



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

**AGENDA**  
**Idaho Park and Recreation Board Meeting**  
**November 13-14, 2014**  
**IDPR HQ, 5657 Warm Springs Ave**  
**Boise ID**

**AGENDA ITEM:**                      **Staff Reports**  
**ACTION REQUIRED:**                      **NONE**  
**PRESENTER:**                      **Director Langhorst**

**PRESENTATION**

**BACKGROUND INFORMATION:**

**STAFF RECOMMENDATIONS:**

**OPERATIONS DIVISION  
JULY – AUGUST – SEPTEMBER  
2014**

**OPERATIONS DIVISION: KEITH HOBBS, ADMINISTRATOR**

**Mission**

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

**Goals**

1. To provide leadership and direction for the ongoing daily operations of Idaho State Parks and the IDPR Recreation Bureau.
2. To leverage existing resources to provide staff with the necessary tools to accomplish the mission of the Idaho Department of Parks and Recreation.

**Administrator's Report**

- Continued coordination with JUB Engineers for the performance of a Record of Survey for the Aqualife Properties (Vardis Fisher) located at Thousand Springs State Park. The work necessary for the sale of the properties and their associated waters rights to the Idaho Water Board was completed at this quarter's end, allowing the sale to proceed.
- Worked with North and South Regions and the IDPR Fiscal Officer to finalize components of the Fiscal Year 2016 Budget Request required for the Operations Division.
- Worked with the Management Services Administrator, Reservation Program Manager, and the Public Information Officer to revise the current IDPR Retail Management Plan.
- Coordinated the efforts of IDPR Management Staff, Eagle Island State Park personnel, and numerous involved agencies to develop a response to the discovery of Norovirus at the Eagle Island State Park swimming beach. This issue required the closure of the Eagle Island swimming beach for 11 days and caused a significant loss of revenue to the park.
- Continued working towards the development of an Economic Impact Analysis for Idaho State Parks, holding two discussions with staff at Michigan State University. Currently coordinating efforts to gather survey data needed to create a spending profile of Idaho State park users with efforts of IDPR staff to validate park visitation numbers.
- Met with Idaho Fish and Game representatives and Castle Rocks State Park staff to discuss the potential creation of a 3-D Archery Course at Castle Rocks State Park. This course would provide opportunities for both competitive events and casual users. Castle Rocks and Fish and Game personnel are exploring current available grant opportunities currently.

- Attended an Ada County Planning and Zoning Committee to support Recreation Bureau staff efforts to secure the final required approvals for the operations of the ATV Training Course, adjacent to the IDPR Headquarters buildings. The project received all necessary approvals and is now operational.
- Participated in a dutch oven dinner, hosted by Massacre Rocks State Park staff, for staff members of Senator Risch's Idaho and Washington offices and a Recreation Bureau sponsored trail ride for staff members of Congressman's Labadour Idaho and Washington offices.
- Met with the board of the Idaho Heritage Trust at the Bayhorse Historic Site to discuss the existing needs of this cultural site and the benefits of providing facilities to non-traditional users (ATV Users) at Idaho Heritage Sites.
- Visited the Market Lake Ducks Unlimited property near Roberts, Idaho and had preliminary discussions with the Idaho Fish and Game concerning a joint venture to acquire and manage the property as a unique recreational and educational facility.
- Worked with the IDPR Recreation Bureau to develop a Memorandum of Understanding with participants in the Boat Safety Program's life jacket loaner stations. This program has proven very successful around the state, but was lacking formal agreements with participants. These agreements are now in place.
- Worked with Recreation Bureau staff, Grants staff, and Fiscal staff to determine the best method(s) to distribute collected Mountain Bike License Plate funds to the users for use in trail work and other projects benefiting non-motorized trail users.
- Performed an assessment of the current condition of park traffic counters to determine deficiencies and needs to ensure the infrastructure for visitation tracking is in place as we begin to refine and update IDPR procedures for the collection of day use visitation.
- Assisted Recreation Bureau staff finalize comments to the Idaho City Ranger District on the upcoming Becker Vegetation Management Project, which could potentially adversely impact usage of the Idaho City Yurts. IDPR concerns over two potential road closures were expressed in formal comment and through face to face meetings.
- Participated in the South Region Parks Meeting at Harriman State Park. Topics discussed included: 1) the future desired use of Wi-Fi in Idaho State Parks, 2) Bed Bugs in overnight facilities and their management, 3) the use of RV Grants for interpretive projects in Idaho State Parks, 4) IDPR's upcoming Economic Impact Study, and 5) park fee signage.
- Worked with the IDPR Outdoor Recreation Analyst and other staff members to develop the finalized comments on the Nez Perce/Clearwater Forest Plan Revision. Near the end of the comment period, the deadline for comments was extended to November 4<sup>th</sup>.
- Completed necessary purchase documents to complete the purchase of picnic tables and fire rings to be distributed to north and south region parks to replace or supplement existing inventory. Funding for this project was primarily provided by a Recreation Vehicle Grant.

- After their occurrence in a camper cabin at Farragut State Park, which has proven to be costly and difficult to manage, bed bugs have become a discussion item within both park regions. Although the incident at Farragut remains as IDPR's only occurrence at this point, information on their prevention, identification, and eradication has been provided to all parks and each was requested to perform inspections.
- With other staff, attended the Rocky Mountain State Park Executive Conference (RMSPEC), hosted this year in Couer d'Alene by IDPR staff. The conference allowed management staff from a variety of state park systems across the west to exchange experiences, successes, and network.
- Worked with the two Idaho State Parks with established winter Nordic programs (Harriman, Ponderosa) to implement board approved fee increases in the Winter Access Program for the upcoming 2014/2015 winter season.
- Provided assistance to park and region staff in the following areas:
  - Provided assistance to Three Island Crossing State Park in determining IDPR's responsibility in metering usage on an existing water right, which had been transferred to another location. Also provided assistance in the replacement of a vehicle damaged electrical transformer, which provided power to the park's entrance kiosk.
  - Provided all parks guidance on IDPR compliance policy on the usage of the Parks Passport, which had evolved slightly since implementation due to limited sticker failures early in the program.
  - Assisted Castle Rocks, Eagle Island, Lake Walcott, and Thousand Springs obtain the necessary permissions to host various special events in the respective parks.

**NORTH REGION QUARTERLY REPORT  
JULY – AUGUST - SEPTEMBER 2014**

**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**

- Participated in Executive Staff meetings/conference calls: Ice Age Floods National Geological Trail Conference Call with local Federal and both Washington and Idaho state officials; Governor's Capital For A Day in St. Maries; CdA Chamber of Commerce Natural Resource Committee Meeting; PHD Board meeting to represent IDPR in discussion and approval of Heyburn SMA for float homes; Attended a Harrison City Council Meeting with staff to discuss various TOC encroachment issues and the future development of the area that the City is considering; CdA Tribe Water Adjudication Presentation on what and why they are pursuing water rights; (in particular various encroachments including City of Harrison area); met with Development, staff, engineering consultants and contractors to review various Dworshak projects; reviewed park operations with Hells Gate, Winchester, Round Lake, Dworshak, Priest Lake, Old Mission, TOC, and Heyburn staff as well as 40 acre parcel associated with McCroskey northeast of St. Maries
- IDPR 50<sup>th</sup> Celebration Planning Team meeting; IDPR Fall Board Meeting in Twin Falls touring area parks with staff; visitation Tracking and IDPR Traffic Counters Conference Call.
- Conducted North Region Park and Program Manager's Meeting Conference Call
- Met with IDL to discuss Harrison Encroachment/Dock Issues
- Reviewed CdA Trust property near TOC Bull Run Trail Head to determine value to obtain all wetlands
- Interviewed then hired new NR Maintenance Crew Foreman.

**NR MAINTENANCE CREW**

Along with many summer projects the crew did various park and program projects throughout the quarter focusing on:

- Boating Department: Built Life Jacket Kiosks; Rebuilt boat trailer to haul LJK
- Priest Lake: Built two room cabin
- Farragut: Rebuilt trail entrance with bull dozer so trail was not as steep;
- Old Mission: Built new entrance sign; Removed table at Mullan trailhead for new CXT
- Winchester: Picked up backhoe and delivered to CDA
- North Region Office/Shop: Revamped back parking lot for new building construction

### **NR OFFICE STAFF**

- Patty working on summarization of electronic copies of encroachments for TOC
- Staff preparing for Fall North Region Meeting

### **PRIEST LAKE STATE PARK – LONNIE JOHNSON, PARK MANAGER**

#### Top 5 Items Not Being Addressed or Funded At This Time

1. Not having park housing for all permanent staff.
2. It is becoming more difficult to adjust time during holidays- EAL worries.

#### Customer Service

- Work continues on new two room cabin at Indian Creek.
- We now offer a new recreational opportunity for visitors. We have teamed up with Kiva therapeutics to offer massages on the beach at Indian Creek on Saturdays and Sundays.

#### Utilization of Facilities

- All three campgrounds remain full as does the group camp into September
- August brought the threat of three storms however we were lucky they missed us all three times. Record rain fall did dampen the usage of all three campgrounds.
- The warm weather brought out visitors and campers the early part of September

#### Park Manager's Report

- Felled a large dead white pine at Indian Creek (hazardous tree) and milled so we can use lumber for the inside of the new cabin.
- Water off in campgrounds September 28-29.
- Started to pull in docks on September 28.
- All dumpsters removed from campgrounds on September 22-23, moved to pack in pack out

#### Preservation of Natural Resources

- Worked with Natural Resource Manager and Lands on wind storm damage cleanup for direct log sale.

#### Marketing: Strategy Proposals and Marketing Strategies

- Looking into developing new disc golf course at Indian Creek unit.

### **ROUND LAKE STATE PARK – CHUCK GROSS, PARK MANAGER**

#### Top 5 Items Not Being Addressed or Funded At This Time

1. Vehicle and equipment replacement
2. Funding to build defined living pads in all 51 campsites to help protect the resource and allow regrowth of understory
3. An increase in the Parks O&E budget to properly address inflationary increases on fixed costs and increased costs of maintenance of depreciating equipment.
4. Adequate funding to properly develop our newly acquired acre.
5. Additional Staffing, including an Office Specialist

#### Customer Service

- Boat rentals were steady as a result of the warm weather. Various areas of assistance from a new local volunteer Jim Forrest began in earnest about once per week. Developed a schedule for and began posting evening programs and Master Naturalist hikes.

#### Utilization of Facilities

- Day use areas, campground, docks, trails, and the beach continued to experience heavy use, especially on the weekends. Fishing also continued with peak use both on and around the lake. The park's Master Naturalist hikes continued in earnest with two hikes per week with successful

results of up to 20-25 visitors on some hikes. The park also hosted a couple of evening programs at the amphitheater – both put on by staff (one volunteer and one seasonal) - that were successfully received with up to 30 visitors at each program. The parks day use shelter was reserved through the parks office for approximately four times during the month.

#### Park Manager's Report

- Efforts to re-establish interpretive programs and hikes began in earnest which included the hiring of three Master Naturalist volunteers as well as inviting two guest speakers to conduct programs. Four Wednesday hikes and two Saturday hikes were conducted focusing on the Swamp Tromp, wildflowers, and trees of the park. In addition, evening programs were conducted on two subjects: Western Painted Turtles and the Farragut Naval Training Station. Many of these activities drew more than 30 visitors each. For the second year the park had a professor and graduate students spend three weeks conducting Western Painted Turtle research in the park. Staff completed the bundling of 1500 units of firewood for resale. Greater than anticipated interest in the photo contest resulted in many submittals during the month.
- The park experienced a second heavy windstorm that resulted in one large grand fir falling between two campsites and causing damage to two camping units. It took park staff a day and one-half to clean-up the area. Seasonal staff put together an end of peak season music event on the front-porch of the Visitor Center one evening to give out awards for the year and sing and play songs.

#### Preservation of Natural Resources

- Staff spent 3-4 days mitigating Spotted Knapweed and other invasive weed species on park trails. A heavy storm towards the end of the month resulted in a two-hour power outage and many downed trees. A few trees had to be cut out of visitor use areas and the residence area of the park.
- A large, cracked Grand Fir adjacent to the green shower-house in the middle of the campground was felled by the agencies Natural Resource Program Manager

#### Marketing: Strategy Proposals and Marketing Strategies

- Photo contest submittals by park visitors began to come in via email. Visitors were receptive and excited about participating. Winners agree to relinquish rights to the photo in exchange for a voucher to rent boats or use facilities in the future. The park will use submitted photos to convert them into Postcards for the resale area. The park's Facebook, web page, and phones were updated as needed to reflect operational changes during the month – especially as it pertained to announcements for the programs and hikes mentioned previously.

### **FARRAGUT STATE PARK – RANDALL BUTT, PARK MANAGER**

#### Top 5 Items Not Being Addressed or Funded At This Time

1. Replacement of the telemetry line that connects the water tower to main pump house. The line failed in the fall of 2013 due to lightening but was not a FAS listed item and not covered by insurance.
2. Funding for ongoing replacements of vehicles and equipment.

#### Customer Service

- All facilities are in use. On July 23 a strong thunderstorm caused damage to power lines in the park and in the local area. The west end of the park power was restored that night at 9 PM. The east end required power pole replacement and was restored on Thursday night by 7 PM. Minor damage was reported to one camper vehicle due to a falling limb, and another car was showered with bark from a tree struck by lightning. No injuries occurred.

#### Utilization of Facilities

- Work at pump house 3 has been completed.

- Improvements at the Whitetail and Locust Grove restrooms are complete. Additional work has been scheduled for September once Whitetail has shut down to work on floors and showers that aren't sloped to drain.
- Due to an ongoing insect infestation the Nighthawk camping cabin is still out of service.

