

**IDAHO DEPARTMENT OF PARKS AND RECREATION**

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

**BOARD MEETING MINUTES**

**May 25-26, 2016**

**Living Waters Resort  
Challis, ID**

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**Minutes – Wednesday, May 25, 2016**

**Call to Order – Chairman Doman**

The Chairman called the meeting to order at 9:04 A.M. MT, May 25, 2016. The Chairman directed a roll call. Board Members in attendance were:

Tom Crimmins  
Robert Hansen  
Randy Doman  
Pete Black  
Gordon Hansen

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

David Langhorst – Director  
Betty Mills – Management Assistant to the Director  
Keith Hobbs – Operations Administrator  
Anna Canning – Management Services Administrator  
Garth Taylor – East/South Region Manager  
Jim Thomas – Development Bureau Chief  
Steve Martin – Fiscal Officer  
Dave Claycomb – Recreation Resource Bureau Chief  
Debbie Hoopes – Human Resource Officer  
Evelyn Mason – Fundraising Coordinator  
Tammy Kolsky – Reservation Program Manager  
Kathy Muir – Grants/Contracts Management Supervisor  
Matt Warnick – Financial Management Analyst, Senior (DFM)  
Ray Houston – Legislative Budget and Policy Analyst  
Joni Hawley – Park Manager, Land of the Yankee Fork State Park  
John Sullivan – Park Manager III, Harriman State Park  
Dennis McLane – Friends of Idaho State Parks  
Larry Laxson – Valley County Parks and Recreation  
Sandra Mitchell – IC and ISSA  
Gary Cyecich – ISSA  
Harold Johnson – ISSA  
Terri Klanderud – ISSA  
Carol Coyle – City of McCall  
Dennis Coyle – City of McCall  
Tamra Cikaitoga – Fremont County  
Jon O. Weber – Madison County  
Kimber Ricks – Madison County  
John Plummer – Plummer Photo  
Ed Lyon – Reclamation  
Matthew Werle – Reclamation

### **Additions or Deletions to the Printed Agenda**

Chairman Doman announced that Ms. Buxton was unable to attend the meeting today to acknowledge her past service on the Board so this item will need to be removed from the agenda.

**Chairman Doman made a motion for the CEC/Salary Plan topic under the Director's report, change to a discussion item on the agenda. Mr. Crimmins seconded the motion. The Chairman asked for further discussion. Hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

### **Consent Agenda**

Mr. Bob Hansen requested in the February 24, 2016 minutes to remove the wording "motion was seconded by", when the Board entered into Executive Session, since a roll call was done.

**Mr. Crimmins made a motion to approve the consent agenda items with Mr. Bob Hansen's change. Mr. Black seconded the motion. The Chairman asked for further discussion. Mr. Gordon Hansen stated he was abstaining from voting due to not being appointed to the board during the February and March meetings. The Chairman called for a vote on the motion. Chairman Doman – Aye, Mr. Bob Hansen – Aye, Mr. Crimmins – Aye, Mr. Black, Aye. Motion carried.**

### **Nesbitt Property Update – Keith Hobbs**

Mr. Hobbs provided an update on the Nesbitt property. Mr. White is conversing with Mr. Nesbitt regarding the property and negotiations for options to allow the family to extend their contract with IDPR for an additional 5-10 years per the Nesbitt family's request.

### **Park Manager Update**

#### **Harriman State Park – John Sullivan**

Mr. Sullivan thanked the Board for letting him present to them today and brag on his park. Mr. Sullivan provided a PowerPoint presentation.

#### **Harriman State Park – Mr. Sullivan reported on:**

- Grazing Leases
- Harriman Successes
- 2016 Meeting Strategic Goals
- Development/Improvements
- Concessions, Leases, Agreements
- Marketing
- Events
- Interpretation & Education
- New User Groups and Access
- Friends of Harriman State Park
- Programs & Experiences
- Customer Service
- Stewardship

#### **Henry's Lake State Park – Mr. Sullivan reported on:**

- Successes
- 2016 Goals

#### **Ashton-Tetonia Trail – Mr. Sullivan reported on:**

- Successes
- 2016 Goals

#### **Mesa Falls – Mr. Sullivan reported on:**

- Successes
- 2016 Goals

Board and staff discussion followed.

