

IDAHO DEPARTMENT OF PARKS AND RECREATION
“To improve the quality of life in Idaho through outdoor recreation and resource stewardship”
Board Meeting
July 19-31, 2013
Coeur d’Alene Inn
Hayden Room
506 W Appleway Avenue, Coeur d’Alene, ID 83814

Monday, July 29th, 2013

- 3:00 p.m. Call to Order**
- 3:05 p.m. Welcome Guests**
- 3:10 p.m. Load Buses - Depart for Farragut State Park**
- 4:00 p.m. Tour of Park**
- 6:00 p.m. Dinner at Sunrise Shelter Farragut State Park (Invite Only)**
- 9:00 p.m. Recess**

Tuesday, July 30th 2013

- 8:00 a.m. Reconvene / Welcome Guests**
 - **Additions / Deletions to printed agenda**
 - 8:05 a.m. Election of Officers**
 - 8:10 a.m. Consent Agenda**
 - **Approval of Minutes**
 - **Group Use Permits**
 - Registration**
 - Future State Analysis and Recommendations for Recreation Registration Program**
 - 9:37 a.m.. Break**
 - 9:52 a.m. Public Forum**
 - **Farragut Resource Management**
 - **IRC**
 - 11:00 a.m. Break**
 - 11:23 a.m. Grant Advisory Committee Appointments**
 - 11:31 a.m. Trail of the Coeur d’Alene’s Commission Appointment**
 - 11:33 a.m. RV Advisory Committee/Board Discussion Regarding RV Grants**
 - 12:37 p.m. Working Lunch**
 - 12:45 p.m. Grant Rating Criteria Discussion**
 - 12:55 p.m. Task Force Report and Recommendations**
 - 2:00 p.m. Depart for Heyburn State Park**
 - Tour of Park**
 - 6:00 p.m. Dinner at Chatcolet Shelter**
 - 9:00 p.m. Recess**
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Wednesday, July 31st, 2013

- 7:58 a.m. Call meeting to order**
7:59 a.m. Financial Information
FY 2013 4th Quarter Financial Report
8:30 a.m. Heyburn Hidden Lake Float Homes
10:00 a.m. Break
12:25 p.m. Director's Report
12:37 p.m. Working Lunch
12:56 p.m. Adjourn

Chairman Crimmins called the Board meeting to order at 3:00 p.m. on July 29th 2013 at the Coeur d'Alene Inn, Coeur d'Alene, Idaho 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
Eileen Downing, Administrative Assistant
Jennifer Okerlund, Communication Manager
Steve Martin, Fiscal Officer
Dave Claycomb, Recreation Bureau Chief
Garth Taylor, South East Region Manager
David White, North Region Manager
Steve Strack, Deputy Attorney General, Natural Resources Division
Tammy Kolsky, Reservation Manager
Kevin Zauha, IT Resource Manager
Tami Delgado, Administrative Assistant, North Region
Jim Thomas, Development Program Manager
Kathy Muir, State and Federal Aid Program Manager
Keith Jones, Natural Resource Manager
Bonnie Butler, Governor's Office
Katie Brodie, Governor's Office
James Tease, Idaho Department of Fish & Game
Jack Onley, RV Advisory Committee
Bob Hallock, RV Advisory Committee
Dennis Lawson, RV Advisory Committee
Representative Vito Barbieri
Senator Bob Nonini
Representative Cindy Agidius

3:15 p.m. Tour and dinner begins of Farragut State Park.

9:00 p.m. Recess

Tuesday July 30th, 2013

8:00 a.m. Reconvene
Welcome Guests

8:06 a.m. Additions Deletion to the Agenda

Ms. McDevitt moved to remove the Grant Advisory Committee Appointments from the Consent Agenda. Ms. Buxton seconded the motion. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Motion approved unanimously.

8:05 a.m. Election of Officers

Mr. Doman moved to change the protocol to electing Idaho Park and Recreation officers yearly as opposed to bi-annually. Ms. McDevitt seconded the motion. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Motion approved unanimously.

