

# IDAHO DEPARTMENT OF PARKS & RECREATION

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

## Quarterly Board Meeting

August 24-25, 2016

Edgewater Best Western Hotel

56 Bridge St.

Sandpoint, Idaho 83864

- **AGENDA**..... 1
- **Wednesday August 24, 2016**
  - **9:00 A.M.** Call to Order
    - Roll Call
    - Welcome and Introductions / Chairman Doman and Director Langhorst
    - Additions or Deletions to the Printed Agenda
  - Consent Agenda
    - Approval of Minutes A/\*
      - May 25-26, 2016
      - July 28, 2016
  - **9:15 A.M.** Park Manager Update ..... 2
    - Erin McKindree (Assistant Park Manager) / Priest Lake
    - Kathleen Durfee / Old Mission
    - Ron Hise / Heyburn
  - **10:15 A.M. BREAK**
  - **10:30 A.M.** Natural Resource Program Update / Keith Jones
  - **11:30 A.M.** Friends Group Update / Rick Just..... 3
  - **Noon BREAK**
  - **12:30 P.M. LOAD BUS FOR PARK TOURS - LUNCH PROVIDED**
  - **12:30 - 5:00 P.M.** Round Lake and Farragut State Park Tours
  - **RECESS TO NEXT DAY 8:30 A.M.**
  - **8:30 A.M.** Executive Session \*\*
  - **9:00 A.M.** Call to Order
  - **9:05 A.M.** Director’s Report ..... 4
  - **9:35 A.M.** Board Policy/Procedure Update / Anna Canning..... 5
  - **10:05 A.M. BREAK**
  - **10:20 A.M.** Present Distinguished Citizen Award to Charlie Schaefer
  - **10:35 A.M.** Farragut Natural Resource Management / David White/Keith Jones A/\* ..... 6
  - **10:55 A.M.** Grant Advisory Committee Approvals A/\*/ Kathy Muir..... 7
  - **11:40 A.M.** Billingsley Creek Update / Jim Thomas ..... 8
  - **Noon-1:00 P.M. LUNCH (Provided)**
  - **1:00 P.M.** Priest Lake/Indian Creek Shoreline Management / David White ..... 9
  - **1:20 P.M.** Program Reports / Staff will Stand for Questions ..... 10

- Old/New Business
- Public Comment Period
- **ADJOURN**

\* AI—Action Item

\*\* Under authority of Idaho Code 74-206. Executive sessions -- When authorized. (1) An executive session at which members of the public are excluded may be held, but only for the purposes and only in the manner set forth in this section. The motion to go into executive session shall identify the specific subsections of this section that authorize the executive session. There shall be a roll call vote on the motion and the vote shall be recorded in the minutes. An executive session shall be authorized by a two-thirds (2/3) vote of the governing body. An executive session may be held:

*(b) "To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student"*

*This agenda is subject to change in accordance with the provisions of the Idaho Open Meeting Law. Items may be addressed in a different order than appears on this agenda. Individual items may be moved from one place on the agenda to another by the Board. Time frames designated on this agenda are approximate only. The Board will continue its business in the event that an agenda item is resolved in less than the allotted time.*

**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 – Freemont 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 families 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 Madison County Commissioners Jon Weber and Kimber Ricks. Mr. Hansen commented that years ago when he was a County Commissioner, the commissioners met with ITD and discussed acquiring a parcel of land or gravel pit known by ITD as MA-54. Mr. Hansen also stated that the conclusion to this conversation with ITD was that the land acquisition could be done by trade or lease and that it didn't have to go through a public acquisition process. Discussions then came about between Nancy Merrill, past IDPR Director and Jim Carpenter, the engineer for ITD at that time. These individuals were all in agreement that a transfer could be done either by a lease of this property, by a dollar fee or by transfer to another state agency. Mr. Weber informed the Board that Mr. Hansen had brought this idea to their attention years ago and presented a vision of creating a park. Mr. Thomas provided the Board with handouts on this project and a brief overview of this property. Mr. Weber stated the Commissioners are here today to present a proposal to build a state park on this property and would like to begin communications and form a partnership with IDPR to see how or if we can move forward with this project. The Commissioners stood for questions. Board and staff discussion followed. Mr. Crimmins commented that he has real concerns that in his opinion, this property does not meet the criteria for this to be a state park but would make an outstanding county park. Board and staff discussion followed.

**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.**

### **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.**

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Randy Doman, Vice Chairman  
Idaho Park and Recreation Board

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

**IDAHO DEPARTMENT OF PARKS AND RECREATION**

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

**BOARD MEETING MINUTES**

**July 28, 2016**

**10:00 A.M. Mountain / 9:00 A.M. Pacific**

5657 Warm Springs Ave.

Boise, Idaho

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**Minutes – Thursday, July 28, 2016**

**10:00 A.M. Call to Order – Chairman Doman**

Chairman Doman called the Board teleconference to order at 10:02 A.M. MT, July 28, 2016. The Chairman directed a roll call. Board Members in attendance via the phone or in person were:

Chairman Doman – Present  
Board Member Crimmins – Absent  
Board Member Black – Present  
Board Member Hansen – Present  
Board Member Gordon Hansen – Present  
Board Member Michael Boren - Absent

Also present or on the phone during all or portions of the teleconference were the following individuals:

David Langhorst – Director  
Betty Mills – Management Assistant to the Director  
Keith Hobbs – Operations Administrator  
Anna Canning – Management Services Administrator  
David White – North Region Manager  
Garth Tayler – South/East Region Manager  
Kathy Muir – Grants/Contracts Supervisor  
Steven Strack – Deputy Attorney General  
Anna Eberlin – Holland and Hart Law Firm

**Consent Agenda**

**Mr. Doman made a motion to approve the consent agenda items. 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.**

**Micro-Hydro Update – Garth Taylor**

Mr. Taylor provided a brief update on the Hydro Power opportunities. Mr. Taylor stated that an analysis would need to be done of the area and could cost approximately \$10,000. Director Langhorst suggested that Mr. Hobbs and Mr. Taylor work with Ms. Mason and attempt to find a sponsor to help offset the costs of this project. Board and staff discussion followed.

**Mr. Bob Hansen made a motion to have Ms. Mason look for sponsorships and report back to the Board at a future meeting. Chairman Doman seconded the motion. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

### **Vardis Fisher Property – Keith Hobbs**

Mr. Hobbs provided an update on the Vardis Fisher property. Mr. Hobbs stated that the sale and transfer of the 74 acre site to the Idaho Department of Water Resources was completed at the end of 2014. This sale included the fish hatchery and the nearby spring source. IDPR elected to retain two parcels located adjacent to the Norwood Subdivision due to their potential sale value. The current value of the two parcels was concluded to be approximately \$27,500.

**Chairman Doman made a motion to direct staff to request from the State Board of Land Commissioners, the authority to dispose of surplus state lands and to provide assistance in the sale of the referenced two parcels of IDPR property located in Gooding County. 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.**

### **Grant Advisory Committee Appointments Information – Kathy Muir**

Ms. Muir reminded the Board that she is only providing information on the grants today and that the Board will be making their final decision on the grant approvals during the August 2016 Board meeting. Ms. Muir reported that the IDAPA Rules state the need for IDPR staff to do an initial review of all grant advisory committee applicants. Ms. Muir requested guidance from the Board on how they would like to proceed in choosing the new committee members during the August Board meeting. Mr. Doman recommended for the Board to allow Ms. Muir to follow up with the applicants and place any necessary calls. If Board members have any thoughts regarding the applicants, they need to work with Mr. Muir and allow her to do her job. Ms. Muir stated there needs to be an IDPR Board member on the Land and Water Conservation Fund Committee. Mr. Bob Hansen offered to be on this committee unless another Board member was interested. A final decision will be made during the August Board meeting.

### **Old/New Business**

Ms. Muir provided an update on moving the grant application process to an electronic process. She is currently working with consultants and they are conducting an analysis and reviewing how other states electronic systems are working. If implemented, this process would allow applicants to go online to submit their applications electronically. Board and staff discussion followed.

Mr. White provided an update on the Nesbitt property. A proposal was sent to the Nesbitt family for IDPR to create a State Park on this property. There are maintenance needs the require repairs on the home currently on this property. The Nesbitt family stated they would replace the roof at their expense if they could extend their agreement with IDPR for an additional 15 years. Board and staff discussion followed. IDPR is working on negotiations and report back to the Board at a later date.

### **Director's Report – David Langhorst**

Director Langhorst reported on:

- IDPR Yurts – Due to the Pioneer fire, IDPR's six Yurts are in danger of being burnt. The Forest Service has wrapped them and sprinklers have been put up in hope of preventing them from burning. The Non-Motorized program is substantially funded by the income of the Yurt rentals.
- Clearwater Basin Collaborative Meeting – Chairman Doman and the Director attended this meeting on July 27, 2016.
- Salary Plan – We are currently working with DFM and DHR to discuss options on salary increases for staff in the field. An initial meeting has been scheduled and Chairman Doman will also attend.



- The Director met with Mr. Hobbs and Mr. Taylor to discuss the ITD Madison County Site. Mr. Bob Hansen stated he worked with Nancy Merrill, former IDPR Director and Jim Carpenter at ITD about two years ago and they both agreed with giving this property to IDPR. Mr. Hansen is working with a new engineer at ITD who stated he feels it was not the wisest agreement to make. Mr. Bob Hansen suggested for Chairman Doman to contact Jim Carpenter and arrange a meeting and inquire if there is anything IDPR can do to finalize this topic one way or another.

**Mr. Black moved to adjourn the meeting. Mr. Gordon Hansen seconded the motion. The Chairman called for a vote on the motion. Motion carried unanimously. Meeting was adjourned at 11:01 A.M.**

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Randy Doman, Chairman  
Idaho Park and Recreation Board

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

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

**AGENDA**  
**Idaho Parks and Recreation Board Meeting**  
**August 24-25, 2016**  
**Edgewater Best Western**  
**56 Bridge St.**  
**Sandpoint, ID 83864**

**AGENDA ITEM:** Friends of Idaho State Parks

**PRESENTER:** Rick Just

**PRESENTATION**

**BACKGROUND INFORMATION:**

Friends of Idaho State Parks started as a Facebook group in 2009 during a budget crisis that threatened individual parks and even the agency itself. The group advocated for Idaho's state parks. It became a 501 (c) 3 organization in 2013, with former director Yvonne S. Ferrell, IRTI Coordinator Vicki Lawson, and former communications manager and former planning chief Rick Just as the founding board members. Board members today are:

Rick Just, president  
Dennis McClane, vice president  
Amy Stahl, secretary  
Dave Ricks, treasurer  
Bill Drake, member  
Steve Smylie, member  
Christine Gertschen, member

Today, the Friends have more than 9,200 Facebook followers. The organization will update the board on its activities and discuss the potential creation of individual park friends organizations.

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

**AGENDA**  
**Idaho Park and Recreation Board Meeting**  
**August 24-25, 2016**  
**Edgewater Best Western**  
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<b>AGENDA ITEM:</b>	<b>BOARD POLICY UPDATE</b>
<b>ACTION REQUIRED:</b>	<b>INFORMATION ONLY</b>
<b>PRESENTER:</b>	<b>ANNA CANNING, MANAGEMENT SERVICES ADMINISTRATOR</b>

## **PRESENTATION**

### **BACKGROUND INFORMATION:**

In past years, Board policies, standards, and decisions have been captured in a document known to you as “Board Policy”. The information provided in that document is not typically what you would find in policies. (I will discuss this in detail below.) The Department also has numerous policies related to employee conduct, processes, and standards. These administrative policies at times overlap and duplicate Board Policy.

