required to bring system up to code. BOR will assist in funding of improvements.

340622 – Lake Walcott Ranger House

Preliminary correspondence with BOR regarding requirements in process. Electrical engineer is under contract for system evaluation.

340692 – Lake Walcott Shelter Improvements

Shelter improvements survey and evaluation in progress. Reported that the wood columns are a hazard. Repairs to columns scheduled for spring 2013 by SR crew.

350131 – Massacre Rocks Visitor Center Septic System Eval

A fee proposal for engineering is under evaluation for the remaining scope of work.

350132 – Massacre Rocks Boat Ramp and Dock Repair/Replacement

Development working with Park on ordering the replacement dock. Purchase order docks spring 2013 with April 15 deadline to be in place.

350331 – Bear Lake East Beach RR Renovation

Scope is to install 3 double CXT's. Purchase order CXT's spring 2013 with May 15 deadline to be in place.

360221 – Henrys Lake Campground

Development has the approval from DEQ to move forward with the design of the campground. Design at 95% with spring bidding and summer/fall 2013 construction.

360401 – Ashton-Tetonia Bitch Creek Bridge

Construction contract is in place. Work to commence summer 2013. Region Bureau Chief planning to have an interp panel designed and displayed on the trail.

360531 – Land of the Yankee Fork VC Painting – DPW

New project for FY2013. Bid project in May 2013. 60 days to complete.

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. Project bidding and construction will be in the spring 2013.	35,000	3,350	31,650
310131	Priest Lake Septic System Upgrades	This project is being reviewed by engineer for complete scope. Work to take place summer 2013.	13,700	99,382	13,700
310322	Round Lake Volunteer Sites	Final grading will be completed in spring 2013. Water and power are in place.	45,640	36,297	9,343
310331	Round Lake Retaining Wall Repair	Engineering agreement in place, project is in design phase.	105,000	2,850	102,150
310512	Farragut Water Tower Repairs	Minor work to be done in spring 2013. Final payment and retainage left to pay before project can be closed out.	6,000,000	526,408	73,593
310514/310521	Farragut Buttonhook Dock Pilings/Farragut Buttonhook Dock Pilings - Phase 2	Construction has started; shoreline work 95% complete and docks in the submittal phase. Shoreline work to be done in spring 2013.	221,290	210,025	11,265
310522	Farragut Locust Grove/Whitetail CG RR/Shower Renovation	cannot be completed prior use season, due to snow access, bidding will occur over the summer 2013 and construction will be completed fall 2013.	250,000	14,029	235,971
310574	Farragut Water System Improvements	Additional engineering left. Maintenance items throughout park possible, if Grant allows the additional work.	211,285	176,383	34,902
310671	Old Mission Fire Suppression	Construction completed. Final invoices from Architect and Contractor have been received and processed. This project is on our close out list.	537,398	488,254	49,144
310711	Mowry Residence Upgrades	Conducted site review with contractor. Finalizing scope and cost.	30,000	0	30,000
310812	Heyburn Boat Ramp	Under contract.	20,653	2,345	18,308
310821	Heyburn Benewah CG Renovation	Project under construction. Substantial completion date is set for June 2013.	650,000	639,270	10,730
310823	Heyburn Hawley's Boat Landing/Dock Pilings	Avista Grant Project. Project estimate exceeds funding. Plans to request more funding in FY2015 and go after WIF grant.	4,113	0	4,113
310921	Higgins Point Docks & Shoreline Stabilization	Avista Grant Project. Project estimate exceeds funding, accessing option with region staff. Letter has been sent to Avista requesting a scope change.	102,815	0	102,815
310922/310923	CDA Trail Work/Oasis/Chatcolet CG Trail CXT	Avista Grant projects. Double CXT on Chat CG Trail first priority; building Oasis rest area second with trail work third priority. This project is being used for match on an RTP Grant application for additional funding needed.	24,702	0	24,702
320131	McCroskey Skyline Drive Trailhead CXT	A new CXT to be ordered through purchasing.	25,000	0	25,000
320221	Dworshak Freeman Creek Water System Upgrade	Draft report completed, pending final report for review.	250,000	64,252	185,748
320331	Hells Gate Irrigation Replacement	North Region Engineering Tech to work with park staff to locate irrigation lines and sprinkler heads that need replacing. Estimate work complete by April 2013.	20,000	0	20,000
320332	Hells Gate Shop - 4 Elec Heaters Replaced	Site visit conducted; developing scope of work.	80,000	0	80,000

Project Number	Project	Milestones	Budget	Spent to Date/Enc. Committed	Balance
SOUTH REGION					
330191	Ponderosa Peninsula Campground Rehab	Project also includes roadway alterations at the front entrance station. This includes widening the exit lane west of the kiosk building; adding speed dips on the entrance lanes to discourage speeding, and adding an automatic gate to the bypass lane. This work to proceed once snow melts.	478,428	86,999	391,429
330201	Eagle Island Gravel Extraction	Knife River is waiting to begin pending a market for the materials in the general area of Eagle Island.	1,000,000	90,772	909,228
330221	Eagle Island Volunteer Sites	All electrical work has been completed, including the addition of 2 RV pedestals. The water and sewer connections to the 2 RV sites will be completed by February 2013 with final site development by SR crew.	20,000	3,175	16,826
330231	Eagle Island Residence Drinking Water Quality	Combining this project with 330221. Construction of the new well and associated contract work has been completed.	31,000	30,494	506
330232	Eagle Island 2 New Shelters	Design complete February, bid opening scheduled March 20, 2013 with construction completed by May 31, 2013.	90,000	0	90,000
330431	Lucky Peak Spring Shores Pump House Replacement	Winter design, summer 2013 construction.	100,000	0	100,000
330602	Three Island Upper Campground Pump Irrigation	Construction completed. Remaining funds in project will be used to rebuild one of the 40 horse irrigation pumps this fall after the irrigation season. This was a scope item in the grant and was deemed to be done if funds were available. Bids have been received for pump overhaul. Work to be completed by May 1, 2013.	132,238	95,069	37,169
330631	Three Island Day Use RR/Shower Renovations	Drawings at 95% complete. Ready to advertise in February with spring construction, completion by May 2013.	150,000	0	150,000
330702	Lake Cascade ADA Compliance	Project is complete and on close out list. Awaiting final billings.	130,402	101,277	29,125
3330703	Lake Cascade Poison Creek Well	Well was pump tested made dry. Bottom of well sink collapsed or silted in almost 30 feet. Work was completed to clean out and reestablish total depth. System will be tested start of summer to insure complete functionality.	1,525,000	1,471,717	53,283
330731	Lake Cascade Boat Launch Parking Lot Resurface	South Region and Park staff poured the ramp. Engineering contract in place to prepare design documents for spring bidding and construction.	250,000	2,565	247,435
330732	Sugarloaf Intake Repairs	Evaluation complete, funding needed.	5,000	4,459	541
330793	Lake Cascade Big Sage CG Shoreline Erosion	Development staff has also filed a 404 application with CORPS to deal with shoreline erosion problems. Construction docs complete winter 2012-13. RV grant application was submitted to assist with funding of work.	1,146,411	1,101,599	44,812
340321	Malad Gorge Volunteer Sites	out to bid. Because of budget constraints, work scope has been revised and prioritized to include potable water and septic upgrades with RV site additions to be as funding allows. Construction in spring 2013.	45,000	8,044	36,957
340331	Thousand Springs Ritter Island Cat Walk Hazard	Met with engineer on site to evaluate project. Awaiting engineering services proposal.	20,000	0	20,000
EAST REGION					
340621	Lake Walcott Campground Electrical Upgrades	Electrical engineer is under contract for system evaluation. Engineer prepared a cost estimate for electrical improvements. BOR has requested a revised estimate.	50,000	2,100	47,900
340622	Lake Walcott Ranger House	Preliminary correspondence with BOR regarding requirements in process. Electrical engineer is under contract for system evaluation.	100,000	8,190	91,810

Project Number	Project	Milestones	Budget	Spent to Date/Enc. Committed	Balance
340692	Lake Walcott Shelter Improvements	Shelter improvements survey and evaluation in progress. Reported that the wood columns are a hazard. Repairs to columns scheduled for spring 2013 by SR crew.	46,170	2,911	43,259
350131	Massacre Rocks Visitor Center Septic System Eval	A fee proposal for engineering is under evaluation for the remaining scope of work.	20,000	0	20,000
350132	Massacre Rocks Boat Ramp and Dock Repair/Replacement	Development working with Park on ordering the replacement dock. Purchase order docks spring 2013 with April 15 deadline to be in place.	20,578	0	20,578
350331	Bear Lake East Beach RR Renovation	Scope is to install 3 double CXT's. Purchase order CXT's spring 2013 with May 15 deadline to be in place.	120,000	0	120,000
360221	Henrys Lake Campground	Development has the approval from DEQ to move forward with the design of the campground. Design at 95% with spring bidding and summer/fall 2013 construction.	2,000,241	240,562	1,759,678
360401	Ashton-Tetonia Bitch Creek Bridge	Construction contract is in place. Work to commence summer 2013. Region Bureau Chief planning to have an interp panel designed and displayed on the trail.	488,500	447,428	41,072
360531	Land of the Yankee Fork VC Painting - DPW	New project for FY2013. Bid May 2013. 60 days to complete.	50,000	0	50,000

**NORTH REGION QUARTERLY REPORT
OCTOBER – NOVEMBER – DECEMBER 2012**

MISSION: To serve north Idaho park users and recreationists providing them a quality experience that is safe and enjoyable while managing and protecting the public's investment and the natural resources.

GOALS:

- Ensure that all facilities are kept clean and hazard free.
- Utilize both paid and volunteer staff to man visitor centers and entrance booths to answer questions and sell park permits.
- Patrol parks ensuring user needs, user safety, and resource protection.
- Assess operations and opportunities to ensure quality experiences are provided and enhanced.

Primary Issues and Concerns

1. Staff shortages
2. Minimal budgets, increased fixed costs, and higher use
3. Aging facilities and equipment

North Region Service Center – David White, Region Manager

NR Manager

During the quarter the North Region Manager:

- Participated in conference call to assess Dworshak water system/well status
- Reviewed Mowry, McCroskey and Heyburn with Deputy Director
- Participated in the bi-annual TOC Commission Meeting at the Old Mission
- Hosted the TOC RAMP Bi-annual Government's Meeting to review and discuss the past year's issues and concerns
- Met with Heyburn staff to review TOC/Heyburn RTP/WIF grant request
- Reviewed TOC ROW/encroachments in Harrison area with staff.
- Participated in the Old Mission Fire Suppression testing and project review
- Conducted TOC RAMP Governments conference call on UPRR proposed ACP Assessment
- Worked on Assistant Park Manger and Park Classification assessments, Winchester IDFG MOU, and personnel issues.

NR Maintenance Crew

- Round Lake - Completed volunteer sites, cut down trees roughed in road, dug ditches for water and electric lines; table boards redone
- Farragut - Installed gate arms and finished gate on South Road
- Created plans and constructed a loft at the shop of the Trail of the Coeur d'Alenes
- Transported dump truck to mechanic shop, rebuilt gate at Beaver Bay area at Farragut
- Old Mission: Drawing plans for entrance booth
- North Region Office: Changed all vehicles to snow tires, helped Administrative Assistant change office
- Hells Gate: Ran table boards, Hauled table boards to park

Priest Lake State Park – Lonnie Johnson, Park Manager

Top 5 Items Not Being Addressed or Funded At This Time

1. Not having park housing for all permanent staff.
2. It is becoming more difficult to adjust time during holidays- EAL worries.
3. The park is in need of a large tractor with backhoe attachment

Customer Service

- Held our annual Halloween Haunted Spooky Trail event on Oct. 20, forty plus people attended and took part in the hike through the campground and children's events held inside of visitor center.
- Park was picked to host Winter Youth Explorer Day camp on Jan. 12, 2013

Utilization of Facilities

- Drop off in campers at all three units; however, Indian Creek began receiving good usage in October
- Fishing was good in November and December and brought in day users
- The spawning Kokanee at the Indian Creek boat launch brought in visitors to view fish and also view Bald Eagles
- The cabins are being booked weekly

Park Managers Report

- Interviews were held for Office Specialist 2 position at Indian Creek on Oct 29, 2012 - very good candidates. Hired Jenny Seaman on December 20
- Staff attended NR Meeting and the retirement party of North Region Administrative Assistant on Oct. 25, 2012
- Our first big snowfall was on December 20, 2012

Preservation of Natural Resources

- The park is working with Natural Resource Manager to have trees scaled for sale at Indian Creek

Marketing: Strategy Proposals and Marketing Strategies

- Looking into cost of Kayaks for rentals at Indian Creek and Lionhead
- Looking into cost of log splitter to do own fire wood sales at park

Round Lake State Park – Dave Russell, Park Manager

Top 5 Items Not Being Addressed or Funded At This Time

1. Being short of staff, 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
3. Securing capital outlay money for aging equipment

Customer Service

- The visitor center was open on the weekends during October, November and December
- Reservation questions are frequent with the upcoming fee and rule changes

Utilization of Facilities

- Most park use is comprised of day use activities: dog walkers, hikers, and fisherman
- The contractor has finished the conversion of eleven campsites into water and electric hook-ups
- Lake ice is building; soon the fisherman and ice skaters will have their wish

Park Managers Report

- In October construction of volunteer sites included: tree removal, road building, chipping debris, and digging water and power lines
- Some campsite work included: tree removal, barrier work, and stump grinding
- The contractor finished work on the water and power upgrades to eleven existing campsites
- Hazard trees are being rendered into resale firewood

- Staff met with NR Engineer Tech and engineers on the replacement of the day use retaining wall
- Worked on picnic table refinishing
- Plowed and shoveled snow and sanded roadways for ice control
- Closed the main entrance and opened the winter road
- Worked on the CIN list, performance ratings, budget preparation

Preservation of Natural Resources

- Our hazard tree reduction program and chipping of brush and grinding of stumps is ongoing

Marketing: Strategy Proposals and Marketing Strategies

- Round Lake is now on Face book.
- Promoting the new Opt-in program; people seem excited about the new pass program

Farragut State Park – Randall Butt, Park Manager

Top 5 Items Not Being Addressed or Funded At This Time

1. Sewer Phase 2 funding to meet requirements of upcoming deadline with Panhandle Health
2. Replacement Ranger FTE to prepare for expansion of Gilmore Phase 2, or other future additions
3. Additional funding for maintaining our existing road system and a confirmed plan for reducing the road system
4. Funding for fencing for a dog-off-leash area that is being requested by some park users

Customer Service

- Camping areas were open at Waldron, Thimbleberry, Ward, and Corral through early November
- Camping for the winter will be available at the Thimbleberry area until late March
- Access to most other areas was available during November as snow conditions were limited
- Winter Nordic operations began with the December snowfall, and road access to the boat launch continued to be available

Utilization of Facilities

- The water tower rehabilitation project and new well 9 had a final inspection and has been closed out with the exception of some minor needs scheduled for spring
- Work began on the partial replacement of the Buttonhook Overnight Moorage Docks, upland work was completed prior to road closures; dock replacement will be done in the spring

Park Managers Report

- The whitetail deer archery season opened -- approximately 20 deer were harvested
- Staff took Level I waste water licensing exams, results are pending
- Staff attended Weed CEU classes to maintain Certified Weed Applicators license

Preservation of Natural Resources

- Trees were marked at both disc golf courses, for resource work in the Locust Grove Road loop area, and within the A.W.O.L. disc golf course boundaries. The project was put out for contract work for the fall of 2012 and spring 2013.