#### Park Manager's Report

- Work continues on phase 2 of sewer effluent collection. The first sections of new collection pipe have been installed and the project is forecast to be complete before winter. The work will be done this summer and fall and will put Farragut into compliance with requirements set forth by Panhandle Health when Gilmore campground was constructed in 2006 where the park had to move 75% of its effluent waste to a land application system.
- The Highway 95 and Highway 54 interchange is now partially open. The project did not include signage for Farragut on Highway 95, staff have requested the signs and provided needed documentation.

#### Preservation of Natural Resources

- No additional public comment has been received at the park regarding IDFG plans to continue ponderosa pine restoration work along the shore line, there are 20 acres marked around the eagle boat launch.
- The park will be doing thinning adjacent to North Road in the fall/winter of 2014 and also road edge clearing around Ward loop and along North Road.

#### Marketing: Strategy Proposals and Marketing Strategies

- Items have been restocked and sales are normal.

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

#### Top 5 Items Not Being Addressed or Funded At This Time

1. White House and property use
2. Staff Housing/Volunteer Sites
3. Excessive condensation on museum doors and above MOD 1 in museum/increasing costs to maintain exhibit/replacement costs of worn out AV equipment/maintenance of SE exhibit/HVAC system – issues with locking out/Access to room over MOD 4

#### Customer Service

- Sent information for weddings/booked 2015 wedding

#### Utilization of Facilities

- Tours 28 groups (899) – Interpretive programs for each tour
- House of the Great Spirit DVD- 4850 people (1493) #times shown
- Sacred Encounters Exhibit- 2472 people (570) groups
- Weddings 5 (307) - 2 canceled weddings for 70 people
- VC 2404 groups (9470 people)
- GUP-Immaculate Conception Mass – (550) 119 cars
- 32<sup>nd</sup> Annual Historic Skills Fair and Mountain Man Encampment – (529 attendees + 41 demonstrators & vendors)
- 80<sup>th</sup> Annual Coeur d'Alene Tribe Pilgrimage and Feast of the Assumption Mass 529 people – 255 cars
- School - 118
- Gonzaga Annual Pilgrimage and Mass 150 people

#### Park Manager's Report

- Samuel Hoggatt began duties as park ranger
- Supported LYFHA interpretive planning for Bayhorse – provided input and information
- AAA TV Filming Crew on site filming for program

#### Preservation of Natural Resources

- Idaho Heritage Trust Visit – Katherine Kirk and Fred Walters – Parish House and Mission work
- Hosted visit from Smithsonian/National Museum of the American Indian – here to check on loan item
- Participated in Kootenai County Fair Exhibit with Heyburn and Farragut

#### Marketing: Strategy Proposals and Marketing Strategies

- Worked with Snake River Design to create custom Cataldo Cross

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

##### Top 5 Items Not Being Addressed or Funded At This Time

1. Restroom/Water at TOC Shop
2. Volunteer Sites
3. Leases, their review and cleanup
4. Unauthorized access to trail/Unauthorized motorized use on and along-side of trail
5. Map of Trail showing ROW, all property owners and features

#### Customer Service

- Cleared trail of debris, downed trees, chipping
- Mowed/trimmed

#### Utilization of Facilities

- **Trail Traffic Count: 37,372**
- Kellogg- 5418 Wallace-5370 Enaville- 5722 Harrison- 20817
- GUP-SkateNow/Skate Journeys- 22
- WomanTours – 18
- Adventure Cycling- 107
- GUP-MCC West Coast Ride 90
- Cyclists of Greater Seattle
- GUP -Wallace Under the Freeway Flea Market – 4000 plus
- MS Ride -195 riders plus 40 volunteers
- CdA Fondo – over 800

#### Park Manager's Report

- Conducted trail inspection with ARCADIS – 2 day
- Prepared closure notices, posted info, sent emails, posted FaceBook for Pine Creek Project trail closures
- Working through camping/trail/dock issues at Harrison
- Worked with City of Mullan regarding CXT ordering and funding for Mullan Trailhead
- IDFG project at Gene Day Pond –Osburn
- Unauthorized Encroachments – letters sent/phone calls/reviews with Strack
- Reviewed/commented on Harrison Waterfront Master Plan

#### Preservation of Natural Resources

- Monitored trail projects/Completed trail inspection with ARCADIS
- Cleaned up after severe storm on July 23

#### Marketing: Strategy Proposals and Marketing Strategies

- Updated Facebook
- Handed Cliff Bar and deodorant samples to trail users/visitors with 10<sup>th</sup> Anniversary Note for TOC

**HEYBURN STATE PARK – RON HISE, PARK MANAGER**

**Top 5 Items Not Being Addressed or Funded At This Time**

1. Ground fuel tank at Rocky Point improvements to the plumbing to the dock, build a fence, paint the tank, etc.

**Customer Service**

- The visitor center remains open seven days per week. The marina store at Rocky Point closed for the season at the middle of the month.

**Utilization of Facilities**

- All park facilities have been running at or near capacity.

**Park Manager's Report**

- The Tribe began their annual Eurasian milfoil treatments the first week of the month
- Ron participated in the North Region Manager's conference call on September 9.
- The pile driver arrived on September 10 to drive new piling for the dock extension project at Hawley's Landing Campground. This project was funded by AVISTA as part of the Post Falls dam relicensing project.
- Work began on the CCC building restoration projects. The upper Chatcolet shelter, Chatcolet rock restroom, Rocky Point rock restroom, and the Rocky Point shelter received new roofs, masonry repairs, and landscaping to improve drainage and prevent water damage.
- John Arnold from HQ toured the park with staff on September 26.
- Fish and Game held their annual youth waterfowl hunting clinic in the park on September 27.

**Preservation of Natural Resources**

- The Inland Empire Cooperative Weed Management Association conducted an aquatic weed tour on Chatcolet Lake on July 18.
- Ron and David White attended the Governor's "Capitol for a Day" meeting in St. Maries on July 21.
- Wind storms have snapped or toppled several trees in the park this month. A cottage at Chatcolet was hit by a large ponderosa pine. An SUV was also destroyed.
- A small direct timber sale was sold in an area on the southwest side of the park to deal with root disease and blow down timber. The sale will harvest just under 100,000 board feet and brought in a little over \$14,000.

**MCCROSKEY STATE PARK – RON HISE, PARK MANAGER**

**Top 5 Items Not Being Addressed or Funded At This Time**

**Customer Service**

- Staff continues to patrol the park on a regular basis and make sure facilities are maintained.

**Utilization of Facilities**

- Several fraternities and sororities from the University of Idaho and Washington State University have used the park for get-togethers.

**Park Managers Report**

- Wind storms snapped off several trees in the Iron Mountain area of the park. The roads and trails have been cleared and firewood cutters cleaned things up.

**Preservation of Natural Resources**

- The Deep Creek Timber Sale is in final review and hopefully will be sold by next spring.

**HELLS GATE STATE PARK – CHARLIE CHASE, 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-round.
2. Operations budget is not sufficient for the reasons mentioned above.

3. Re-roof the shop, day use restroom, marina restroom, barn and both residences.
4. Four maintenance vehicles are in need of replacement.
5. Hells Gate needs a group camp or two.

#### Customer Service

- The Lewis Clark Discovery Center has been open from 8-4 Sunday through Thursday and 8-6 Friday and Saturday to cover all the check-ins for the weekend. The marina has been closed Monday through Thursday and only open Friday through Sunday from 9-5. The Jack O'Connor Center has gone to winter hours being open Tuesday through Friday from 10-4, Saturday and Sunday 1-4 and being closed Monday.

#### Utilization of Facilities

- The group shelters were very busy with birthday, retirement, family reunions and anniversary parties during the weekends. Weekends find our marina parking lot packed and boaters are forced to use the field across the street for additional parking. The water has warmed up and slowed down after June's runoff. The beaches have been very busy.
- Assistant Manager Smith had one night of movies at the Amphitheatre. It was well received. The group shelters were very busy during the weekends.
- Steelhead fishermen are still very active using the boat launch.

#### Park Manager's Report

- Thunder on the Snake Jet Boat races occurred Saturday and Sunday August 23 and 24.
- Manager Chase attended a supervisory workshop in Coeur d'Alene.

#### Preservation of Natural Resources

- Four standing dead trees were removed from the day use area and converted to firewood and mulch.
- We have ordered a large supply of new trees from the U of I Forest Nursery to be delivered in October. These seedlings will be planted to replace the many trees removed during the past 36 years.

#### Marketing: Strategy Proposals and Marketing Strategies

- Assistant Manager Jeff Smith has been pursuing bicycle camping as a new revenue source. It looks like it could be a nice little addition to our campground. He will continue studying the possibilities.
- Staff has been very busy with planning the Haunted Hayride.

### **WINCHESTER LAKE STATE PARK – CHARLIE CHASE, PARK MANAGER**

#### Top 5 Items Not Being Addressed or Funded At This Time

1. We are in need of some pavement work throughout the park. One parking lot and an area of road needs widened near the visitor center/kiosk.
2. Sites are not level, are too short and don't offer much room to accommodate today's rigs or tents.
3. O&E and Seasonal funding is no longer adequate to maintain park operations
4. Visitation continues to increase annually; however, the budget to support these annual increases remains the same
5. Out Dated Facilities and Infrastructure

#### Customer Service

- The fishing tournament was an outstanding success. We had about 90 participants this year. That's up from 35 last year.
- We are teaming with the Nez Perce Tribe on a Watershed Based Plan for Upper Lapwai Creek.
- Our Naturalist interpretation programs were popular throughout the season with participation totaling 154 kids and 82 adults.

- A meeting to discuss the playground renovation has been set. This will be a great addition to the Ponderosa Point day use area.

#### Utilization of Facilities

- During our removal of old concrete parking barriers and replacing them with rock, we were able to expand the Granite View parking lot by two trailer spots and one passenger vehicle spot. Parking at Ponderosa Point is lacking. A plan has been devised to add parking spots.

#### Park Manager's Report

- We took second place in the 4<sup>th</sup> of July parade with our "Winchester or bust" covered wagon float.
- The dock and playground grants are moving ahead and regional maintenance projects have been identified and prioritized.

#### Preservation of Natural Resources

- We have had the Department's Natural Resource Specialist out twice this month in a continued effort to knock back a number of noxious weeds.
- We were able to utilize a corrections crew during the month of August to remove an old fence no longer effective.
- We were able to remove nine hazard trees from C loop without issue.

#### Marketing: Strategy Proposals and Marketing Strategies

- We managed our stock well and will have good items to sell at the "Christmas in the Pines" held in November.

### **DWORSHAK STATE PARK – MICHELLE EAST, PARK MANAGER**

#### 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. Square swim dock.
4. Fishing Dock at Freeman Creek
5. Retail Area/Camp Store at Freeman Creek
6. ATV Trail system from Freeman Creek to Mason Butte

#### Customer Service

- Boat ramp parking area was full by 9 am on the July 4<sup>th</sup> Holiday, so we began our shuttling/ramp management process at that time. The users were happy with the service.
- The Youth Challenge Crew came for a volunteer day at Freeman Creek and cleaned up the pine needles at the Day Use point and cleaned up our wood shed/wood pile area.

#### Utilization of Facilities

- There were three wedding events at the Big Eddy Lodge
- Purchased two more stand up paddleboards and have had times throughout the month that we were sold out of all of our paddleboard rentals.
- The swing set was erected and had a line of children the first day it was safe to use.
- Three Meadows was booked solid for the first 15 days of the month, then went down to only weekends. Our annual Hoorah group used the facility to its fullest extent.
- The boat ramp was accessible all the way through Labor Day weekend.
- Three Meadows was rented by three different groups - WSU, the Quilt Retreat and US Fish and Wildlife's second half of the Cold Water Fish Culture class.

#### Park Manager's Report

- The contract for connecting the well to the water treatment plant began and was primarily completed by the end of August
- Manager West attended the DHR's Supervisory Academy.

- We participated in Lumberjack Days and the Clearwater County Fair. We handed out seedlings that were partially donated by Potlatch and U of I, as well as candy donated from Kings. Our float took 2nd Place in the Commercial Float class. We also had a booth at the fair to give out information to the public.

Preservation of Natural Resources

- Staff removed downed and dying trees from the park.

Marketing: Strategy Proposals and Marketing Strategies

- We have been utilizing Facebook to update our visitors on park happenings and seasonal information.
- Developed a brochure to go out to crafting/quilting/scrapbooking groups on Three Meadows and Big Eddy facilities.

**SOUTH REGION QUARTERLY REPORT**  
**JULY, AUGUST, SEPTEMBER 2014**

**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**

- Continued monitoring of South Region operating and seasonal budgets
- Continued preventative maintenance backlog created by limited budgets and staffing
- Creating new opportunities with limited resources
- Hiring and retaining skilled professional staff
- Looking for dedicated funding
- Investment in marketing and revenue enhancing ideas

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

- Continue working with the HR officer on incident reporting issues and training.
- Monitoring US Fish and Wildlife CCP (Comprehensive Conservation Plan) at Walcott. They have been in consultation with our department and we are waiting for a draft review as they are in the writing phase.
- Walcott electrical project has been wrapped up and now waiting on new residence for the manager.
- Continuing to work with Bob Hansen on some new potential park sites in Eastern Idaho. Have been meeting with ITD District 6. American West Heritage Center near Logan, gave us a tour to discuss possible ideas for Billingsley Creek development. Discussions continue for a possible partnership with Fish and Game on a piece of property near Roberts with a modern lodge and small RV campground (37sites). The property was purchased by Ducks Unlimited and now they would like the state to take it over for public habitat and recreational opportunities. FandG is interested in the habitat and the birding opportunities. The city of Roberts is very interested in the potential tourism.
- Still trying to hire a .75 rangers for Bruneau and hope to be filling this very soon.
- ITD final review and inspection of the Ritter Island Bridge has been completed and the bridge has been cleared for less than five tons and one vehicle at a time access.
- Continue looking for park programming, special event opportunities, potential partnerships, and outside funding options.
- Working closely with IDL on grazing leases at Harriman. There may be some contention on our lease at Sheridan when we renew in 2015.
- Attended another Capital for the Day in Dubois.
- Meeting with Fish and Game and the Bow Hunter's association about potential partnership at Castle Rocks for a 3D target shooting range.
- Annual South Region meeting for all staff was held at Harriman. Bob Hansen is quite the steak BBQer!