#### **Land of the Yankee Fork – Joni Hawley**

Ms. Hawley thanked the Board for coming to Challis for this meeting and allowing her to show them her parks. Ms. Hawley provided a PowerPoint presentation.

Land of the Yankee Fork – Ms. Hawley reported on:

- Interpretive Center – Development and Improvements
- Interpretive Programs and Event

**Bayhorse Ghost Town – Joni Hawley**

- Pre-season and Post-season Development and Improvements
- Partnerships – Trails and Custer
- Successes
- Projects and Grants – Bayhorse Kilns, Idaho Heritage Trust, Idaho Humanities Council and BLM
- Challenges
- Goals

Ms. Hawley informed the Board of a piece of property for sale across the street from the Interpretive Center in Challis, ID. This item was placed on the CIN list but was not funded for the current proposed budget. Ms. Hawley stated that this piece of property would be an ideal location for an IDPR campground. Board and staff discussion followed.

**BREAK – 10:31 A.M.**

**Meeting reconvened at 10:51 A.M.**

Chairman Doman proposed changing the agenda to allow the Oral History Presentation now and moving the Modernization agenda item immediately following.

**Mr. Bob Hansen made a motion to change the agenda and move the Oral History Presentation in front of the Modernization agenda item. Motion was seconded by Mr. Black. The Chairman asked for further discussion. Hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

**Oral History Presentation – John Plummer**

Mr. Plummer provided a short oral presentation of the history of Bayhorse. The Bayhorse Oral history project began in 2015 in order to document the oral histories of former residents from the Bayhorse mining township. These individuals lived in and around the historic mining site during its last years of ore production and exploration. They tell the story of Idaho as a small miner's paradise and the last hope of miners that slowly ebbs away. The Idaho Humanities Council provided IDPR with a \$3,000 grant to collect filmed oral history stories documented by Filmmaker, John Plummer and Humanist Tom Blanchard. The Stanley Sawtooth Chamber of Commerce also provided \$2,000 to support the project. The historical product is for public education and park marketing purposes. Mr. Plummer also provided the Board with a short video of his current work on the Bayhorse history. Looking ahead, Mr. Plummer envisions creating videos that showcase current activities at Bayhorse and encourage visitation. Board and staff discussion followed.

**Modernization of IDPR's Recreational Registration Unit – Tammy Kolsky**

Ms. Kolsky reported on:

- Analysis of Past Performance
- Significant Achievements – Project team achievements for the past quarter
- Work to be performed during the next reporting period
- Risk Management Activities
- Recognition – During this past reporting period with the great degree of success the entire registration program staff and the project team in total have worked to continue to make progress on a very complex project involving many stakeholders.

Board and staff discussion followed. Public comments were heard pertaining to this topic.

**Motor Bike Fee Discussion – David Claycomb**

Mr. Claycomb informed the Board that discussions are taking place for the proposal of a motor bike fee increase. In 1995, the motor bike fees were bumped from \$6 to \$10 and have remained there to date. The current operational revenues are scarcely maintaining this program. Board and staff discussion followed.

### **Madison County Commissioners**

Mr. Bob Hansen introduced Jon Weber and Kimber Ricks, the Madison County Commissioners. Mr. Hansen gave a background on the ITD MA-54 gravel pit in Madison County. The county met with District 6 Engineer to explore the idea of a county park for the referenced gravel pit. The engineer explained the only way for the county to acquire the pit would be for a public auction. This was impossible for the county which had limited funds. A number of years later when Mr. Hansen was no longer a commissioner and was then an IDPR Board member, several discussions took place between Board members and then Director Nancy Merrill. ITD and IDPR at that level of government had solutions to acquiring the property for a park that county government did not. Nancy Merrill then contacted Jim Carpenter at ITD headquarters to explore common ground for a transfer of the above referenced gravel pit. The Thornton overpass was to be built in 2016 and this project needed completion because the gravel source may be coming from it for the overpass before we could move. Mr. Weber said the commissioners were here today to begin what they would consider a partnership with IDPR for a county park in Madison County. Mr. Thomas supplied previous concepts that he had prepared in the past. Board and staff discussion followed. Mr. Crimmins voiced his opinion that the property may not meet the criteria for a state park but would make an outstanding County park. (this paragraph was changed per Mr. Bob Hansen's request).