My task was to create a set of policies for your consideration to replace the existing Board Policy document. From the perspective of the day-to-day needs of the Department, the key goals of the policy update effort were to have a single set of policies that did not overlap, did not conflict with statutes or rules, are easy to read and understand, use consistent terms and format, are logically organized, and document all Board directives.

The purpose of this report is to update you on staff efforts thus far and to detail upcoming steps and timelines. As you will see below, I have taken the policies through a number of editing and review steps to transform them into a more useable format. Those steps include:

1. Identify outdated references and duplicative sections.
2. Identify appropriate shifts to administrative policies.
3. Move into new format and add information as appropriate.
4. Edit for common use of terms.
5. Edit for clarity and content using track changes.
6. Identify missing policies.
7. Review and comment on draft Board policies.
8. Seek comment from Executive Staff.
9. Develop draft policy for Board.
10. Present final policies for Board review and approval.

## **STEP 1: IDENTIFY OUTDATED REFERENCES AND DUPLICATIVE SECTIONS**

1. Board policies ADM. 4:70 LIMITATION OF AUTHORITY and ADM. 4 (a):80 EMERGENCY AUTHORITY conflict with the authority granted to employees through IDAPA 26.01.20.075 adopted in 2006. Staff recommends removing these policies entirely.
2. Board policy ADM. 7:82 MARKETING was later codified through IDAPA 26.01.22.050 (Rules Governing Cooperating Associations) in 2006 and just recently through IDAPA 26.01.06 (Rules and Guidelines governing Cooperator Recognition and Sale of Advertising). Staff recommends removing this policy.
3. The instructions given to the Director in ADM. 10.75 SAFETY and ADM. 10(a):87 VISITOR AND EMPLOYEE SAFETY are promulgated in rule through IDAPA 26.01.20. Staff recommends removing these policies.
4. Board policy LEG. 9:03 PUBLIC RECORD duplicates and is less specific than IDAPA 26.01.01.300. Staff recommends removing these policies.
5. Board policy OPE. 1:87 ASSOCIATIONS was codified through IDAPA 26.01.22.050 (Rules Governing Cooperating Associations) in 2006.
6. Board policies OPE. 2:75 ENVIRONMENTAL EDUCATION and OPE. 3:75 INTERPRETATION were first penned in 1975 and have not been amended since. These are clearly integral parts of the Department's mission, vision, and strategic plan. Staff recommends removing these policies.
7. Board policy DEV. 5:92, 08 NAMING UNITS OF THE STATE PARK SYSTEM is now in IDAPA 26.01.06. Staff recommends removing this policies.
8. Board policy DEV. 7:91 CONTRACTING AUTHORITY is established in Idaho Code §67-5711 with greater specificity. Staff recommends removing this policy.
9. Board policy DEV. 3:91, 99, 05, 08 CLASSIFICATION SYSTEM does not provide additional direction or standards. Staff recommends removing this policy.
10. Board policy DEV. 8:91 LAND USE EVALUATION AND DISPOSAL OF STATE PARK LANDS is established in Idaho Code §67-4240 with greater specificity. Staff recommends removing this policy.

## **STEP 2: IDENTIFY APPROPRIATE SHIFTS TO ADMINISTRATIVE POLICIES**

The Department has both Board policies and administrative policies. At times the policies duplicate and sometimes contradict one another. In looking at these duplications, it clearly makes sense to combine the policies. But, then, what approval should be required? The Board? Or the Director?

By statute and rule, the Board is assigned the approval body on certain matters—such as hunting within state parks. On other policies, it is not as clear. In many instances, the Board policy appears to set the stage for an administrative policy but provides little specifics. On these five Board policies, Staff proposes that the material be incorporated into administrative policies:

1. ADM. 5:75 NONDISCRIMINATION. This language is also found in our Workplace Expectations policy. As part of our annual review process, Staff must attest that they have read the Workplace Expectations policy. Because of the greater emphasis given to the Workplace Expectations (administrative) policy, Staff proposes that responsibility shifts to the Director. IDAPA 15.04.01.021 also prohibits discrimination in personnel matters.
2. ADM. 6:75, 08 PUBLIC INFORMATION. Much of this policy is addressed in IDAPA 26.01.01.050.
3. PER. 1:91, 08 EMPLOYEE TRAINING. Duplicates a more detailed administrative policy. Staff proposes that this section be combined into a single policy on conferences and training.
4. PER. 3:98 COMPLIANCE ENFORCEMENT TRAINING. This is one of those occasions where the Board policy “set the stage” for a detailed administrative policy. Staff recently updated our administrative policy that details standards and procedures for compliance enforcement.
5. PER. 4:91, 08 EMPLOYEE HOUSING WITHIN STATE PARKS. Staff proposes that this section be combined into the very detailed policy on employee housing within state parks.

### **STEP 3: MOVE INTO NEW FORMAT AND ADD INFORMATION AS APPROPRIATE**

As you will see in the attachments, the new policy format contains much more detail. The standardized sections include:

1. Purpose | As expected, this section states the purpose of the policy. For nearly all the policies you will review, this information is new.
2. Scope | This section clearly articulates to whom the policy applies. This information is new.
3. Responsibility | This section assigns specific responsibility to one individual to implement and update the policy as appropriate. This section also clearly articulates who may approve changes to the policy. Those that are approved by the Board become “Board policies.” Those approved by the Director become “administrative policies.” This information is new.
4. Standards and Procedures | The content of the existing Board policies was generally migrated to this section. For that reason, you will see that I’ve used underline and strikeout to note any substantive changes.
5. Revision History | This section provides the original source material, along with explanations of this amendment and possible future amendments.
6. References | This section is used to provide hyperlinks to other policies, rules, and statutes.

### **STEP 4: EDIT FOR COMMON USE OF TERMS**

In the previous section I used the term “substantive” changes. I have done extensive editing to arrive and standards use of terms and punctuation; I do NOT consider these substantive changes. They include:

1. *Administrative* not *staff* policies.
2. *Employees* not *staff* not *personnel*.
3. *Work unit* not *staff* not *group*.
4. Define Director to include designee and then remove *designee* from remainder.
5. Use *and* not *&*.
6. Use *Idaho Code §67-XXXX* consistently not *I.C.* not *section*.
7. *Statewide* not *state-wide*.
8. *Department* not *IDPR* not *agency*.
9. *On-site* not *onsite*.
10. *Financial* officer not *fiscal*.
11. Limit use of initial caps to defined terms.
12. *Time off* not *time-off*.
13. Use *%* not *percent*.
14. Use numbers over *ten*. Do not use legislative format for numbers.

15. Use a series comma consistently.
16. Formatting, punctuation, and naming of headings and subheadings.
17. Inserting current logo.

#### **STEP 5: EDIT FOR CLARITY AND CONTENT USING TRACK CHANGES**

The substantive edits fall into three categories:

1. Use of active verbs to clearly define necessary actions and assign who has responsibility for taking such actions.
2. Limit the use of uncommon words and phrases such as “and/or”, “shall”, “same”, “such”, “provisions of”, and “provided that.”
3. Provide detail to match current practices or expectations and/or clarify text where employees are unclear on the policy.
4. Trim out text that is unnecessary and/or unenforceable as a policy.

#### **STEP 6: IDENTIFY MISSING POLICIES**

We felt that the Board could benefit from an additional policy regarding how Board members are compensated.

#### **STEP 7: REVIEW AND COMMENT ON DRAFT BOARD POLICIES**

All the draft Board policies have been reviewed by the Policy Subcommittee, comprising Keith Hobbs, Debbie Hoopes, Steve Martin, and Anna Canning. Although we agreed on most standards and procedures, some we did not. We will point out these differences to Executive Staff when they are introduced. Executive Staff will consider and review the following documents:

1. *Key to Board Policies* (This is the compendium of your current Board policies. I have added comment bubbles that summarize the proposals set forth in this agenda item.)
2. *Policy Development*
3. *Board Communications*
4. *Board Compensation*
5. *Board Training*
6. *Board Travel*
7. *Fees*
8. *Awards*
9. *Service Recognition*
10. *Advisory Committees*
11. *Fees Associated with Grant Projects*
12. *Grant Conversions*
13. *Road and Bridge Administration*
14. *Supplemental Grant Standards*
15. *Management of State Parks*
16. *Concession Leases*
17. *Winter Recreation Areas*
18. *Process to Select New State Park Properties*
19. *Development of State Parks and Recreation Areas*
20. *Federal Boat Safety Grant Administration*

#### **STEP 8: SEEK COMMENT FROM EXECUTIVE STAFF**

The Policy Subcommittee began introducing the Board policies to Executive Staff in June. Every two weeks we introduce a new set of policies and set a date for comments. We are still working our way through the policies, but anticipate having comments on all the policies by late October.

**STEP 9: DEVELOP DRAFT POLICY FOR BOARD**

As the Executive Staff complete their review, the Policy Subcommittee considers those comments and incorporates them into the final draft for the Board. As of July 28<sup>th</sup>, we have completed seven policies. I have included one for your review, "*Policy 1010 Policy Development.*"

**STEP 10: PRESENT FINAL POLICIES FOR BOARD REVIEW AND APPROVAL**

As noted previously, I anticipate having comments from Executive Staff by late October. The Policy Subcommittee will work to have final drafts prepared in time for the Board's November meeting. I would propose that I hand out a set of the new policies for the Board to review in preparation for a half-day work session in February. That set of policies can be in a binder or on a thumb drive to suit the review needs of each Board member.

**STAFF RECOMMENDATION**

At the Board meeting, I propose to first walk you through the process on how we arrive at the proposed policies. Second I will take specific input regarding any comments or concerns you have with the process. Third, I would ask that each of you let me know if you would prefer a binder or a thumb drive. Last, I welcome comments on how you might like to tackle the task of reviewing and commenting on the policies in February.



## Policy Development

*Effective date: 4/1/2016*

*Policy #: 1010*

### 1. Purpose:

To establish the authority and procedure by which Department policies are established and modified.

### 2. Scope:

All Department employees and the Idaho Park and Recreation Board are expected to comply with—and will be held accountable to—the standards in this policy.

### 3. Responsibility:

The Director is the owner of this policy and is responsible for reviewing and updating the policy to reflect current laws, needs, and strategic initiatives. The Board must approve any amendment to this policy.

### 4. Standards and Procedures:

#### 4.1. Definitions

**Board:** *The Idaho Park and Recreation Board.*

**Department:** *The Idaho Department of Parks and Recreation.*

**Director:** *The Idaho Department of Parks and Recreation Director or designee.*

**Executive Staff:** *A group established by the Director generally comprising program managers and other key administrative employees.*

**Owner:** *The designated individual listed within the “Responsibility” section (3.0) of each policy.*

**Policy Subcommittee:** *A group comprising the financial officer, the human resource officer, the operations administrator, and the management services administrator.*

#### 4.2. Timely Reviews

The Idaho Park and Recreation Board is a policy setting Board, and as such provides **general** policy direction for employees. ~~A continuing review of policies is essential~~ In order to keep ~~them~~ policies consistent with recreational trends, public needs, strategic goals, and financing, ~~and to see that the aims which led to the establishment of the various units are maintained.~~ all existing policies should be reviewed regularly. For those policies that require Board approval, the Board should ~~Policies are to be~~ reviewed, amended, and ~~or~~ ratify policies ~~ied~~ during the fall Board



meeting during odd-numbered years, or upon majority vote of the Board members during the interim.