**BEAR LAKE STATE PARK – KIRK RICH, PARK MANAGER**

**Top Items at This Time**

1. Electrical problems have occurred in campground sites 16-20 as 30 amp service sites are proving to be inadequate.
2. There continues to be a mixing of park customers with the neighboring hot springs facility. We charge a rate less than theirs. State lands have been involved mostly in an information gathering

mode. We hope to create a MOU with IDL this winter that might clarify issues of the state park as they administer land below high water.

#### Customer Service

- We continued to fine tune our traffic entrance and directing procedure. Through the summer we were able to process over 300 cars an hour.

#### Utilization of Facilities

- Day of highest usage occurred on July 26 with a total of 1375 cars paying an entry fee in addition to those entering with Passports and season passes. Total boats launching for that day was 175. The campground was also full all weekends with about half capacity on the weekdays
- Saturdays in August brought over 150 boats and Friday usage was averaging 600 cars.
- Even though much of September was rainy, we continued with fair use with a good group of campers still drifting in.

#### Marketing

- We completed our “Go-Pro/drone” video and it is now available on YouTube. It is listed under “Bear Lake Idaho 2014” as submitted by Quincy Rich.

#### Park Manager’s Report

- The last two weeks of August brought a lot of rain. Almost 400% of normal with a 4.35 total inches. However, the last week was the only rainout weekend. Usage dropped but because of warm weather, even with the rain, we still held with steady usage.
- The manager met with Bear River Electric to determine best way to proceed on old restroom removal and relocation of essential electrical controls. After discussion with Gary Rucker, it was decided for Bear Lake to act as general contractor and hire excavation and electrical work as needed. Park would be responsible for getting vault pumped and knocking building down.
- Marine Deputy Ryan Larsen has been retained under waterways money to help with various park projects as needed.

### **BRUNEAU DUNES STATE PARK – STEVE RUSSELL, ASSISTANT MANAGER**

#### Top Items at This Time

1. Adequate water is needed for turf areas and trees; an application was received to water current acreage but it does not include additional water. Weeds in turf areas continue to be a problem which is partly due to lack of water.
2. Parks older equipment is wearing out. Trucks over 100,000 miles are due to be replaced in FY2017 if funding is available.
3. Recruiting for seasonal employees has been difficult as we need to pay more than minimum wage to get a better selection pool. We need to make our 9-month classified positions into 12-month classified positions to avoid turn over. Current ranger has transferred to Lake Cascade.
4. Need to address wheel repair and alignment in the observatory’s circular tracking.

#### Utilization of Facilities

- Scorpion walks were well attended with 239 attendees in July, 379 for August and 249 in September.
- The observatory had 603 visitors in July, 617 in August and 746 visitors in September.
- Sand board rentals remain strong among visitors.
- We had approximately 300 students visit from schools in September.
- Idaho Star party was held in September had 150 attendees.

#### Marketing

- Posted summer and fall pictures on Facebook to encourage visitors to come and see the park.
- Met with Anna Canning and Evelyn Mason on some revenue generation ideas.

### Park Manager's Report

- All garbage can racks and two park benches painted for an Eagle Scout project in the park.
- Two park visitors were rescued by park ranger. They were walking barefooted and had burned their feet. We also had a lost hiker incident.
- Visitation slowing down due to high temperatures in the 90's and school starting up.
- Still seeking to replace our park ranger.
- Staff working on Dark Skies project.

### Preservation of Natural Resources

- IDFG creel census and research on Dunes Tiger Beetle were finished for the summer and we are now awaiting the reports.
- Ranger and maintenance staff were working on puncture vine removal. Boy Scouts assisted on weed removal.

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

### Top Items at This Time

1. Preparing for print and public review of the CIRO General Management Plan (GMP)
2. NPS CIRO Project – bury overhead power lines through Reserve, scheduled for Sept-Oct.
3. New opportunities at Castle Rocks include an archery range in partnership with Fish and Game and Bow Hunters Association. Also working on a family friendly fishing pond in partnership with Fish and Game.
4. 2014 annual NPS report and 2015 work plan.

### Customer Service

- The visitor center was open seven days a week and the center recorded 1,760 visitors with 371 visitors viewing the orientation program shown 99 times through this past quarter.
- The Climbing Experience Program was conducted this summer 11 times to 31 paying customers.
- Ordered a group-sized charcoal grill to enhance the new Castle Rocks group shelter.

### Utilization of Facilities

- Fall digital photography workshop was held in August with 11 participants.
- The lodge, bunkhouse, yurts and campsites were all well utilized during the summer.

### Marketing

- On-line resale program launched at <http://www.nps.gov/ciro/supportyourpark/bookstore.htm>
- [www.nps.gov/ciro](http://www.nps.gov/ciro) 50% complete redesigned.
- Staff is working on a photo book for CIRO, for resale.
- Communication, interpretation, and social interaction on Facebook: 1,362 friends at Castle Rocks site, 2,699 friends at City of Rocks site as of this report.

### Park Manager's Report

- Park Manager took 18 hours of web content management training to become CIRO site webmaster.
- Superintendent's Compendium revised and published.
- CRSP hosted the 10<sup>th</sup> Anniversary of Ride Idaho which brought \$2000 to the Ranch Unit facility.
- MOA with MCC was signed, authorizing FY14 funds to be expended.
- The maintenance office was remodeled and the maintenance manager was relocated to new office downstairs: The project cost was paid by NPS.
- CIRO has newly designed Junior Ranger badge and booklets; greatly enhancing the program
- Worked with Blue Fire Therapy to develop concessions permit.
- 95% of our vehicle repair budget for fiscal year 15 has been expended; fleet is aging.
- Park staff picked up trees from Jaker's Nursery, and planted them at CRSP around shelter.
- Castle Rocks group shelter project has been completed.

### Preservation of Natural Resources

- Conducted fuels reduction project in CRSP and we revised the CIRO Fire Management Plan.
- Cattle left Castle Rocks on September 1. The condition of pasture is excellent for winter wildlife.
- Old grazing troughs were removed from City of Rocks, and a new one is being installed at Taylor Spring.

### Preservation of Cultural/Historical Resources

- Sent letters to Shoshone Paiute and Shoshone-Bannock for GMP consultations.
- Documented new rock art site in a rock shelter on Olan Ward's property in CIRO.
- Worked with BLM to designate part of CRSP as an archeological district.
- The 2014 collections management report for City of Rocks was submitted to the NPS.

## **EAGLE ISLAND STATE PARK – GARY SHELLEY, PARK MANAGER**

### Top Items at This Time

3. East restroom is too small for the large groups using this side of the park. We know that the existing sewer line is not to code. *-Funding has been requested for this item.*
4. Artesian well used to supplement clean/cold water to park swimming lake is no longer producing water quantity needed to keep lake clean and safe *-Funding has been requested for this item.*
5. Need to pave new entrance road and install entrance kiosk. *-Funding has been approved for this item*

### Customer Service

- Park staff received multiple compliments from park visitors on how we handled the lake water quality issue and how we have implemented “safe swimming habits” campaign. We posted the safe swimming habits information on our information boards in English and Spanish.
- Installed posts for the playground canopy for next summer.
- Continue to work on a shelter direction sign to help visitors locate their respective shelters. Working with and taking multiple and “different” types of the event requests.

### Utilization of Facilities

- The Boise Philharmonic held two concerts and we had a Safekids Bike Rodeo/Helmet Fitting event.
- Had three large events for September; Run Fido Run with 105 attendees, Western Riding Club Horse Ride Fundraiser with 85, and Bob Firman Cross Country Races with 3600 attendees. The Firman Cross Country Races had a record number of participants and we had a record number of 2000 vehicles and 112 buses to park during the event.

### Marketing

- Met with Lauren Gettman (Mrs. Eagle Idaho) about the SafeKids - Bike Rodeo/Helmet Fittings event.
- Updated our Facebook page for end of season and event information.

### Park Manager's Report

- The Fourth of July weekend brought in almost 3,000 vehicles and the following weekend brought in almost 2,000 vehicles.
- An Eagle Scout installed a nice railing around the power pedestal at the Falcon shelter. Also met with an Eagle Scout for a possible bat box project.
- Continue to work with irrigator to stop flooding trails and replace damaged culverts.
- Women's Fly Fishers of Idaho came out to clean up debris/trash from the lake edge and trails.

### Preservation of Natural Resources

- Continued to spray and pull noxious weeds. Continued to battle wasps in the park.

### Preservation of Cultural/Historical Resources

- Continue to patrol and repair damage to park's historical buildings.

## **HARRIMAN/HENRYS LAKE STATE PARK – JOHN SULLIVAN, PARK MANAGER**

### **Top Items at This Time**

1. Fire suppression/alarm system repairs for rental buildings.
2. Initial prep and strategy for “Haunts of Harriman.
3. Prepping for winter shut downs and getting winter equipment ready.

### **Customer Service**

- Reevaluating our interpretive and education programs. The format, information, displays, tours and brochures along with the Jr. Ranger pamphlet are all being looked at for current relevance. Some will be scrapped entirely and some new programs will be developed.
- The friends group assisted us with purchasing two pop up shelters and tables for our Jr. Ranger and interpretive programming although we concluded our Jr. Ranger programming for the season in August.

### **Utilization of Facilities**

- In July we hosted IDFG Project Wild weekend training, and hosted two Idaho Master Naturalist trainings. IDFG also held a bear education program in July.
- In August we had our second annual “Heritage Days” event with approximately 275 attendees.
- We hosted “Writers at Harriman” again this year with 170 guests and also had a book signing event for a local writer in conjunction with the Island Park library. We also held our annual music camp with approximately 240 attendees.
- We have developed a kids “Wildlife Olympics” activity and have been offering it periodically on weekends and holidays. It seems to be a hit with 37 attendees.
- In August we hosted three individual groups (BYUI, Girls Camp and Girl Scouts) and provided them with guided tours/hikes and interpretive programs.
- Hosted an annual Eastern Idaho Mayor’s Conference and the “Heart of the Rockies Initiative” conference. The conference is a partnership of Land Trust organizations and Resource agencies dedicated to conserving the greater Yellowstone ecosystem and Rocky Mountains.
- September was very busy with large department retreats/meetings and weddings (Wells Fargo, DEQ, ITD, JFAC, and the South Region Meeting).

### **Marketing**

- Zion’s Bank did a write up of Harriman and Mesa Falls in a recent in-house publication.
- Rexburg Standard Journal interviewed the park manager and is doing an article on Harriman. They also interviewed the assistant manager, and ran an article on Heritage Days. The Nature Conservancy did a write up of Harriman on their blog page as one of the top 10 state parks for wildlife viewing.
- Friend of Harriman held a social gathering with local residents and strong park supporters. President Jodi Steihl and park manager both gave presentations. It was very well attended with 45 guests, generated some money, a project list to be funded, lots of interest, and solicited names of people to be new board members.

### **Park Manager’s Report**

- We re-modeled the Osborne Bridge area. To enhance the new CXT; we have moved some signage, built a new kiosk and relocated the iron ranger. We also had a new informational kiosk installed at East Gate mailbox.
- We re-vamped the parking area near the Scovel Center. Barricades and rocks were moved and a gate relocated. This has increased parking and allowing greater access to ranch.
- Park manager secured \$17,500.00 of donations from the friends group.
- We wrote and secured a \$500.00 grant from the Targhee Women’s Club for our interpretive efforts.

- John Muir Trail was treated again with road oil and compacted. We are getting a railing manufactured for the fishing site and making arrangements for a grand opening next spring.

#### Preservation of Natural Resources

- We received guidance from Henrys Fork Foundation concerning protection issues of Sheridan Creek and also did an annual site inspection with the National Resource Conservation Service. The Sheridan Creek grant and project is now complete.
- Following up and completing Aspen Grant projects.

#### Preservation of Cultural/Historical Resources

- The new roof on the Ranch Foreman's House is done.
- The Jack fence along Hwy 20 is now completed thanks to the Friends group.

### **Henrys Lake**

#### Customer Service

- Portions of our hiking trails were widened, directional arrows on pavement were repainted and the Ozinator at the fish cleaning station was up and running for the summer.

#### Utilization of Facilities

- Press releases for the new campground went out and we are working on other promotional ideas.
- The old section of the campground and cabins were consistently at, or near, capacity and the new campground saw fair use throughout the summer.
- As of the end of September usage slowed and we have been systematically shutting down. We will be shutting down water, sewer and restrooms on Oct 11.

#### Marketing/Promotion and Advocacy

- We contacted the press, hung banners at the entrance and are pursuing a local radio promotional event (Local "Adventure" package deals) for promoting the new campground.

#### Park Manager's Report

- Following up on our campground punch list, the status of seasonal housing improvements, the RV grant remodel of the old RR, and choosing locations for the new cabins.
- Waiting to move forward with the RV grant for the restroom remodel.

### **Mesa Falls**

#### Customer Service

- New info kiosks were installed by USFS and new interpretive signs installed.

#### Utilization of Facilities

- Mesa Falls closed for the season at the end of September. We saw approximately 120,000+ visitors and revenues of approximately \$24K in our resale program.

#### Marketing/Promotion and Advocacy

- New brochures were edited, new logos added and were printed for the summer season.