Marketing: Strategy Proposals and Marketing Strategies

- Stocking up on resale items

Coeur d'Alene Lake Parkway – Randall Butt, Park Manager

Top 5 items Not Being Addressed or Funded at this time

1. Resolution of management of the Parkway by IDPR or others.
2. Renewal of the MOU with Idaho Transportation Department following the lawsuit and their actions to give the area to another government entity.
3. Stabilization of six shoreline failures that are soon to result in loss of trail sections.

Customer Service

- Use steadily declined in October and November due to weather conditions.
- Use spiked in December: viewing large numbers of migrating bald eagles in Higgens Point area.

Park Managers Report

- Early arriving bald eagles and the significant numbers generated newspaper articles and increased visitation for those wanting to see the migrating birds.
- Staff attended Weed CEU classes to maintain Certified Weed applicators license.

Preservation of Natural Resources

- Tree limb thinning done specifically to promote bald eagle use of Higgens Point has shown good success with additional trees being used by the migrating birds during the daytime hours. Previously used trees were snags that have fallen or are close to failure.
- Parkway continues noxious weed control measures, focusing on IDPR ownership at Higgens Point.

Coeur d'Alene Old Mission State Park – Kathleen Durfee, Manager

Top 5 Items Not Being Addressed or Funded At This Time

1. Lack of visitor parking
2. ADA access to visitor center
3. Fire suppression Parish house
4. Dry rot in Mission columns
5. Repainting of Parish house

Customer Service

- Park switched to winter hours 10 am to 3 pm daily
- Covered three of the assessable parking signs in middle parking area to make more parking available
- Booked 2 weddings

Utilization of Facilities

- Mass (388)
- School Groups 7 (685)
- Tours 8 (280)
- Weddings 2 (75)
- Kids Draw Cataldo (16)

Park Manager's Report

- Eagle Scout project replacing wood fence along entrance road to shop in process
- Hosted Kids Draw Cataldo project
- Worked to troubleshoot problems with Video System in exhibit; still not working properly – Installers Northwest on site to replace controller in AV closet.
- Hosted two tours from the National Preservation Conference held in Spokane
- Monitored HVAC system/read Data Loggers; looking into digital system
- Mission Fire Suppression Test successful

Preservation of Natural/Cultural Resources

- Reviewed grants for IHT region 1
- Attended Silver Valley NICTC Meeting regarding Museums
- Loaned ISHS items for 150 display
- Worked with DEQ regarding Hercules Mill Sign
- Attend owner/contractor meeting for Mission Fire Suppression
- Reviewed cultural resource projects with Tribal Historic Preservation Officer

- Attended funeral of Cliff SiJohn Tribe Elder
- Working with Tribe to develop new documentary for VC: letter of recommendation and grants

Marketing: Strategy Proposals and Marketing Strategies

- Met with Tribe regarding cultural tours at park
- Worked with Silver Valley group to produce flyer to send to area schools
- Conference call with Project Coordinator and Communication Program Manager regarding weddings and special events
- Attended Silver Valley NICTC meeting regarding museums and promotion
- Met with Tribe regarding cultural exhibit at Human Rights Education Institute in CdA

Trail of the Coeur d'Alenes – Kathleen Durfee, Manager

Top 5 Items Not Being Addressed or Funded At This Time

1. Map of Trail showing ROW and all property owners
2. Staffing needs for TOC leases and permits
3. Review of TOC leases and crossings
4. Volunteer Sites

Customer Service

- Replaced bollards at Harrison and Springston
- Installed missing and damaged signs along the trail
- Encroachment Permits – Domy (Pump Bike Track) – deSimas (Pickle Ball Court)
- Reviewed and approved Group Use Permits – Shoshone Medical Center Womens 5K Run
- Bollards pulled and snow markers in place for grooming Wallace to Mullan

Utilization of Facilities

- Trail Count: 11,294
- Shoshone Medical Center Women's 5K Run
- Silver Mountain Event (Cross Trail)

Park Managers Report

- Attended Trail Commission Meeting
- Completed Trail inspection with ARCADIS – repairs made to trail
- Met with DEQ regarding wetlands project; Monitored project
- Met with various citizens of Harrison regarding boat dock, encroachment and sewer issues
- Met with Mullan mayor and community foundation leader regarding proposed grant for trailhead
- Attended open house for ITD Enaville Bridge Replacement – affects trail and trailhead
- Attended Shoshone County Groomer Board meeting
- Trail groomed from Wallace to Mullan - < 1.5' of snow

Preservation of Natural Resources

- Monitored DEQ wetlands project near Smelterville, repair to trail
- UPRR Wallace Yard project – Hercules Mill – completed
- Met with IDFG, DEQ, EPA regarding Gene Day Pond
- Monitored sinkhole and repairs near Blackrock
- Cut, cleared trees and repaired fence adjacent to Showalter property – Cataldo

Marketing: Strategy Proposals and Marketing Strategies

- Updated Facebook
- Searching for trail related resale items

Heyburn State Park – Ron Hise, Park Manager

Top 5 Items Not Being Addressed or Funded At This Time

1. Restoration of the historic CCC structures.

Customer Service

- Work continues on the upgrade of Benewah campground, building remodel is coming along, and the new roof is in place
- Annual cottage lease billings have gone out and money is coming in on a daily basis
- New furniture is being built from blued ponderosa pine and will be placed in the rental cottages, some of the pieces being built are beds, book cases, night stands, coffee tables, etc.

Utilization of Facilities

- Hawley's Landing campground was seeing a little use and closed on November 1
- The Trail of the CDA's is still seeing some use
- All of our camping facilities are closed for the season
- Cottage rentals have been low
- Waterfowl hunting continues until January 13, 2013. The relatively mild weather has not allowed the lake to freeze so the ice fishermen will have to wait for colder weather
- Cottage and cabin rentals have been very low

Park Managers Report

- Ron attended Benewah County's Local Emergency Planning Committee meeting in St Maries
- The CDA Tribe held their annual Water Potato Days here on October 23 – 25, 2012
- Several private cottages at Rocky Point were broken into; no park facilities were burglarized.
- Staff was busy writing a grant proposal for the development of an oasis at the Trail of the Coeur d'Alene's near the Chatcolet boat launch.
- A downed power line caused a power surge that burned up the effluent pump drives in our wastewater treatment facility. Staff has been working with NR Engineer Tech and our operator to get the pumps back on line and to design some protection to help prevent this from occurring again.

Preservation of Natural Resources

- Resource Specialist is back on the park payroll after spending the last 5 months on the IDL payroll. He's been burning slash piles and looking at areas for small direct timber sales.
- Resource specialist has been marking park boundaries and doing the paperwork for the next ponderosa pine restoration timber sale which we hope to sell this next summer.

McCroskey State Park – Ron Hise, Park Manager

Utilization of Facilities

- We've had a few Frat parties in the park this fall
- Hunting traffic through the park was slower than usual this fall, except in November
- Not much activity in the park in December since the snow was piling up and hunting season was over.

Park Manager's Report

- Winterized the water system on October 16, 2012
- Poaching and illegal firewood cutting continued to be a problem for us during the fall.

Preservation of Natural Resources

- Worked with Fish and Game on an elk decoy set in the park on October 14. Surprisingly we had no shooters.
- There have been several instances of illegal firewood cutting throughout the park this year.
- Resource Specialist will be working on the next large timber sale in the deep creek drainage and also setting up a few small direct sales to clean up dead and dying trees.
- The King Valley timber sale is finally finished

Hells Gate State Park – Marty Gangis, Park Manager

Top 5 Items Not Being Addressed or Funded At This Time

1. Seasonal salary allotment is not sufficient for a park that is active year around.
2. Operations budget is not sufficient for the reasons mentioned above.
3. Reroof the shop, barn, day use restrooms, and both residences.
4. Several maintenance vehicles are in need of replacement.
5. Hells Gate would benefit from a group camp facility.

Customer Service

- Discovery Center remains open on a daily basis from 8:00am to 4:00pm.
- Jack O'Connor Center is open Tuesday through Sunday, closed on Monday.
- Park hosted two regional x-country meets and the state x-country meet. Event brought in well over 1,000 vehicles and between 4,000 to 5,000 people.
- Park hosted our own special event, a haunted hay ride, during the same weekend. This two-night event brought in over 500 visitors to be scared by staff and volunteers. Needless to say it was very busy on the last weekend in October.
- Visitation dropped dramatically during November and December.

Utilization of Facilities

- Camping remained steady during October; stayed somewhat full on weekends, especially during our hay ride and track meets.
- The park had two to six campers in Aspen loop on a regular basis during November.
- Staff heat taped six sites in Aspen loop to provide full water and electric service to our customers.

Park Manager's Report

- Staff and volunteers did an outstanding job for the state X-Country meet and the haunted hay ride
- Park Manager and Assistant Manager go to court over a dispute in time given from a community service employee.
- We have three sets of volunteers this winter. Our Aspen loop hosts, our experts on removing leaves, keep our entrance station open on weekends and photograph the park for our Facebook.
- Evaluations are being completed, CIN list compiled, staff is taking some much deserved time off.
- Park Manager attended the Nez Perce Co. waterways meeting to finalize the dock replacement project that was funded through a waterways grant.

Preservation of Natural Resources

- Assistant Manager attended a Corps of Engineer/contractor meeting on a planned bank stabilization project.
- Crew continues to clear away debris and to eradicate our weed population for the planned nine-hole disc golf course

Marketing: Strategy Proposals and Marketing Strategies

- The park hopes to install disc-golf course south of the discovery center as soon as approval is achieved from the Corps of Engineers.

Winchester Lake State Park – Marty Gangis, Park Manager; Nita Moses, Asst. Manager

Top 5 Items Not Being Addressed or Funded At This Time

1. Unsafe docks and piers
2. Boundary fences are in deplorable shape
3. Outdated facilities and infrastructure
4. Park facilities at the day-use area at Ponderosa Point needs restructuring
5. The kiosk building is situated in such a way that oncoming traffic is not visible

Customer Service

- Making modifications to the volunteer area located behind the shop to accommodate a winter volunteer host. He will assist staff with yurt reservation check-ins and check-outs, regular maintenance duties and repairs to machinery and equipment
- The entire resale inventory was taken to the Winchester Community Center for the annual Christmas in the Pines bazaar. We sold numerous items and were able to educate the public about our new Idaho State Parks Passport program and upcoming changes for the 2013 camping season.

Utilization of Facilities

- Regular posts on the park's Facebook page seem to have been bringing in customers for fishing.
- Standard sites in camp Loop A, the yurts, and half of the park's vault toilets shall remain open throughout the winter.
- Visitation slowed considerably. Most of our visitors are locals out walking the trails.
- Temperatures were cold enough to freeze the entire lake: we had between four to six inches of good ice on the lake. We had quite a few people ice fishing on the lake in December.
- Visitors have been sledding down some of our hills and walking our trails.

Park Manager's Report

- Staff attended the regular monthly chamber meeting and heard updates on the potable water shortage situation.
- Winchester's two wells are not pumping what is needed, so drilling will commence at the location near the manager's residence.
- The IDPR and IDFG MOU reached the region levels. They will meet in January to discuss any changes necessary from their standpoint.
- Nez Perce County Search and Rescue held an ice rescue training on the lake 12/16/2012. They had a small turn out—only 8 to 10 deputies showed up for their event.

Preservation of Natural Resources

- Due to the nearly non-existent burn window, the fall burn approved by IDFG and scheduled with IDL, the North Region Natural Resource Manager, and park staff has been postponed until next fall.

Marketing: Strategy Proposals and Marketing Strategies

- We continue to experience difficulties with the bar codes that must be printed by the reservation program office for those resale items. The sizes and names are not always correct and often times we don't receive enough to cover the entire inventory submitted.
- Inventoried supplies and submitted updates to the reservation program office
- Christmas in the Pines was a success once again this year.
- New inventory will not be purchased until next fiscal year. Staff purchased what we thought would be plenty to tide us over, but the local community enjoys buying up Winchester Lake State Park clothing for Christmas gifts. We sold out of the more popular items of clothing.
- We continue to promote the new Idaho State Parks Passport information to our visitors. A lot of people didn't know anything about the Passport program at all. The bright side to this is: now I see they have gone to the DMV and purchased their Passport.

Dworshak State Park – Marty Gangis, Park Manager; Charlie Chase, Asst. Manager

Top 5 Items Not Being Addressed or Funded At This Time

1. Parking improvement for Sun Shelter.
2. Trail system from Freeman Creek to Three Meadows.
3. New kitchen appliances for Three Meadows.
4. Sand for expanded swimming area. Or square swim dock.
5. Wave attenuator

Customer Service

- Almost no use in October for Freeman Creek.
- No reservations for Three Meadows or Big Eddy.
- Water level running about 80 feet down.
- November was slow, slow, and slow.
- December was slower, slower, and slower than November.

Utilization of Facilities

- Very little activity. Just a couple of campers and boaters at Freeman Creek. Must stress the beauty and quiet of Freeman Creek during the fall when we advertise next year.
- Three Meadows had two groups in November.
- Idaho Department of Fish and Game had a three-day meeting at the Meadows. We had a hunting party use the camp after Thanksgiving.
- Big Eddy Lodge had one Christmas party this year.

Park Manager's Report

- We have had time to finish the staining of the Freeman Creek cabins, begin painting the interior of the Three Meadows cabins, and cutting up more firewood for Hells Gate, Winchester, and Dworshak. We estimate that the woodshed at Freeman Creek will hold 22 cords of split firewood.
- We hired a road grader to pull the ditches out to Three Meadows.
- I would like to thank Sgt. Brenda Layne of Idaho Correction Institute-Orofino for arranging saw training classes for the red shirts at Freeman Creek and Three Meadows.
- Reservoir levels were increasing with the large amount of precipitation that has fallen. The reservoir rose four feet the last four days of November. It continued to rise as the rain kept falling.
- Staff cut Christmas trees from the Three Meadows sewage lagoon on November 29
- Crews from ICIO had two chain saw training courses in December. These two concentrated on the Three Meadows to Dworshak Reservoir road taking out 'leaners' and dead trees along the road.
- Christmas tree sales went as well as can be expected, and made about \$350 this year. We donated one tree to Orofino High School
- We began replacing the worst of the leaking water hydrants in the hookup loop.