#### **4.3 Review Process for Policies That Require Board Approval**

The process to review and update a policy that requires Board approval will be as follows:

1. At the fall Board meeting on odd-numbered years, the Director will request that the agenda include policy reviews.
2. The Director will recommend policy amendments or new policies based on trends, needs, and financing.
3. A majority vote of the Board will provide as much detail as possible regarding specific changes to policies, additional assignments, and date to bring back policies to the Board for further review and approval.
4. Where the Board does not assign a responsible employee, the Director will make the assignments.
5. The assigned employee will obtain the most recent template from the human resource officer.
6. The assigned employee will draft a revised policy based on Board direction and with input from the employee's division administrator.
7. The assigned employee will present the policy to the policy subcommittee for review. Once approved by the policy subcommittee, the assigned employee will present the draft to executive staff.
8. Executive staff will have a minimum of two weeks to solicit employee input and provide comments. Individual executive staff members will mark up the Word document, save changes, and then send out comments to full executive staff using the *Reply all* feature.
9. The policy subcommittee will review all the comments as a group and decide on final edits. As appropriate, the policy subcommittee will send to the deputy attorney general for comment and will present the draft to the Director.
10. The assigned employee will present the policy to the Board at a noticed public meeting. A majority vote of the Board will either approve the policy or to make specific changes and provide a date to bring back policies to the Board for further review or approval.
11. Once approved by the Board, the human resource officer will publish the final policy.

#### **4.4 Review Process for Policies that Require Director Approval**

The process to review and update a policy that requires Director approval will be as follows:

1. The owner will obtain the most-recent policy template from the human resource officer.
2. The owner will draft a revised policy with input from the employee's supervisor.
3. The owner will schedule a review item on the executive staff agenda. At least one week prior to the meeting, the owner will provide executive staff with an electronic version (in Word) of the policy.
4. The owner will present the policy to executive staff and answer any questions.

5. Executive staff will have a minimum of two weeks to solicit employee input and provide comments. Individual executive staff members will mark up the Word document, save changes, and then send out comments to full executive staff using the *Reply all* feature.
6. The policy subcommittee will review all the comments as a group and decide on final edits. As appropriate, the policy subcommittee will send to the deputy attorney general for comment.
7. The human resource officer will develop the final draft and send a draft copy to the division administrators.
8. The division administrators will present the policy to the Director for discussion and final approval.
9. The human resource officer will publish the final, signed policy.

#### **4.5 Policy Custodian**

The human resource officer is the custodian of all Department policies.

## **5. Revision History:**

1. Supersedes board policies ADM 1:87, 08 Intent ADM 2:75 Review of Policies and administrative policy I-1 Implementation of Procedure Manual.
2. Revised by PS&ES on 7/22/2016. Moved to new format, expanded existing Board policy, and edited for detail and clarity.
3. Approved by Board on XXX.

## **6. References:**

1. None

— End of Document —

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

**AGENDA**  
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**August 24-25, 2016**  
**Edgewater Best Western**  
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**AGENDA ITEM:** **Farragut Natural Resource Management**

**ACTION REQUIRED:** **BOARD ACTION REQUIRED**

**PRESENTER:** **David White, North Region Manager**  
**Keith Jones, Natural Resource Manager**

**PRESENTATION**

**BACKGROUND INFORMATION:** In the 1990s, Farragut staff identified a degradation of the natural resources within the park and began working with University of Idaho and professional resource land managers to address and better manage the areas. Following is a time line of the formal planning and actions that have taken place since these early efforts.

**FARRAGUT NATURAL RESOURCE MANAGEMENT TIME LINE**

July 1999	IDFG Farragut Wildlife Management Area, Long Term Management Plan completed
February 2001	U of I Farragut State Park Natural Resource Plan (FNRP) and GIS Data Base completed
April 2002	Board approved FNRP
August 2002	IDFG/IDPR Resource Management Open House held  Board receives public comment, staff directed to work with users and IDFG to address issues and concerns for later Board consideration
November 2002	Citizen Advisory Committee (CAC) developed to 1. Guide the development of a work plan to address agency resource management objectives. 2. Assist the agencies in interactions with the larger public by helping us incorporate constructive criticism into our work plans and educating and representing the final plan to the public. 3. Provide an oversight function to ensure and communicate to the public that the agencies execute the final plan within the guidelines and constraints it contains.
October 2003	CAC presented recommendations to Board with respect to: General Forest Management; Ponderosa Pine Management; White Pine Restoration; Wildfire Hazard and Risk Management; Noxious Weeds; Visitor Use Areas; Other Recommendations; and Future Oversight
January 2004	Board approved initial FNRP resource management steps as follows:

	<ol style="list-style-type: none"> <li>1. Thinning of tree species to promote healthy growth and Ponderosa Pine restoration above the CAC's designated "lakeshore area".</li> <li>2. Reduction of ladder fuel near activity areas and non-motorized trails testing various methods of mechanical mulching before use of prescribed fire as recommended by the CAC.</li> <li>3. Selective harvesting to promote Ponderosa Pine or White Pine above the CAC's designated "lakeshore area".</li> <li>4. Planting of Ponderosa Pine seedlings in areas where recruitment has been shaded out and stocking is sparse.</li> <li>5. Planting of blister rust resistant White Pine Seedlings in newly opened areas and where stocking is sparse, and in existing canopy openings within the identified habitat areas.</li> <li>6. Formation of a small oversight group.</li> </ol>
April 2004	Removed beetle infested trees in the Snowberry campground.
April 2005*	Resource management implementation introduced with a thinning "Demonstration Area".  Oversight Committee is identified, reviewing and providing input on resource management prescriptions.
September 2005*	Precommercial thinning initiated to promote healthy tree growth and Ponderosa Pine restoration above the lakeshore area.
September 2008*	Conservation thinning initiated to promote Ponderosa Pine and White Pine restoration above the lakeshore area.
September 2009*	Fuels reduction and Firesmart Program initiated throughout the park.
November 2014	IDFG opened the lakeview point
October 2015	IDFG initiated Ponderosa Pine restoration along the shoreline within the lakeshore area on IDFG owned areas.
On-Going	White Pine seedling plantings.

\* NOTE: As a part of each process and management actions, the Park provided public information and accepted comment that was incorporated as applicable to the proposed prescription guiding the successful resource work.

The park plans to continue the successful Board approved resource management actions implemented to date. The next step in the process is to begin implementing the Ponderosa Pine Restoration and Conservation Thinning prescriptions along the shoreline and within the lakeshore area that was not approved as part of the initial steps by the Board in January 2004. Farragut's resource management prescriptions are outlined in the attached summary.

#### **STAFF RECOMMENDATIONS:**

Based on the successful implementation and overall importance of the resource work to the foundational health of the forests in Farragut and by extension to the continued quality experiences the public deserves, staff recommends the Board approve implementing the Ponderosa Pine Restoration prescription developed in cooperation with Idaho Fish and Game and the Conservation Thinning prescription within the lakeshore area along the shoreline.

# FARRAGUT STATE PARK RESOURCE MANAGEMENT PRESCRIPTION OVERVIEWS

## Conservation Thinning

This prescription guides the thinning of forest stands within Farragut State Park of more mature or re-established forested areas. With overstocked conditions existing in these stands, the general health and vigor of the trees is diminishing, and at the same time increasing the risk of a stand replacing fire event and insect and disease outbreak. Thinning and favoring less disease susceptible species increases the availability of water and nutrients for the remaining trees, thus improving overall forest health and disease resistance, while also reducing the risk and potential impact to the resource and the park from forest fire.

**Prescription:** The objective of this prescription is to create multiple aged forest stands that are diverse in composition (age class and species) and reflect historic, pre fire suppression stand conditions favoring shade intolerant species. The general prescription guideline is to provide a minimum of a two-foot separation between limbs (10'-20' from boles) of existing adjacent trees while maintaining an average of 45-85 trees per acre. Smaller trees will be thinned from around larger, healthier, more vigorous trees, and a mosaic of denser pockets will be incorporated to maintain cover and movement corridors for wildlife species.

### **The priority of the trees left will be:**

- Historical plantings (i.e. Maples, fruit trees)

- Cedar

- White Pine (blister rust free)

- Ponderosa Pine

- Western Larch

- Douglas fir

- Lodgepole Pine

- Grand Fir

- Species not identified above will be evaluated by park staff for specific treatment.

Initial treatments will require additional management in future years to further adjust stand density and species composition while incorporating plantings and brush species management. The thinning process will use labor crews and/or mechanical equipment as applicable. Chipping or mulching will be the preferred method to dispose of the majority of slash produced on site. This prescription has been in use on park lands since 2004.

Pictorial of previous management efforts.



Before

After

+ 3 years

## **Ponderosa Pine Restoration**

This prescription will thin primarily shade tolerant trees and dense brush from suitable Ponderosa Pine forests. The goals of this prescription are to create forest stands that reflect historic Ponderosa Pine stand conditions and reduce fuels to allow safe reintroduction of fire into the ecosystem to better maintain stand health.

**Prescription:** Selective harvest of shade tolerant tree species, dominated by Douglas fir and Grand Fir will be used in ponderosa pine restoration areas to decrease stand density prior to the use of prescribed fire. Reserve basal areas of  $\geq 40\text{ft}^2$  and  $\leq 100\text{ft}^2$  per acre will be maintained (40-60  $\text{ft}^2$  per acre in young even-aged stands to ensure regeneration). It may not be possible to meet reserve basal area targets in portions of the stand dominated by dense small diameter trees. In these areas a reserve stem density of 30-100 trees per acre will be maintained. Specific objectives include:

- Create an open forest structure by reducing tree density.
- Reduce forest floor organic matter
- Reduce seedling and saplings of shade tolerant species
- Maintain lush grasses, herbs and shrubs in the forest understory
- Increase ponderosa pine regeneration in open forest by exposing mineral soil seedbeds
- Increase habitat for wildlife species adapted to open ponderosa pine forests

As the reintroduction of fire to dense fire suppressed forest stands could fatally injure overstory ponderosa pine trees, it is necessary to thin such stands to reduce tree stress, fire damage, and crown fire potential.

**Slash Disposal and Prescribed Burning:** Slash will be lopped and scattered and broadcast or jackpot burned to retain nutrients on the site and improve seedbed conditions to promote natural regeneration on the site. Where necessary heavy slash will be pulled away from the base of leave trees and snags prior to burning to reduce damage.

Prescribed burning has multiple objectives including: restoring the historical fire regime, reducing fuel loads, decreasing fire spread rates, modifying forest structure, removal of ladder fuels, killing small trees, and decreasing fuel continuity. It may take several fire cycles before a ponderosa pine stand is returned to its pre-settlement condition.

Pictorial of previous management efforts.



Before

After

+3 years



### **Mixed Grass / Open Forest Areas**

Farragut has approximately 360 acres of mixed grass habitat that is maintained for forest edge and meadow conditions. As a representative species there is a healthy population of Western and Mountain Bluebirds in these environments. These areas are starting to see more conifer encroachment that must be addressed in order to maintain these open areas. In addition to maintaining the mixed grass acreage, emphasis will be placed on the condition of the adjacent forest stands where management for edge and diverse transitional vegetation conditions to promote diverse habitat and forage will be a priority.