#### Park Manager's Report

- WIFI and computer issues are still our major issue.

### **Ashton-Tetonia Trail**

#### Customer Service

- The trailhead at Marysville now has a three panel kiosk with logo signs for IDPR, The City of Ashton and Fremont County. We also have installed parking barricades (old RR trestle ties), two new picnic tables and a CXT which has really enhanced the site. BSA projects of site clean-up and painting kiosk panels will finalize the project.
- New single panel kiosk was installed near the new Bitch Creek CXT.

#### Utilization of Facilities

- We need to develop some sort of way to accurately account for visitation along the trail.

#### Marketing/Promotion and Advocacy

- The web site has been updated, is active, and has new maps and info. New photos to follow.

### Park Manager's Report

- We are looking into commercial use, such as guided bike tours, occurring on the trail.

### **LAKE CASCADE STATE PARK – THERESA PERRY, PARK MANAGER**

#### Top Items at This Time

1. The request to share radio tower space on Reclamation's communication tower has now been approved. The park manager continues to work with Idaho State Communications to develop the final specification and cost estimate for the project.
2. The park's headquarters facility, especially the office areas, does not meet the needs of the public or the park operation. Creating a suitable and visitor friendly headquarters is needed.
3. A solution to shoreline erosion in several of the park's units continues to be a critical need. The park continues to lose valuable and critical recreation space.

#### Customer Service

- The park's interpretive efforts were significant this summer. Junior ranger and evening campfire programs were provided and staff provided programming and support for the following community programs: summer reading, community lunch program, and community day camp. Direct service was provided to 430 adults and children in July and 195 adults and children in August with these programs as we ended our summer programming.
- The park is partnering with the Southern Valley County Recreation District, University of Idaho 4-H, and the Cascade Cultural Arts program to provide programming for the Cascade After-School Program. Topics and materials are being selected and the programs began in October.
- The park's First Time Camper was utilized three times in July and once in September.

#### Utilization of Facilities

- All facilities were at capacity during July. The park served as the location for a variety of events; the most notable was the community's 4th of July celebration. More than 1,500 visitors enjoyed fireworks and music in the Van Wyck unit of the park. Park staff also assisted the Cascade Police Department with traffic control during the annual downtown July 4th parade. Also noted; the park hosted two fishing tournaments and two sailing regattas.
- In August Junior ranger and evening campfire programs were provided along with programming for the community day camp. Direct service was provided to 195 adults and children with these programs as we ended our summer programming.
- Unseasonable warm and dry weather in September provided excellent camping and day use opportunities. Poison Creek and Ridgeview campgrounds were at, or near, capacity on all weekends.
- Huckleberry and Curlew campground served as the location for a special camp out for 150 Boy Scouts on September 27.
- The lake levels continue to fall which is making launching difficult or impossible at several of the ramps. All docks were removed from the Sugarloaf ramp in preparation for the upcoming construction project.

#### Marketing

- The 5<sup>th</sup> annual 4-Summit Challenge was held on July 26 and provided a safe and enjoyable experience for 445 cyclist and 55 riders that enjoyed the family ride.
- The park wrapped up its seasonal partnership with Kelly's Whitewater Park and the Cascade Chamber of Commerce. During the 10 weekends of operation the Depot staff provided direct service to 963 visitors. Statics, partnership billing, and an operational review will be completed in September.
- The park served as a partner and provided support for the first Cascade Gravel Grinder Challenge on September 6 with 92 mountain bike enthusiasts enjoying the event, with the majority riding the full 74 miles of the course.

### Park Manager's Report

- This is the fourth summer of firewood sales for the park. Comparing sales in July 2013 to this month an additional 300 bundles have been sold thus far.
- The Sugarloaf ramp improvements bids were awarded in September and work began in October.
- Park staff met with engineering and maintenance staff from the Bureau of Reclamation who will begin a shoreline stabilization project between the north end of Ridgeview campground and the dam structure. Access for the project will be through the campground; at this time it is planned to keep the campground open for use, with just a few campsites being closed.
- The Big Sage/Sage Bluff shoreline stabilization was scheduled to restart in October.

### Preservation of Natural Resources

- Removal of hazard trees was started in September.

## **LAKE WALCOTT STATE PARK – TRAPPER RICHARDSON, PARK MANAGER**

### Top Items at This Time

1. A bucket truck is needed for tree maintenance.
2. Paved walking trails need extensive repair work.
3. Extending the fence around old office and yard area is needed.
4. CCC rock walls are in need of repair.
5. Paving of main roads is needed.
6. All drinking fountains in the park need replacing.

### Customer Service

- Fishing was great until the end of July when moss in the lake built up and there was an algae bloom.
- Campers were very happy to have electricity restored to the campground for Labor Day. So far, no issues with the project have been found.
- The Idaho State Disc Golf Championship (ISDGC) was held at Lake Walcott State Park September 20-21. The field filled at 120 players, coming from as far away as Florida to participate. Registration was opened in May and filled in 18 days. Staff is working with the Tournament Director to change to a three day format to accommodate up to 300 players. (Results: <http://www.pdga.com/tour/event/17497> )

### Utilization of Facilities

- Campgrounds remain near capacity for the weekends through July and we saw an increase in camping during the week. Day use was up with Saturday, July 5, being one of the busiest days at the park on record with more than 200 MVEF and Parks Passport vehicles.
- August visitation slowed due to record rainfall in the area however, the campgrounds were all full heading into Labor Day weekend and the electricity project finally being wrapped up was a nice surprise for the campers.
- The Bureau of Reclamation used the Klebe shelter as a jumping off point for staff tours of the Dam reconstruction and the cabins remained a popular choice on the weekends with most weekend nights filled.

### Marketing

- Park ranger added new inventory and worked with vendors on more “year round” merchandise. The park staff continues looking for ways to improve the displays of many smaller products.

### Park Manager's Report

- Phase II of the electrical project is done with the exception of the final punch-list.
- Irrigation pumps are scheduled to be rebuilt this fall. Park staff worked with development and met with prospective bidders on the entrance widening project at the park.
- Manager's residence is ready for bid.
- WIF grant application for dock replacement to be submitted in December.

#### Preservation of Cultural/Historical Resources

- Manager discussed the repairing of the CCC walls with the BOR Archeologist. He would like to get the paperwork started for that project.
- Park ranger worked with Bureau of Reclamation and US Fish and Wildlife Staff on new informational panels located at the kiosk on the south side of the park.

#### **LAND OF THE YANKEE FORK STATE PARK – JONI HAWLEY, PARK MANAGER**

##### Top Items at This Time

1. Park hosts left for their fall job in Oregon. They were here from March 31 to August 25 and helped the park through a tough period with no ranger.
2. Custer County and the US Forest Service closed the Bayhorse Creek road in September for maintenance work and replacement of a culvert and to put in a new bridge.

##### Customer Service

- Gold panning and the Land of the Yankee Fork movie were popular with visitors all summer.
- The interpretive center started winter hours effective September 15. Hours are 10a.m. - 4p.m. Wednesday through Saturday and closed Sunday through Tuesday.

##### Utilization of Facilities

- July activities at the park included three Hunter Education programs with a total of 76 attendees and the 16<sup>th</sup> Annual Custer Day which was celebrated on July 13 with 538 attending the event.
- The Port of Entry utilized our visitor center parking lot and had 20 vehicles come through the site in July and 21 in September.
- The 6<sup>th</sup> annual Ride the Bayhorse event was held in August with 38 attendees. The luncheon and raffle which was held during the event brought in \$1000 for the Land of the Yankee Fork fund. Those who had ridden the trail were happy to see how much the trails had improved over the previous year.

##### Marketing

- A public service announcement was placed on radio for the Ride the Bayhorse event.
- Posters, newspaper ads, local radio spots and Facebook page were used during the season to promote Custer Day, gift shop sales, and the Ride the Bayhorse event.

##### Park Manager's Report

- An Eagle Scout used frames that the park had on hand to build four new picnic tables to be used at Bayhorse.
- Bayhorse was one of the stops for the Idaho Heritage Trust (IHT) board of trustees fall tour. Many of the board members had not had the opportunity to visit Bayhorse in the past. The park received several notes of thanks from the IHT board in the following weeks and they were very encouraging for the park to apply for grants and assistance to work on the town site.
- Our seasonal Custer employee finished work mid-September and staff boarded up windows and packed up artifacts officially closing Custer until spring 2015.
- The Bayhorse crew cut firewood on the motorway and picked up supplies to be brought down from Custer.

##### Preservation of Cultural/Historical Resources

- Staff has been accessioning artifacts that have been in storage and continue to bring our records up to date.
- Artifacts were collected from the Skylark trail that had come down the hillside from rain.

#### **LUCKY PEAK STATE PARK – SURAT NICOL, ASSISTANT MANAGER**

##### Top Items at This Time

1. An upgrade of the restrooms at Sandy Point is needed.
2. Automatic irrigation system at Discovery unit continues to be a request item.

3. Bank erosion at Spring Shores is a problem and needs to be addressed. Some funding has been secured in FY15 budget.
4. A Spring Shores master plan is needed.
5. Request is being made for additional day use shelters at Sandy Point.

#### Customer Service

- The concession at Sandy Point has been busy throughout the summer.

#### Utilization of Facilities

- July 4<sup>th</sup> weekend was very busy at all parks and the parking lots were all filled to capacity.
- East Wind Community Church held a baptism for 250 people at Sandy Point.
- Ada County Sheriff Office dive team did extensive training at Lucky Peak in September.

#### Marketing

- Finalized plans to have a small concert at Sandy Point organized by the Idaho Songwriters Association.

#### Park Manager's Report

- Seasonal staff moved on in August and returned to school. They did a terrific job and went above and beyond during the assistant manager's time away.
- Water levels started dropping at Spring Shores in August. Mooring customers were informed and docks are being pushed out to extend the season.
- Ten trees picked up from Jaykers and planted at Spring Shores.
- Disc golf baskets were put back in for the off season course and we are already getting good usage.
- Winterizing facilities at Spring Shores was completed in September. Sandy Point and Discovery to follow soon.
- Paving project at Spring Shores has begun.

### **MASSACRE ROCKS STATE PARK – KEVIN LYNOTT, PARK MANAGER**

#### Top Items at This Time

1. A backhoe/loader is needed for the park.
2. Lack of an adequate seasonal salary budget for remainder of fiscal year.

#### Customer Service

- We closed the lower loop campground at the end of September and winterized the water system to reduce the chance of any freeze issues. We will be keeping the restroom building in the lower loop activated in order to do some extensive cleaning before the winter months. The upper loop remains open with water until mid-October.

#### Utilization of Facilities

- Park Manager cooked a lunch for the staff of Senator Risch on July 25 and everyone had a delightful Dutch oven meal.
- July visitation slowed at Massacre Rocks with the heat of summer pushing our regular campers off into the cooler mountains and higher altitudes however, our interpretive programs were popular and we hosted several group tours for civic organizations and educational groups.
- It was a very wet August at Massacre Rocks with record rainfall dumping over five inches of rain over a two week period however boating and disc golf activity remained strong.
- September was a busier than average at Massacre Rocks with camping and day use numbers above last year's numbers. Our boating and disc golf also remained strong as well with the nice temperatures and drier conditions than August.
- We began to see a drop in the water levels by the end of September as the demand for irrigation water dropped and the flows were diminished out of the American Falls Reservoir. We still have

adequate water levels to allow boating access to the Snake River and boaters should be able to use the boating facilities through the end of October.

#### Park Manager's Report

- The insurance claim to make repairs to the Visitor Center roof that was damaged in June finally was approved and the contractor did a great job in getting the new sun roof installed before the Labor Day weekend.
- We lost all but one of our maintenance staff and all of our office staff by mid-September. Our office/visitor center hours are now minimal during the week and the building is closed on the weekends.
- We are now working our trail systems to get them ready for gravel application once we get our park ranger back in mid-October and we should have a few weeks to get some gravel on the trails to allow for year-round access on our system.
- Final review of the visitor center expansion project was completed early in August and we are still hoping for the start of construction before the winter hits us.
- The planning for the project to make repairs to the campground septic system has hit a snag as the Southeast District Health department determined that the repairs that we want to make do not fall into a maintenance category. We will hopefully be able to do some repair work before the weather puts a halt to digging activities.

#### Preservation of Natural Resources

- We completed herbicide spraying on our hiking trails.

### **PONDEROSA STATE PARK – RICHARD TAPLIN, PARK MANAGER**

#### Top Items at This Time

1. Park budgets and staffing levels.
2. Kokanee Cove long term future/planning.
3. Peninsula road issues – improving road to point, crack filling and chip sealing paved roads.
4. Paving new bike path around Visitor Center – needs funding.
5. Erosion control / bank stabilization parks lakefront is funded for FY15.

#### Customer Service

- Great reviews were received from Trip Advisor and other sources about the park and excellent staff.
- Park staff assisted with Payette Children's Forest program and City of McCall Fire-Wise project.
- Park had to reduce hours at visitor center in September due to lack of staffing hours.

#### Utilization of Facilities

- Usage of facilities has been excellent and visitation growing every year. There was maximum use of the facilities almost every day in July. Weekend of July 4 saw visitation at over 100 cars/hour from 8am till 10pm both days. Boat ramp maxed out every weekend in July.
- Lots of weddings, wedding receptions, family reunions and church groups all summer long utilizing the park.
- A new running event occurred this year, Trail Manic State Park run, it went well with 50 people and event organizer indicated a desire do the event again next September.
- Dash and Splash held its 18 year event. Both went well with about 150 high school and middle school runners.
- Great start to FY15 revenue generation –Cabins were full every weekend and most of the week days. Campground was 85% full on weekends.