**Mr. Crimmins made a motion for the Board to direct IDPR staff to move forward working with Madison County to determine the best way to make this a functioning recreation area for the county. Motion was seconded by Mr. Bob Hansen. The Chairman asked for further discussion. Board and staff discussion followed. The Chairman called for a vote on the motion. Motion carried unanimously.**

### **Property Evaluation – Anna Canning**

Ms. Canning reminded the Board that during the February 2016 Board meeting, IDPR staff presented a new policy aimed at assisting the Board in their discussion regarding property acquisition.

- **ITD Madison County Nomination Site** - Ms. Canning asked the Chairman if he wanted to go through the ITD Madison County Nomination Site. The Chairman said no, that he made an executive decision not to pursue this.

**Mr. Bob Hansen joined the meeting at 1:12 P.M.**

- **Market Lake Nomination Site** – Ms. Canning reviewed the new process forms with the Board for Market Lake. Board and staff discussion followed. The Board provided Ms. Canning with their suggested changes and additions. Ms. Canning requested guidance from the Board on how they would like IDPR staff to proceed with this property. Mr. Bob Hansen stated that at this point, he does not feel IDPR can look at the purchase of this property since it has now gone out to bid. He stated that we need to wait and watch to see how this plays out and if they might be willing to donate it to IDPR. Board and staff discussion followed. The Board stated they do not want to put much more staff time into this project.

Mr. Crimmins stated that he has concerns and questions on whether or not this property is state owned.

**Chairman Doman made a motion for Mr. Bob Hansen and Mr. Garth Taylor to track this property and see where they are with selling it. Motion was seconded by Mr. Bob Hansen. The Chairman asked for further discussion. Board and staff discussion followed. The Chairman called for a vote on the motion. Chairman Doman – aye, Mr. Bob Hansen – aye, Mr. Black – aye, Mr. Gordon Hansen – aye, Mr. Crimmins – abstained. Motion passed.**

### **Strategic Plan – Anna Canning**

Ms. Canning provided the Board with a brief description of the document which explains the process for the Strategic Plan update. The Board had questions on some of the changes and provided their feedback. Board and staff discussion followed. Ms. Canning stated that this is not an action item for today. Chairman Doman requested for Ms. Canning to work with Mr. Hobbs and Mr. Taylor on all of the suggested changes then update the current draft and provide updated copies to the Board.

**Land of the Yankee Fork State Park Tour (LOYF)**

The Board and IDPR staff visited Land of the Yankee Fork and Bayhorse sites.

**RECESS TO THE NEXT DAY 9:00 A.M.**

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**Minutes – Thursday, May 26, 2016**

**Call to Order – Chairman Doman**

Chairman Doman called the Board meeting back into session at 8:02 A.M. MT, Thursday, May 26, 2016.

**Mr. Bob Hansen made a motion to go into Executive Session for purpose of discussing personnel pursuant to Idaho Code 74-206 (b), to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member of individual agent, or public school student. Chairman Doman asked for a roll call vote at 8:05 A.M. Doman – aye, B. Hansen – aye, Black – aye, G. Hansen – aye, Crimmins – aye.**

**Executive Session concluded at 11:22 A.M. No decisions were made.**

Chairman Doman thanked everyone for their patience this morning and apologized for the public meeting beginning so late.

**Mr. Black made a motion to grant Director Langhorst a 2% raise increase. Motion was seconded by Mr. Bob Hansen. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

**Bureau of Reclamation Yankee Fork Project – Matt Werle and Matt Green**

Mr. Werle provided maps, showing the improvements that will be made by Trout Unlimited at Yankee Fork just upstream of the West Fork and the Yankee Fork dredge. Mr. Werle provided a brief overview of their future project. This is going into design this fall and construction will begin in the spring of 2017. Board and staff discussion followed.

**City of McCall Overnight Parking Fee Request – Kathy Muir**

Ms. Muir provided a request from the City of McCall to charge overnight fees at Mill Road parking lot which has received Waterways Improvement Fund support. Board and staff discussion followed.