Preservation of Natural Resources

- ICIO crews removed the last hazard trees from near the campground in November and bucked up a huge amount of firewood.

Marketing: Strategy Proposals and Marketing Strategies

- Park Ranger worked the King's Variety Store's annual Trunk or Treat event on October 31.
- Park was awarded first place for decoration of park rig R-372
- We opened our Christmas tree lot November 30 and immediately sold 10 trees.
- We are advertising the Park Passport at the lot, trying to educate the public about the benefits of purchasing one.
- We entered the annual lighted Christmas parade in Orofino. Over 30 entries participated this year.

DRAFT UPDATE CONCERNING HEYBURN - HIDDEN LAKE FLOAT HOMES

prepared for

IDPR PARKS AND RECREATION BOARD MEETING AT BOISE

February 27-28, 2013

Prepared by

Representatives from Hidden Bay

Update

Since the last Park Board update (attached), the Float Home owners have made much progress towards the milestones outlined in the November Draft Update. Specifically, we focused on researching, preparing and submitting grant and loan applications to DEQ by January 2013. As you may know, this research, loan and grant application preparations, securing support required substantial time and effort.

We are very pleased that the loan and grant applications were submitted timely and with significant support from the Idaho Department of Parks, Panhandle Health, key state legislators and the public at large.

Additionally, the Float Home owners participated in the December Park Board meeting where The Board discussed and approved supporting the loan and grant application. Additionally, the Board discussed how they might structure future leases to demonstrate the Idaho Parks support, thereby increasing our opportunity to secure funding.

Over the next quarter, the Float Home owners will continue pressing forward on the activities outlined in the attachment, Draft Update November 13, 2012. In particular, the Float Owners will research other funding options such as grants, legislative funding, and continue monitoring progress on the applications which were submitted.

Additionally, we hope that the Idaho Department of Parks will continue pursuing legislative, budget and other funding opportunities consistent with Section Five of the Sewer Management agreement.

Once again, thank you for your on-going support. Should you have any suggestions or comments, please don't hesitate to contact us.

DRAFT UPDATE CONCERNING HEYBURN - HIDDEN LAKE FLOAT HOMES

prepared for

IDPR PARKS AND RECREATION BOARD MEETING AT BOISE

November 13, 2012

Prepared by

Representatives from Hidden Bay

Executive Summary

At the May, 2012 Park Board meeting David White and the Float Home owners provided a comprehensive update regarding the history of Hidden Bay and issues we are in the process of addressing. Please refer to your May Board packet provided by Mr. White and Attachment A provided by the Float home owners for additional background.

As you may recall, the float homes are approaching the end of our lease with the Park and the Park's Sewer Management Agreement with Panhandle Health. The lease was set for 5 years with the hope that we would be able to implement a long-term solution. As we discussed at the May Board meeting, we have not yet identified an efficient, cost effective solution and we are looking at several options that might be workable. As a reminder, for those who were not part of the last lease discussion, at the time the lease was renewed, the key parties involved understood there was little likelihood that 5 years would be an adequate planning and implementation time period given the economy, complex questions and the multiple constituencies involved.

During these last few years (since the start of the new 5 year lease) the Park and cabin owners have focused on developing a comprehensive marina plan that included the float homes. Recently, the Idaho Department of Parks and Recreation completed design and pricing of a new marina. At over \$12,000,000, it was determined to be too expensive. Accordingly, we are beginning to pursue other alternatives that would connect the Float homes to the sewer system which was previously financed by the state.

Based upon a number of discussions both at the Park Board meeting and subsequent meetings or phone calls, the Parks Department has requested that the Float home owners lead the development and submission of a new plan. Accordingly, the Float Home owners have been actively pursuing several options, gathering cost information, identifying funding sources and trying to more clearly understand the issues at hand. Since the Park Board meeting in May we have worked closely with Mr. White, North Region Parks Manager and Mr. Crimmins, Park Board Chair, to assure the Department is well informed and has an opportunity to provide early guidance on key issues. We also need to schedule timely meetings with Float home owners to assure they understand the options and costs involved.

There are a number of issues that will need to be resolved. However, the Float Home Owners have prioritized project funding and preliminary cost estimates as their first step. To date we have identified 3 primary funding sources: legislative appropriation, grant funding or loan / bond financing. It may be that some combination of funding sources is also possible.

Following is a brief summary of key activities completed since the Idaho Department of Parks and Recreation Board May Board meeting:

Planning

- Initiated meetings and phone conversations with Idaho Department of Parks Board Chair and Idaho Department of Park staff including the Parks Manager.
- Confirmed direction and support from the Park Board representatives and staff to retain cabins in Hidden Bay and support to connect sewer and perhaps water to the main sewer system.
- Engaged previous sewage system contractor United Crown in discussions as to sewage and water requirements, docks, etc.
- Engaged Harrison Dock Builders in preliminary discussions to guide planning, design, docks, and various requirements.
- David White facilitated a Park and Cabin owner meeting to provide an update and answer questions.

Funding activities

- Meeting with Idaho Department of Parks leadership, state legislative representatives and cabin representatives to discuss funding possibilities.
- Garnering legislative support in the 2013 session to request funding to complete the Heyburn State Park Sewage System.
- Timing – Request funding during the upcoming Q1 2013 legislative session. Would likely know by the end of Q1 2013 if funding would be available for the following fiscal year.
- Met with Department of Environmental Quality (DEQ) representative to update them on the Heyburn Park Sewage system needs and to better understand the funding possibilities for a Hidden Lake project. Initial discussions were helpful and positive. We are currently in the process of reviewing the DEQ application forms for a loan and grant.
- An application for DEQ funding would need to be filed by January 2013. The process would carry discussions and reviews into mid 2014 and perhaps later.
- DEQ also suggested that we might want to visit with the Department of Agriculture and discuss their rural development loan program. We will schedule a meeting with them for that purpose.

Cost Estimates

- Facilitated several conversations with United Crown, the contractor who finalized the Heyburn Park current waste management system.
- United Crown provided a preliminary estimate of \$1.2M to \$1.6M. United Crown has not seen the float homes or their current configuration. Therefore, these estimates are not detailed or specific and may require some further modification.
- Secured a bid proposal from Harrison Dock builders. Harrison has offered to lend their expertise to develop several design options along with more detailed cost estimates. Harrison is quite knowledgeable of the float homes current situation and has expertise in leading these types of projects.

- There would be no additional primary sewage system costs since the main sewage plant was designed and built to handle the Float homes waste water.
- The incremental costs would entail connecting the Float homes and extending a sewer line to the Hidden Lake area.
- This extension would also provide sewer and possibly water should the Department of Parks wish to develop other facilities in Hidden Lake.

Other Activities – Historical significance

- Since the Hidden Bay float homes are one of the last float home communities remaining in the United States, that is essentially in the same configuration as of the late 1800's / early 1900's, there has been a lot of interest from a number of historical societies.
- Because of their connection to regional, pre-turn-of-the-century logging, railroad, and recreational history, the float homes are being looked at by both state and national historical preservation groups.
- We have prepared materials that has provided helpful background information to individuals and interested groups. We have also provided a copy of these materials to the Park Board and key Park staff members.

Next Steps (key milestones)

1. Continue to work closely with the Idaho Department of Parks leadership and interested legislators.
2. Push forward on all funding possibilities including:
 - i) Submitting a request for legislative funding in the upcoming session.
 - ii) Completing necessary DEQ grant application for the 2014 grant year.
 - iii) Reviewing DEQ requirements regarding loans and completing necessary application if appropriate.
 - iv) Evaluating loan options with the Department of Agriculture.
 - v) Identifying other possible funding sources.
 - vi) Create and incorporate a non-profit entity to facilitate funding.
3. Determine the appropriate time to solicit detailed cost estimates for sewer, water, docks, etc. Before we spend money to request a more detailed cost estimate we want to better understand the likelihood of securing project funding.
4. Provide the Idaho Department of Parks a progress report at their Q1 2013 Idaho Park Board meeting.

**SOUTH REGION QUARTERLY REPORT
OCTOBER – NOVEMBER - DECEMBER 2012**

Core Mission:

To provide a safe and unique experience while preserving, protecting, and enhancing recreation. We interpret natural, cultural, and historic values. To maintain park infrastructure for visitor services and programs, while looking for new opportunities.

Primary Issues and Concerns

- Close monitoring of South Region FY13 operating and seasonal budgets
- Preventative maintenance backlog created by limited budgets and staffing
- Creating new opportunities with limited resources
- Starting FY15 budget process (CIN and B.7 equipment needs)
- Personnel issues (Evaluations are Due)
- Compliance refresher training schedule at POST Feb 8/9/10

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

- Monitoring a newly created water district. Two (Three Island/Bruneau Dunes) haven't had much movement on this but the threat of additional fees will greatly impact these budgets. The district indicated we will have to monitor the water, forcing us to meter.
- Continue to work on retail sales design and promotion in several parks (Bear Lake and Bruneau).
- Continued planning for Harriman hazard fuels reduction grant award. Confirmation to extend the length of the grant has arrived from Home Land Security and now can go out to bid.
- Continue reviewing Workplace Safety policies and procedures, working with the HR officer to get up to speed on the WPS committee progress.
- Monitoring US Fish and Wildlife CCP (Comprehensive Conservation Plan) at Walcott. They have tried to schedule a fall meeting with the land owners/mangers with no success.
- Development of electrical issue may impact Walcott operations. Entered into discussions with BOR and electrical engineer to determine who is responsible for power in the park. Proposal is to bring in new power from outside the park, estimated project at approximately 300K
- Continued discussion of park classifications and positions for evaluating parks and staffing levels.
- IDAPA chapter 20 review and input for intent and implementation on proposed and temporary rules for the field staff so everyone is on the same page.
- Winter programs finally underway at several parks (Bruneau/Harriman/Cascade/Ponderosa).
- Working with a district six ITD engineer for signing agreements for highway crossings on the Ashton/Tetonia trail.
- Working with DMV offices to make sure they have what they need for the Passport program.

BEAR LAKE STATE PARK – KIRK RICH, PARK MANAGER

Top Items at This Time

1. Working on proposal for CXT restroom replacement with available funding for North Beach and East Beach campgrounds. Planning needs to be completed to insure installation by next season.

Park Manager's Report

- The county completed radio frequency upgrades to their system which included numerous mobiles and handhelds used by the park.
- Bear Lake County Waterways audit completed. The salary for the marine deputy program is set, meeting the entire match for the boat safety grant.

- Fill was hauled from East Beach to upgrade the boat shed parking area (adjacent to the courthouse) in Paris.
- Park manager attended Regional Commission meeting and reported on invasive species check station activity along with the Utah representatives. Several legislators were in attendance. Biologist Larry Dalton from Utah Wildlife Resources led a discussion which suggested that risk for contamination will be the result of the large quantities of boats on this popular lake.
- Tri-county meeting held at Montpelier with issues related to Copenhagen Basin parking lot snow removal taking a high priority. It appears that the USFS will no longer be assisting in this project due to a manpower shortage.
- Interest continues to build on the Park Passport with several good comments and some questions from the Bear Lake County Assessor's office.
- The proposed Bear River watershed conservation area under the direction of US Fish and Wildlife Service will be holding meetings as it develops the environmental assessment and draft land protection plan. Efforts to protect migration corridors and other watershed-wide conservation efforts will be proposed. This should not impact the park directly but we might care to weigh in at some point in the process.

BRUNEAU DUNES STATE PARK – STEVE RUSSELL, ASSISTANT MANAGER

Top Items at This Time

1. Requesting additional seasonal funding to cover shoulder seasons.
2. Adequate water needed for turf areas and trees; seeking additional water rights.
3. Weeds in turf areas continue to be a problem.
4. Park's older equipment, such as the trucks, gem cars, and mules are wearing out.
5. Some tree loss due to wind damage.

Park Manager's Report

- Last of the school and observatory programs were held in October.
- Five new donated trees were planted at Eagle Cove campground to replace dead trees.
- Cabin area and host sites were reseeded in November.
- The monitoring of fishing in lakes and the creel census were completed in November by park staff and Idaho Fish and Game. We are waiting for a report from Fish and Game.
- Volunteer recruitment continues for 2013.
- Our new ranger was trained to use Reserve America, received his weed applicators license, and has been working on our winterization plan.

Marketing

- We are renting snow sleds; new jewelry has been ordered.
- Held end of the season sale in November in our gift shop.
- Have been pricing and displaying new retail items.
- Staff worked with Idaho vendor on new product designs.

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

Top Items at This Time

1. Several vehicle replacements are needed.
2. City of Rocks General Management Planning continues with the NPS.
3. Castle Rocks Ranch Unit entrance fee station design/development is under way.
4. Castle Rocks pavilion design/development as requested by master plan.
5. Castle Rocks fishing pond design/development as requested by master plan.

Park Manager's Report

- An incident on October 12 involving the discovery of human remains was entered into the IRS. Staff assisted Cassia Sherriff Office with the recovery of remains of a woman reported missing on December 12, 1988. Artifacts recovered on the site confirm the identity.
- CIRO hosted the superintendents of Craters of the Moon and Hagerman Fossil Beds for planning, coordination, and orientation to CIRO in October.
- Testing of soils to a 10-foot depth for pond project at Castle Rocks was conducted in October.
- Camp Rock Trail renovations were made, including the screening of disturbed soil for artifacts.
- Replaced CIRO campground road signs with new signs installed perpendicular to road.
- Our Cultural Resource Ranger introduced her CPM project to the department and park managers. The project will focus on classified position descriptions and staffing needs for the field.
- Cultural Resource Ranger researched the categorical exclusion to an environmental assessment for the FY14-funded NPS Project to bury power lines under the roadbed in CIRO.
- Park Ranger developed tracking spreadsheets for water quality result/failures over the past three years to spot trends and become proactive in preventing failures.
- Staff worked on mapping CIRO social trails for the GMP.

Marketing

- A 5/10K run was held in October with an attendance of 22.
- All other 2013 special events are currently being planned for publication, including the 25th Anniversary Event for CIRO, and 10th Anniversary for CRSP.
- A contractual agreement with Glenn Oakley for instruction of a photography workshop on May 3-5 was signed on December 14.
- Purchased snowshoes from donation funds to supplement the rental program and to outfit youth and classes for the Winter Youth Explorer day camp to be held on January 12.
- Sent numerous marketing photos to media and visitor bureau outlets on request.
- Trail around Camp Rock was improved to prevent erosion and vegetation loss.
- Communication, interpretation, and social interaction on Facebook: 782 friends at Castle Rocks site and 1,094 friends at City of Rocks site as of this report.