**Prescription:** Thin stands adjacent to the Conservation Thinning prescription. This will reduce stand density from 200-500 trees per ac (TPA) down to 75 – 100 TPA, providing a more open, sustainable habitat of representative Seral species (Western Larch, Ponderosa Pine, Western White Pine, and minimal Fir spp) to manage into the future, while creating beneficial edge and transitional vegetation habitat. The following will be incorporated into the plan:

- Emphasize inclusion of snags to encourage natural cavity nesting opportunities in adjacent stands.
- Favor recruitment and planting of Western White Pine, and Larch in the adjacent stands.
- In open areas, target a residual tree component of 0 – 15 trees per acre.
- In cooperation with IDL, burn the grass area bound by Monaghan, North Road, and the access road behind the water tower. This will help reduce weed populations, encourage a healthy grass component, discourage tree regeneration, and add needed nutrients to the soil.
- Plan for a periodic burn cycle through the forest (every 20 – 50 yrs) and through the open grassland (15-30 years).
- Between grassland burn cycles, consider mowing the areas during the first week of March to facilitate an early season short grass scenario that will increase available forage.
- Use herbicide applications as needed to encourage a resilient grass component.

Areas to be managed.



### **Other Management Objectives**

The following will be incorporated into and as a part of all of the aforementioned resource management prescriptions as applicable.

**Shaded Fuel Breaks:** Working through the national Firesmart program and incorporating approved hazard fuel reduction techniques, Farragut State Park has created and maintains an extensive network of shaded fuel breaks. These are a strip of land where fuel (for example, living trees and brush, dead branches, needles, or downed logs) has been modified or reduced to limit fire's ability to spread rapidly. Shaded fuel breaks maintain cooler and moister understory conditions and understory vegetation remains greener longer into the growing season. This helps to reduce fire spread within the fuel break.

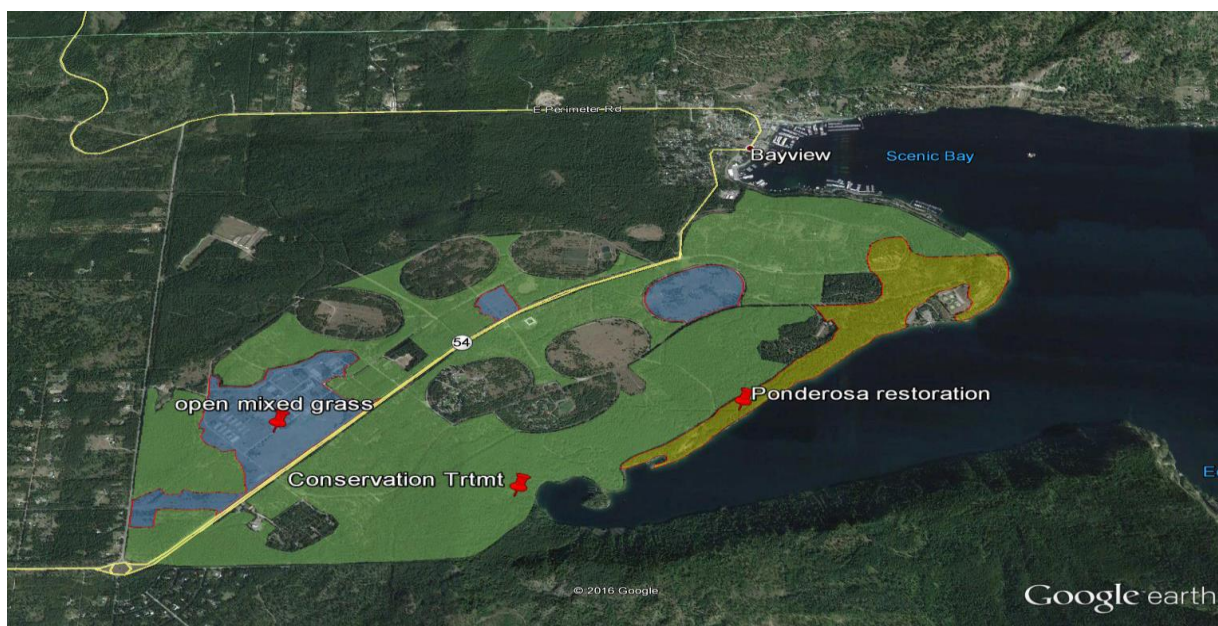
These treatments will focus on modifying vegetative structure along primary road and trail corridors. Road edges will be kept tree free 25 feet from the road edge or down to the defined ditch line when present. From that point a thinning treatment will help increase a defensible fire line back another 75 feet, resulting in a 220 foot total defensible line. This thinning will also help with driver visibility helping reduce wildlife and car accidents.

The identified trail corridors suitable for a shaded fuel break treatment are those trails with multiple use pressure, reasonable access, and significant coverage of the Park. These trails will be cleared of woody vegetation to a width of 15 feet, and then have the same thinning prescription applied as the roads to a width of 50 feet on both sides resulting in a 115' defensible line.

**Noxious Weeds:** The invasion of noxious weeds can be anticipated anytime there is soil disturbance or a significant change in site conditions. Noxious weeds will be monitored and spot sprayed as needed.

**Timing:** Resource work that involves logging equipment will be conducted after September 10 and prior to spring break-up to minimize impacts to the forest floor and public use.

### **MAP OF RESOURCE PRESCRIPTION AREAS:**





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

**AGENDA**  
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**AGENDA ITEM:**                      **Grant Program Advisory Committee Appointments**  
**ACTION REQUIRED:**                      **Board Action Required**  
**PRESENTER:**                      **Kathy Muir, Grant Program Manager**

**PRESENTATION**

**BACKGROUND INFORMATION:**

The Department has twenty (20) citizen advisory committee positions expiring this year.

Positions to be appointed include:

- Three (3) Recreational Vehicle Fund
- Two (2) Waterways Improvement Fund
- Three (3) Off-Road Motor Vehicle Fund
- Three (3) Recreational Trails Program
- Eight (9) Land & Water Conservation Fund

**STAFF RECOMMENDATIONS:**

Staff recommends that the Board nominate and appoint committee members to the appropriate committees from the applicant list provided.

## **RV Advisory Committee**

IDPR needs to fill the Recreational Vehicle positions for District 1, District 4 and District 6. To date, IDPR staff has received Four (4) applications. All of the candidates meet the minimum criteria and are eligible for appointment.

### **District 1**

**J. Allen Isaacson** is a camping enthusiast. He worked for the United States Forest Service and is a member of the Kootenai County Aquifer Protection District. He was also a member of the American Fisheries Society and the Kootenai Environmental Association. **Equipment:** 2011 19' Viewfinder Travel Trailer, BZF316, License #K25404R – On File

### **Recommendation**

IDPR staff recommends appointing Allen Isaacson to the District 1 Recreational Vehicle Fund position.

### **District 4**

**Paul Remaley** has served on the RV Advisory Committee in the past. He is a camping enthusiast who has visited most of the state parks. He has a good working knowledge of what the RV program entails. **Equipment:** 2013 Artic Fox #811 Pckup Mntd Camper, ID# INCG811S5D0109759, License #BTC914 – On File.

**Jerry Olson** is a current District 4 RV Advisory Committee. He is an active user of RV facilities across the state. **Equipment:** 2008 Keystone 36' Raptor Toyhauler 5<sup>th</sup> Wheel Trailer, RV Sticker #BTC340, License # 2TJII2R – On File

### **Recommendation**

IDPR staff recommends reappointing Jerry Olson to the District 4 Recreational Vehicle Fund position.

### **District 6**

**Kent Bateman** served as a District 6 WIF committee member and has a good working knowledge of RVs and the facilities they use. **Equipment:** 1998 Country Coach Affinity 40' diesel pusher motorhome, Sticker #BTS063, License #8B4686M – On File

### **Recommendation**

IDPR staff recommends appointing Kent Bateman to the District 6 Recreational Vehicle Fund position.

## **Waterways Improvement Fund Advisory Committee**

IDPR needs to fill the Waterways Improvement Fund positions for District 5 and District 6. To date, IDPR staff has received Two (2) applications. All of the candidates meet the minimum criteria and are eligible for appointment.

### **District 5**

**Steven L. Cederberg** is a current member of the WIF committee representing District 5. Over the last 15 years he has served on the WIF committee three times and ORMV committee once. He has been a waterways chairman for the Bingham County Sheriff's Department for 18 years. **Equipment:** 1985 22' Duckworth Jet Boat, ID 9560Y – On File & Current (2016)

### **Recommendation**

IDPR staff recommends reappointing Steve Cederberg to the District 5 Waterways Improvement Fund position.

### **District 6**

**Jeff Shearer** has been a Bonneville Waterways Committee chairman for 10+ years, a member of the National Electrical Contractors Association board of directors and is a business owner. **Equipment:** 1990 27' Searay 270 Sundancer Cabin Cruiser, I1743AA – On File & Current (2016)

### **Recommendation**

IDPR staff recommends appointing Jeff Shearer to the District 6 Waterways Improvement Fund position.

## **Off-Road Motor Vehicle Advisory Committee**

IDPR needs to fill the Off-Road Motor Vehicle positions for District 3 & 4 motorbike/ATV & snowmobiling and District 5 & 6 motorbike/ATV. To date, IDPR staff has received Seven (7) applications. Six (6) of the seven (7) candidates meet the minimum criteria and are eligible for appointment.

### **District 3 & 4/ Motorbike/ATV**

**Marie Lyn Dewey** is from Boise, Idaho. She has been a motorbike and ATV rider for 40+ years. She has been a member of T.V.T.M.A for 12+ years, a member of the Boise Ridge Riders for 8+ years and treasurer of the Idaho City 100 for 6+ years. **Equipment:** 2012 KTM 350XCFW, 2013 KTM 350exc - #100009, 2003 Artic Cat ATV 500 - On File & Current (2016)

**Randall Johnson** is from Eagle, Idaho. He is an outdoor enthusiast that wishes to do his part to maintain the beauty that Idaho has to offer for the next generation. He was raised primarily in Idaho and enjoys hiking, camping, fishing and hunting throughout the state. He

is a member of the Idaho State ATV Association, Idaho UTV and Boise ATV Trail Riders.

**Equipment:** 2016 Polaris RZR 900 UTV - #011286, 1999 Polaris 500 ATV - #106086, 2005 Kawasaki 360 ATV - #106087 - On File & Current (2016)

**Dennis Marguet** is from Cascade, Idaho. He has been an ATV enthusiast for 10+ years. He's owned a dune buggy for a number of years and rides both his ATV and buggy for pleasure and hunting. He is the president of the Southern Valley Recreation District in Cascade. He believes that off road trails need to be preserved in a way that allows recreations and conservation. He is an outdoor enthusiast that wishes to do his part to maintain the beauty that Idaho has to offer for the next generation. He was raised primarily in Idaho and enjoys hiking, camping, fishing and hunting throughout the state. He is a member of the Idaho State ATV Association, Idaho UTV and Boise ATV Trail Riders, the Rocky Mountain Elk Foundation and Bass Masters. **Equipment:** 2014 Polaris Ranger 900 XP, License # GRU276, 16093718 - On File & Current (2016)

**James (Jim) Olson** is from Twin Falls, Idaho. He is an avid boater, cross-country skier and motorcyclist. He is also a past WIF committee member. **Equipment:** 1972 Honda Mtr Cyc - #117106 – Not on File

#### **Recommendation**

IDPR staff recommends appointing Marie Dewey to the Districts 3&4 Off-Road Motor Vehicle Fund position representing ATV/Motorbike.