#### Park Manager's Report

- July 4 at North Beach had just fewer than 1000 people. Peninsula unit saw over 1000 people on the Lakeview beach for the fireworks display, and almost 6000 people total used the park. July 5 continued to be busy with over 5000 people using the park.

- Park needs to increase seasonal wages if we are going to compete in the jobs market for people to work at the park. The park is currently at least \$2/hour below similar jobs in the McCall area. Lost seasonal ranger to the City of McCall – better wages, longer hours. Staffing of the park with these extended seasons is becoming an issue. Staff is finding it difficult to hire seasonals that can work into October.
- South Region Maintenance crew has been doing some excellent work on erosion control, culvert installation on the park roads and trails.
- Lake shore stabilization project set to start up in October.

#### Preservation of Natural Resources

- Park staff continues with noxious weed control program.
- Working with a group of professors on a new fossil bed find in the park. This will greatly increase the knowledge about the geological and plant history of the park and surrounding area.
- Worked on hazardous tree removal projects as there are numerous Lodge Pole trees dying in the park. Douglas Fir beetle kills were down this year due to park treatments, but in areas not treated, the Douglas Fir beetle problem still is killing dozens of large trees.

### **THOUSAND SPRINGS STATE PARK – DAVID LANDRUM, PARK MANAGER**

#### Top Items at This Time

1. The bridge at Ritter Island was repaired and re-inspected by ITD and the weight limit has been increased to less than 5 tons.
2. We have completed the painting of the outside of each house on Ritter Island. Now we need to repair and fix the inside of each house so that we can generate more revenue.
3. The roofs of the residences are in need of inspection and replacement.
4. Staffing of both seasonal and full time workers, as all parks are shorthanded.
5. Seal coating roads and trails at Malad Gorge. The roads are in need of repair. We have grass growing through cracks in the roads and trails making the cracks larger each year they go without repair. This has turned into a safety hazard and will only get worse as time goes by.

#### Customer Service

- Crystal Springs was stocked with fish which brought fishermen down to try their luck.

#### Utilization of Facilities

- In July we had four weddings were held at Malad Gorge with a total of about 500 people. August saw two weddings with a total of 300 people.
- Niagara Springs had one wedding in July and a reunion that brought in over 200 people to the park. September brought two weddings and one fathers-and-sons group for an overnighter.
- The Simplot Grower Appreciation dinner was held in July which brought in around 125 people and the annual Spanish Heritage Celebration was also held at Malad with 193 cars counted at the event.
- In the two day Arts and Craft Festival in September we saw 184 park passports on car windows.
- The Flea Market is going strong at the Garden Center in Billingsley Creek and the riding arena is getting used more frequently.

#### Marketing

- Face book has 676 likes, had 323 visits and reached 2,023 people.

#### Park Manager's Report

- We held a tour for the new director and park board at Vardis Fisher and Billingsley Creek.
- After a busy summer, we are seeing park visitation go down now that school has started.
- The last ATV Safety class was held for the season in September.

#### Preservation of Natural Resources

- Noxious weed spraying is still going on and will continue. Target weeds have been Scotch, Russian and Canadian thistle, puncture vine and Rush skeleton weed. Idaho power came to Malad Gorge to do some spraying and commented how well we were keeping up on spraying of the noxious weeds.

### **THREE ISLAND CROSSING STATE PARK – NITA MOSS, PARK MANAGER**

#### **Top Items at This Time**

1. Building inspector approved the vast majority of Three Island Crossing building codes and specifications. The recommended rectifications included back-flow preventer's placed on the water outlets in the camp sites, replacement of defective battery in a cabin, ice unit electrical outlet changed, and a fan placed in a storage room to ventilate volatile organic components.
2. Work addressing wheel repair and alignment in the observatory's circular tracking.
3. Jayker Nurseries donated eleven trees and we are in the process of planting these donated trees.
4. Finding water leaks in the Oregon Trail History Center roof system and in the day use newly renovated bathroom roof (locations: solar panel and pipe chase.)
5. Disc Golf Project has been finalized. The new course meets the PDGA, Professional Disc Golf Association design standards. Our park is an 18 hole course with visible signage and walking paths clearly designated.

#### **Customer Service**

- Our new OS2 is now set up as an administrator on Facebook and will begin posting regularly on behalf of Three Island Crossing.
- We have contacted Rural Telephone numerous times regarding our phone system at the park. It has outdated information and extension names, but neither the former OS2 nor the current employees have been able to figure out how to change it.

#### **Utilization of Facilities**

- The Oregon Trail History and Education Center is open Tuesday through Sunday from 9:00 AM to 4:00 PM.
- The campground and cabins slowed on weekends in August but we estimate that we were averaging 85% capacity. Campground and cabins were near full occupancy on the weekends and leaner tenancy during the week for September.
- In August the interpretive programs on weekends and Saturday evenings at the History Center continued to be popular. There were 149 attendees for the Saturday morning youth craft activities and 13 for the last Saturday evening living history program of the summer.

#### **Marketing**

- Posting continues on Facebook to encourage visitors to come and see the park.
- Our new office specialist is meeting our vendors and learning the ordering process for our store as well as the inventory tracking process in the reservation system.

#### **Park Manager's Report**

- There was damage to one of the park's transformers. Bids were received to replace or rebuild the transformer and approval was authorized to have a new one built. The estimated shipment date for the new transformer is October 17 and upon arrival TriState Electric will install it immediately.
- The industrial water heater at Trailside camp loop's restroom is failing and bids are being received to replace it. Estimated cost is in the ballpark of \$8,000.00.
- Adam Straubinger from the department's development staff organized Aatronics from Boise to come to the Oregon Trail History and Education Center for an initial consultation regarding upgrades to the center's audio/visual components.
- We are awaiting the meter installations for monitoring water rights.

#### **Preservation of Natural Resources**

- Staff continues to battle the ever spreading invasive species: Knapweed, Rush Skeleton weed and Puncture Vine. A Girl Scout group of 16 girls and leaders came and did a service project consisting of Rush Skeleton weed eradication.

**SOUTH REGION MAINTENANCE CREW – PAUL FAY, FOREMAN**

**Eagle Island**

- September - We repaired the roof over the crew's tool storage area. Previous wind storms had damaged the roofing material. New roll roofing was installed to repair the roof and keep our tools and equipment dry.

**Harriman**

- July - Assisted park staff to complete landscaping and installed information kiosks at the two new CXT bathrooms located along the Ashton/Tetonia trail.

**Headquarters**

- July - The region crew installed fresh crushed basalt in the recreation equipment washout area.

**Lake Walcott**

- July - Completed our repair project to the legs of the shelter located in the southwest corner of the park. The site was cleaned and reopened to the public.

**Massacre Rocks**

- August - We received a call to assist park staff with a major erosion issue at the park. Extremely heavy rains had hit the American Falls area and had washed out and eroded several of the parks popular trails. The region crew used the crew trail cat to fill and re-grade the trails so park users would have a safe area once again for hiking and biking.

**Ponderosa**

- September - Assisted park staff with the repair and installation of several culverts in the parks point road and trail system. The region crew also installed new material on a section of trail to cover over a very rough and rocky section to make that section of trail safer for park users.

**South Region Parks**

- September – Jaykers Nursery was contacted to find out if any trees were going to be available to the park system. Carla Carter from Jaykers sent out a list of available trees, and the region crew assisted several parks with deliveries and help with planting.

**Three Island Crossing**

- August - Assisted park staff with the installation of an additional nine holes to the parks disc golf course. Large brush piles were removed and areas landscaped to allow access to the course. Tee pads were excavated and installed, basket holes were concreted so baskets could be installed. Park staff completed the project by installing the appropriate signage needed for the new holes.

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

**AGENDA**  
**Idaho Park and Recreation Board Meeting**  
**November 13-14, 2014**  
**IDPR HQ, 5657 Warm Springs Ave**  
**Boise ID**

**AGENDA ITEM:**                      **Development Project Status**

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

**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.

**Statewide Projects**

**300044 – Install Water Meters (Bruneau, Lucky Peak, E.I., Three Island)**

This is a requirement by Department of Water Resources to record quantities of water being pumped from surface water sources and used for irrigation. Installation scheduled for October. Bruneau's meter has been installed.

**300051 – Septic Repairs**

Development sent out request to all parks to locate park septic systems. Inventory of parks septic systems statewide in progress; completion of inventory and identification of septic systems anticipated by mid-November 2014.

## **North Region Projects**

### **310121 – Priest Lake Indian Creek Campground Volunteer Sites**

This project involved constructing volunteer sites. Three were constructed by North Region Crew. We are working with local utility company to upgrade transformers to support higher electrical demand of these new facilities. Work should be complete in November 2014.

### **310141 – Priest Lake Lionhead Docks, Ramp**

This project was designed in the mid 1990's and was never built due to lack of funding. The original Engineering firm has been contacted to review the design documents and existing site conditions to insure the project can still be permitted and completed as envisioned. Engineering agreement completed; Project scope revised to Docks and Ramp. 404 permit received. Anticipate bid spring 2015 and complete construction late summer 2015.

### **310351 – Round Lake Well**

Scope of work under review with consultant and Development Engineer. Preparing request for engineering services fee proposal in November 2014.

### **310441 – TOC Fence in Smelerville**

North Region Manager reviewing site conditions and fence options with the park manager.

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

Project complete. Waiting for final punch list completion. Buildings to be fully operational for the 2014 use season. Project in Substantial Completion and final punch list items to complete.

### **310541 – Farragut Sewer, Phase 2**

The major portion of this project was designed during the first phase of Farragut's central sewer facility project. Phase 2 completes the remaining requirements of the Sewer Management Agreement with DEQ & Pan Handle Health District. Phase II collection system construction continues in progress on schedule at approximately 60% complete. WWTF pond liner repair is complete.

### **310551 – Farragut Wave Attenuator Repair**

Project at Eagle Cove. Identification and details for methods of repair to attenuator in progress for contractor bid proposal in November 2014.

### **310641 – Old Mission Fill Floor Joints**

This project will be combined with the Old Mission projects that have been funded for FY2015.

### **310651 – Old Mission Church Roof Repair**

New FY2015 project. Will use one consultant on this project and 310641, 310652 & 310653. Bidding process will separate items on bid proposal. SOQ to select architect will be done by December 15, 2014.

### **310652 – Old Mission Parish House Interior Repairs**

DPW project for FY2015.

### **310653 – Old Mission Church Interior and Exterior Repairs**

New FY2015 project.

### **310823 – Heyburn Hawley's Boat Landing/Dock Pilings**

Avista Grant project. The permit application will be submitted by North Region Manager. As funding allows, the scope will involve moving one finger of the docks to extend the length and drive two piles. Project permits obtained and construction completed by park staff mid-October 2014.

**310841 – Heyburn Shelter & Restroom**

Informal bids received May 2014. Project divided into 3 separate bids. Contracts issued and project construction continues in progress. All work estimated completion November 30, 2014.

**310851 – Heyburn Hawley’s Landing RR/Shower Repairs**

New FY2015 project. Scope involves tile repair. North Region Engineer Tech preparing request for contractor bid proposals.

**310921 – Higgens Point Docks & Shoreline Stabilization**

Avista Grant project. Gangways are complete. Biological assessment completed with joint permit application; awaiting USACOE Nationwide Permit; shoreline stabilization project anticipated bid and award November 2014; on-site construction by permit application scheduled for February 2015. Project completion anticipated March 2015.

**310941 – CDA Trail Work/Oasis/Chatcolet CG Trail CXT**

Avista Grant projects. Double CXT on Chatcolet CG trail has been installed with some grading left to be done; Oasis/Shelter specs reviewed by North Region Manager and region crew will do follow up. RTP has been awarded. Project remains in progress. Bids received for shelter, picnic tables, bike racks, etc. under review. Earthen fill and finish grading around new CXT completed. We are awaiting contractor final invoice for payment.

**320131 – McCroskey Skyline Drive Trailhead CXT**

CXT has been installed. Project remains in progress. Completion of finish grade and landscape by park staff anticipated mid-November 2014.

**320221 – Dworshak Freeman Creek Water System Upgrade**

Bidding completed and contract issued. Project construction remains in progress. Inspection for substantial completion anticipated by early November 2014.

**320241 – Dworshak Host Sites Relocate**

Engineer had site visit in July. Consultant is preparing conceptual plan for 2 new host sites. Project conceptual design remains in progress. Reviewing project scope vs. budget.

**320541 – Winchester Playground Renovation**

Final review of project scope completed.

**320551 – Winchester Fishing Platform Repairs**

New FY2015 project. Bids received and are under review.

**South Region Projects**

**330141 – Ponderosa Shoreline Stabilization**

Engineering design is currently underway. 404 permit application applied for April 21, 2014. South Region crew will do the work. All permits have been approved; construction is underway and anticipate completion by end of November 2014.

**330201 – Eagle Island Gravel Extraction**

Knife River is waiting to begin pending a market for the materials in the general area of Eagle Island. No work has been done to date.

**330251 – Eagle Island Water Slide Repairs**

New FY2015 project. Scope to be determined.

**330252 – Eagle Island Sewer Upgrade**

New FY2015 project.

**330253 – Eagle Island Entrance Road**

New FY2015 project. Consultant working on design and fee submittal.

**330431 – Lucky Peak Spring Shores Pump House Replacement**

Contract awarded and construction was completed summer 2013. A request by park staff to add a chlorination system with remaining project funds was approved by the Region Manager and Development Bureau Chief. Chlorination system is out to bid and anticipate completion by end of October.

**330451 – Lucky Peak Shoreline Stabilization**

New FY2015 project. Budget requires going through the SOQ process.

**330642 – Three Island History Center Improvements**

These are ongoing improvements to convert the current AV system from laser disk technology to blue ray. Funds being used are from a donation account that can only be used at the History Center. Development working with the park manager to determine what is needed.