EAGLE ISLAND STATE PARK – GARY SHELLEY, PARK MANAGER

Top Items at This Time

1. East restroom is too small for the large groups using this side of the park. The existing sewer line is also not to code.
2. New park office remodeling and addition construction has been completed. Moving items in and installing electronics in the new office.
3. Artesian well used to supplement clean, cold water to the park's swimming lake is no longer producing water quantity needed to keep lake clean and safe.
4. Need two small picnic shelters for group use. The two large shelters are often reserved by small groups of 25 people and the larger groups must be turned away. Funded this fiscal and await development action.

Park Manager's Report

- Continued to lower the lake level to help with identification and solution for the park irrigation pipe/box inlet.
- The front nine disc golf course baskets were brought down from Bogus and installed at park.
- The automated kiosk continues to be increasingly utilized; October of last year - \$550 and October of this year - \$985. As of Nov 3 the grand total for the machine is \$12,395.
- Taking reservation requests for the shelters and large events for 2013.
- Removed old/damaged trail markers and installed 57 new trail markers.

- Met with Megan Godwin and park staff in preparation for our First Day Hike and met with an Eagle Scout for a playground project.
- Working with local law enforcement on citations, summer communication meetings, other issues.
- The Park is in full winter mode. The lake began to freeze for ice skaters and we have installed dangerous ice warning signs.

Marketing

- Continue to compile a list of local businesses to approach for additional events. Continue to update our Facebook page. Working with Rick Just to make adjustments to the park's website.

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

Top Items at This Time

1. Snow arrived late this year for a shortened ski season.
2. Need for replacement staff of full time positions.

Park Manager's Report

Harriman

- Each of the 650 people who attended this year's Haunts of Harriman event contributed food items that park staff delivered to the local food bank.
- Park staff worked with the Recreation Management Program at BYU-Idaho to place interns at Harriman to complete their required coursework and fill needed positions at the park.
- Office Specialist II Darla Cutler retired from IDPR after 20 years of service at Harriman State Park. A replacement has since been hired.
- Harriman Ranger Robert Mecham was hired as the new assistant manager at the park.
- To complete the restoration work on Fish Creek at Harriman East, volunteers were utilized to finish willow planting on the restored stream banks.
- The first draft of two grant applications was completed and submitted for review. The first applied to the recreational vehicle account for an upgrade to the existing bath/shower house at Henrys Lake State Park. The second is a request from the Waterways Improvement Fund to design and purchase a new dock system at Henrys Lake State Park and perform work to stabilize the four-lane boat ramp at the park.
- The fee collection station is now located prior to entering the parking lot at park headquarters.
- Meetings with park grazers were conducted during December. The past season was discussed and the needs for the next season as well. Grazing fees were collected, in addition to the tax payments to the county provided by grazers. Park staff delivered the tax payments to the local assessor's office to pay Harriman property tax bill. \$23,530.92 was collected in grazing fees and \$4317.48 was collected from grazers to be applied to Harriman State Park property taxes. Combining both, a total of \$27,848.40 in revenue was collected from park grazers.
- Harriman staff gathered information on potential bidders for the Harriman Fuels Reduction project, which is expected to let out for bid the first of January.

Henrys Lake

- The park was officially closed for the 2012 season on December 14.

Ashton-Tetonia Trail

- Park staff attended the Fremont County Commissioners meeting in St. Anthony to discuss the proposal to convert the Ashton Tetonia Trail to a motorized trail. The commissioners did not wish to alter the intended use of the trail due to previous commitments made to user groups and the potential cost of the review process required to change trail use.
- Park staff met with IDPR Development Bureau staff and potential bidders to review the requirements of the Bitch Creek trestle footings repair and the contract for the work was awarded in November.
- Worked with an adjacent landowner to acquire a temporary permit for access across the trail.

Marketing

- Harriman State Park was featured in an Outdoor Travel Program out of Utah called Trailhead. You may see the program at the following web address:
<http://www.youtube.com/v/9Pqtw3LPSfo?autoplay=1&rel=0&enablejsapi=1&playerapiid=ytplayer>
- Rick Just visited the park and took a series of interior photos of the park's rental facilities for future marketing efforts.

LAKE CASCADE STATE PARK – THERESA PERRY, PARK MANAGER

Top Items at This Time

1. A solution to 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 was completed and staff has started work on an RV grant to secure some funding for this need.
2. Park and agency are pursuing a WIF grant for the development a suitable anchoring system for the Sugarloaf handling docks.
3. Park staff and development bureau staff continue to work on the Sugarloaf irrigation system to develop a better intake system. The plan developed by engineers from the land group has not been accepted by the agency.
4. The park's headquarters facility, especially the office area, does not meet the needs of the public or the park operation. Creating a suitable and visitor friendly headquarters is needed.

Park Manager's Report

- Park staff and the south region crew continued to work on the Poison Creek WIF grant project. Staff reclaimed the site of the demolished restroom site. New concrete was added to the side of the launching ramp. This widening will allow the handling docks to sit on an even surface, which will reduce damage, improve access, and extended the life of the docks.
- Planted seven donated trees and completed grading near the Osprey Point yurt area to complete the ADA work that was started this summer. In addition, ramp work at Buttercup continued; park staff placed additional rock to the end of the ramp to lessen the severity of the drop from the ramp to the lake bottom.
- Creative maintenance and a deck mower that was transferred to the park allowed staff to rebuild a mower (specifically the hydrostat unit) and gain a refurbished Toro.
- The park manger submitted and received the necessary approval to begin the required CPM Project. The project is to complete a feasibility study regarding the likelihood that a non-motorized trail around Lake Cascade could be completed.
- During the last week December, snow and colder temperatures allowed staff to begin grooming of Nordic trails and a few anglers adventured onto the ice that was only a few inches thick.

Marketing

- The park will participate in a winter recreation survey, which will include recreation and service related business in Valley and Adams counties. The goal of the surveys are to discover methods to: extend stays in the region for people currently lodging, entice drive up/drive back visitors to stay overnight, assist winter recreation businesses in growing their businesses, develop information that will promote the area as a great place to retire or purchase a second home, develop information that will help attract visitors who have briefcase employment, or entice businesses to relocate to the area. The survey results will be presented to the participating entities in May 2013.
- The local community has expressed some interest in the economic impact various recreation services have on Cascade and Valley counties. Worked with IDPR's Comprehensive Plan Coordinator, Rick Just and gained the following information. "According to a 2008 Longwood's International Visitor Report for Idaho commissioned by the Idaho Department of Commerce,

overnight leisure travelers spend an average of \$297 per day, per party on non-lodging expenditures, specifically restaurant food and beverages, retail purchases, transportation, recreation, and entertainment. That same study projects an average expenditure of \$47 per person for day-use visitors. Using those figures, Lake Cascade's overnight users spent about \$3,696,462 in local communities. Day-use visitors spent about \$4,573,646. Together they spent \$8,270,108." This equates into about an \$8 million dollar impact.

- Park staff continues to collaborate with the 4-Summit Committee by attending the regularly scheduled meeting and participating in planning for the 2013 event.

LAKE WALCOTT STATE PARK – TRAPPER RICHARDSON, PARK MANAGER

Top Items at This Time

1. Need to complete health and safety upgrades to the RV campground electrical system prior to 2013 camping season.
2. Re-roofing the day use shelters is a development project which has been funded this fiscal.
3. Paved trail sections are not finished from the previous ADA projects.
4. Extend fence around old office and living compound.
5. Historical CCC rock walls need extensive repair.

Park Manager's Report

- Park manager and park ranger participated in a meeting to discuss electrical issues and options in dealing with completing electrical upgrades to the park and RV campground. Staff from BOR, IDPR HQ, and US Fish & Wildlife also attended the meeting.
- Park Manager conducted an interpretative tour for a group of 4-H trainers.
- Park staff worked to complete new and updated paperwork to ensure cost share funding with BOR. This included updating a park history narrative, examining and analyzing past budgets, and making predictions towards future budget cycles.
- Park Ranger has been working with a graphic designer on updating park signage. All park signage should be replaced by summer of 2013. This includes updating signs to follow IDPR sign procedures and update placement to easily facilitate information to park users. Updated entrance kiosk sign was installed November 2012.
- Staff has been working on volunteer binders and researching and responding to applications.
- Park Ranger attended several pesticide applicators' workshops to accrue license renewal points and ensure the park complies with all state and federal pesticide laws and regulations.
- After a potentially disastrous lack of communication from the contractors working on the Minidoka Dam rebuild, the park irrigation system was finally winterized in early December. 22 of 27 zones were blown out after a quick temporary repair with help from the Minidoka Dam maintenance crew
- Park Ranger has been working with local disc golf organizations (Rupert-Burley, Boise, Twin Falls, Pocatello, and northern Utah) to improve disc golf events held at the park and adding additional events in 2013.

LAND OF THE YANKEE FORK STATE PARK – DARREL HOPKINS, PARK MANAGER

Top Items at This Time

1. "Read with a Ranger" program up and running. Mrs. Gregory's class (18 kindergarten children) was first to attend with more to follow.
2. Working on records retention schedules for all park documents. Boxing and marking those to be kept, destroying those past their retention dates.
3. Attempting to cut costs on expenditures for winter months. Park staff will burn wood, lessen vehicle use, monitor power consumption, etc. to accomplish this.

Park Manager's Report

- Gold panning demonstration area drained and winterized. Panning demonstrations were given in October before winterization.
- We submitted artifacts to Boise Historical Museum's "Essentials Idaho" Exhibit on November 14, 2012.
- Park staff has been going through records, updating policy binders, and completing projects such as digitalization of records.
- Most business within the park has involved the selling of snowmobile registration stickers, and gift shop holiday purchases. The museum and theater has also seen a few visitors.
- Park hosted 2012 "Holiday Open House" with 31 attendees. Live music, food and drinks were served, raffles, door prizes given, and our gift shop generated some sales. The event was enjoyed by all who attended; however, next year we will move the open house date and time to a Friday or Saturday night to generate an even higher attendance.
- Park was part of the "Christmas Bird Count" which was run by outside individuals but used our park as the center of its area in the count.
- Still attending inter-disciplinary meeting for Yankee Fork rehab work.

Marketing

- Continuing to advertise and update tourism pages and park Facebook account. Considering holding drawing to reward and encourage individuals to subscribe to park's page.
- Placed "Park Passport" banner in entrance to visitor's center and have put flyers on bulletin boards outside of park.
- Still working on interpretation and reading in schools in order to increase the park's involvement within the community and are continuing to explore a library partnership.
- Exploring and discussing attendance-generating, low-cost activities for parks such as movie nights, egg hunts for Easter, painting classes, and interpretive programs for communities.

LUCKY PEAK STATE PARK – SURAT NICOL, ASSISTANT MANAGER

Top Items at This Time

1. Replacement of well house at Spring Shores is funded this fiscal
2. Automatic irrigation system at Discovery unit needed.
3. Bank erosion at Spring Shores is a problem and needs to be addressed.
4. Spring Shores's master plan is needed.
5. Request is being made for additional day use shelters at Sandy Point.

Park Manager's Report

- We took advantage of low water at Spring Shores in the fall by clearing mud and debris off of the ramp before our winter ramp arrived, which was installed in December.
- Sandy Point hours are limited from 8 a.m. to 4 p.m. on weekdays, closed on weekends
- The south region crew buried the anchors for the buoy line and attached new connections.
- We planted 25 trees at Spring Shores. Many thanks to Jaykers Nursery for the donation and south region crew for planting
- Final Cyclocross races of the year held at Sandy Point in December with approximately 150 attendees.
- We held the Polar Bear Challenge on January 1 at Spring Shores with approximately 400 participants and a total of about 1,750 people in attendance to watch the festivities.
- Ruptured water lines flooded our break room in December. The ceiling and part of the wall will need to be removed and possibly also the carpet. Lines have since been fixed and the south region crew will help with repairs in February.
- Heater failure caused problems with restroom at Spring Shores. Heater is fixed and repairs are almost complete. A portable toilet is in place until we are ready to reopen.

MASSACRE ROCKS STATE PARK – KEVIN LYNOTT, PARK MANAGER

Top Items at This Time

1. Lack of capital improvement funds.
2. Lack of adequate operations funding levels.
3. Lack of funding to reseed burned areas in the park.
4. Low seasonal funds remaining for the rest of the fiscal year.

Park Manager's Report

- We saw an increase in both camping and cabin use in November due to warmer and drier weather. Park manager finished the first draft of an RV grant for work on the park septic systems.
- Nine trees were planted with the help of the South Region crew and their equipment.
- With the help from the south region maintenance crew we were able to finish the improvements to the park boat ramp and were also able to build a retaining wall below the Cottontail Cabin in December.
- Due to lack of funds the requested grass seed to rehabilitate the burned rangeland in the park was not purchased.
- Day-use visitation remained steady in December until the Snake River froze over. We had a rare accumulation of snow at the park that came in just before the Christmas holiday and has stayed into the New Year.
- Held the Annual New Year Bonfire event on January 5 with approximately 75 people attending.

Marketing

- Our new general park caps and disc golf caps were delivered and will be available once the visitor center is operational in April. We are also working on other new resale offerings for the coming busy use season that will hopefully be appreciated by our visitors.
- We are working on hosting a disc golf tournament before the end of March to highlight our new "Ace Course" at the park.

PONDEROSA STATE PARK – RICHARD TAPLIN, PARK MANAGER

Top Items at This Time

1. Kokanee Cove – long-term future planning
2. Peninsula road issues – improving road to point, crack filling, and chip sealing paved roads.
3. Paving new bike path around Visitor Center – needs funding.
4. Erosion control / bank stabilization parks lakefront day use area.

Park Manager's Report

- Northwest Passage pond project mostly completed, vault toilet in, pond constructed. Some spring work will be needed to finish project. Shut down now due to snow and weather. This is a partnership project for family fishing with the Fish and Game.
- Entrance station widening project has been delayed again but should begin in the spring.
- University of Idaho has solved their issues with lease payments and have arranged with IDL to buy the McCall Outdoor Science School field campus.
- Nordic trails opened on December 12 to a very happy public.
- Usage over Christmas and up to New Years was excellent. Over 200 and up to 300 vehicles a day in activity center parking lot and cabins were full during the same time frame. Discount program has been working well and achieving the desired results with lots of positive feedback from customers. Cabins were also full over Christmas to New Years time frame.
- New Nordic event planning has been started for February 9, 2013. It will be called McCall Re-Mastered, a play on the World Masters event held in 2008. It will be the same course used at the 2008 World Master event.