Mr. Hansen moved to nominate Board Member Charles Correll to the position of Chairman. Mr. Doman seconded the motion. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Motion approved unanimously.

Ms. Buxton moved to nominate Board Member Randy Doman to the position of Vice Chairman. Mr. Hansen seconded the motion. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Buxton-aye, McDevitt-aye, Correll-aye, Hansen-aye, Crimmins-aye, Doman-nay.

The change of officers will take place on July 31st, 2013.

8:10 a.m. Consent Agenda

Ms. McDevitt moved to remove the Trail for the Coeur d'Alene's At-Large Commission Member appointment from the Consent Agenda. Ms. Buxton seconded the motion. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Motion approved unanimously.

Ms. Buxton moved to remove the minutes from the Consent Agenda and address them following the Consent Agenda approval. Ms. McDevitt seconded the motion. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Motion approved unanimously.

Ms. Buxton approved the Consent Agenda as amended. Mr. Doman seconded the motion. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Motion approved unanimously.

8:13 a.m. IDPR Minutes

Ms. Buxton discussed page 10 of the draft minutes from the May 22nd, 2013, regarding the presentation of Mr. Tom Schmidt of the US Forest Service. Ms. Buxton requested that Mr. Schmidt's comments to the Board be added to the minutes.

Ms. Buxton moved to table the approval of the minutes of the May 21st- 22nd, 2013 IDPR Board meeting until the next meeting. Mr. Doman seconded the motion. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Motion approved unanimously.

8:17 a.m. Future State Analysis and Recommendations for Recreation Registration Program

Mr. Stegner discussed the options available to IDPR in continuing to meet the registration program requirements as well as addressed the 14 issues identified in the current state analysis dated 5/7/2013. See *Attachment 1*. <http://parksandrecreation.idaho.gov/board-agendas>

He discussed:

1. Assumptions and Guidelines for Future State Analysis – Outlines assumptions and guidelines that will be used for all analysis contained within this document
2. “Pay to Play” Consideration Details – Outlines the “Pay to Play” strategy being considered for recommendation by the 2013 Registration Task Force
3. Short Term Options Analysis – Includes analysis of the following short term options to address short term issues:
 1. Update internal policy to ensure vendors verify titles and collect legal names/VINS prior to issuing registrations and stickers
 2. Patch existing Registration Information System (RIS) to address Short Term Issues #2, #3 and #12
 3. Update Idaho Transportation Department (ITD) Registration Data Transfer Program to eliminate dependence on server operating system
4. Long Term Options Analysis – Includes the following long term options to address long term issues, which are each analyzed if “Pay to Play” is pursued or not pursued:
 1. Replace current RIS with a Commercial off the Shelf (COTS) System
 2. Build a new internal RIS with contract resources
 3. Replace the RIS with the ITD GARNET System
5. Summary and Recommendations – Outlines a summary of all options analyzed and provides a recommendation for which options to pursue

Mr. Doman said that with the advancement of technology, the Department will need the vendor network in the short term but in the long term, technology will drive the online purchasing of stickers. Online options will increase and vendor use will decrease. It will not be cost efficient to maintain a vendor system.

Mr. Stegner reviewed the assumptions and guidelines:

1. Long Term RIS replacement options assume ALL functionality resides in a single information system (i.e. splitting RIS functionality between multiple information systems will not be considered)
2. For the purposes of this document “Pay to Play” is defined as:
 - a. Eliminating any technical link between the ITD information system and the IDPR RIS
 - b. Modifying the recreation registration program to be ‘sticker only’ versus ‘registrations’
 - c. Simplifying and reducing the amount of data gathered when issuing stickers

Mr. Stegner discussed the three (3) short-term options and the three (3) long term options. He also stated that the Registration Realignment Task Force recommended the “Pay to Play”, eliminating the connection between IDPR’s Registration Program and ITD. The “Pay to Play” option eliminates all short term options.