#### **District 3 & 4/ Snowmobiling**

**Ron Platt** is from Caldwell, Idaho. He is a business owner who has experience with finances, equipment, and employees. He serves on the Idaho Recreation Council, Idaho State Snowmobile Association, and the Valley County Grooming Advisory Committee. **Equipment:** 08 Skidoo, 2005 JD Trail Back - On File & Current (2015)

#### **Recommendation**

IDPR staff recommends appointing Ron Platt to the Districts 3&4 Off-Road Motor Vehicle Fund position representing snowmobile.

#### **District 5 & 6/ Motorbike/ATV**

**Kelley D. Hart** is from Idaho Falls, Idaho. He enjoys riding four wheelers on the sand along with other forms of outdoor recreation such as camping, canoeing, hiking, golfing, downhill skiing, snow shoeing and cross country skiing. He belongs to the Idaho Falls Trail Machine Association, the American Motorcycle Association, the Blue Ribbon Coalition and has been active with the Idaho Recreation Council. **Equipment:** 2001 KTM 300 EXC # 16033204, 2015 Husqvarna 300 TE # 16033207, 2006 Honda 150 # 16033205, 2006 Honda 150 # 16033206, 2006 Honda 150 1603305 - On File & Current (2016)

**Matt Mullenbach** is from Victor, Idaho. He is a current member of the RTP committee. He has been a trail ambassador and volunteer for the Teton Basin RD for the last 15 years. He also belongs to IMBA and MBT. **Equipment:** 2015 KTM – Registration has been received by IDPR and is in process (2016).

#### **Recommendation**

IDPR staff recommends appointing Matt Mullenbach to the Districts 5&6 Off-Road Motor Vehicle Fund position representing ATV/Motorbike.

### **Recreational Trail Program Advisory Committee**

IDPR needs to fill the Recreational Trails Program positions for Bicycling, Equestrian and 4-Wheel Drive. These three positions are statewide; however, we need to balance the committee by appointing no more than 2 representatives in each district. To date, IDPR staff has received Four (5) applications and all of the candidates meet the minimum criteria and are eligible for appointment.

#### **Bicycling Applicants**

**Helen S. Stroebe** is a resident of both Moscow (District 2) and Boise (District 3) and is a lifelong Idaho resident. She is an avid cross country skier, mountain and road bicyclist, hiker, rafter, kayaker and ATV rider. She has trail building and maintenance experience with MAMBA, SWIMBA and Wilderness Volunteers. She has experience writing and reviewing grant proposals, a background in public health, an advocate for accessible facilities/trails and a board member for the Palouse Land Trust. She is also a member of the Palouse LaTrek's women's hiking group, Idaho Native Plant Society, Palouse Prairie Foundation, Idaho Forest Owners Association and Idaho Whitewater Association.

**Edwin Gygli** is from Pocatello (District 5), Idaho. He is a native Idahoan and avid outdoor enthusiast. He retired after 32 years a Captain with the Idaho State Police. He is well versed in government affairs and has a good understanding of the grant funding procedures. He has worked closely with the United States Forest Service, BLM and Fish & Game. He is a mountain and dirt bike rider and is familiar with trail systems throughout District 5. He is a past Chairman of the Pocatello Pedal Fest, a member of the National Ski Patrol-Alpine Senior Patroller and Caribou National Forest – Volunteer Mountain Bike Trail Rider.

**Matt Mullenbach** is from Victor, Idaho. He is a current member of the RTP committee. He has been a trail ambassador and volunteer for the Teton Basin RD for the last 15 years. He also belongs to IMBA and MBT.

#### **Recommendation**

IDPR staff recommends appointing Ed Gygli to the Recreational Trails Program Fund position representing bicycling.

## **Equestrian Applicants**

**Donald Eckford** is from Pollock (District 2), Idaho. He is currently the Equestrian representative for the RTP committee. He has 20+ year of experience as a trails specialist. He also belongs to Back Country Horseman and Idaho Pathfinders – ATV.

### **Recommendation**

IDPR staff recommends reappointing Don Eckford to the Recreational Trails Program Fund position representing equestrian.

## **4-Wheel Drive Applicants**

**Patrick A. Gunter** is from Sagle (District 1) and a lifetime recreational motorcycle rider, 4-wheel rider – trail use for hunting, hiking, etc. He served on the ORMV advisory committee and is very familiar with the grant process. He has many years of public involvement with Forest Service trail use planning. He belongs to the North Idaho OHV Club and Panhandle Riders and Snowmobile Club. He feels that the trails need more upkeep (existing trails). Need to improve trailheads for parking. **Equipment:** 2008 Yamaha ATV, 2014 Bombardier - On File & Current (2016)

### **Recommendation**

IDPR staff recommends appointing Pat Gunter to the Recreational Trails Program Fund position representing 4-Wheel drive.

## **Land & Water Conservation Fund Evaluation Committee**

IDPR needs to fill eight Land & Water Conservation Fund Evaluation Committee positions statewide for the following criteria: 3 representatives of state and federal agencies with a technical relationship to the community development or the outdoor recreation needs in the state, 1 member shall represent a community of five thousand (5,000) population or more, 1 member shall represent a community of five thousand (5,000) population or less, 1 member shall represent the interests of the ethnic minorities, 1 member shall represent the interests of people with disabilities, and 1 member shall represent the interests of the elderly. To date, IDPR staff has received twelve (12) applications.

## **State & Federal Agencies Applicants**

**Dave Ricks** is from Boise (District 3) and has worked for IDPR for over 7 years. He volunteers as the Treasurer for the Friends of Idaho State Parks.

**Dennis McLane** is from Boise (District 3). He has a BS degree in Park and Recreation management. He is retired from the Bureau of Land Management and has been involved in many recreation management projects. He has worked in recreation related jobs in three levels of government; 1 county, 2 state and 3 federal. He is a member of the Friends of Idaho State Parks and the Public Land Foundation.

**Steve Frost** is from Fairfield (District 4). He is an avid recreationist with a degree in Psychology and attended graduate school in the department of Resource, Recreation and Tourism. He began his career as a trail ranger with IDPR. He then became the OHV program manager at IDPR, Recreation Resources Bureau Chief of IDPR, Interim Division Administration for Operations at IDPR, Recreation Program Manager at Sawtooth National Recreation Area and has arrived at his current position with the Fairfield Ranger District as a Recreation Program Manager. He is also a past member of the Idaho Falls Trail Machine Association, Treasure Valley Trail Machine Association, Blue Ribbon Coalition, and the Idaho State Snowmobile Association. He is also an active member of the Camas County Search & Rescue and currently sits on the Sawtooth National Forest Leadership Team.

#### **Recommendation**

IDPR staff recommends appointing Dave Ricks, Dennis McLane, and Steve Frost to the Land & Water Conservation Fund positions representing state/federal interests.

#### **A Community of 5,000 or More Applicants**

**Tom Governale** is from Boise (District 3) and has been a professional parks & recreation practitioner for 35+ years. He has actively participated in the LWCF process through applications, grant administration, conversions, and served two years on the state LWCF Advisory Committee in the mid 1990's. He is familiar with the State SCORP plan and with statewide parks & recreation needs in rural and urban cities and counties. He has served as a parks & recreation professional in Boise for 32+ years including positions as parks event coordinator, supt. of administration and supt. of parks. He is a member of the National Recreation & Park Association, Idaho Parks & Recreation Association, the Arbor Day Foundation, the Greater Yellowstone Coalition, Trout Unlimited – Ted Trueblood Chapter, the Idaho Conservation League, the Sawtooth Society, and the National Wildlife Federation.

#### **Recommendation**

IDPR staff recommends appointing Tom Governale to the Land & Water Conservation Fund position representing communities over 5,000 population.

#### **A Community of 5,000 or Less Applicants**

**Tamra Cikaitoga** is from Ashton (District 6) and has been the director of Fremont County Parks & Recreation Department since 1998, which oversees the LWCF funded golf course. She is knowledgeable about grants and the grant process. She is also a member of the Yellowstone Soil Conservation District, the National Conservation Foundation Environthon, the Idaho Districts Employees Association, the Idaho Recreation Council and Idaho State Snowmobile Association.

**Sheryl Cederberg** is from Shelley (District 5) and is a licensed realtor. She understands the value of our public land and water resources.

### **Recommendation**

IDPR staff recommends appointing Tamra Cikaitoga to the Land & Water Conservation Fund position representing communities under 5,000 population.

### **Ethnic Minority Applicants**

**Ken Knoch** is from Idaho Fall (District 6) and the director of Ammon Parks & Recreation. His department has been a recipient of LWCF grants in the past and he is very familiar with the process. His knowledgeable and experienced in park design, construction, public needs, project management, working with service groups, etc. He is a member of the Land Resource Conservation Council through the Idaho Department of Lands. He also works with urban and rural forestry and is experienced in reviewing and approving forestry grants.

### **Recommendation**

IDPR staff recommends appointing Ken Knoch to the Land & Water Conservation Fund position representing minority interests.

### **Disabled Applicants**

**Morgan Stage** is from Eagle (District 3) and is an avid recreationist. He seeks out and uses improved walking trails, camps at developed and un-developed sites throughout the state. He also travels on a lot of back roads throughout the state, is an avid ATV, canoeing and rafting recreationist. He is a member of The Nature Conservancy, the National Wildlife Federation, and the University Of Idaho College Of Natural Resources Alumni.

### **Recommendation**

IDPR staff recommends reappointing Morgan Stage to the Land & Water Conservation Fund position representing disabled interests.

### **Elderly Applicants**

**Julie G. Neff** is from Blackfoot (District 5) and she has worked for the USDA Rural Development for 23+ years. She has worked with public bodies, non-profits, engineering firms, state agencies and private lenders in SE Idaho's 16 counties. She is experienced in analyzing financial documents and structuring loan and grant requests. She is also familiar with assisting entities with loans and grant recipients with the tracking of their finances. She also served as a Disability Employment Manager for 6 years, promoting disability awareness.

**James (Jim) Olson** is from Twin Falls (District 3) and is an avid boater, cross-country skier, fisherman, bicyclist and motorcyclist. He is also a past WIF committee member

**Helen S. Stroebel** is a resident of both Moscow (District 2) and Boise (District 3) and is a lifelong Idaho resident. She is an avid cross country skier, mountain and road bicyclist, hiker, rafter, kayaker and ATV rider. She has trail building and maintenance experience with MAMBA, SWIMBA and Wilderness Volunteers. She has experience writing and reviewing



grant proposals, a background in public health, an advocate for accessible facilities/trails and a board member for the Palouse Land Trust. She is also a member of the Palouse LaTreds women's hiking group, Idaho Native Plant Society, Palouse Prairie Foundation, Idaho Forest Owners Association and Idaho Whitewater Association.

**James (Jim) Nunley** is from Meridian (District 3) and is an avid sportsman who loves to explore the Idaho outdoors. He served in the Weather Service in the United States Navy. He has also worked on the U.S. Forest Service Fire Crew and worked in hotel management in the western United States. He was the treasurer and president of the Idaho Wildlife Federation. He has been to Washington D.C. to promote the preservation and to create the Boulder-Whitecloud National Monument & wilderness area. He is also a member of Idaho Rivers United, the Boise River Enhancement Network and Poachers Club.