**Mr. Crimmins made a motion to approve staff recommendation to allow charging overnight fees at the McCall Mill Road parking lot. Motion was seconded by Mr. Black. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

**FY 2017 Grant approval Request – Kathy Muir**

Ms. Muir requested for the Board to go out to their districts and find new committee members to replace the members whose terms will be expiring. Ms. Muir provided a brief explanation on how this grant approval process works, for our new Board members.

**FY2017 Recreational Vehicle (RV) Grants**

Ms. Muir reported there is approximately \$6,000,000 available to award for this grant. Staff reviewed 42 grants. Board and staff discussion followed.

**Mr. Crimmins made a motion to approve the staff recommendation. Motion was seconded by Mr. Black. The Chairman asked for further discussion. Board and staff discussion followed. The Chairman called for a vote on the motion. Motion carried unanimously.**

Chairman Doman proposed to drop the funding line so we can include Henry's Lake application if spending authority is available.

#### **FY2017 Waterways Improvement Fund (WIF) Grants**

Ms. Muir reported there is \$1,300,000 available to award for this grant. Staff has held back \$50,000 to fund emergency cost overruns associated with these grant projects. Staff reviewed 28 grants. Staff recommends not funding below the score of 50. Board and Staff discussion followed.

**Mr. Bob Hansen made a motion to approve staff recommendation. Motion was seconded by Mr. Crimmins. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Mr. Gordon Hansen abstained from the motion due to a conflict of interest. Motion carried.**

#### **FY2017 Cutthroat Plate Fund Grants**

Ms. Muir reported there is approximately \$30,000 available to award for this grant. The WIF Advisory Committee reviewed 4 grant applications. The requests totaled \$73,088. Ms. Muir stated there will most likely be insufficient funds for this grant next year so it will be pulled for a couple of years. Board and staff discussion followed.

**Mr. Bob Hansen made a motion to approve staff recommendation. Motion was seconded by Mr. Gordon Hansen. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

#### **FY2017 Road and Bridge (RB) Grants**

Ms. Muir reported there is approximately \$250,000 available to award for this grant. 12 grant applications were reviewed. Board and staff discussion followed. Ms. Sandra Mitchel addressed the Board and stated that at least two if not three of the approved projects are park projects. Ms. Mitchel stated that she is not arguing these projects are not worthy of the award but questions whether the funding source is correct. Mr. Larry Laxson, with Valley County Parks and Recreation requested to address the Board. Mr. Laxson stated that there was a grant that came to him at the last minute and he attempted to move a grant application through for the Clear Creek Trailhead but he did not have sufficient time to gather the needed information. Mr. Laxson stated this trailhead is a major trail system for Valley County. Mr. Laxson stated he has a total of \$8,050 in match but needs the additional funding. He requested that the Board approve this application for grant funds. Mr. Laxson stated they need the grant funds to purchase the land for the trailhead. Board and staff discussion followed.

**Mr. Bob Hansen made a motion to approve staff recommendation as presented. Motion was seconded by Mr. Black. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously. (Further action on Road and Bridge Grants follows below).**

#### **FY2017 Off-Road Motor Vehicle (ORMV) Grants**

Ms. Muir reported there is approximately \$500,000 available to award for this grant. 46 grant applications were reviewed. Mr. Crimmins found an error on the RTP list as well as this list and stated the Caribou-Targhee Soda Springs Project #25 needed to be moved back on the list to be funded. The Fremont County Parks and Recreation application would need to be moved below the funding line. Board and staff discussion followed.

**Mr. Crimmins made a motion to rescind the original motion on the Road and Bridge Grant. Motion was seconded by Mr. Bob Hansen. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

**Mr. Crimmins made a motion to move the Valley County Grant for the Clearwater Trailhead to #5 on the Road and Bridge Grant and partially fund the Priest Lake request #6. Motion was seconded by Mr. Bob Hansen. The Chairman asked for further discussion. Board and staff discussion followed. The Chairman called for a vote on the motion. Motion carried unanimously.**

**Mr. Crimmins made a motion to approve staff recommendation as presented on the ORMV list. Motion was seconded by Mr. Gordon Hansen. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

Chairman Doman requested for Ms. Muir to work with Mr. Crimmins, Mr. Gordon Hansen and Ms. Canning and look at the grant criteria and propose changes to the Board prior to next year's presentation. Mr. Gordon Hansen stated that it is important to follow the correct criteria. Before the next grant committee meetings next year, there should be a review of that required criteria.