**330741 – Lake Cascade Big Sage Bank Stabilization**

A 404 permit has been received. Construction was underway but had to stop due to rise in lake spring pool elevation. Construction has resumed and anticipate completion by mid-November.

**330742 – Lake Cascade Sugar Loaf Docks, Ramp, Erosion Control**

Concrete work has started for ramp extension. Paving will take place in the spring 2015.

**330841 – HQ Bldg. Improvements**

Balance left in project – keep open.

**340351 – Ritter Island House Renovation**

New FY2015 project. Scope of project is to upgrade 3 houses on Ritter Island for renting purposes. The houses have abatement and lead paint issues that need to be addressed. Code concerns are being evaluated.

**340441 – Malad Gorge Water System Study**

Development reviewing the engineering study to determine what needs to be done.

**East Region Projects**

**340622 – Lake Walcott Ranger House**

Project is out for bid. Bids open Oct. 28<sup>th</sup>. Anticipate fall 2014 construction with completion spring 2015.

**340631 – Lake Walcott Utility Power Upgrades**

In construction phase and going well. Anticipate substantial completion by end of October 2014.

**340641 – Lake Walcott Irrigation Improvements**

Park staff is working with BOR on the relocation of irrigation pumps that currently serve the park. Project is being evaluated by a consultant.

**350141 – Massacre Rocks Septic System Replacement**

Request for fee proposal for engineering services is underway. Design completed. Project has been put on hold due to DEQ permitting.

**350331 – Bear Lake East Beach RR Renovation**

Purchase, delivery and installation of 2 CXT restrooms at North Beach completed. A third CXT was delivered to the East Beach campground in the fall 2013. Demolition of the old vault toilet at East Beach has been completed. The relocation of the electrical panel remains. Anticipate project to be completed end of November 2014.

**360141 – Harriman Forman’s House Roof Repairs**

Construction is completed on the roof. Working with contractor to complete punch list items.

**360142 – Harriman Jones House Foundation**

Project is complete and Development waiting on final invoice.

**360151 – Harriman Silver Lake Trailhead Vault Toilet**

New FY2015 project. CXT location is being evaluated. CXT to be ordered off the State Contract for spring 2015 delivery and installation.

**360152 – Harriman Fire Alarm Repairs**

Working with consultant on the informal bid documents.

**360221 – Henrys Lake Campground**

New campground opened the week of June 30, 2014. Working with contractor on completion of the final punch list items to RR/Shower building.

**360242 – Henrys Lake Seasonal Housing**

Region and Park Managers re-evaluating project scope. Two old trailers to be removed to provide a site for the new seasonal house.

**360251 – Henrys Lake 2 New Camper Cabins**

New FY2015 project. Cabin locations are being evaluated.

**360252 - Henrys Lake RR & Camp Loop Improvements.**

New FY2015 project. Fee proposal coming from consultant. Project out for bids July 2015, award August 2015, and September construction.

**STAFF RECOMMENDATIONS:** Information only



Project Number	Project	Milestones	Budget	Spent to Date/Enc. Committed	Balance
<b>DEVELOPMENT PROJECTS BY REGION</b>					
<b>STATEWIDE</b>					
300044	Install Water Meters (Burneau, Lucky Peak, Three Island Eagle Island)	This is a requirement by Dept of Water Resources to record quantities of water being pumped from surface water sources and used for irrigation. Installation scheduled for October. Burneau's meter has been installed.	40,000	15,356	24,644
300051	Statewide Septic Repairs	Development sent out request to all parks to locate park septic systems. Inventory of parks septic systems statewide in progress; completion of inventory and identification of septic systems anticipated by mid-November 2014.	150,000	0	150,000
<b>NORTH REGION</b>					
310121	Priest Lake Indian Creek Campground Volunteer sites	This project involved constructing volunteer sites. Three were constructed by North Region Crew. We are working with local utility company to upgrade transformers to support higher electrical demand of these new facilities. Work should be complete in November 2014.	35,000	23,434	11,566
310141	Priest Lake Lionhead Docks & Ramp	This project was designed in the mid 1990's and was never built due to lack of funding. The original engineering firm has been contacted to review the design documents and existing site conditions to insure the project can still be permitted and completed as envisioned. Engineering agreement completed; project scope revised to docks and ramp. 404 permit received. Anticipate bid spring 2015 and complete construction late summer 2015.	200,000	12,477	187,523
310351	Round Lake Well	Scope of work under review with consultant and development Engineer. Preparing request for engineering services fee proposal in November 2014.	350,000	0	350,000
310441	Trail of the CDA Fence in Smelterville	North Region Manager reviewing site conditions and fence options with the park manager.	31,000	0	31,000
310522	Farragut Locust Grove/Whitetail CG RR/Shower Renova	Project complete. Buildings fully operational for the 2014 use season. Project in Substantial completion and final punch list items to complete.	278,839	259,462	19,377
310541	Farragut Sewer - Phase 2	The major portion of this project was designed during the first phase of Farragut's central sewer facility project. Phase 2 completes the remaining requirements of the Sewer Management Agreement with DEQ & Pan Handle Health Dist. Phase II collection system construction continues in progress on schedule at approximately 60% complete. WWTF pond liner repair is complete.	1,300,000	854,708	445,293
310551	Farragut Wave Attenuator Repair	Project at Eagle Cove. Identification and details for methods of repair to attenuator in progress for contractor bid proposal in November 2014.	100,000	0	100,000
310641	Old Mission Fill Floor Joints	This project will be combined with the Old Mission projects that have been funded for FY2015.	15,000	0	15,000
310651	Old Mission Church Roof Repair	New FY2015 project. Will use one consultant on this project and 310641, 310652 & 310653. Bidding process will separate the projects on bid proposal. SOQ to select architect will be done by December 15, 2014.	160,000	0	160,000
310652	Old Mission Parish House Repairs - DPW	New FY2015 project.	50,000	0	50,000
310653	Old Mission Church Interior & Exterior Repairs	New FY2015 project.	40,000	0	40,000
310823	Heyburn Hawley's Boat Landing/Dock Pilings	Avista Grant project. Scope of work involved moving one finger of the docks to extend the length and drive two piles. Project permits obtained and construction completed by park staff mid-October 2014.	4,113	0	4,113
310841	Heyburn Shelter & Restroom	Informal bids received May 2014. Project divided into 3 separate bids. Contracts issued and work expected to reach substantial completion November 30, 2014.	200,000	60,733	139,267

Project Number	Project	Milestones	Budget	Spent to Date/Enc. Committed	Balance
310851	Heyburn Hawleys Landing RR/Shower Repairs	New FY2015 project. Scope involves tile repair. North Region Engineer Tech preparing request for contractor bid proposals.	25,000	0	25,000

Project Number	Project	Milestones	Budget	Spent to Date/Enc. Committed	Balance
310921	Higgins Point Docks & Shoreline Stabilization	Avista Grant project. Gangways are complete. Biological assessment completed with joint permit application; awaiting USACOE Nationwide Permit; shoreline stabilization project anticipated bid and award November 2014; on-site construction by permit application scheduled for February 2015. Project completion anticipated March 2015.	102,815	22,666	80,149
310941	CDA Trailhead Facilities Access	Avista Grant projects. Double CXT on Chatcolet CG trail has been installed with some grading left to be done; Oasis/Shelter specs reviewed by North Region Manager and region crew will do follow up. RTP has been awarded. Project remains in progress. Bids received for shelter, picnic table, bike rack, etc. under review. Earthen fill and finish grading around new CXT completed. We are awaiting contractor final invoice for payment.	82,025	34,722	47,303
320131	McCroskey Skyline Drive Trailhead CXT	CXT has been installed. Project remains in progress. Completion of finish grade and landscape by park staff anticipated mid-November 2014.	25,000	20,393	4,607
320221	Dworshak Freeman Creek Water System Upgrade	Bidding completed and contract issued. Completion of finish grade and landscape by park staff anticipated mid-November 2014.	252,702	110,566	142,136
320241	Dworshak Host Sites Relocate	Consultant is preparing conceptual plan for 2 new host sites. Reviewing project scope vs. budget.	50,000	1,400	48,600
320541	Winchester Playground Renovation	Final review of project scope completed.	50,000	0	50,000
320551	Winchester Fishing Platform Repairs	New FY2015 project. Bids received and are under review.	100,000	0	100,000
<b>SOUTH REGION</b>					
330141	Ponderosa Shoreline Stabilization	Engineering design is currently underway. 404 permit application applied for April 21, 2014. South Region crew will do the work. All permits have been approved; construction is underway and anticipate completion by end of November 2014.	40,000	9,302	30,698
330201	Eagle Island Gravel Extraction	Knife River is waiting to begin pending a market for the materials in the general area of Eagle Island. No work has been done to date.	1,000,000	90,772	909,228
330251	Eagle Island Water Slide Repairs	New FY2015 project. Scope to be determined.	150,000	0	150,000
330252	Eagle Island Sewer Upgrade	New FY2015 project.	440,761	0	440,761
330253	Eagle Island Entrance Road	New FY2015 project. Consultant working on design and fee submittal.	369,613	0	369,613
330431	Lucky Peak Spring Shores Pump House Replacement	Contract awarded and construction was completed summer 2013. A request by park staff to add a chlorination system with remaining projects funds was approved by the Region Manager and Dev Bureau Chief. A chlorination system is out to bid and anticipate completion by end of October 2014.	100,000	68,613	31,387
330451	Lucky Peak Shoreline Stabilization	New FY2015 project. Budget requires going through the SOQ process.	475,000	0	475,000
330642	Three Island History Center Improvements	These are ongoing improvements to convert the current AV system from laser disk technology to blue ray. Funds being used are from a donation account that can only be used at the History Center. Development to work with the new manager to determine what is needed.	17,126	0	17,126
330741	Lake Cascade Big Sage Bank Stabilization	A 404 permit has been received. Construction was underway but had to stop due to rise in lake spring pool elevation. Construction has resumed and anticipate completion by mid-November 2014.	237,669	236,446	1,223
330742	Lake Cascade Sugar Loaf Docks, Ramp, Erosion Control	Concrete work has started for ramp extension. Paving will take place in the spring 2015.	600,000	63,967	536,033
330841	HQ Building Improvements	Balance left in project. Project will remain open for any additional work.	5,112	2,913	2,199

Project Number	Project	Milestones	Budget	Spent to Date/Enc. Committed	Balance
340351	Ritter Island House Renovations	New FY2015 project. Scope of project is to upgrade 3 houses on Ritter Island for renting purposes. The houses have abatement and lead paint issues that need to be addressed. Code concerns are being evaluated.	25,418	0	25,418

Project Number	Project	Milestones	Budget	Spent to Date/Enc. Committed	Balance
340441	Malad Gorge Water System Study	Development reviewing the engineering study to determine what needs to be done.	25,000	8,700	16,300
<b>EAST REGION</b>					
340622	Lake Walcott Ranger House	Project is out for bids. Bids open October 28th. Anticipate fall 2014 construction with completion spring 2015.	146,368	11,233	135,135
340631	Lake Walcott Utility Power Upgrades	In construction phase and going well. Anticipate substantial completion by end of October 2014.	327,504	468,772	80,628
340641	Lake Walcott Irrigation Improvements	Park staff is workig with BOR on the relocation of irrigation pumps that currently serve the park. Project is being evaluated by a consultant.	30,000	0	30,000
350141	Massacre Rocks Septic System Replacement	Request for fee proposal for engineering services is underway. Design completed. Project has been put on hold due to DEQ permitting.	150,000	5,282	144,718
350331	Bear Lake East Beach RR Renovation	Purchase, delivery and installation of 2 CXT restrooms at North Beach completed. A third CXT was delivered to the East Beach campground. Demolition of the old vault toilet at East Beach has been completed. The relocation of the electrical panel remains. Anticipate project to be completed end of November 2014.	120,000	94,734	25,266
360141	Harriman Forman's House Roof Repairs	Construction is completed on the roof. Working with the contractor to complete punch list items.	15,000	3,072	11,928
360142	Harriman Jones House Foundation	Project is complete and Development waiting on final invoice.	20,000	8,720	11,280
360151	Harriman Silver Lake Trailhead Vault Toilet	CXT location is being evaluated. CXT to be ordered off the State Contract for spring 2015 delivery and installation.	20,000	0	20,000
360152	Harriman Fire Alarm Repairs	Working with consultant on the informal bid documents.	12,594	0	12,594
360221	Henrys Lake Campground	New campground opened the week of June 30, 2014. Working with contractor on completion of the final punch list items to RR/Shower building.	2,100,241	1,940,473	159,768
360242	Henrys Lake Seasonal Housing	Region and Park Managers re-evaluating project scope. Two old trailers to be removed to provide a site for the new seasonal house.	100,000	0	100,000
360251	Henrys Lake 2 New Camper Cabins	New FY2015 project. Cabin locations are being evaluated.	30,000	0	30,000
360252	Henrys Lake RR & Camp Loop Improvements	Fee proposal coming from consultant. Project out for bids July 2015, award August 2015 and September 2015 construction.	160,000	0	160,000

**MANAGEMENT SERVICES QUARTERLY REPORT  
July – August – September 2014**

**MANAGEMENT SERVICES ADMINISTRATOR – ANNA B. CANNING**

**IDPR Mission**

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

**Goals**

1. Work with the Director and all staff to leverage limited resources to provide the best possible recreation experience and manage natural resources for future generations.
2. Support the efforts of the Operations Division to meet the Department's mission by providing leadership and direction to registration, reservation, grants, fiscal, sponsorship, MIS, IT, development and facility programs.
3. Provide management services staff with the necessary tools to succeed in their jobs.
4. Work with the Operations Division Administrator to identify needs of the operations staff, and assist in meeting those needs.