Short term options

1. **Update internal policy to ensure vendors verify titles and collect legal names/VINs prior to issuing registrations and stickers**
2. **Update ITD Registration Data Transfer Program to eliminate dependence on server operating system**
3. **Create processes, training, references, and education materials for all sales channels on the new internal policies for gathering the information**

Long term Options

- 1. Replace current RIS with a Commercial off the Shelf (COTS) System**
- 2. Build a new Internal RIS with Contract Resource3**
- 3. Replace the RIS with the ITD GARNET System**

The cost of a new system was discussed. The on-going cost of maintaining the current implementation does not change. The Commercial of the Shelf (COTS) system has a slightly lower, on-going cost because fewer IT sources will be needed. The vendor of the COTS system takes on much of the maintenance of the system and costs are reduced. Initial costs are high and on-going costs are the transaction fees.

Mr. Stegner recommended that the Agency not move forward with any of the short-term options. However, Mr. Stegner said that if the decision is to go with "Pay to Play", the end of the life of the data transfer program with ITD will occur April 2014 and he was not sure "Pay to Play" could be activated that soon. Short-term Option 3 may be a consideration in order to bridge the gap until full implementation is realized.

9:50 a.m. Public Forum

Mr. Barry Rosenberg addressed the Board regarding the concerns of the community about the logging in Farragut State Park, particularly along the Lake Shore Trail and the procedure applied to making this decision to log that area.

Mr. Gary MacDonald, owner of MacDonald's Hudson Bay Resort, submitted a letter for the record. See *Attachment 2* <http://parksandrecreation.idaho.gov/board-agendas>.

Further testimonies were received from Barry Rosenberg, Dave Shill, Henry Richard, Gary McDonald, Ray Newcombe, Janet Toryline, Adrienne Cronebaugh, Jan Jones, Sheryl Puckett, Sharon Meyer, John Broughton, Wendy Earle, Reed Ahlf, Frances Miller, and Mark Weadick. See *Attachment 3* <http://parksandrecreation.idaho.gov/board-agendas>.

Ms. Sandra Mitchell addressed the Board regarding the diversion of the RV grant funds by IDPR. Ms. Mitchell presented a proposal for increasing out-of-state camping/RV users' fees to increase revenue which would result in assisting IDPR financially thus eliminating the dependency on RV Grant funds. See *Attachment 4* <http://parksandrecreation.idaho.gov/board-agendas>.

11:23 a.m. Consent Agenda Items (cont'd)

Grants Advisory Committee Appointment

Ms. Buxton asked Ms. Muir about Motorbike/ATV appointments in Region III, IV, V, and VI regarding expanding the appointments to new applicants as well as how staff determined the recommendations for applicants. Ms. Muir explained that reappointments were common and that she personally visited with the trail cat operators, asking for suggestions for possible appointees. Ms. Muir then determines the applicants per the recommendations or the jobs that previous committee members have done.

Ms. Buxton asked that in the future, the Board members review the applications since the Board's responsibility is to appoint the nominees.

Director Merrill said that the Road and Bridge Committee will now be made up of one (1) person from each of the advisory committees.

Mr. Doman asked that each Board member be more actively involved in their area in selecting nominees. Ms. Muir said that it is in the Board policy under SFA 1:95,08 - Advisory Committee, IV Procedures D. Ms. McDevitt asked that the Board members receive the names and background information of the applicants in advance of the Board meeting so that the Board members could give their recommendations. Mr. Hansen asked that the Board members' contact information be added to the application.

11:30 a.m. Ms. McDevitt moved to approve staff's recommendation for the grant advisory appointments and, in addition, direct staff to send the applications of the advisory committees to the Board members for review prior to receiving the Board Agenda packet. Mr. Hansen seconded the motion. The Chair asked

for any further discussion. Hearing none, the Chair asked for a vote on the motion. Motion approved unanimously.

Trail of the Coeur d'Alene's Appointment for At-Large Trails Commission Member

Mr. White recommended that the Board appoint Ed Renkey as IDPR's member at-large to serve as the Trail of the Coeur d'Alene's Commission member for the next two (2) years.

11:32 a.m. Mr. Doman so moved. Mr. Hansen seconded the motion. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Motion approved unanimously.