**FY2017 Motorbike (MB) Grants**

Ms. Muir reported there is approximately \$150,000 available to award for this grant. 15 grant applications were reviewed.

**Mr. Crimmins made a motion to approve staff recommendation. Motion was seconded by Mr. Black. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

**FY2017 Recreational Trails Program (RTP) Grants**

Ms. Muir reported there is approximately \$1,500,000 available to award for this grant and staff estimates that there will be approximately \$200,000 additionally in carry over funds. 54 grant applications were reviewed.

**Mr. Bob Hansen made a motion to approve staff recommendation. Motion was seconded by Mr. Crimmins. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

**FY2017 Mountain Bike Plate Fund**

Ms. Muir reported there is approximately \$45,000 available to award for this grant. 5 grant applications were reviewed.

**Mr. Crimmins made a motion to approve staff recommendation. Motion was seconded by Mr. Bob Hansen. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

**Land and Water Conservation Fund (LWCF) Committee**

Ms. Muir reminded the Board to please be looking for committee members for the Land and Water Conservation since all of their terms have expired. A Board member needs to be on the committee as well. Mr. Gordon Hansen offered to be the delegated Board member for this committee.

**Board Funding / Revenue Work Session – Steve Martin**

Mr. Martin explained to the Board that with so many new Board members, this work session will be helpful for the Board to better understand the process. A fund reference book was provided to the Board which included:

- LSO's Fiscal Sourcebook
- Fuel Tax Distribution
- Cash Flow Charts
- B-12 Forms
- Grant Accounts

Board and staff discussion followed.

**Mr. Gordon Hansen left the meeting at 2:43 P.M.**

**BREAK – 2:45 P.M.**

**Meeting reconvened at 2:45 P.M.**

**FY 2018 Budget – Steve Martin**

Mr. Martin provided a PowerPoint presentation which included information regarding the FY 2017 budget as a beginning reference and basis for the FY 2018 budget. This included charts displaying the FY 2017 State General Fund appropriation, charts displaying the department's FY 2017 appropriation and a ten-year expenditure history for the department. Board and staff discussion followed.

**Mr. Crimmins made a motion to approve staff recommendation. Mr. Black seconded the motion. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

**Billingsley Creek Update – Anna Canning**

The Board requested to move this agenda item to the next Board meeting.

**CEC / Salary Plan**

**Mr. Black moved to accept the staff recommendation to approve the current CEC plan. Mr. Black also requested for the Board to be provided with a better understanding on how the decisions are made for determining the additional merit increases. Mr. Crimmins seconded the motion. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

Mr. Bob Hansen stated that the Board is responsible for the approval of the CEC Plan prior to it being submitted to DFM and DHR.

**Director's Report – Director Langhorst**

The Director provided updates on:

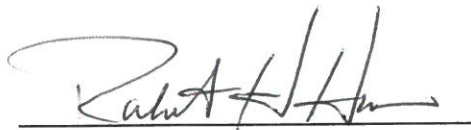
- CEC/Salary Plan – The Director stated implementation of the staff CEC increases were delayed by a week but we were still able to implement them to staff one week early.
- Met with both Regional Foresters – discussed the possibility of a good neighbor agreement, allowing IDPR to provide the Forest Service staff help for their depleted trail maintenance programs. Mr. Crimmins reinforced how this would help with IDPR's relationship with the Forest Service.
- Kokanee Cove
- Cascade Visitor Center

**Program Written Reports**

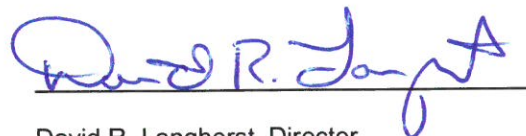
Board members were given time to ask questions of IDPR staff, on submitted program reports. Mr. Hobbs stated he will be providing each Board member with a copy of all IDPR Annual Park Reports.

**Mr. Hansen moved to adjourn the meeting. Mr. Crimmins seconded the motion. The Chairman called for a vote on the motion. Motion carried unanimously.**

**Meeting was adjourned at 4:00 P.M.**



Randy Doman, Vice Chairman  
Idaho Park and Recreation Board



David R. Langhorst, Director  
Ex-Officio Member of the Board