**Management Services Administrator's Report**

The primary focus of the 3rd quarter of 2014 was informing the director on department and division activities. Other specific tasks include:

- Interim Director and associated administrative and personnel tasks.
- Eagle Island closure.
- Attended National Association of State Park Directors conference in Omaha, Nebraska. Learned more about the issues and work of other states relative to State Park operations, support, and administration.
- Worked with Administrative Assistant to develop Board Meeting checklist.
- Worked with Development Bureau staff and Operations to prepare response to City of Boise regarding Veterans Park development.
- Worked on Director's presentation for JFAC tour of Eastern Idaho.
- Attended JFAC tour of Eastern Idaho.
- Toured Bruneau and Three Island state parks with Park Manager.
- Assisted the Director in a variety of tasks including review of the board minutes, completing day-to-day administrative tasks, and dealing with discipline issues.
- Recreation Registration Program update:
  - Legislative changes associated with HB 491 and 492 were effective July 1. The change in boat proration fees (and all other necessary changes) were implemented statewide without significant issues.

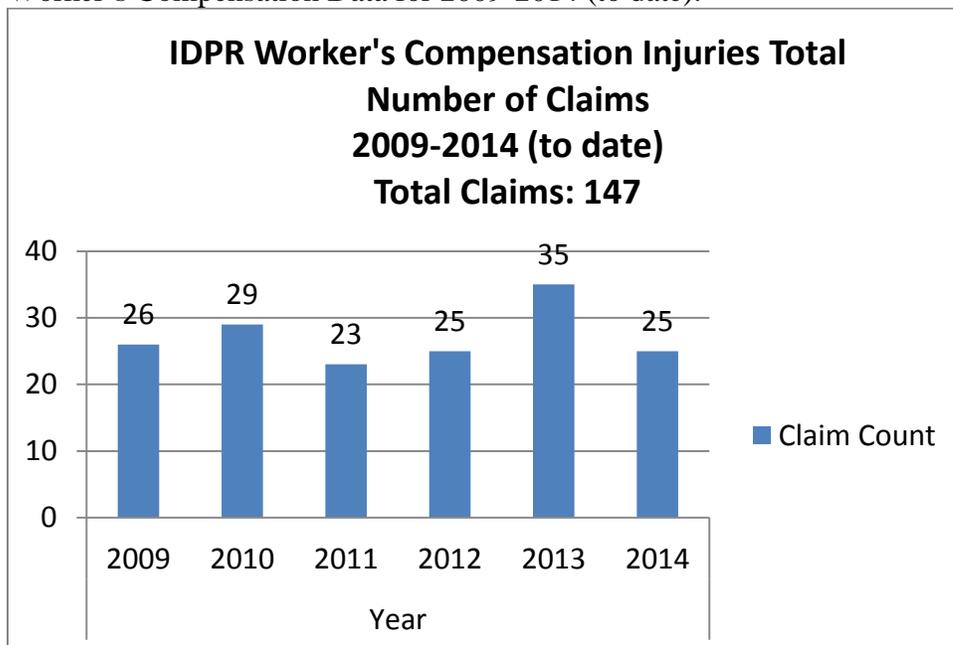
- Vendors across the state began selling the 2015 inventory. We have not heard any negative feedback on the new decal packaging. It is our anticipation there will be reduced loss in inventory without individually cut decals.
- Sponsorship Program update:
  - Created and distributed grants funding lists to parks, administration staff and regional staff.
  - Created fundraising outline and YouTube slideshow for Land of Yankee Fork.
  - Planning and marketing for songwriter's in the parks performance at Lucky Peak State Park, assisted Idaho Songwriters Association in obtaining Idaho Commission on the Arts grant for \$1,247.00 (awarded September 30<sup>th</sup>) to pay for musicians and technical support, secured \$500.00 sponsorship from Highlands Hollow.
  - Submitted an Idaho Heritage Trust grant for building stabilization at Land of the Yankee Fork, Bayhorse Township for \$5,000. Waiting on grant announcement.

HUMAN RESOURCE REPORT  
November 2014

**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.
- 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 Operations and Management Services Division Administrators, 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.
- Oversee policy review/updates for agency.
- 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 2009-2014 (to date):



	Claims Count	Total Losses			# Current Open Claims
		Total Compensation	Total Medical	*Total Losses	
2009	26	\$66,512	\$166,614	\$233,126	2
2010	29	\$81,078	\$185,863	\$267,287	2
2011	23	\$57,615	\$141,415	\$211,965	2
2012	25	\$16,835	\$76,512	\$102,414	2
2013	35	\$7,761	\$51,080	\$195,540	4
2014	25	\$9,235	\$32,771	\$74,859	7

\*Total Losses figures do not include reserves which are costs set aside for ongoing claims.

### TURNOVER

Fiscal Year	Begin Count	End Count	Avg Emp	Number of Separations	Turnover Rate
2011	130	136	133	<a href="#">11</a>	8.3%
2012	136	135	135.5	<a href="#">11</a>	8.1%
2013	135	139	137	<a href="#">17</a>	12.4%
2014	139	134	136.5	<a href="#">19</a>	13.9%
2015	134	138	136	<a href="#">1</a>	0.7%

\*Classified positions only

### **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:**

##### **Headquarters**

- ❖ Office Specialist 2 - Guadalupe Arteaga – new hire to replace Heather Claycomb who resigned in October

##### **North Region**

- ❖ Recreation Site Maintenance Foreman – Lanny Neipert – promotion to replace Pat Dingman who transferred to Engineer Tech. Sr.

##### **South Region**

- ❖ Henrys Lake, Ranger – Michelle Jorgensen – new hire to new nine month Ranger position

**CURRENT VACANCIES:**

**North Region**

- ❖ Utility Craftsman – Lanny Neipert promoted to Maintenance Foreman

**South Region**

- ❖ Bruneau, Ranger – Edgar Rae transferred to Cascade

**SEASONAL EMPLOYEE RECRUITMENT:**

- Recruitment underway for 2015 season
- 8 applications received

**VOLUNTEER PROGRAM: Kathryn Hampton, Volunteer Services Coordinator**

- Recruiting volunteers for 2015 season from these sources:
  - **Workamper News**—Workampers are adventuresome individuals, couples and families who have chosen a lifestyle that combines ANY kind of part-time or full-time work with RV camping. If you work as an employee, operate a business, or donate your time as a volunteer, AND you sleep in an RV (or on-site housing), you are a Workamper!
  - **IDPR website**—<http://parksandrecreation.idaho.gov/activities/volunteering>
  - **Volunteer.gov**—America’s Natural and Cultural Resources Volunteer Portal built and maintained by the Federal Interagency Team on Volunteerism (FITV) that is comprised of volunteer program coordinators from three Cabinet level departments.
  - **Word of Mouth**—still the #1 way in which volunteers find out about us
- 145 applications received
- Interest in volunteering with IDPR remains high
- Assisted management with several volunteer performance/communication actions
- 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)
- Selected as Chair for the Southwest Idaho Directors of Volunteer Services (SWIDOVs)
- Serving on the planning committee for the SERVE Idaho Conference—the Governor’s Commission on Service and Volunteerism
- Maintaining web-based volunteer management record-keeping on all volunteers.
- Administering the Idaho State Parks & Recreation Volunteer Facebook page.
- Managing the IDPR on-line seasonal and volunteer application process.
- Assisting HR Director develop orientation and training for seasonal employee & volunteer supervision.
  - First module called “Supervising Seasonal Employees & Volunteers” was successfully presented to both south/east & north region all-staff meetings
- Facilitated a Crucial Conversations review session with north region park staff during north region all staff meeting in October.
  - 2 Crucial Conversations are scheduled in 2015:

- December 11 & 12—participants from IDPR, ISP, and IDL
  - January 6 & 7—participants from IDPR & IDL
- Conducting background checks on all volunteers and seasonal employees through a web-based company called Volunteer Advantage.
  - Revision & clarification of Dept. policy regarding criminal history screening is underway
  - Also looking at a variety of background screening vendors to compare price and services offered
- Revising IDPR Volunteer Handbook
- Revising IDPR Volunteer Policy & forms
- Reviewing and revising Work Hours & Overtime Policy
- Volunteer Coordinator attended the National Assoc. of State Park Volunteer Coordinators (NASPVC) conference—24 states represented; 3 state park directors in attendance
- Recruited and managed volunteers for pilot “Music in the Parks” concert series at Sandy Point

**MANAGEMENT INFORMATION SYSTEMS  
PROGRAM QUARTERLY REPORT  
July August September 2014**

Management Information Systems (MIS) Kevin Zauha

**Mission**

The MIS mission is to address the IDPR's information systems needs as they relate to the agency's strategic plan. We accomplish this through the development or acquisition of application systems and the acquisition and maintenance of an appropriate technology infrastructure.

Accomplishments for the past quarter include:

**Information Systems**

MIS staff members, Vicki Heazle and Kevin Zauha, continue to work on the Recreation Registration Modernization project team.

Analysis continues on the Parks Passport sales data received from ITD. We have created an initial suite of reports for use by the IDPR Public Information officer to assist in marketing decisions.

We started the analysis and initial design to create an application to track IDPR Park and Program Usage.

Work progressed on moving all in-house IDPR applications to newer versions of the development tools used to support these applications.

**Infrastructure Support**

The MIS Infrastructure Support Staff received 237 helpdesk service requests over the course of the fourth quarter of FY14 and closed 225 helpdesk tickets.

We completed the upgrades of all desktops from Windows XP to the Windows 7 Operating System. This consisted of upgrading the hardware for approximately 90 desktops in Parks statewide and at Headquarters. We have upgraded approximately 85% of the Agency's laptops to the Windows 7 operating system. Four laptops remain.

We worked with the Office of the Chief Information Officer (OCIO) to transition our Email environment to Microsoft Exchange 2013. The OCIO continues to work through problems in the upgrade with some minor impact to IDPR's email.

We continue to review broadband service providers at all Park locations with the

intent of finding the best affordable network connections. As a part of this process, we installed Exede Satellite dishes at Dworshak Big Eddy and Freeman Creek Units.

Each of our park locations now has a file-share system in place. We started the process of completing and testing the backup configurations for each park. As of November 1, this process is approximately 60% complete.

We are continuing to work with the OCIO and the Department of Administration to move the IDPR existing hardware firewall to the State's virtual firewall environment. Problems with connections through the Checkpoint VPN Appliances that are located in parks stopped the initial attempt to accomplish this move.

We upgraded Dworshak and Bruneau Dunes to Checkpoint VPN Appliances. They now enjoy persistent access to the IDPR network without the use of an RSA security token. We will add Priest Lake Lion Head Unit, Dworshak Freeman Creek Unit, and Henry's Lake as solutions to slow connection speeds are implemented.

We evaluated Maas360 mobile device management software and the implementation of iPads on IDPR's network in September.

Work continues on evaluating helpdesk ticketing and inventory management systems in our effort to upgrade the current software utilized by our helpdesk staff.

**RESERVATION PROGRAM QUARTERLY REPORT  
July – August - September 2014**

**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 Emphasis over the past three months has been on the following:

- Implemented donations on the reservation booking site. First quarter resulted in \$1,668.65 in customer donations.
- Continued working with IDPR MIS on visitation tracking needs, this effort will result in a database to be used in reporting on IDPR's campsite occupancy, park program attendance, as well both camper and day use visitation.
- Worked with IDPR MIS and ITD MIS staff on the Idaho State Park Passport reporting needs for IDPR marketing purposes. This effort will result in a database that will support IDPR marketing efforts for the Idaho State Parks Passport.
- Attended Legislation training hosted by the State Tax Commission.
- Attended Fall Region meetings to speak to:
  - Retail strategic plans for Park Retail Operations. Plan objectives are threefold. First, to identify and analyze the current retail processes used. Second, to move towards a more standardized operation of IDPR retail stores. Third, to identify a methodology that empowers park retailers to select and display products that will maximize their revenues,
  - Address field staff questions related to reservation system and group customer handling to accommodate our new fees,
  - The need to re-validate our day use visitation formulas which are derived from data collect during empirical visitor counts (our last empirical count occurred in 2006). This effort will involve physically counting visitors on randomly selected days at every park entrance. This will allow us to determine how many visitors, on average, are in each vehicle coming through the entrance at each park. We use this information to develop an estimate of how much traffic coming into each park is made up by service vehicles, staff vehicles, multiple visits by park users and other non-park visits. Finally, we will use the data to establish a ratio between the number of visitors coming through the main entrance and those coming through other entrances.
- Worked with IDPR's reservation service provider to provide for customer notification of the 2015 fee increases. The effort involved changing web text; call center IVR (interactive voice response) messaging, as well as an e-mail notification that was sent to our past three years customers.

- Changed call center processes to require capturing campsite primary occupant information. This is necessary as resident/nonresident fees will be derived by site occupants' address.
- Provided additional training to call center and IDPR staff on group reservation processing to include capturing primary occupant information.
- Serving as project manager on the modernization of the Recreational Registration Program.
- Implemented Point of Sale (POS) inventory tracking for Montana State Parks. This process is using the same business rules and functionality that we have implemented in our reservation application for Idaho State parks.
- Providing day-to-day support for external and internal customers for both IDPR and Montana FWP.
- Monitoring system usage by State Parks Passport holders. Usage for July, August, September was as follows:

12,463 reservations were processed during the quarter booking 25,502 nights. Of those reservations:

- 5,726 reservations were for customers who claimed the Idaho State Parks Passport discount, this discount was applied to 12,785 nights. Reservations claiming passport discounts were up 32% or 1,338 reservations.
- 1,088 reservations processed were for customers who claimed an MVEF Annual sticker, this discount was applied to 2,903 nights. Reservations claiming the MVEF Annual were down 12% or 148 reservations.
- 9,814 of the nights booked with no discount claimed, meaning for these nights the customer has for now paid the additional \$5 per night for MVEF on one vehicle. Nights where no discount has been claimed were down by 7% or 771 nights.