11:33 a.m. RV Advisory Committee/Board Discussion Regarding RV Grants Funding

Director Merrill discussed the agencies funding sources FY 2015 as well as the budget presented at the 2013 spring Board meeting. At that meeting, the Board moved to keep the \$1.5 million of the RV Grant funds in the budget and to dedicate those funds to parks where RV facilities are located. The Board also discussed the need to communicate with the RV Advisory committee. At the 2013 spring Board meeting, Board members requested that the Director send a letter to the RV Advisory Committee members, inviting them to attend the July 2013 Board meeting. The Board members wanted to have a dialogue with the committee members regarding the \$1.5 million RV Grant funds. Director Merrill said one possibility for using the RV Grant funds of \$1.5 million would be to create a formula where 70% of the RV Grant funds would go toward new projects and 30% would go towards operations and maintenance of parks with a direct connection with RV users. A criteria sheet would need to be created to evaluate and rank projects. The RV Advisory committee would then make their decisions on a yearly basis, making a recommendation to the Board who would have the final approval.

Mr. Martin said that the \$1.5 million RV Grant funds that the Agency is currently using is almost exclusively for full-time personnel cost for park managers and rangers, in essence, to keep the parks open. If the Department does not have these RV Grant funds, then the Agency will need to acquire funds in order to meet critical payroll needs. In that case, Mr. Martin said, the Department would need to divert the Recreational Gas Tax funds (0247.01 fund) which is used for capitol maintenance and large capitol improvements. The results from that type of shift would deplete the Agency's ability to keep up with basic deterioration of the parks.

The RV Advisory Committee addressed the Board. They reviewed the original intent of the RV funding, Idaho Statute 67-Chapter 42

Administer the funds derived from the recreational vehicle account established in section [49-448](#), Idaho Code, to provide financial assistance in the form of grants to public entities for the acquisition, lease, development, improvement, operations, and maintenance of facilities and services designed to promote the health, safety and enjoyment of recreational vehicle users. Up to fifteen percent (15%) of the recreational vehicle account generated each year may be used by the Department to defray recreational vehicle program administrative costs. Any moneys unused at the end of the fiscal year shall be returned to the state treasurer for deposit in the recreational vehicle account.

RV Advisory committee members Bob Hallock - Region I, Richard Kaiser - Region II, Dennis Watson - Region III, Jack Onley - Region V said that they believed that the \$1.5 million should be used for the direct benefit of the RV users. They also believed that the \$1.5 million should have to be acquired through the grant process, letting the Grant Advisory Committee evaluate the grant application and then letting the process deem what is most appropriate on how the dollars should be spent.

Mr. Doman said the Board members understood that the Agency was to be weaned off the \$1.5 million. He asked the RV committee for their support. Because we are keeping trails and camp grounds open, the RV fund is benefiting from this. He said that it's not just about an enhanced parking space for your RV, it's about keeping recreational opportunities opened in all manners.

Ms. Buxton said the Agency has the smallest pocket of funds to do all the things that need to be done. Ms. Buxton proceeded to read Title 67 Chapter 4219 outlining the responsibilities of the IDPR.

Ms. Buxton said that the interpretation of that Statute means that with what little money the Agency has, it needs to maximize these opportunities and options. Ms. Buxton said that the Agency has existing facilities that necessitate the need for all to work together and to use whatever funds that are available to the Agency to maintain these facilities and to keep them from degrading any further.

Chairman Crimmins said that the possible counter response to that statement was that the current monies in the RV Grant fund came from the RV users statewide. A survey from a few years ago showed that the percentage of RV users, who paid into the fund, did not spend that much time in the parks. It is incumbent as a Board to ask where is the money coming from now and how will the parks, which are an important part of the recreation in the state, stand up against other grant requests. There are funds to look at besides RV Grant funds. A balance is needed on how to use all the funding available.

12:37 p.m. Lunch

12:45 p.m. A discussion began regarding the criteria for grants ratings. Ms. McDevitt recommended that the grant committees create a ‘user friendly’ criteria ranking sheet. Director Merrill said staff would bring back to the next Board meeting a new guide for criteria for the Board’s review and further discussion.