#### **Recommendation**

IDPR staff recommends appointing Helen Stobel to the Land & Water Conservation Fund position representing elderly interests.

#### **Recommendation**

IDPR staff recommends appointing Pete Black to the Land & Water Conservation Fund position representing IDPR Park Board interests.

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

**AGENDA**  
**Idaho Park and Recreation Board Meeting**  
**August 24-25, 2016**  
**Sandpoint, ID**

**AGENDA ITEM:**                      **BILLINGSLEY CREEK CONCEPTUAL PLAN**  
**ACTION REQUIRED:**                      **INFO ONLY, NO ACTION REQUIRED**  
**PRESENTERS:**                      **ANNA CANNING AND JIM THOMAS**

**PRESENTATION**

**BACKGROUND INFORMATION:**

Idaho Department of Parks and Recreation (IDPR) staff have been working with the Park and Recreation Board over the last two years to develop a draft conceptual plan for the development of the Billingsley Creek unit of Thousand Springs State Park. The components of this draft plan are reflective of input we received from Board members, meetings with Hagerman area stakeholders, and the 2006 Thousand Springs State Park Master Plan.

**PLAN HIGHLIGHTS:**

Foremost, this draft plan envisions Billingsley Creek as a regional hub that connects the many unique offerings found in the Hagerman Valley. That sense of connectivity is conveyed not just in what information or interpretation we provide, but in the structures and site plan as well. Secondly, the draft plan incorporates features that cannot be found in our other state parks, including an arboretum, elevated camping, a bicycle pump track, stand-alone kiosks that can serve as concession booths or interpretive booths, an outdoor arena to complement our indoor arena, a community garden, nature and wildlife observation decks, and a large community center that can support a wide variety of events and activities. Thirdly, the plan incorporates all the treasured features of a traditional state park: the Thousand Springs State Park Visitor Center, areas to camp individually or in groups, an amphitheater, interesting day use areas, interconnected trails, and places to fish, kayak, float, or paddleboard.

**NEXT STEPS:**

Staff will incorporate Board comments from this meeting into the draft plan. We will then make the draft conceptual plan available for the public to review throughout September and October. Staff will summarize those comments and present an updated draft conceptual plan at the November Board meeting for your review and comment.

**STAFF RECOMMENDATIONS:**

Information only; no action required. The draft site plan is attached to this item.







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

**AGENDA**  
**Idaho Parks and Recreation Board Meeting**  
**August 24-25, 2016**  
**Edgewater Best Western**  
**56 Bridge St.**  
**Sandpoint, ID 83864**

**AGENDA ITEM:**                      **Priest Lake State Park, Indian Creek Shoreline Management**  
**ACTION REQUIRED:**                      **Information Only, No Action Required**  
**PRESENTER:**                      **David E. White, North Region Manager**

**PRESENTATION**

**BACKGROUND INFORMATION:**

At the February 2016 Board Meeting, Ferrol and Gordon Simpson indicated they were concerned about boat mooring along the Priest Lake State Park, Indian Creek shoreline in an area signed, "Water Skiing Area, No Swimming". They were concerned that due to the high use of boats and people swimming that a serious accident could happen. This was not the first time they shared this concern both with the Board and park staff. The Board asked staff to assess the situation and report back at the next Board meeting in north Idaho.

The Indian Creek shoreline from the west boundary at Indian Creek to the east boundary near the old marina concession is approximately 1,850 linear feet. Of this, approximately 900 linear feet is used with the swimming beach comprising 500 linear feet, with 425 feet of heavy use, and the moorage area comprising 400 feet. This is the area signed for water skiing.

The remainder of the shoreline is very rocky limiting its overall usability with the park designating each end as "dog areas" allowing for them to be off leash in the water meeting another user need at the park and reducing dogs being in the high use shoreline areas. The park currently rents out moorage space on three of the docks for a total of 15 sites, which are available to campers only, at \$9.00 per night with an average 45% occupancy between 4<sup>th</sup> of July and Labor Day 2012 - 2015. From approximately 1997 – 2010, a marina concession providing boat moorage was operated ultimately unsuccessfully on the IDL property east of the park.

The current Park Manager and I, who both have been involved in the park's management over the past 16+ years, have seen the shoreline use grow dramatically. The onset of the increased boat use occurred with the relocation of and greatly enhanced boat ramp and parking area that occurred in 1997/1998. This in conjunction with a growth in boat ownership increased the overall boat use of the park and the desire to leave boats moored along the shoreline as opposed to removing them nightly. Users establishing their own beach space has increased as well based upon visitation increases and efforts to "guarantee" a place on the beach/shoreline.

The park has only received a few complaints with respect to the use of these two areas. Following is a listing of each with a short, descriptive summary:

**Safety due to people swimming and boating in a high use area:** Safety is a top priority of the park and staff and they are continually assessing all operations and facilities to ensure a safe recreation environment. This is a high use area with people swimming, boating and water skiing. To date there have been no known injuries or incidents associated with these activities. The Simpsons have continually voiced this concern but no one else has shared this concern.

**Not being able to use the “Water Skiing Area” as signed:** The area actually is used for water skiing. Many years ago, skiers did start from shore but due to the amount of shoreline use, this has become very limited. In 2001, parasailers even used the shoreline for taking off.

**People boating in, mooring their boats along the shoreline, and using the park:** The park has always experienced boat-in use. Some come to visit others in the park and a few do use the Indian Creek facilities. The park experiences more boat-in users at Lionhead where there are minimally used portions of beach away from the campground area.

**Securing boats with ropes to trees and signs along the shoreline causing trip hazards:** This was a common practice as boat moorage along the shoreline grew. Both the park and users noted the associated safety hazard so the park eliminated this practice this year. Boaters now install a stake in the sand, typically at high water to tie off to.

**Placing of awnings and other personal items along the shoreline limiting access:** This is one practice that has grown extensively over the years and the park has received associated complaints about it due to minor turf wars and people expressing a desire to be next to the water and not being able to.

**Leaving awnings and other personal items in place overnight securing “beach turf”:** This is an extension of the previous mentioned issue. Park users have realized that as of 10:00 am each morning everyone heads to the shoreline to play in and on the water. To ensure they have a spot, users leave their awnings and bulkier personal items on their staked out portion of the beach overnight. This is the one issue that the park has received numerous complaints about. Consequently, in 2010 the park posted, forewarned users, and attempted to enforce a “Do Not Leave Awnings or Equipment on Beach Overnight” rule. Unfortunately, users did not adhere to the regulation resulting in a nightmare for the park in trying to enforce from identifying who left what to how to store the quantity of confiscated items to just finding the manpower and time to accomplish. The requirement was removed before the end of the season.

As the staff assess all aspects of park operations and opportunities, they focus first and foremost on health and safety associated with the visitor, resource and facilities. Second, they address impacts to the resource, facility and user including carrying capacity, degradation and potential conflict. Next, they ensure that equal opportunity and access is provided to all users within the established resource and facility limitations. Lastly, they assess associated staffing needs, time needed, and costs to determine feasibility and the most effective and efficient method.

This same process has been utilized to assess shoreline management. Staff identified the following specific list of concerns to include in the assessment:

- Safety - boating, skiing, swimming all in one area
- User taking ownership of beach/shoreline areas
- User conflicts - turf wars, boats/swimmers
- Enforcement ability - staff, time, costs, practicality
- Actual need - few complaints, issues

Staff developed the attached list of options and identified the various pros and cons of each. Staff is still assessing the overall use patterns and what, if any, solutions are needed. At this point in time, they are leaning towards removing the “Skiing Area – No Swimming” signs associated with the

shoreline outside the designated beach and requiring, limiting the placement of awnings, sun shades, umbrellas, and so on to behind a designated set back distance from the water all along the shoreline.

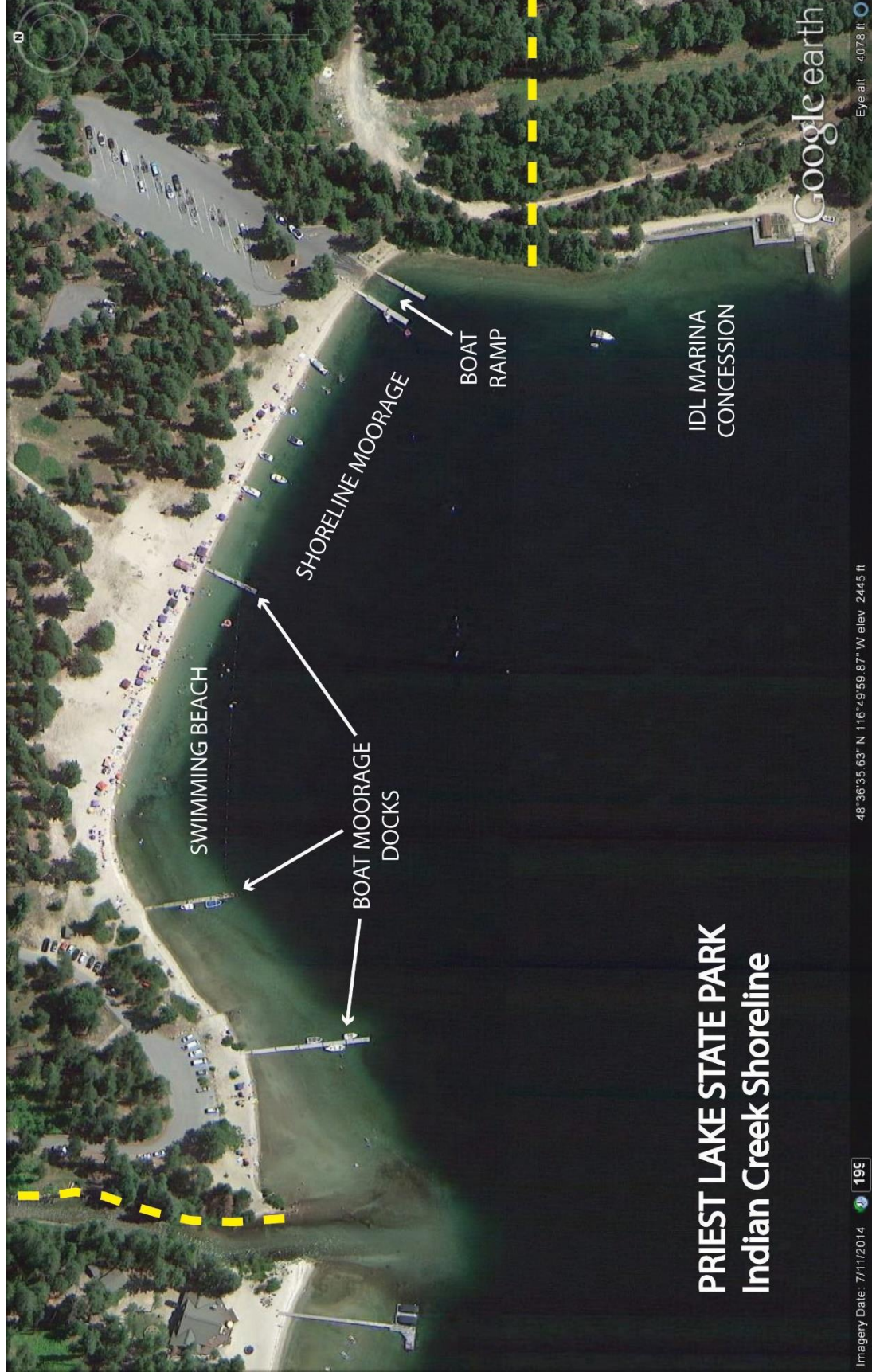
**STAFF RECOMMENDATIONS:**

This is for information only so there is no recommendation before the Board.