Marketing

- Met with consulting firm doing winter recreation survey for Valley County and McCall.
- Blue Moon has set up their shack for daytime concessions at the Activity Center area.
- Discount program for deluxe cabins has been working well, good usage in typically slow times.
- Blue Moon held dinners at their Yurt in the park every night over holidays.
- Working with local Nordic Skiers on a new Nordic Event in the park in February.

THOUSAND SPRINGS STATE PARK – DAVID LANDRUM, PARK MANAGER

Top Items at This Time

1. The park is in need more staffing; both seasonal and full- time
2. Seal coating of roads and trails needed at Malad Gorge (3.5 miles)
3. Repair needed for structures on Ritter Island (footbridge to water line, houses, barn, and sheds)
4. Painting needed inside the houses at Ritter Island.

Park Manager's Report

- While Scouts were at Niagara Springs in October for a campout, they performed a service project which included cleaning up the branches and garbage in the park and along the road ways.
- Buttons and Bows Square Dance Club at Billingsley Creek had their annual dance in the garden center in October. In return for mowing our grass one day a week over the summer at Billingsley Creek, we give them use of the garden center for one night. Over 30 dancers enjoyed a great time.
- 135 Jefferson Elementary School students toured Malad Gorge in partnership with NPS and the USFWS in October. One hundred 5th grade students and ten chaperones from Filer had a round-robin field trip in November with IDPR, NPS, and USFWS. Students learned about spring health, water conditions, recreational opportunities, fish, and fossils were also discussed.
- November saw Quarterly Connecting Students Cooperative meeting with NPS and USFWS. Changes were made to the application by incorporating new park logo. This partnership is a field trip program that uses grant monies applied for and given to the federal agencies to help schools pay for field trip transportation costs.
- Ritter Island was the recipient of an Eagle Scout project by a Hagerman boy scout. Two square picnic tables were installed near Minnie Miller Falls and Lemon Falls and three benches were installed, one on the walking path toward Minnie Miller Falls, one on the grass overlooking the creek near the Rock House, and one near Lemon Falls.
- Park manager and Megan Godwin attended a meeting in Twin Falls with United Dairymen of Idaho to discuss partnership, improvements, and interpretive opportunities at Ritter Island.
- Met with JUB engineering, Gary Rucker, Rich Novotny, and park staff to review options to repair access to irrigation system at Ritter Island.
- Eagles are showing up at Box Canyon and with snow on the ground, we are seeing more use at Billingsley Creek Arena and Box.

Marketing

- Continue updates of Facebook. Park currently has 243 “likes” and “reaches” 586 mid-December.
- We have been replacing, repairing, and painting signs for all the park units.

THREE ISLAND CROSSING STATE PARK – JOHN FRANK, PARK MANAGER

Top Items at This Time

1. Continue tree replacement at Three Island.
2. Day-use restroom needs remodeling. Has been funded this fiscal.
3. Irrigation pump(s) still need repair at Three Island.

Park Manager's Report

- The F6 land exchange with the city of Glenns Ferry is now finalized and recorded.
- Garth Taylor, Keith Jones, and John Frank have been researching area(s) that may be suited for establishing a seed farm.
- Tree planting began in November at Three Island. Trees were donated by Jaykers tree nursery of Meridian.
- Boise State will be returning in May of 2013 to continue studying the "Crossing" area.
- December was warmer and wetter for most of the month. Seasonal staff at Three Island has been laid off until April of 2013. The History Center closed on the Dec 29 and will reopen in April.
- Staff will conduct a couple of smaller controlled burns during the fall/winter; we have begun noxious weed spraying.

Marketing

- Disc Golf course is available for use. A proposed tournament may be scheduled in fall of 2013.
- The deluxe cabin (old office building) is available for rental.

SOUTH REGION MAINTENANCE CREW – PAUL FAY, FOREMAN

Multiple Parks

- November, South Region crew delivered trees to Land of the Yankee Fork, Three Island State Park, Bruneau Dunes State Park, Massacre Rocks State park, Lucky Peak State Park. The trees were donated by Jaykers tree nursery of Meridian. At Lucky Peak and Massacre Rocks the region crew assisted park staff with the planting of those donated trees.

Eagle Island

- November - Re-graded the parks road and equestrian parking area.

Lake Cascade State Park

- October, Lake Cascade State Park. We completed a small project in regards to the parking and handicap access area at the Osprey Point Unit. The park needed to build two wings on the north and south side of the boat launch to facilitate a safer area for seasonal removal of the docks. Rip rap was installed to break up wave action and prevent erosion on the edges of the new concrete.

Lucky Peak

- November - Assisted park staff with burial of the dock systems concrete anchors. We also assisted with an upgrade to a dock winching system.
- December - Assisted park staff with the placement of a string of docks for the annual polar bear plunge at the park. The park's equipment was ineffectual in pushing out the string of docks so the region crew brought our 4x4 backhoe to assist in the dock placement.

Massacre Rocks

- November - With the assistance of park staff we built a 12 x 16 foot deck on the back of the park manager's residence. This new deck replaced an old rotting structure that had become a safety issue. The south region crew also began repairs to the parks boat launch.
- December - With the assistance of park staff we worked on leveling the concrete planks at the park's boat launch. This work will allow for safer access down the ramp to the water's edge. After the planks were leveled, concrete was poured in the gaps between the planks to help prevent future erosion which could cause the planks to move and present an unsafe and hazardous condition for loading or unloading of watercraft.

- Helped park staff with an erosion project at the lower camp loop's Cottontail cabin. Spring runoff had begun to undermine the concrete slab that the cabin sits on. A rock retaining wall was built around the cabin and backfilled. After park staff installs a shallow French type drain to catch run off from the roof of the cabin the erosion problem will be solved.

Idaho City Trails Program

- November - Moved the department's snow groomer to the Gold Fork parking area in preparation of the coming cross country ski season.

Idaho Transportation Department, Shoshone, Idaho

- December - Went to ITD agency auction to procure three crew cab one-ton dump trucks, one dodge Dakota pickup, and a used towable air compressor to replace old and worn out equipment in the parks.

**NATURAL RESOURCE MANAGEMENT PROGRAM
OCTOBER – NOVEMBER - DECEMBER 2012**

KEITH JONES, PROGRAM MANAGER

Mission

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

Goals

- Assist parks with forest and/or land management activities that promote resource health and safety, while meeting the objectives of the park.
- Assist parks with weed control efforts.
- Protect parks and employees from wildfire hazards.
- Develop a working network with natural resource professionals, partner agencies, and organizations that will benefit IDPR.

Timber Management:

- Working with FEMA and Harriman State Park staff to coordinate and complete hazard fuels reduction at Harriman. Plan is in place and implementation is targeted for early fall 2013.
- Put together a burn plan for Winchester State Park in cooperation with IDL and the Nez Perce Tribe. Work to be completed in the fall of 2013.
- Working with IDL, we have set up a third direct sale at Priest Lake State Park to clean up the copious amounts of wind throw behind the visitor center. I also marked the tallest, most wind-damage susceptible trees in the Indian Creek campground for removal to mitigate the hazard to the visitors.
- Working with the Forest Service nursery and IDL to work out an MOU to purchase discounted seedlings from the nursery to support restoration/reforestation efforts in northern parks
- McCroskey “King Valley” timber sale will close out this winter. The King Valley sale reduced stand density to promote forest health while maintaining species diversity. Also working with IDL to set up the next sale with the same prescription in McCroskey tentatively to be sold the summer of 2013.
- We have set up another sale in Heyburn, scheduled to be sold summer of 2013 and begin potentially during the winter of 2013/2014. This is a continued effort to restore Ponderosa Pine habitat in Heyburn State Park.
- Work has begun on the direct sale at Farragut’s disc golf area in cooperation with IDL. This prescription will reduce stand density, maintain diversity, and improve recreational opportunities on this site.
- I will be meeting with IDL reps and Heyburn manager to plan 2013 timber management projects in Heyburn and McCroskey State Parks. I will conduct similar meetings with IDL offices in the Priest Lake, Farragut, and Winchester districts.

- Planning to set up a 70-acre Ponderosa Pine restoration cut in Ponderosa State Park “Meadow Marsh II” the winter 2013/2014 harvest target. Upon completion, this sale will tie a continuous band of Ponderosa Pine habitat across the peninsula.
- Represented the Department as a committee member on the Idaho Firewise program. This program plans and coordinates/promotes wild fire prevention and mitigation programs and curriculum statewide on public and private land.
- Contracting hazard tree work and plantings to be done at Lake Walcott S.P.
- Begin to put together a new grazing plan for the Sheridan unit at Harriman S.P. which expires 2014, in concert with the Park and the NRCS.
- Reworking the grazing lease document and helping Park staff set up new leases at Thousand Springs.
- Graduated from the state-sponsored CPM program.

Noxious Weed Management:

- Coordinating with staff at Hells Gate and local master gardeners of Lewiston to plan and implement the restoration of a portion of Tamany Creek in the Park that is overgrown with weeds and blackberries.
- Reclaiming a nine acre stretch along the river in Hells Gate to turn into a disc golf opportunity for the public. Treating weeds and restoring native grasses.
- Recommending and planning for Parks to focus on “eradication” of weeds in small, high visibility areas versus “control” on a larger scale.
- Herbicide spray days planned for approximately 50 total acres at Priest, TOC., Heyburn, Farragut, Hells Gate, and Winchester.
- In coordination with the USFS and the Nez Perce Tribe, we are planning for releases of biological controls (bugs) for Canadian Thistle at Heyburn, Farragut, and Winchester, as well as for purple loosestrife and rush skeleton weed at Three Island, Thousand Springs, Lucky Peak, and Eagle Island.
- Putting together cooperative Scotch Broom pulling days for Higgins Point with county, state, and federal assistance. (August and September 2013).
- Working with Thousand Springs’ staff to build a targeted grazing program that will help them manage noxious weeds and restore native grass habitats in the park areas.
- Looking into cost and applicability of setting up strategic grazing plans with managers at Eagle Island, Harriman, and Massacre Rocks to control weeds and encourage growth of native vegetation.
- Represent IDPR as a committee member on the Idaho Weed Coordinating Committee (IWCC). The IWCC plans and coordinates noxious weed awareness and management strategies for Idaho, and helps steer the states’ cooperative weed management areas.
- Working on a feasible plan to address shoreline erosion control in the worst areas on park lands on Pend Oreille, Payette, and Cascade lakes.

**RECREATION RESOURCES BUREAU QUARTERLY REPORT
OCTOBER – NOVEMBER – DECEMBER 2012**

BOATING PROGRAM:

The following list of activities were recently completed by the Boating Program. This is in addition to the routine tasks of answering questions from the general public and county marine deputies, grant administration, preparation for various training courses, attending county waterways committee meetings, attending user group meetings, and ordering of equipment and supplies.

- ✦ Staff was busy preparing year-end reports for the U.S. Coast Guard.
- ✦ Some county enforcement numbers were down a little due to a reduction in funding. Boat safety student numbers were down—likely because of vacant IDPR positions in the program during the majority of the summer.
- ✦ Idaho reported 11 boating fatalities in calendar year 2012. Seven of these fatalities involved paddlecraft. Paddlecraft fatalities are up substantially in the entire Pacific Northwest and the program will work on increasing public awareness, with an emphasis on novice boaters.
- ✦ The program held a public awareness seminar in October to help boaters and other recreational enthusiasts understand the dangers of cold water. In November staff manned a booth at the Health and Safety Fair at Gowen Field.
- ✦ Program staff participated in the annual grant workshop meetings held around the state in October and have discussed numerous projects with project sponsors.
- ✦ The program lost a long-term seasonal employee who took a full-time position with another state agency in August. Sadie Kennel joined the program in October to fill this vacant position. Sadie worked as a park aide at Lucky Peak/Sandy Point during the summer.

Off-Highway Vehicle Program:

Following is a list of activities that were 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.

- ✦ The OHV Education program completed their 2012 summer classes and public awareness events, instructing 902 students statewide, and participating in 17 events reaching 100,600 visitors.
- ✦ The OHV Education Program has begun the 2012/2013 snowmobile avalanche awareness courses statewide. Thirty-five classes are scheduled.

- ✦ Received and inspected the new groomers for Kootenai County, Nez Perce County, Valley County, and City of Stanley snowmobile programs.
- ✦ Met with Gem County, Little Land and Livestock, and the BLM to discuss future management opportunities for Little Gem Cycle Park.
- ✦ Attended Idaho State Snowmobile Association Convention in Boise. Conducted groomer operator discussion and fielded questions by ISSA Board and general members. Lots of discussion centered on the proposed legislation dealing with registration changes.

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.

- ✦ The Idaho City yurts were closed in August due to forest fires and a legal issue between USFS and IDPR. They were reopened in late December but about \$40,000 in yurt income was lost during that time.
- ✦ Worked with the Idaho Department of Transportation and the Idaho City Ranger District on revising the cooperative agreements to plow the four Park N' Ski parking lots along Highway 21, to maintain sixty miles of summer/winter trails and the six backcountry yurts.
- ✦ Coordinated Free Ski Day on Jan 5th for the Idaho City Yurts and Trails program. Hundreds of skiers and snowshoers attended. Seventy-five people attended the Skyline and Rocky Ridge yurt open house on the same day.

Outdoor Recreation Analyst:

The following is a list of activities that were recently completed by the Outdoor Recreation Analyst.

- ✦ Staff made comments on numerous proposed actions. Responses covered Timber Sales, Watershed Restoration Projects, Road Realignment, and Travel management comments for Island Park area.
- ✦ Staff providing support and technical assistance for the Nez Perce-Clearwater National Forest plan revision process.
- ✦ Staff found a mapping application that is accessible on portable electronic devices such as tablets and Smartphones. It works really well and lets users access the map without wireless coverage. The only drawback is that base map imagery takes up a large amount of memory space. It can work for limited areas. Staff produced a map of the Idaho City Park N' Ski areas as a test.

MANAGEMENT INFORMATION SYSTEMS (MIS) – KEVIN ZAUHA

Mission

The MIS mission is to provide for the IDPR information systems needs relating to the agency's strategic plan through the support and development or acquisition of application systems and the implementation and support of an appropriate technology infrastructure.

ACCOMPLISHMENTS FOR THE PAST QUARTER INCLUDE:

Information Systems

The replacement of outdated servers continued during the 2nd quarter of FY2013. The Registration Information System is the only application still residing on an old server. The migration of this application will be completed in the 3rd quarter of FY2013.