12:55 p.m. Registration Realignment Recommendation

Director Merrill summarized what the Task Force, consultant, and staff are recommending at this time for the Realignment of the Registration system.

Short-term –

- For snowmobile, motorbike, ATVs, UTVs, and SPOVs: collect name, address, phone (optional), email (optional), designation area, type of vehicle (motorbike, ATV, snowmobile, etc.), and sticker number.
- For vessels: continue to collect all the data we currently do and add fields for the driver’s license number and date of birth. This information is required to receive Coast Guard Grant funds.
- Develop a web page for the vendors to report sales.
- Continue business as usual with vendor requirements.
- Set aside the annual unspent administration dollars to fund the long-term solution. This needs to be in writing.

Long-term –

- Develop a “map” of the registration data requirements IDPR needs and present it to ITD.
- Continue to explore COTS systems including looking at ways to partner with Idaho Department of Fish & Game to leverage a mutual relationship with Active Network.
- Wait until ITD is further along in their system development before further steps are taken to work with their system.

Legislation changes –

- Remove “owner” definition and replace it with “operator” for motorbikes, ATVs, UTVs, and snowmobiles.
- No changes to vessel statutes. Need to leave “owner” requirement.
- Remove “registration” and replace it with “recreation sticker” for motorbikes, ATVs, UTVs, and snowmobiles.
- Users will carry the legislation.

Discussion followed regarding the enforcement of registration stickers and how that would be handled, definitions of “owner” as oppose to “operator”, sticker purchases, and the necessity of gathering registration information. The concern not to create a duplicate system that is already in place such as ITD’s Garnet system was also discussed.

2:00 p.m. Tour of Heyburn State Park, Hidden Lake float homes, and dinner

9:00 p.m. Recess

Wednesday, July 31st, 2013

7:58 a.m. Meeting called to order.

7:59 a.m. FY 2013 4th Quarter Financial Report

Mr. Martin presented the 4th Quarter Financials FY 2013. Mr. Martin said the budget instructions that were received after the May 2013 Board meeting from DFM included an additional increase of \$260,000 in benefit costs (healthcare and retirement) that the Agency needs to prepare to include in the FY 2015 budget. He was unsure how the legislature will act regarding the possibility of defraying some of the cost by putting more of the burden on the employee versus the employer.

8:15 a.m. Director Merrill discussed IDPR's presentation to the Governor requesting a one-time spending authority for \$2 million for deferred maintenance and repair.

8:30 a.m. Heyburn Hidden Lake Float Home

Mr. White presented staff's plan to consolidate the 24 Float Homes in Heyburn State Park's Hidden Lake history with a PowerPoint presentation as directed by the Board. *See Attachment 5.*
<http://parksandrecreation.idaho.gov/board-agendas>.

The Float Home lessees are very interested in remaining on Hidden Lake and are committed to pursuing options to facilitate the Board's directives. They have already obtained an Idaho Department of Environmental Quality (DEQ) Wastewater Planning Grant and have contracted Welch Comer Engineers to begin developing a wastewater facility plan and associated documents required to pursue design and construction funding, preferably through a DEQ loan, and Welch Comer's preliminary planning and construction timeline. *See Attachment 6.*
<http://parksandrecreation.idaho.gov/board-agendas>.

Staff have met with Float Home lessee's representatives and discussed options which will be presented by both the Float Home representatives and staff. Staff also contacted Panhandle Health District and they will support a new sewage management agreement (SMA) based upon Board decisions of timelines associated with the Float Homes being connected to the centralized sewer system. Staff also talked to Idaho Department of Lands (IDL) representatives about the permitting process, which will require the Department application as the land owner and as well as certain requirements.

Mr. David Kimberling addressed the Board discussing alternatives to not moving the float homes, *see Attachment 7* <http://parksandrecreation.idaho.gov/board-agendas>.

Mr. Strack explained that IDL long-term leases in relationship to IDPR's Float Home leases. He further explained the IDAPA rules regarding private float homes and gave the history of IDL's float home and condo rules. Mr. Strack continued to explain that this is a public marina that does need extensive remodeling. IDPR could look at the State Park land and view it as a single marina. IDPR could also go to a renewable one-year lease that would avoid some of the requirements. The IDL permits would give the guidelines.