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

- Continued work on implementing Point of Sale (POS) inventory tracking for Montana State Parks. This process involved capturing and validating product and supplier information for eight Montana State Parks. Additional work on this project included developing and applying standardized product naming conventions to eliminate duplicate products,
- Managing campsite primary occupant information and customer claimed discounts. This process involves monitoring on a daily basis and calling all customers to collect additional information and money from customers who have made reservations for multiple campsites under one name, or claimed discounts for which they are not eligible. This is necessary as resident/nonresident fees and eligible discounts are derived by primary site occupants' address.
- Performed site visits to address staff questions, check store inventories and update reservation hardware to replace XP systems in Ponderosa, Eagle Island, Land of Yankee fork, Three Island, Harriman, Bear Lake, Priest Lake, East Region office, Hendry's Lake, Massacre Rocks, Heyburn, Farragut, Winchester, Bruneau Dunes, Old Mission, Round Lake, North Region Office, and Hells Gate State Parks.

- Worked with ReserveAmerica to participate in marketing efforts that included creating online and featured experience spotlights for both the Reserve America corporate and stateside private label booking sites for both Idaho and Montana State Parks. Idaho spotlights were: Bruneau for “Great Ranger Programs” and Three Island for “Camping in the Wild West”.
- Applied application changes to update Priest Lake State Parks campsite spur lengths.
- Provided ongoing coaching and training of IDPR field staff on new system functionality.
- Performed weekly joint call monitoring with ReserveAmerica quality assurance team for both the Idaho and Montana contracts. This effort has become more critical as our fees and discounts have become more complex.
- Performed monthly call monitoring with ReserveAmerica customer service (SRT) for both the Idaho and Montana contracts. This effort is in response to a need to better train SRT staff in how to better handle escalated calls.
- Performed remote call monitoring independently for call center agent’s knowledge on and adherence to IDPR and Montana FWP policies.
- Provided day-to-day support for external and internal customers for both IDPR and Montana FWP.
- Managed refunds in the system as follows:
  - 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

- Monitored 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
- Provide day-to-day management of entering all new store items for field staff.
- Entered replenishments and printing bar code labels for field staff upon request.

## Communications / Marketing

November 2014 Board Report

### Accomplishments / Tasks Underway

#### □ Marketing / Advertising

- Business / Marketing Plans
  - Will be working to bring the plans for each park current in the coming months, including expanded retail or rental offerings.
- The Passport marketing campaign 2015 /2016:
  - Plan has been revised and will be presented at the November Board Meeting. What's new in the 2015 plan:
    - Commercials (radio and television)
    - Kootenai County will be emphasis of direct mail and PR campaign.
    - Eastern Idaho will be targeted with print ads in newspapers appealing to readership to “do the right thing”
    - Television buy will remain in Treasure Valley where it's affordable and easy to target users.
    - Partnership with RV and Auto dealerships sought in 2015
    - Expanded social media ‘programmatic’ ads.

#### □ Branding

- Worked with artist Ward Hooper to design a custom 50<sup>th</sup> Anniversary logo for the agency to use as promotion during celebration.

#### □ Events

- Organizing the 50<sup>th</sup> Anniversary of the Idaho Department of Parks and Recreation
  - Assembled internal team
  - Preparing promotion plan for execution beginning January 1, 2015
  - Marketing of 50 Years and Passport will blend for 2015



#### □ Social Media

- Facebook following on all agency, park and program pages continues to grow
- Social Media continues to be a great tool in spreading the word about program classes and park promotions.

#### □ General Media

- Slow media this fall given how busy our summer was with the norovirus at Eagle Island

#### □ Idaho Parks and Recreation “Welcome Kits” (All agency informational guide)

- 2014/2015 Welcome Kits are in-park, region and DMV locations.
- It's a huge benefit to work with Good Solutions Group who supplies these valuable informational tools at no cost to IDPR.
  
- **Idaho History in Idaho State Parks Classroom Kits**
  - Still in process / On-going project: We may have found a creative way to move forward with the help of the Historical Society and Idaho's 125 year celebration.
  
- **OHV Outreach "Stay on Trails" Campaign**
  - [www.idaho-ohv.org](http://www.idaho-ohv.org)
    - Helmet use campaign is in effect and generating awareness.
  
- **Be Outside, Idaho Children in Nature**
  - Group still seeking a part-time facilitator to manage the day-to-day inner-workings. We've decided to step away from managing the "Unplug and Be Outside" event annually and instead focus on creating resources and curriculum for parents and teachers.
  
- **Miscellaneous**
  - Created temporary Intranet, the *IDPR Insider* to help meet internal communication needs.
  - Rest area display revisions
  - IRPA Presentation
  - Continue to handle all agency-related information requests (public information act) and serve as primary media contact
  - Misc. agency brochure revisions, news releases, web postings
  - Continue to handle special projects as assigned – presentations legislative needs, talking point needs, speeches, graphics, website updates

**RECREATION RESOURCES BUREAU QUARTERLY REPORT**  
July – August – September 2014

**RECREATION RESOURCES BUREAU, DAVID CLAYCOMB, BUREAU CHIEF**

**BOATING PROGRAM, DAVID DAHMS, PROGRAM SUPERVISOR:**

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

- ◆ As of October 1<sup>st</sup> there have been 11 confirmed boating fatalities around the state.
- ◆ Juelie Traska gave three boating safety presentations for Idaho Power biologists and archaeologists. Staff also participated in several boat safety outreach events this quarter including National Fishing & Hunting Day at Cabela's in Boise.
- ◆ Staff attended a Districtwide US Coast Guard Auxiliary conference in Coeur d'Alene.
- ◆ Staff coordinated an advanced boating safety training course for county marine deputies. Feedback from the participants was excellent.
- ◆ Staff is working with sheriffs, county marine deputies and POST to provide updated curriculum for marine law enforcement training. Staff and county instructors also updated water safety curriculum for new officers.
- ◆ Staff continues to work to expand the life jacket loaner station program. The most recent station was installed on Cascade Lake in partnership with the local US Forest Service Office. An existing, unused kiosk was slightly modified into a loaner station in time for the busy Labor Day weekend.
- ◆ Staff was busy working with the counties to finalize data for required year-end reports for the U.S. Coast Guard. The Boating Program and counties combined to teach a boat safety course to nearly 1,110 students this fiscal year and participated in over 130 boat safety outreach events around the state.

**OFF-HIGHWAY VEHICLE PROGRAM, TROY ELMORE, PROGRAM MANAGER:**

Following is a list of activities that have been recently completed by the Motorized Trails Program Staff. This is in addition to the routine tasks of OHV education, trail maintenance, public outreach, and routine correspondence.

- ◆ Regional Trail Ranger and Trail Cat work.
- ◆ Attended ITMA (Idaho Trail Machine Association) State ride held in Stanley, Idaho.
- ◆ Attended the 6<sup>th</sup> Annual Bayhorse ride held at Land of Yankee Fork State Park.
- ◆ Attended the NOHVCC (National Off-Highway Conservation Council) Conference in Great Falls, MT.
- ◆ Conducted grant inspections and made site visits for grant proposals for the upcoming grant cycle.
- ◆ Met with IDL, IRC, and local clubs to discuss OHV access on Hoodoo Mountain area.
- ◆ Continued work on Canfield project. Our excavator operator and volunteers have performed 5 miles of maintenance.
- ◆ Conducted 64 OHV classes for 252 students.
- ◆ Participated in Rally in the Pines OHV rally in Island Park.
- ◆ Updated and reprinted the Snowmobiling in Idaho Brochure.

**NON-MOTORIZED TRAILS PROGRAM, LEO HENNESSY, COORDINATOR:**

The overall mission is to improve non-motorized trail opportunities in Idaho by working with various landowners, user groups, and other relevant parties to facilitate quality recreation opportunities.

- ✦ Attended monthly Ada County Foundation trail system (FACTS) trail meetings and IDT Bike/Ped Advisory Committee meetings and assisted in development of the nearly completed Idaho's statewide Bike/Ped plan.
- ✦ Commented on numerous local and statewide projects and trail plans.
- ✦ Met with and corresponded on with numerous hikers/bikers relative to the Idaho State Centennial Trail
- ✦ Updated numerous IDPR website state park location and trail maps with volunteer help.
- ✦ Organized the Idaho City Yurt Wood cutting weekend July 25-27 and the Idaho City Trail Brushing Weekend, September 5-7. Over 50 volunteers attended.
- ✦ Staff and volunteers have cut, split, transported and stacked over 25 cords of firewood for the 6 Idaho city yurts. The yurts received their annual maintenance and resupply prior to their heavy use season which is winter.
- ✦ Commented on the Becker Vegetative Management project which could have a major effect on public access to the Idaho City yurts and 60 mile trail network.
- ✦ Early August the Elkhorn yurt was dismantled, the floor renovated and the interior linings cleaned and replaced.
- ✦ Inspected numerous (RTP) Recreational Trails Program grants in southern Idaho and attended the Bear Basin Highway 55 Trail Dedication on Sept. 11<sup>th</sup>.

**OUTDOOR RESOURCE, JEFF COOK, ANALYST:**

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

- ✦ Continued working with the Idaho trails web application updates. Created a simplified map service for the Idaho Department of Fish and Game to use on their Hunt Planner Maps. This map doesn't require much effort to maintain since it uses the same dataset as the Idaho Trails Application.
- ✦ Started reviewing and gathering information of the OHV trails analysis application. Compiled a list of changes from motorized trails to non-motorized trails when 1978 travel plan maps were made. The online project can be seen here <https://bit.ly/1rdP5wp>. With continuing updates to the Idaho trails application, we can work on keeping track of route changes year to year.
- ✦ Reviewed and prepared comments on numerous proposed federal land NEPA documents. Worked with staff to develop comments for the Nez Perce-Clearwater Forest Plan proposed action.
- ✦ Continued to attend collaboration meetings for the Big Creek-Yellow Pine Restoration Project. Collaborative finished route recommendations for the Big Creek Area and the Payette Forest put forward a proposed action that took into account most of these recommendations- the forest proposed action added additional road requested by the motorized interests.

**NATURAL RESOURCE MANAGEMENT PROGRAM REPORT  
JULY – AUGUST – SEPTEMBER 2014**

**NATURAL RESOURCES MANAGEMENT PROGRAM, KEITH JONES, PROGRAM MANAGER**

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

**Goals**

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

**Program Manager's Report**

**Timber/Forest Management:**

- Completed three-year forest management action plans for the shared IDL forester positions at McCroskey, Heyburn, Farragut, and Priest Lake.
- Researching requirements and suitability for a Park to be a candidate for a Landscape Scale Restoration Project grant. Harriman State Park will be the programs focus.
- Cruised, marked, and set-up four direct sales with IDL to treat 60 acres at the entrance of Priest Lake (Indian Creek). The goal is to clean up wind-throw and thin an overstocked stand to promote a healthy White Pine, Larch, and Douglas Fir forest in a visible way for the public to experience. Work will begin winter of 2014/15. Possibly broadcast burn the next fall.
- Completed set-up and marking of one direct timber sale at Farragut to be harvested this winter. This sale will address roadside thinning and ditch line maintenance that will create a shaded fuel break and protect the road base along three (3) miles of Park roads. The sale will also thin approximately fifteen (15) acres of overstocked mixed forest to a more healthy pre-fire suppression density that favors a higher percentage of shade intolerant species.
- McCroskey "Deep Creek" Timber sale set-up is wrapping up. This sale will continue the goal of Ponderosa Pine habitat restoration in McCroskey. Sale date is tentatively set for winter/ spring of 2015.
- Fish and Game's shoreline Ponderosa Pine restoration thinning in Farragut is still scheduled to begin this winter (2014/15). Public notice will be placed in the local Bayview newsletter this quarter by F&G.
- Several small direct sales have been set-up at McCroskey and Heyburn to address pockets of wind-throw and disease/ insect damage.
- Attended meetings as vice-chair representing IDPR on the Idaho Firewise committee. This program plans, coordinates, and promotes wild fire prevention and mitigation programs and curriculum statewide, on public and private land.
- Conduct hazard tree assessments in all developed areas in the Parks throughout the year.

- In contact with a contractor to use goats to mimic fire disturbance to brush species in thinned stands. Test sites will be in Winchester and Heyburn spring of 2015.
- Forest fire fuel reduction project planned for Castle Rocks; work will remove dead and down trees and some minor thinning of live trees this winter.

**Noxious Weed Management and Restoration:**

- Putting together an Integrated Pest Management plan to address the treatment of American pondweed in Lucky Peak's Sandy Point Pond.
- Active weed management plans and herbicide treatment support at Priest, Lucky Peak, Cascade, Winchester, Farragut, Round Lake, Heyburn, and Eagle Island.
- Coordinated spray days with county, federal, and state agencies to treat over one hundred (100) acres of noxious weeds at McCroskey, Higgins Point, and Heyburn at no cost to the Department.
- Cut and spray blackberry to continue Tamany Creek restoration efforts at Hells Gate.
- Recommending and planning for Parks to focus on "eradication" of weeds in small, high-visibility areas versus "control" on a larger scale.
- Canvassing Parks for next season herbicide requirements and spray plans in order to put together a less-expensive bulk purchase.
- Gathering Park spray logs to put together an annual noxious weed treatment report.
- Representing IDPR as a committee member on the IWCC (Idaho Weed Coordinating Committee). The IWCC plans and coordinates noxious weed awareness and management strategies for Idaho, and helps steer the state's cooperative weed-management areas.
- Looking into using goats to potentially treat noxious weed plots (rush skeleton weed, knapweed) in Eagle Island during spring/ summer of 2015.