ITD continues to resolve issues associated with problems recording the statistical data necessary to monitor and measure the success of the Passport sales. Once resolved, work will begin in the 3rd quarter of 2013 to design and construct a repository for storing the passport sales statistics received from ITD. Using this data, a suite of reports will be designed and developed.

Analysis continues regarding the details of the Registration Re-Alignment project with ITD. The impact of a July 1, 2013 implementation date is being analyzed to determine the modifications necessary to continue the Distribution of registration funds.

In addition, with IDPR retaining the sale of Snowmobile Non-Resident Certificates and Rental stickers via a network of retail vendors, a new web based application is being designed to facilitate the transfer of vendor sales information, eliminating the need for the 3-part handwritten form.

Ongoing tasks include:

- Operational support of and minor maintenance to RIS (Recreation Information System)
- Minor maintenance within the Incident Reporting System
- Minor maintenance within the Revenue Reconciliation Interface
- Development of IBIS Reports to facilitate the transition from PreSTARS to Payment Services (a State Controller's Office accounting application)

Infrastructure Support

The agency's IT Support Technician, Jessica Resendez, quit to take a position with Health and Welfare leaving us with a vacancy on the helpdesk. The position was announced and we received over 40 applications for the job. We hope to have the interviews concluded and a decision made by the end of February.

The Boise Headquarters security system is in place and has been turned over to the agency. Minor issues have been addressed or are being addressed but it appears that everything is working according to specifications. The electronic card-keys are one of the last features to be

activated. We are in the process of configuring the card-key software to accommodate multiple levels of access as well as developing the associated database to accept employee information as it relates to security badges and access points.

The video teleconferencing project is under way. We are in the initial stages of determining agency needs and desires so that a “shopping list” can be delivered to the three vendors currently on state contract for this type of system.

In the second quarter FY13 two agency servers were upgraded, one at the Boise Headquarters location and one in the South Region. The North Region server was upgraded during the first quarter of FY13. Upgrades to the server included the replacement of backup tape drives and operating system software. Our Microsoft SQL Server software environment was also upgraded (necessitated by changes at the state level) requiring the upgrade of several agency desktop systems – eleven to date.

Over the course of the second quarter FY13 236 helpdesk tickets were handled.

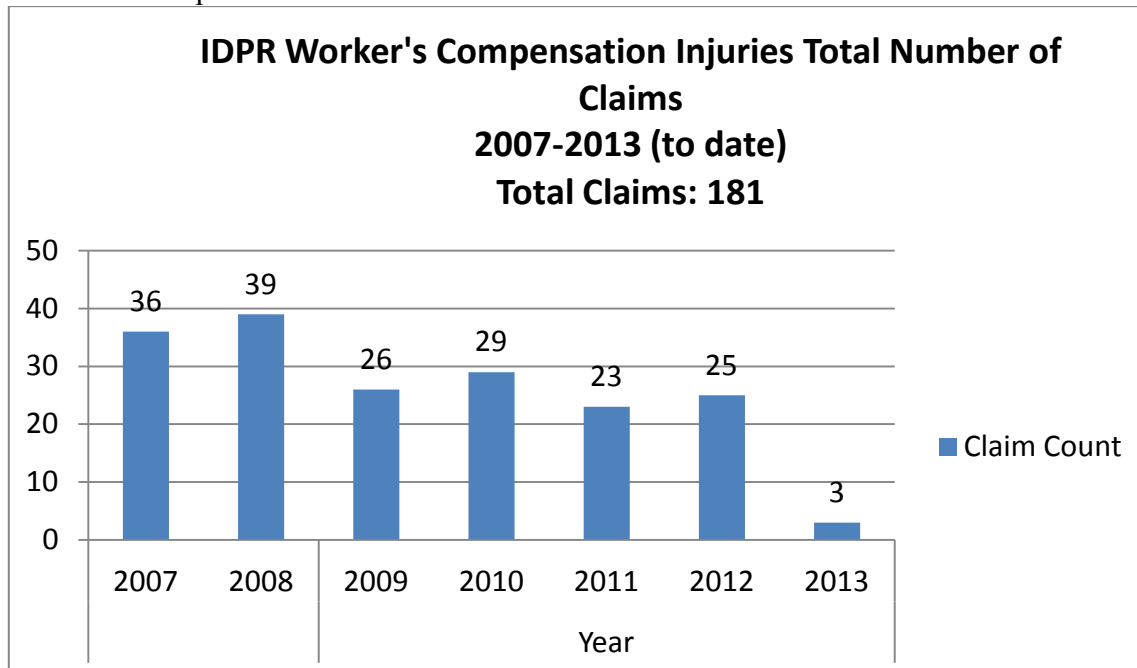
HUMAN RESOURCE REPORT

February 2013

HR Unit's Mission: IDPR's human resources program strives to provide the best in human resource management by recruiting highly qualified candidates as well as diverse and motivated volunteer candidates and works to maintain a work environment that is safe, respectful of each individual and clear in expectations.

HUMAN RESOURCES: Kristy Bobish-Thompson, Human Resource Officer

- Assist management with interviews for vacant positions.
- Serve on the statewide Green Team (HR Managers collaboration on best practices).
- Monitor positions to determine need for reclassifications.
- Conduct Exit Interviews for employees leaving the agency.
- Monitor and analyze Turnover data for trends, retention strategies.
- HR policies are up-to-date, will continue to monitor and update as needed.
- Manage the Department's Random Drug Test program.
- Serve as the administrator and help desk support for the Incident Reporting System (IRS).
- Continue to manage the Workplace Safety Team including the Deputy Director, Region Managers, Recreation Bureau Chief, Fiscal Officer and Human Resources Officer. Implementing direction and infrastructure established by original Safety Committee, including policy revision, local Safety representatives in each park and program, Worker Comp and Incident Report monitoring, regular training and information dissemination.
- Implemented "Successful Supervising" – monthly newsletter to all supervisors with advice/tips on interacting with and performance management of employees.
- Prepare and provide annual and as-needed training.
- Monitor Worker's Compensation claims and provide coordination among employees, management, and State Insurance Fund for progress and return to work information. Provide agency update on Worker's Comp and general safety information at region meetings and Director's newsletter.
- Worker's Compensation Data for 2007-2012:



		Total Losses			
	Claims Count	Total Compensation	Total Medical	*Total Losses	# Current Open Claims
2007	36	\$38,201	\$85,852	\$124,054	0
2008	39	\$136,774	\$145,920	\$282,695	0
2009	26	\$61,265	\$165,862	\$238,446	1
2010	29	\$32,298	\$177,965	\$244,580	1
2011	23	\$25,799	\$135,258	\$239,694	3
2012	25	\$8,897	\$60,125	\$135,825	7
2013	4	\$0	\$336	\$14,366	3

*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

- ❖ Harriman, Ranger – Annalee Darrington – new hire to replace Robert Mecham who was promoted to Asst. Manager.
- ❖ Harriman, Ranger – James Snider – new hire to replace Bob Hirnyck who was promoted to Asst. Manager (he then resigned in December).
- ❖ Harriman, Asst. Manager – Robert Meacham – promoted to replace Bob Hirnyck who resigned in December.
- ❖ Harriman, Office Specialist 2 – Kyle Babbitt – new hire to replace Darla Cutler who retired in October.

North Region

- ❖ Priest Lake, Office Specialist 2 – Jennifer Joyner, hired to replace Sandra McQuarrie who retired in December.

CURRENT VACANCIES:

South Region

- ❖ Eagle Island, Ranger – the Office Specialist 2 position was reclassified to a Ranger after Lorraine Mallett resigned.
- ❖ Lucky Peak, Ranger – Loring Larson will transfer to Eagle Island once this position is filled.

Headquarters

- ❖ IT Information Systems Technician – Jessica Resendez resigned 1/5/13
- ❖ Office Services Supv. 2 – Kelly Colucci resigned 1/22/13

VOLUNTEER PROGRAM: Kathryn Hampton, Volunteer Services Coordinator

IDPR Volunteer Program:

- In 2012, volunteers donated just less than 60,000 hours to IDPR.
- We are busy recruiting and placing volunteers for the 2013 season. Six parks have reported filling all volunteer vacancies for 2013.
- IDPR cookbook is nearing completion. All recipes, print layout, photos, and graphics will be submitted to cookbook publisher by March 2013 with an anticipated distribution to all IDPR retail spaces by summer 2013.

Training:

- Executive staff participated in the 2-day Crucial Conversation training in December. Crucial Conversations teaches skills for creating alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics—at all levels of our organization. This team of 12 agency leaders learned how to speak and be heard (and encourage others to do the same), so they can begin to surface the best ideas, make the highest-quality decisions, and then act on those decisions with unity and commitment.
- We will continue to train management-level staff throughout the agency in the coming months. Two more trainings will be scheduled in 2013 for the east and north regions.

IDPR Volunteer Services Coordinator Activities:

- I received training and provisional facilitation skills certification in Crucial Conversations. I facilitated the first training for the executive staff in December.
- Assisted volunteer applicants with questions and issues related to working with IDPR.
- IDPR Volunteer Services Coordinator continues to serve on the national board of directors for the Association of Leaders in Volunteer Engagement (AL!VE)
- Member of the Leadership Team for the Southwest Idaho Directors of Volunteer Services (SWIDOVs)
- Maintaining web-based volunteer management record-keeping on all volunteers.
- Producing an IDPR cookbook. All recipes are in! Sales of which will benefit the volunteer program. We have almost 300 recipes!
- Administering the Idaho State Parks & Recreation Volunteer Facebook page.
- Managing the IDPR on-line seasonal and volunteer application process.
- Accepting volunteer applications for the 2013 season!

Communications / Marketing

February, 2013 Board Report

Accomplishments / Tasks Underway

□ Marketing / Advertising

- Most agency marketing and advertising focus has been shifted to meet the needs of the Passport Program
- Our partnership with the Idaho State Broadcasters Association (ISBA) is proving to be very successful with statewide play of both our Passport television commercial and radio spot.
- The Communication Program requested and received additional funding in supplemental funding for FY 2013 to assist parks in meeting their specific marketing and revenue generating goals.
 - Funds will be disseminated according to highest ROI with projects identified at time of request (see detailed report)
- Approval of the concert series at Lucky Peak is a terrific example of the Marketing plan strategy execution at work! It's my goal to use this process as a template for future events within other appropriate parks system-wide
- On-going review of marketing plan implementation and successes will help shape future budget requests as parks work to meet their revenue generating goals.

□ Idaho State Park Passport

- Campaign launch is a success
- Waiting on sales reports from ITD so strategic decisions can be made on how to best approach the second quarter of 2013
- New materials are being created to continue informational outreach within parks
- Passport will be featured at all Expos and trade shows that IDPR attends

□ Branding

- Research underway to identify the most cost efficient way to sell branded merchandise within park nature stores.
- Parks and programs are now using their brands on all publications and outreach materials

□ Social Media

- Parks and all programs are doing an incredible job keeping their information current and building their “following”.
- Facebook is proving to be a great advertising tool and we hope to better utilize its strength in filling occupancy gaps, shoulder season with periodic blasts about vacancy.
- Social Media Policy creation underway to provide additional guidance, ongoing for legal, best practice

- ❑ **Idaho Parks and Recreation “Welcome Kits” (All agency informational guide)**
 - 2013 / 2014 guide has been revised and will be available in May for dissemination
 - DMVs are using this free promotional piece as an informational take-away and providing them to customers with every Passport sold

- ❑ **Idaho History in Idaho State Parks Classroom Kits**
 - Will be modifying the current IDPR Classroom Kits and curriculum to make them available once again for use in Idaho Fourth Grade classrooms ongoing.

- ❑ **OHV Outreach “Stay on Trails” Campaign**
 - www.idaho-ohv.org
 - Spring campaign will begin in April, PR focus due to refined budget
 - IDPR will sponsored the 2013/2014 grant application to help ensure funding and continuation of this important informational campaign
 - Campaign has been modified to include youth helmet use messages and drive traffic to the online trail mapping portal.

- ❑ **Explore Your Parks**
 - The North Face (TNF) is one again sponsoring the “first time camper program”: Hells Gate / Priest Lake / Lake Cascade (new in 2013)
 - Megan Godwin is working with parks to expand the offerings and organize park-specific events

- ❑ **Miscellaneous**
 - Registration Realignment materials - ongoing
 - IDPR will be attending the Sportsman Show and Kids Fair in Boise, spotlighting youth safety classes and the Passport
 - Working on an April “Unplug and Be Outside” event at Eagle Island
 - Continue to handle all agency-related information requests (public information act) and serve as primary media contact
 - Misc. agency news releases, web postings
 - Continue to handle special projects as assigned – presentations, legislative needs, talking point needs, speeches, graphics, website updates

Project Coordinator – Megan Godwin

February, 2013 Board Report

Accomplishments / Tasks Underway

□ Partners and Sponsors

- Idaho Dairymen's Association – Ritter Island
 - Presented a preliminary proposal for options for work at Ritter Island to the IDA Board on Jan. 29
 - Well received. Next steps: Invite them to tour the property and present them with a formal proposal and develop an MOU.
- Finalized a document outlining sponsorship guidelines with guidance from our Attorney General liaison
- Park staffs have asked for help in soliciting sponsors for various projects
 - In response, I created a sponsorship solicitation template and RSVP form which I customize for the particular event or proposal
 - Working on sponsors for a bike jersey and water bottle for the Trail of the CDA; sponsors for a photography workshop at Castle Rocks/City of Rocks
- The First Time Camper program is a partnership with North Face that could allow us to bring in 10K in revenue as a result of hosting programming in parks this summer – working to ensure IDPR captures all the available funds

□ Parks Perks

- Created collateral describing and promoting the program for both the public and potential providers
- Worked with Commerce/Tourism to create a database within Update Idaho where providers can enter their information
- Worked with Drake Cooper to create a program that allows that information to auto-populate into the IDPR website for easy public access and use
- Created a strategic outreach plan for public launch
- Launched internally on Feb. 7, identified potential problems, held internal meeting to resolve on Feb. 13
- Provider recruitment begins Feb. 19
- IDPR anticipates this to be a successful and valuable program for both the public and Idaho businesses
- Will report to the board on successes at next meeting.