Mr. Strack is confident that the extra requirements would not be required for two (2) boat slips. An extended long-term lease is limited to ten (10) years and has been since 1906. Longer term leases would require a statute change. A 10-year lease would allow for recreation use. A long term lease longer than ten (10) years opens the State up to another law suit from the Coeur d'Alene tribe.

Testimony in support of Mr. David Kimberling's proposal was received from Senator Nononi, Representative Agidius, Bonnie Butler, Wynn Mosman, Phil Lambert, Dick Harwood, Bradley Chestnut, John Magnuson, and Caleb Zimmerman.

Mr. Bradley Chestnut is a float home owner with a lease of 14.7 acres above their home site. He has an approved sewer system on adjacent property. He would like to keep his float home in the same location and have a separate lease. They are asking for an exception for their float home, to remain in the same location without hooking up to the new sewer system.

Staff recommended the following:

Board approval of consolidating the Heyburn State Park Hidden Lake Float Homes along the southwest shoreline as indicated in Figures 3 and 4 *See Attachment 8* <http://parksandrecreation.idaho.gov/board->

[agendas](http://parksandrecreation.idaho.gov/board-agendas) and the “Milestones” See Attachment 9 <http://parksandrecreation.idaho.gov/board-agendas> associated with connecting the Float Homes to the park’s centralized sewer system as presented and directs the Attorney General to work with staff to develop a lease to include the milestones and associated dates, a term length conducive to obtaining a loan, future utility adjustments, and strict lease term and park rule adherence as well as the new rental rate for Board approval this fall.

11:22 a.m. Ms. Buxton moved to direct staff to work with the Float Home Association and their consultant, Welch Comer, to create a plan that will consolidate the float homes in such a configuration as to allow for the connectivity to sewer and development of the park property that includes at least 500’ open shoreline to accommodate additional recreational interests for the public within Heyburn State Park. Mr. Doman seconded the motion. Discussion followed.

- Clarify 500 feet of shoreline for recreation purposes
- Define how much shoreline is needed for the public enjoyment
- Include covenants in final lease agreement
- Determine IDPR costs to maintain the sewer system

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

Ms. Buxton asked if the Float Home Association was willing to pay for the three (3) to four (4) float homes that probably would need to be moved. Mr. Kimberling replied that the Association was looking at helping those who may need to be moved.

Ms. Buxton asked if all Float Homes must float. Mr. White explained that two (2) of the Float Homes do not float in the winter: one (1) is presently on the shore is non-floatable. Ms. Buxton asked whether or not they need to float 12 months a year? Mr. White responded that the consolidation will call for all float homes to float all year long.

Mr. Crimmins asked that the agreement date of the consolidation be included in the 10-year agreement.

12:03 p.m. Mr. Crimmins moved to direct Mr. Steve Strack to work with staff to develop a lease to include the milestones and associated dates, a term length conducive to obtaining a loan, future utility adjustments, strict lease terms, park rules adherence and the new rental rate for Board approval at the November 2013 Board meeting. 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.

12:05 p.m. Ms. Buxton moved that the Board direct staff to bring back a consolidation plan to November 2013 Board meeting. Mr. Doman seconded the motion. The Chair asked for further discussion. Hearing none, the Chair called for a vote on the motion. Motion passed unanimously.

12:06 p.m. Ms. Buxton moved to table all issues regarding the Chestnut lease and sewer system until the November 2013 Board meeting. 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.

12:25 p.m. Director’s Report

Director Merrill discussed the following items:

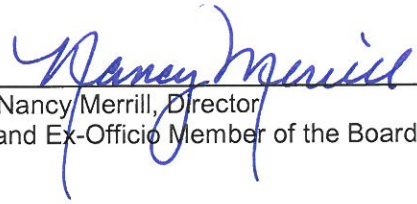
- Nesbitt property
- Vardis Fisher Property

12:37 p.m. Working lunch.

12:56 p.m. Meeting adjourned.



Charles Correll, Chair
Idaho Park and Recreation Board



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