## PRIEST LAKE STATE PARK, INDIAN CREEK SHORELINE MANAGEMENT

CONCERNS: Safety - boating, skiing, swimming all in one area  
 User taking ownership of beach/shoreline areas  
 User conflicts - turf wars, boats/swimmers  
 Enforcement ability - staff, time, costs, practicality  
 Actual need - few complaints, issues

OPTIONS	PROS	CONS
Limit awning, sun shade, umbrella, etc., placement along shoreline in beach and boat moorage area.	Frees up shoreline for others to use.  Allows for access along the shoreline.	Precludes users from using any shade structures along shoreline.  Compliance burden
No mooring of boats in "ski area"	Frees up this portion of the shoreline for other day uses  Enhanced safety - no people/boat conflicts.  Allows skiers to take off from shoreline	No alternative place for the boats to moor.  Ramp/parking lot conflicts due to increased boat storage.
No personal equipment left overnight between 10 pm and 7 am.	Allows for first come/first serve use of the area.	Compliance burden.  Storage of confiscated equipment.
Rent out beach and moorage space.	Revenue generator.	Compliance burden.
Charge a motor boat entry fee.	Revenue generator.	Compliance issues associated with boat-in boats.
Remove ski area signs, manage as is.	Eliminates conflicts / interpretation of current use patterns.	
Expand beach area, reducing ski/boat moorage area.	Increases designated swimming area creating a larger safe swim area where boats are not allowed.	No alternative place for the boats to moor.  Ramp/parking lot conflicts due to increased boat storage.
Enforce "Water Ski Area - No Swimming Allowed".	Reduces potential safety issues.	Increases use of swimming beach area - overcrowding  Compliance burden.  Determination of who is skiing and who is swimming.
Purchase/lease IDL property to the east and develop overnight dock moorage	Provides for additional overnight dock moorage	High cost to rent/purchase and then develop required breakwater and docks.  Minimal rate of return.
Do nothing, leave as is.		





## **Communications / Marketing**

August 2016 Board Report

### **Accomplishments / Tasks Underway**

#### **□ Marketing / Advertising**

##### **○ Passport Marketing Plan 2016/2017:**

- HD video will be collected from within every park by the end of summer, 2016. This video will serve as promotion of unique experiences offered within each park, visually demonstrating how people can use the Passport in ways they hadn't yet thought of. The video will also be used on the IDPR website, social media sites (micro content) and footage for future promotional videos and television commercials.
- The life-sized cardboard Scout's (advertising the Passport) placed within DMV locations throughout the state are so popular, I've had to double my original order.
- The digital elements of the 2016/2017 plan are underway now, with digital ads being served to individuals within specific zip codes and counties with a slower than expected Passport sales rate. This in an effort to generate more awareness and increase sales in those areas.
- The Passport will once again serve as the stage sponsor for the 2016 Huckleberry Jam taking place at Tamarack Resort. This year, without a direct expense to the agency. Instead, the promotion was included as part of our digital and radio purchases with TownSquare Media as "value added". We appreciate the partnership and look forward to future discussions on how Lake Cascade State Park might play a larger role in festival activities in future years.
- It's nearly time to begin creating the 2017/2018 plan!

#### **□ Branding**

- Near completion: Brand standards are nearly complete and ready for final review by Executive Staff members. As a reminder, the goal will be to create standards for use of agency logos, letterhead, etc., while providing staff with guidance on how and when to use the elements of our brand.

#### **□ Social Media**

- As I so often report, social media continues to serve as a low-cost cornerstone for Passport promotion in 2016. Our agency, park and program following continues to grow and we're excited to expand our presence and outreach with new content, design and message dissemination tools. Parks and programs are benefiting from social media as an easy awareness building and outreach tool. We've seen particular growth in the success of in-park event promotion using Facebook "events".

## ❑ General Media

- Several travel writers have been interested in Idaho's State Parks this year. I've assisted with each. Blogging continues to grow in popularity and are very easy to share with our social media following.
- The Pioneer Fire has created a lot of media interest as of late, serving as a platform for our agency to discuss not only the significance of the Idaho City Backcountry Yurt Program but the non-motorized trail maintenance funding shortfall in general.

## ❑ OHV Outreach "Stay on Trails" Campaign

- [www.idaho-ohv.org](http://www.idaho-ohv.org)
  - Reminder: The decision was made by all participating OHV Management Partners to embrace the new TreadLightly "Ride On" campaign. All of our neighboring states have done the same and we will benefit from the consistent messaging bridging state lines. Currently, TreadLightly is working on branding Idaho collateral for us to use in 2016. At last check, we're waiting on video footage from Idaho Fish and Game to use within the television commercials, depicting ATV use in North Idaho before we can officially launch the campaign. You can learn more here:  
<https://www.treadlightly.org/programs/ride-on/>

## ❑ Recreation Leadership

- Non-Motorized Summits held in three regions of Idaho. Summary reports are available for Boise and Coeur d'Alene. Idaho Falls is in process. All details to-date are available online here:  
<http://www.parksandrecreation.idaho.gov/activities/hiking> under the "Non-Motorized Summit" tab.
- We continue to looking for ways to leverage our partnerships, existing events and offerings – utilizing the media to maximize the exposure of IDPRs leadership role.
- Working with all recreation and grant programs to create a statewide Recreation Leadership Plan that will include current agency responsibilities, points of contact, goals for increasing awareness and participation in programs and additional customer contact points. Format: Where we are, where we headed, where we'd like to be, how to measure to success.

## ❑ Youth Explorer's Program

- Reminder: This is the program launched in spring, 2015 and continues into 2016 to work with Idaho libraries, offering young reader's the opportunity to earn free day-use passes to Idaho State Parks in conjunction with summer reading programs statewide.
- The goal of the program is to reward students and encourage literacy while also introducing young Idahoans to their state parks, hopefully creating a new generation of Idahoans who cherish, visit and protect their state parks.

- 2015 proved to be a success with the collection of several coupons from parks throughout Idaho.

□ **Every Kid in a Park**

- Federal initiative to introduce Fourth Grade students to the wonders of their public parks and open space.
- Federal partners have encouraged states and state park agencies to participate and most states have agreed to do so.
- Idaho's State Parks will honor the Fourth Grade passes in the same way we honor and manage to the Youth Explorer Program, with the same goal.
- To-date, 56 vouchers for day use have been redeemed in 2016.

□ **Youth Explorer Program**

- Partnership with Idaho Foundation for Libraries
- Free day-use passes given to libraries to use as incentive for kids who reach summer reading and literacy goals
- Ties importance of literacy to importance of outdoor spaces and time spent there.
- To date, 390 vouchers have been redeemed in 2016.

□ **Miscellaneous**

- Working on team creating agency intranet.
- Assisting our Reservation and Registration Program with a new logo to brand their melded program.
- 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.
- Assisted with creation of new Idaho Trail Ranger logo
- Working with artist to produce unique park posters for each park that includes their brand.
- Excited to interview and welcome new Experience Coordinator to the IDPR team and the opportunities that will be presented!
- ITD will once again be promoting the Passport from their large booth at the 2016 Western Idaho Fair.
- 2016 All staff survey planning underway.
- Assisting with two components and sessions for Annual Conference

**DEVELOPMENT BUREAU QUARTERLY REPORT**  
**APRIL – MAY - JUNE 2016**

**DEVELOPMENT BUREAU: JIM THOMAS, BUREAU CHIEF**

**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.

**Comprehensive Planning Projects**

**IDPR FY18 Budget Request**

Development staff prepared budget request forms (Form B8.1) for FY18 new capital requests. These forms were submitted to Fiscal August 5.

**DPW FY18 Permanent Building Fund Budget Request**

Development staff utilized the CIN list in identifying projects to submit for this request. DPW reviewed the initial request, and a final request was submitted August 1 after incorporating DPW's comments from the initial review. The Permanent Building Fund Advisory Council will hear agency FY18 request presentations at its meeting on October 4, 2016, and take formal action on its capital budget recommendations November 3, 2016.

Four new capital/ major renovation development projects were proposed for FY18:

- Lake Walcott Shop
  - \$280,000 PBF
- Priest Lake Vehicle Storage Replacement
  - \$50,000 PBF
- North Region Office Vehicle Storage Unit
  - \$42,500 PBF
- Farragut Brig Conversion to Visitor Center
  - \$500,000 PBF

Four alteration and repair projects were proposed for FY17:

- Eagle Island: reroof administrative support building

- Yankee Fork: Replace carpet in park administrative center
- Harriman: Replace wood stove with high efficiency gas furnace
- Three Island Crossing: HQ administrative center parking repair

### **DPW 5 Year Facility Needs Plan**

On an annual basis, IDPR provides to DPW a report on all administrative and/or office buildings funded by the PBFAC, as well as leased facilities. The report details operating expense and facility occupancy information for each reporting site. DPW uses this information for the purpose of improving facility utilization and developing a statewide facility needs plan. This report was submitted to DPW August 19.

### **Statewide Comprehensive Outdoor Recreation Plan (SCORP)**

Idaho's SCORP expires December 31, 2018. Staff established a project timeline and process for completing the plan in accordance with National Park Service requirements as outlined in the Land and Water Conservation Fund manual. Staff established a SCORP Steering Committee and held an initial meeting with the committee on August 11.

### **Facility Conditions Assessment**

Development staff established protocol and evaluation forms for the statewide assessment. Development staff have been conducting field assessments and entering facility observations into the database.

### **Water Rights Reporting**

Development Bureau staff is continuing the collection and reporting of water usage related to water rights within Water District 63 (Boise River) and Water District 02 (Snake River – Milner to Swan Falls). IDPR reports total consumption and average diversion rates (CFS) on a weekly basis.

## **Statewide Projects**

### **300051 – Septic Tank Pump Out**

Development sent out request to all parks to locate park septic systems. Inventory of parks septic systems statewide is in progress. After inventory is complete we will systematically begin pumping out and evaluating condition of tanks. In the process of collecting updated information to obtain a pumping list. Pumping will be winter 2016 after the primary use season.

## **North Region Projects**

### **310161 – Priest Lake Lionhead Dock Replacement**

Dock construction completed the last week of July. Installation to begin first week of August.

### **310162 – Priest Lake Indian Creek Shelter & Parking Lot Repl.**

Site survey complete. Site plan and shelter location has been chosen and survey has been completed. Architect has developed a schematic design. Construction documents in development. Bidding in August with fall construction.

### **310351 – Round Lake Well**

First phase of project is to drill new well. The well was bid and has been awarded to H2O Well Service of Hayden, Idaho. Notice of Intent letter mailed 4/19/2016. Work to begin after May 1<sup>st</sup> with 45 days completion date. Phase 2 will include tying in new well to existing facilities and rerouting other site utilities. IDPR has received the MPA testing of the water. Meeting to be set up with DEQ to go over project. Work will progress through fall 2016.

**310361 – Round Lake Re-Roof Shop and Admin. Bldg.**

Construction complete on 7/21/2016. Waiting for invoice and then project can be closed.