□ Events

- Held Winter Explorer Day Camp in January
 - Received Explore Fund grant and matching funds from Be Outside, Idaho
 - Partnered with Boys and Girls Clubs of Kootenai/Twin Falls counties
 - Held events at Castle Rocks/City of Rocks and Priest Lake
 - The day-long event included transportation, food, snowshoe use, t-shirts, and take-home goodie bags all free of charge for attendees

- Extra funds used to purchase parks own snowshoes they can rent for revenue source
 - Received very positive feedback from attendees and volunteers from Boys and Girls Club, park staff
 - Held First Day Hikes
 - Coordinated two first day hikes (Eagle Island and Hells Gate)
 - Partnered with Idaho Potato Commission and Zamzows to provide heart-healthy potato soup, hot cocoa, and free doggie bags with Zamzows treats for attendees
 - Zamzows also donated radio advertising time and ran :30 commercials promoting the event throughout the Treasure Valley the week prior to the event
 - About 350 attendees statewide
 - Collected MVEF at both parks the day of the event, as well as promoted the Passport program
 - Received very positive feedback at both locations
 - Hoping to continue to grow the event next year
 - Holding Be Outside, Idaho event at Eagle Island
 - In conjunction with Unplug and Be Outside Week
 - Hoping to invite Lori Otter to attend for a nice media opportunity for us, her, and Be Outside, Idaho
 - Tasked with exploring ideas for events for National Trails Day, June 1
- **Retail Focus**
- Serving as the contact for all outside vendors to share proposals with
 - Organizing and sharing that information with park stores weekly
 - Scheduled a spring retail training where Park store managers will be trained on the retail plan written and use it to create strategic plans, write goals, and identify a retail team for each unique location
 - Worked with reservations staff to ensure we provided tools and guidance to our park staffs that are complimentary and consistent
 - Worked with development staff to identify tentative timeline for physical renovations within retails spaces
 - Finalizing training agenda with input from reservations staff
- **Marketing / Advertising Support**
- Helping update park visitors welcome map, other collateral materials for 2013
 - Serving as lead for the First Time Camper Program
 - Hell's Gate/Priest Lake/Cascade all participating
 - Developing collateral to advertise the program
 - Working with park staff to develop events
 - Parks that hold events for at least ten families have a chance to earn funds from our North Face partner
 - Working with recreation programs to create collateral for their outreach and fairs

- Extensive ongoing web support and updates on behalf of recreation programs, bringing calendars and program information up-to-date
 - Coordinating with recreation and operations staffs to create displays for shows, staffing fairs and events
 - Studying website statistics to better understand traffic patterns and ensure we placing information in an intuitive and user-friendly manner
 - Assisting Jenn with identifying an appropriate and reliable set of guidelines for IDPR social media brands
 - Assisting with creation of presentations, collateral and outreach in conjunction with legislative session as needed
- ❑ **Idaho at 150: Sesquicentennial Celebration**
- Serving as the IDPR liaison for the state committee
 - Helping to plan and execute a May 4 event launch event on the Capitol steps
 - Created IDPR programming to support the yearlong, statewide event
 - Rick Just to write and record PSAs that celebrate “A Moment in Time in Idaho’s State Parks”
 - Offer free copies of 100 Years: Idaho and its Parks to educators
 - Hike 150 miles on IDPR trails, receive a certificate
 - Downloadable tracking form available on IDPR site
- ❑ **Ida Hikes Idaho Book**
- Working with Lori Otter and staff to develop and design an “Ida Hikes Idaho” children’s book featuring all of Idaho’s State Parks
 - Books, once published, will be sold statewide in vendors including Wal-Mart and Costco
 - IDPR will have a profit share
 - Possible development of an application for kids in conjunction with the book
 - Application would feature experiences available in parks that are touched on in the book, i.e: Scavenger hunts, hikes, etc.
- ❑ **Miscellaneous**
- Assisting with organizing and placing 400 volunteers at area parks for a date in June
 - Attending the Sportsman Show and Kids Fair in Boise, spotlighting youth safety classes and the Passport
 - Attending Idaho’s Conference on Recreation and Tourism in May, promoting Parks Perks opportunities
 - Handling special projects as needed

Comprehensive Planning

The 2013-2016 Idaho SCORTP received the go-ahead from Governor Otter and was sent on to the Seattle National Park Service Office.

Rick will be working with the regions over the next few weeks to identify goals. Those goals, along with executive staff and Board goals, will help us develop the next strategic plan.

Rick has been handling website updates for the parks, concentrating on upgrading the information we provide to users about lodging.

RESERVATION PROGRAM QUARTERLY REPORT

October – November - December 2012

RESERVATION PROGRAM – TAMMY KOLSKY

Mission

The Reservation program's scope of responsibility includes oversight of IDPR's public camping resources, the Agency's statewide retail sales, and the management of the flow of revenue from all field locations and most other revenue sources (with the exception of the Recreation Registration Program and any Federal or grant funding sources). The Reservation Program is responsible for all policies and procedures as they relate to the camping public's interaction with IDPR campsites and facilities.

Program Manager's Report

Program Manager has been assigned as the co-project manager for the Idaho State Parks Passport Program and has spent the last quarter actively working on that project.

Areas of Project emphasis for the last quarter have been:

- Created two new discount types for the Idaho State Parks Passport and MVEF Annual sticker holders. These discounts are available to our Internet and Call Center Customers.
- Brought the system back online on October 3rd to process reservations including charges for MVEF.
- 5,486 reservations were processed during the quarter booking 25,824 nights. Of those reservations:
 - 442 were for customers who claimed the Idaho State Parks Passport discount, this discount was applied to 1,992 nights.
 - 204 reservations processed were for customers who claimed an MVEF Annual sticker, this discount was applied to 1,128 nights.
 - 22,704 of the nights booked no discount was claimed, meaning for these nights the customer has for now paid the additional \$5 per night for MVEF on one vehicle.

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

- Attended the RPMC (Reservation Program Managers Conference) held in Indianapolis. The purpose of this annual conference is to keep abreast of best practices for reservation program business rules, vendor performance, and new trends.
- Hosted a meeting at East Region offices between ReserveAmerica, Idaho State Parks and Montana FWP for the purpose of negotiating a contract extension.
- Resumed Reservation activity for the Idaho City Yurts. This task included contacting every cancelled reservation for the purpose of providing them an opportunity to re-book.
- Moved the following discounts to the web:
 - RV License Holder
 - Senior Citizen
 - Disabled Veteran
- Established New Fees in the application that support charging the \$5 per day MVEF.

- Changed all call center agent scripting and policies to incorporate the changes to fees that require the payment of MVEF for each night booked in the event the customer does not have an Idaho State Parks Passport or an MVEF Annual Sticker.
- Worked with RA call center training staff to develop and administer the program to all agents on IDPR's new fees and discounts.
- Changed confirmation letter text to add MVEF and eliminate extra vehicle fee verbiage.
- Changed all booking website text to add MVEF and eliminate extra vehicle fee verbiage.
- Regular attendance in Region, Operations, Revenue Processing and Executive staff meetings.
- Providing day to day support for external and internal customers for both IDPR and Montana FWP.
- Ongoing updating the IDPR reservation booking site campsite and facility photos.
- Reviewing call center policies and agent scripting for both IDPR and Montana FWP.
- Monitored call center reservation calls for adherence to IDPR and Montana FWP policy and reservation quality on a regular basis.
- Ongoing refund management in the system for the following:
 - Ensured amounts to be refunded were valid
 - Processed credit card refunds for the call center
 - Submitted all check refunds to fiscal staff for State-issued warrant processing
 - Posted all check refunds with warrant number and date created information into the reservation system.
- Oversaw customer voucher program to ensure that it was being used for its intended purpose.

Retail Management

- Monitoring the store database software to ensure policies and procedures put into place are being followed; and that the integrity of the data regarding IDPR retail inventory is accurate. The data integrity is critical in that this is the tool that IDPR uses to:
 - Report an accurate inventory at the agency level on June 30 of each year for the State of Idaho Consolidated Audited Financial Report (CAFR)
 - Determine the value of resale items at all locations for insurance purposes
 - Provide the ability to calculate "inventory shrinkage" (loss, damage, theft, etc.) by site and item
 - Provide the ability to calculate turnover rates on retail items by site, by item, in order to increase net revenue across the agency
- Providing day to day management of entering all new store items for field staff.
- Inventoried Harriman State Park and Mesa Falls stores.

Reservation Activity Report FY 2013 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*

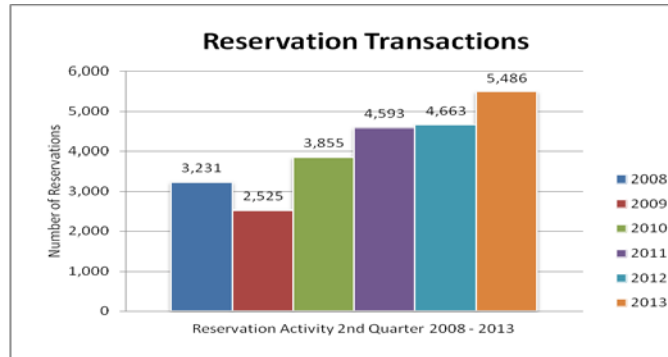
The data presented in this report is for the second quarter (October - December) FY 2013 the data reported is on active non-cancelled transactions and includes a comparison for the last six year's active non-cancelled reservations for trending purposes.

For this quarter reservation processing increased by 823 reservations with 5,486 reservations processed during the quarter. This represents a 17.65% increase from 2012 in which 4,663 reservations were processed. This increase is likely due to having shut down reservation processing in order to implement the Passport Program as well as the increase in customer communications (e-mails, phone call and press releases surrounding that project.

Reservations processed within the quarter booked 25,824 nights.

The Internet sales channel activity represented 74% of the total reservations booked. This high of internet penetration levels is where we want to be for our next contract negotiations as it is the volume of call center transactions that drive vendor pricing.

The following chart(s) are supplied for FY2013 2nd quarter activity for trending/monitoring purposes.



Year	Reservations	% of Change
2008	3,231	
2009	2,525	-21.85%
2010	3,855	52.67%
2011	4,593	19.14%
2012	4,663	1.52%
2013	5,486	17.65%

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*

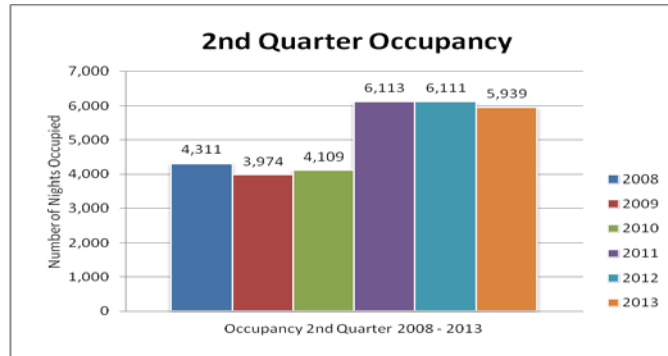
The data contained in this section looks at occupancy for second quarter FY2013 (October - December) It includes information on what percent of occupancy the nights stayed represent by park and by site type. Finally, comparisons are provided for the past six years for trending purposes.

Sixty one (12) % of occupancy for the quarter was from reservations. The remaining thirty three (88) % was the result of walk-ins (first come first serve) camping. This percentage split is typical for this quarter.

This past quarter occupancy decreased from 2012 by 172 nights with 5,939 nights stayed. This represents an -2.81% decrease from 2012 which had 6,111 nights camped during the quarter.

Much of this past quarter's decrease may be attributed to weather. This year we have had multiple fires with critical air quality levels. Both Reserve America and the Reservation Program Office received many calls from customers wanting to cancel their reservations due these issues. (You will need to change this)

The following chart(s) illustrate that overall we are within acceptable trend margins.



Year	Nights	% of Change
2008	4,311	
2009	3,974	-7.82%
2010	4,109	3.40%
2011	6,113	48.77%
2012	6,111	-0.03%
2013	5,939	-2.81%

IDPR Occupancy Oct-Dec

Year	Location	Sites	October		November		December		2nd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Bear Lake	47	6	0.41%	0		0		6	0.14%	2007
2008	Bear Lake	47	19	1.30%	0		0		19	0.44%	2008
2009	Bear Lake	47	14	0.96%	0		0		14	0.32%	2009
2010	Bear Lake	47	26	1.78%	0		0		26	0.60%	2010
2011	Bear Lake	47	8	0.55%	0		0		8	0.19%	2011
2012	Bear Lake	47	5	0.34%					5	0.12%	2012
2013	Bear Lake	47	0		0		0		0	0.00%	2013
2014	Bear Lake	47									2014
2015	Bear Lake	47	0		0		0		0	0.00%	2015
2016	Bear Lake	47									2016
2017	Bear Lake	47	0		0		0		0	0.00%	2017
2007	Bruneau Dunes	95	566	19.22%	108	3.79%	5	0.17%	679	7.77%	2007
2008	Bruneau Dunes	95	98	3.33%	89	3.12%	13	0.44%	200	2.29%	2008
2009	Bruneau Dunes	95	645	21.90%	48	1.68%	4	0.14%	697	7.97%	2009
2010	Bruneau Dunes	95	687	23.33%	81	2.84%	6	0.20%	774	8.86%	2010
2011	Bruneau Dunes	95	793	26.93%	56	1.96%	18	0.61%	867	9.92%	2011
2012	Bruneau Dunes	95	669	22.72%	67	2.35%	26	0.88%	762	8.72%	2012
2013	Bruneau Dunes	95	0		0		0		0	0.00%	2013
2014	Bruneau Dunes	95									2014
2015	Bruneau Dunes	95	0		0		0		0	0.00%	2015
2016	Bruneau Dunes	95									2016
2017	Bruneau Dunes	95	0		0		0		0	0.00%	2017
2007	Castle Rocks	38	72	6.11%	0		1	0.08%	73	2.09%	2007
2008	Castle Rocks	38	79	6.71%	6	0.53%	0		85	2.43%	2008
2009	Castle Rocks	38	76	6.45%	7	0.61%	0		83	2.37%	2009
2010	Castle Rocks	40	116	9.35%	13	1.08%	6	0.48%	135	3.67%	2010
2011	Castle Rocks	40	170	13.71%	17	1.42%	8	0.65%	195	5.30%	2011
2012	Castle Rocks	40	221	17.82%	28	2.33%	24	1.94%	273	7.42%	2012
2013	Castle Rocks	40	0		0		0		0	0.00%	2013
2014	Castle Rocks	40									2014
2015	Castle Rocks	40	0		0		0		0	0.00%	2015
2016	Castle Rocks	40									2016
2017	Castle Rocks	40	0		0		0		0	0.00%	2017

IDPR Occupancy Oct-Dec

Year	Location	Sites	October		November		December		2nd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	City Of Rocks	64	445	22.43%	43	2.24%	0		488	8.29%	2007
2008	City Of Rocks	64	350	17.64%	34	1.77%	0		384	6.52%	2008
2009	City Of Rocks	64	255	12.85%	25	1.30%	14	0.71%	294	4.99%	2009
2010	City Of Rocks	64	472	23.79%	25	1.30%	6	0.30%	503	8.54%	2010
2011	City Of Rocks	64	558	28.13%	13	0.68%	2	0.10%	573	9.73%	2011
2012	City Of Rocks	64	527	26.56%	39	2.03%	2	0.10%	568	9.65%	2012
2013	City Of Rocks	64	0		0		0		0	0.00%	2013
2014	City Of Rocks	64									2014
2015	City Of Rocks	64	0		0		0		0	0.00%	2015
2016	City Of Rocks	64									2016
2017	City Of Rocks	64	0		0		0		0	0.00%	2017
2007	Dworshak	100	0		28	0.93%	0		28	0.30%	2007
2008	Dworshak	100	0		21	0.70%	0		21	0.23%	2008
2009	Dworshak	100	20	0.65%	15	0.50%	0		35	0.38%	2009
2010	Dworshak	100	36	1.16%	3	0.10%	0		39	0.42%	2010
2011	Dworshak	100	50	1.61%	14	0.47%	0		64	0.70%	2011
2012	Dworshak	100	59	1.90%	6	0.20%			65	0.71%	2012
2013	Dworshak	100	0		0		0		0	0.00%	2013
2014	Dworshak	100									2014
2015	Dworshak	100	0		0		0		0	0.00%	2015
2016	Dworshak	100									2016
2017	Dworshak	100	0		0		0		0	0.00%	2017
2007	Farragut	233	181	2.51%	28	0.40%	4	0.06%	213	0.99%	2007
2008	Farragut	233	265	3.67%	54	0.77%	9	0.12%	328	1.53%	2008
2009	Farragut	233	238	3.30%	62	0.89%	27	0.37%	327	1.53%	2009
2010	Farragut	233	342	4.73%	26	0.37%	14	0.19%	382	1.78%	2010
2011	Farragut	233	225	3.12%	16	0.23%	22	0.30%	263	1.23%	2011
2012	Farragut	233	345	4.78%	15	0.21%	8	0.11%	368	1.72%	2012
2013	Farragut	233	0		0		0		0	0.00%	2013
2014	Farragut	233									2014
2015	Farragut	233	0		0		0		0	0.00%	2015
2016	Farragut	233									2016
2017	Farragut	233	0		0		0		0	0.00%	2017

IDPR Occupancy Oct-Dec

Year	Location	Sites	October		November		December		2nd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Harriman	5	25	16.13%	7	4.67%	40	25.81%	72	15.65%	2007
2008	Harriman	5	22	14.19%	13	8.67%	51	32.90%	86	18.70%	2008
2009	Harriman	5	19	12.26%	20	13.33%	62	40.00%	101	21.96%	2009
2010	Harriman	16	70	14.11%	6	1.25%	52	10.48%	128	8.70%	2010
2011	Harriman	16	20	4.03%	18	3.75%	70	14.11%	108	7.34%	2011
2012	Harriman	16	33	6.65%	12	2.50%	57	11.49%	102	6.93%	2012
2013	Harriman	16	0		0		0		0	0.00%	2013
2014	Harriman	16									2014
2015	Harriman	16	0		0		0		0	0.00%	2015
2016	Harriman	16									2016
2017	Harriman	16	0		0		0		0	0.00%	2017
2007	Hells Gate	91	698	24.74%	229	8.39%	12	0.43%	939	11.22%	2007
2008	Hells Gate	91	752	26.66%	169	6.19%	17	0.60%	938	11.20%	2008
2009	Hells Gate	91	741	26.27%	63	2.31%	2	0.07%	806	9.63%	2009
2010	Hells Gate	91	869	30.80%	157	5.75%	12	0.43%	1,038	12.40%	2010
2011	Hells Gate	91	818	29.00%	127	4.65%	8	0.28%	953	11.38%	2011
2012	Hells Gate	91	745	26.41%	105	3.85%	21	0.74%	871	10.40%	2012
2013	Hells Gate	91	0		0		0		0	0.00%	2013
2014	Hells Gate	91									2014
2015	Hells Gate	91	0		0		0		0	0.00%	2015
2016	Hells Gate	91									2016
2017	Hells Gate	91	0		0		0		0	0.00%	2017
2007	Henrys Lake	43	90	6.75%	0		0		90	2.28%	2007
2008	Henrys Lake	43	81	6.08%	0		0		81	2.05%	2008
2009	Henrys Lake	43	73	5.48%	0		0		73	1.85%	2009
2010	Henrys Lake	43	222	16.65%	0		0		222	5.61%	2010
2011	Henrys Lake	43	131	9.83%	0		0		131	3.31%	2011
2012	Henrys Lake	43	158	11.85%					158	3.99%	2012
2013	Henrys Lake	43	0		0		0		0	0.00%	2013
2014	Henrys Lake	43									2014
2015	Henrys Lake	43	0		0		0		0	0.00%	2015
2016	Henrys Lake	43									2016
2017	Henrys Lake	43	0		0		0		0	0.00%	2017

IDPR Occupancy Oct-Dec

Year	Location	Sites	October		November		December		2nd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Heyburn	128	92	2.32%	20	0.52%	8	0.20%	120	1.02%	2007
2008	Heyburn	128	111	2.80%	14	0.36%	11	0.28%	136	1.15%	2008
2009	Heyburn	128	207	5.22%	25	0.65%	2	0.05%	234	1.99%	2009
2010	Heyburn	128	244	6.15%	25	0.65%	7	0.18%	276	2.34%	2010
2011	Heyburn	128	213	5.37%	22	0.57%	0		235	2.00%	2011
2012	Heyburn	128	201	5.07%	27	0.70%	1	0.03%	229	1.94%	2012
2013	Heyburn	128	0		0		0		0	0.00%	2013
2014	Heyburn	128									2014
2015	Heyburn	128	0		0		0		0	0.00%	2015
2016	Heyburn	128									2016
2017	Heyburn	128	0		0		0		0	0.00%	2017
2007	Idaho City Backcountry Yurts	5	27	17.42%	38	25.33%	75	48.39%	140	30.43%	2007
2008	Idaho City Backcountry Yurts	5	24	15.48%	32	21.33%	84	54.19%	140	30.43%	2008
2009	Idaho City Backcountry Yurts	5	22	14.19%	26	17.33%	93	60.00%	141	30.65%	2009
2010	Idaho City Backcountry Yurts	5	29	18.71%	41	27.33%	100	64.52%	170	36.96%	2010
2011	Idaho City Backcountry Yurts	5	99	63.87%	68	45.33%	125	80.65%	292	63.48%	2011
2012	Idaho City Backcountry Yurts	5					30	19.35%	30	6.52%	2012
2013	Idaho City Backcountry Yurts	5	0		0		0		0	0.00%	2013
2014	Idaho City Backcountry Yurts	5									2014
2015	Idaho City Backcountry Yurts	5	0		0		0		0	0.00%	2015
2016	Idaho City Backcountry Yurts	5									2016
2017	Idaho City Backcountry Yurts	5	0		0		0		0	0.00%	2017
2007	Lake Cascade	171	96	1.81%	14	0.27%	1	0.02%	111	0.71%	2007
2008	Lake Cascade	171	123	2.32%	0		0		123	0.78%	2008
2009	Lake Cascade	171	168	3.17%	0		1	0.02%	169	1.07%	2009
2010	Lake Cascade	171	217	4.09%	6	0.12%	6	0.11%	229	1.46%	2010
2011	Lake Cascade	171	292	5.51%	7	0.14%	2	0.04%	301	1.91%	2011
2012	Lake Cascade	171	280	5.28%	10	0.19%			290	1.84%	2012
2013	Lake Cascade	171	0		0		0		0	0.00%	2013
2014	Lake Cascade	171									2014
2015	Lake Cascade	171	0		0		0		0	0.00%	2015
2016	Lake Cascade	171									2016
2017	Lake Cascade	171	0		0		0		0	0.00%	2017

IDPR Occupancy Oct-Dec

Year	Location	Sites	October		November		December		2nd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Lake Walcott	23	42	5.89%	3	0.43%	0		45	2.13%	2007
2008	Lake Walcott	23	40	5.61%	1	0.14%	0		41	1.94%	2008
2009	Lake Walcott	23	39	5.47%	0		2	0.28%	41	1.94%	2009
2010	Lake Walcott	23	79	11.08%	3	0.43%	0		82	3.88%	2010
2011	Lake Walcott	23	93	13.04%	18	2.61%	15	2.10%	126	5.95%	2011
2012	Lake Walcott	23	63	8.84%	18	2.61%	35	4.91%	116	5.48%	2012
2013	Lake Walcott	23	0		0		0		0	0.00%	2013
2014	Lake Walcott	23									2014
2015	Lake Walcott	23	0		0		0		0	0.00%	2015
2016	Lake Walcott	23									2016
2017	Lake Walcott	23	0		0		0		0	0.00%	2017
2007	Massacre Rocks	42	135	10.37%	15	1.19%	4	0.31%	154	3.99%	2007
2008	Massacre Rocks	42	120	9.22%	13	1.03%	3	0.23%	136	3.52%	2008
2009	Massacre Rocks	42	105	8.06%	11	0.87%	4	0.31%	120	3.11%	2009
2010	Massacre Rocks	42	130	9.98%	26	2.06%	9	0.69%	165	4.27%	2010
2011	Massacre Rocks	42	199	15.28%	14	1.11%	4	0.31%	217	5.62%	2011
2012	Massacre Rocks	42	132	10.14%	15	1.19%	2	0.15%	149	3.86%	2012
2013	Massacre Rocks	42	0		0		0		0	0.00%	2013
2014	Massacre Rocks	42									2014
2015	Massacre Rocks	42	0		0		0		0	0.00%	2015
2016	Massacre Rocks	42									2016
2017	Massacre Rocks	42	0		0		0		0	0.00%	2017
2007	Ponderosa	186	161	2.79%	12	0.22%	25	0.43%	198	1.16%	2007
2008	Ponderosa	186	130	2.25%	10	0.18%	25	0.43%	165	0.96%	2008
2009	Ponderosa	186	100	1.73%	8	0.14%	25	0.43%	133	0.78%	2009
2010	Ponderosa	186	288	4.99%	19	0.34%	19	0.33%	326	1.91%	2010
2011	Ponderosa	186	242	4.20%	17	0.30%	35	0.61%	294	1.72%	2011
2012	Ponderosa	186	338	5.86%	36	0.65%	61	1.06%	435	2.54%	2012
2013	Ponderosa	186	0		0		0		0	0.00%	2013
2014	Ponderosa	186									2014
2015	Ponderosa	186	0		0		0		0	0.00%	2015
2016	Ponderosa	186									2016
2017	Ponderosa	186	0		0		0		0	0.00%	2017

IDPR Occupancy Oct-Dec

Year	Location	Sites	October		November		December		2nd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Priest Lake	151	120	2.56%	104	2.30%	9	0.19%	233	1.68%	2007
2008	Priest Lake	151	134	2.86%	37	0.82%	3	0.06%	174	1.25%	2008
2009	Priest Lake	151	149	3.18%	16	0.35%	0		165	1.19%	2009
2010	Priest Lake	151	257	5.49%	22	0.49%	10	0.21%	289	2.08%	2010
2011	Priest Lake	151	225	4.81%	16	0.35%	15	0.32%	256	1.84%	2011
2012	Priest Lake	151	171	3.65%	19	0.42%	10	0.21%	200	1.44%	2012
2013	Priest Lake	151	0		0		0		0	0.00%	2013
2014	Priest Lake	151									2014
2015	Priest Lake	151	0		0		0		0	0.00%	2015
2016	Priest Lake	151									2016
2017	Priest Lake	151	0		0		0		0	0.00%	2017
2007	Round Lake	51	4	0.25%	0		0		4	0.09%	2007
2008	Round Lake	51	44	2.78%	5	0.33%	0		49	1.04%	2008
2009	Round Lake	51	45	2.85%	8	0.52%	4	0.25%	57	1.21%	2009
2010	Round Lake	51	104	6.58%	2	0.13%	0		106	2.26%	2010
2011	Round Lake	51	90	5.69%	4	0.26%	3	0.19%	97	2.07%	2011
2012	Round Lake	51	28	1.77%	1	0.07%	1	0.06%	30	0.64%	2012
2013	Round Lake	51	0		0		0		0	0.00%	2013
2014	Round Lake	51									2014
2015	Round Lake	51	0		0		0		0	0.00%	2015
2016	Round Lake	51									2016
2017	Round Lake	51	0		0		0		0	0.00%	2017
2007	Three Island Crossing	82	554	21.79%	133	5.41%	13	0.51%	700	9.28%	2007
2008	Three Island Crossing	82	713	28.05%	71	2.89%	7	0.28%	791	10.49%	2008
2009	Three Island Crossing	82	493	19.39%	75	3.05%	11	0.43%	579	7.67%	2009
2010	Three Island Crossing	82	978	38.47%	104	4.23%	10	0.39%	1,092	14.48%	2010
2011	Three Island Crossing	82	913	35.92%	58	2.36%	13	0.51%	984	13.04%	2011
2012	Three Island Crossing	82	1,026	40.36%	121	4.92%	10	0.39%	1,157	15.34%	2012
2013	Three Island Crossing	82	0		0		0		0	0.00%	2013
2014	Three Island Crossing	82									2014
2015	Three Island Crossing	82	0		0		0		0	0.00%	2015
2016	Three Island Crossing	82									2016
2017	Three Island Crossing	82	0		0		0		0	0.00%	2017

IDPR Occupancy Oct-Dec

Year	Location	Sites	October		November		December		2nd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Winchester Lake	69	4	0.19%	4	0.19%	10	0.47%	18	0.28%	2007
2008	Winchester Lake	69	51	2.38%	24	1.16%	2	0.09%	77	1.21%	2008
2009	Winchester Lake	69	16	0.75%	13	0.63%	11	0.51%	40	0.63%	2009
2010	Winchester Lake	69	91	4.25%	19	0.92%	21	0.98%	131	2.06%	2010
2011	Winchester Lake	69	125	5.84%	14	0.68%	8	0.37%	147	2.32%	2011
2012	Winchester Lake	69	96	4.49%	28	1.35%	7	0.33%	131	2.06%	2012
2013	Winchester Lake	69	0		0		0		0	0.00%	2013
2014	Winchester Lake	69									2014
2015	Winchester Lake	69	0		0		0		0	0.00%	2015
2016	Winchester Lake	69									2016
2017	Winchester Lake	69	0		0		0		0	0.00%	2017

2nd Quarter for the Year	Total Nights Occupied for Year	% Sites Occupied for Year	% Change Over Previous
2007	4,311	2.89%	NA
2008	3,974	2.66%	-7.82%
2009	4,109	2.75%	3.40%
2010	6,113	4.06%	48.77%
2011	6,111	4.06%	-0.03%
2012	5,939	3.94%	-2.81%