**310362 – Round Lake New Day Use Parking Lot**

Construction to begin August 2016.

**310371 – Round Lake Reroof Campground Restroom**

Work scheduled for the month of September 2016.

**310372 – Round Lake Oil Furnace & Propane Replaced**

Work scheduled for end of August 2016.

**310441 – TOC Fence in Smelterville**

Jersey barriers were installed April 2016. Minor cleanup and some regrading and fill material placement remain. Attorney General said a survey is necessary before letters can be sent out to public requesting personal property be moved or the State will remove the personal property. Development working with surveyor about installing more monuments along south boundary of the trail.

**310541 – Farragut Sewer – Phase 2**

Hydro seeding has been done. The Brig has a leak. Repairs to take place in September 2016.

**310561 – Farragut Repair Group Shelter, Grounds & Paving**

Informal Bid documents prepared for reroofing the two shelters at the Sunrise Day Use area.

Construction on roofs scheduled for September. Working on plans in house to go out to bid August 2016, begin construction in September 2016.

**310562 - Farragut Scott Group Area Development**

Working with park manager putting together specification and design. A fee proposal has been received from Architects West. Site layout design is complete, with structure design in process. Project will go out to bid in August 2016, begin construction September 2016.

**310571 – Farragut Evaluation to Remodel Brig/Museum**

Put out RFQ for design services in the fall 2016. Development project scope, concept and cost estimates over the winter. Use project findings for development of next phase.

**310572 – Farragut Gilmore Campground Phase 2**

Construct the second phase of Gilmore Campground which will include 42 new full hookup sites (W/S/E). Start process September 2016, begin construction October 2016 with final completion October 2017.

**310651 – Old Mission Church Roof Repair**

As requested by the Coeur d'Alene Tribe, IDPR Development Bureau staff architect will handle the design and over sight of this project with some technical assistance provided by Idaho Heritage staff architect Fred Walters. A thorough analysis of the existing conditions and construction techniques previously used on the roof was completed 1<sup>st</sup> week of May 2016. An additional survey was completed 1<sup>st</sup> week of June 2016 as well as an instructional presentation to the Coeur d'Alene Tribe and a teleconference with the fire sprinkler system install. Construction is planned for summer 2017.

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

Window and west wall repairs were completed spring 2016. Siding repairs, replacement, and painting to occur summer 2016. Remaining project funds will assist in the reroof of the structure. Development working with DPW with new roof and paint.

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

NPS with assistance from the region crew worked on the columns the week of 7/11/2016. Region crew will complete the remaining items.

**DPW 15-540 – Old Mission Parish House Reroof & Paint**

Drawings and specifications have been prepared by IDPR. DPW has received bids and the project is currently being scheduled for construction.

**310671 – Old Mission VC & Exhibit HVAC Upgrades**

Investigate project scope in the fall and select Engineer. Prepare drawings over the winter for bidding in February 2017 with spring construction.

**310672 – Old Mission VC Electrical & Lighting Upgrades**

Investigate project scope in the fall and select Engineer. Prepare drawings over the winter for bidding in February 2017 with spring construction.

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

Minor repairs are complete. Grant award available starting in July to do additional work.

**310861 – Heyburn Hawley's Landing Electrical Upgrade**

Major electrical issues need to be addressed in the electrical grid supplying power to the park. There is an Electrical Engineer working on the issues.

**310871 – Heyburn Hawley's Landing RR/Shower ADA Improvements**

Reviewing fee proposal from architect 8/1/2016. Design to be completed fall 2016 with construction spring of 2017.

**310872 – Heyburn Chatcolet Campground Renovations**

Campsites need leveling, new fire rings and the water system replacement. Project will include 38 site surveys (\$10-12k/site). Project will go out to bid September 2016 and start construction October 2016 with final completion October 2017.

**310873 – Heyburn South Trailhead New Dbl CXT**

Worked with park staff to determine best location for new CXT to be installed fall 2016.

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

Water levels causing delay on this project. Pat will look into purchasing the rock and store it until water level goes down. Getting specs in line for a September start date.

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

Last step is building a trail from the campground to the TOC. Due to another project that is due to start on the same surface of the trail we have but this portion of work on hold until spring. Drainage work completed by region crew. Materials have been purchased and the trail has been established and in process of completion.

**320241 – Dworshak Host Sites Relocate**

Still waiting for approval from Corps. Jim to update the CAD drawings. We do have approval for the transformer by the Corps. Development working with contractor on pricing for the first electrical piece of this project.

**320271 – Dworshak Three Meadows Ovens & Grill Replaced**

Will work with new park manager to prepare purchase order and to schedule installation.

**320371 – Hells Gate Reroof DU RR & Life Guard Shack**

Evaluated the work needed to be done. Will get quotes. This will be a fall 2016 project.

**320561 – Winchester Campground Electrical Upgrade**

Soliciting fees for engineering services.

**320571 – Winchester Lake Shop Roof Replacement**

Development evaluated roof and determined work was extensive enough to bring in a contractor to do the work. Fall 2016 project.

**320572 – Winchester Yurt Area Dbl CXT**

Yurt to be purchased and installed fall 2016.

**South Region Projects****330171 – Ponderosa Peninsula Road Paving**

Scope of work identified. First phase will be to address top loop and continue downward in phases. Work will begin June 2017, out to bid August 2017 and construction to start September 2017.

**330172 – Ponderosa New Deluxe Cabins (5)**

Determine cabin locations in the fall 2016. Prepare drawings over the winter for bidding in March 2017 with early summer construction.

**330201 – Eagle Island Gravel Extraction**

Knife River's mineral lease to extract gravel expires April 30, 2016. Development Bureau has received notice of cancelation of Knife River's insurance tied to mineral extraction at Eagle Island State Park effective April 30, 2016. Knife River's mineral lease to extract gravel expires April 30, 2016.

Development Bureau has received notice of cancelation of Knife River's insurance tied to mineral extraction at Eagle Island State Park effective April 30, 2016. Five years ago Idaho Department of Lands (IDL) assisted IDPR in the mineral lease process, including the public auction, for the right to extract minerals at Eagle Island SP. We will coordinate with IDL, since they are the state's governing agency for mineral extraction on state owned lands. Bidding the mineral lease will occur fall 2016.

**330251 – Eagle Island Water Slide Repairs**

The re-surfacing and repairs of the slide completed. Using remaining budget to fix signage and barriers that are part of the waiting line area.



**330252 – Eagle Island Sewer Upgrade**

The department has made the determination not to cost share on regional sewer lift station with the Eagle Sewer District. Engineering firm under contract April 2016 and started sewer masterplan study. DEQ has given approval for IDPR to develop our own sewer system within the park. NP study is underway to determine options for sizing and location and type of system.

**330261 – Eagle Island East Restroom Upgrade**

Project out for bids with bid opening scheduled for August 2, 2016. Construction in September following the Annual Firman Cross Country Race.

**330271 – Eagle Island Repair Artesian Well Casing**

Well driller's report reviewed, showing well was 250 g/m and it is now down to 20 g/m. The location is on back side of the lake so work can be done any time. Plans to begin project early spring 2017, start construction March 2017.

**330272 – Eagle Island Reconfigure & Restripe Parking Lot**

Working with park manager to understand scope of project. Plans to start project early spring 2017 and begin construction April 2017. Depending on weather, the project that requires new paving may be delayed until weather warms.

**330471 – Lucky Peak SS Replace Buoy Line Platform**

Eight of the ten platforms were replaced last. Scope involves replacing the counter weights with 2 new wenches and stands to convert counter weights to wenches. Divers can replace buoy line any time. The stand retrofit needs to be a low water level and the other part of the dock replacement needs to be at high water level. Begin work fall 2016 and finish up in spring 2017.

**330571 – Bruneau Dunes Asbestos Removal Ranger House**

Work will be scheduled with DPW approved contractors with work to be completed fall 2016.

**330572 – Bruneau Dunes New Prefab Storage Building**

Storage building to be purchased and installed fall 2016. Storage building will be installed on concrete slab.

**330642 – Three Island History Center Improvements**

Project nearing completion and ready for close out after final invoice is paid.

**DPW 17-542 – Three Island Reinsulate Bldg & Install New Windows**

Working with DPW Project Manager to get quotes from service contractors. Construction to be complete before winter 2016

**330671 – Three Island Wagon Wheel CG Water System Upgrade**

Reviewing fee proposal received from architect 8/1/2016. Construction will be completed over winter 2016-17.

**330672 – Three Island Redevelop Overflow Parking**

Visited the site and took photos. The parking area may end up being gravel instead of paving. Begin project early spring 2017 with construction to begin March 2017.

**330761 – Lake Cascade Erosion Control**

Design and permitting to be done summer 2016. Construction fall and winter 2016/17.

**330762 - Lake Cascade Pump House Replacement**

Project bid July 26, 2016. Construction scheduled to start in August 2016.

**330763 - Lake Cascade West Visitor Information Center**

Obtaining plans for the visitor information center at Kelly's Whitewater Park to be used as a model for the design. Development has met with the Division of Building Safety. Met with Park Manager to discuss location on 7/20/16. IDPR working on construction drawings over winter with spring construction 2017.

**330764 - Lake Cascade Blue Heron & Van Wyck Docks/Pilings**

Grant funds short. Looking in to working with BOR funds as match. We will need Federal spending authority.

**330771 – Lake Cascade Pelican Cove DU ADA Improvements & CXT**

Design to be done over the winter 2016/17 with construction taking place summer of 2017.

**330772 – Lake Cascade Reroof Manager House**

Construction to take place fall 2016.

**330773 – Lake Cascade Crown Pt Dock Repair**

Have design from Land Group for ADA access to docks. Need to make alterations and get fee proposals for the work. Go out to bid Late August 2016 and begin construction in September 2016.

**DPW 17-540 – Lake Cascade New Visitor Center**

SOQ's received. IDPR and DPW will meet to evaluate the top three. Platform Architecture chosen as designer and will be confirmed at 8/2/2016 PBFAC meeting. Project kickoff meeting scheduled for 8/17/2016. Anticipated schedule: construction docs completed in December 2016, project bid February 2017, construction start May 2017.

**East Region Projects****340351 – Ritter Island House Renovation**

Abatement is complete and ongoing restoration has commenced by park staff and region crew. The balance in the budget being considered for purchasing furniture for the houses.

**340441 – Malad Gorge Water System Study**

Have contacted the contractor. Will proceed when we receive bid. Anticipate work to begin fall 2016 or spring 2017.

**340571 – Castle Rocks VC & Lodge Repair & Repoint Exterior**

Development and park staff will coordinate with local contractors to assess and repair in fall 2016.

**340572 – Castle Rocks Replace Boundary Fence**

Development and park staff will coordinate with local fence company to assess and repair priority sections of the fence

**340573 – Castle Rocks Access Road Improvements**

This project is on hold waiting for BLM action. Will revisit January 2017.

**340574 – Castle Rocks 2 New Camper Cabins**

Determine cabin locations in fall 2016. Prepare drawings over the winter for bidding in February 2017 and spring construction.

**340575 – Castle Rocks Ranch Unit New Entry Kiosk/Self Pay**

Anticipate starting project late fall 2016 and being construction summer 2017.

**340641 – Lake Walcott Irrigation Improvements**

Park staff is working with BOR on the relocation of irrigation pumps that currently serve the park. Pumps are scheduled to be pulled and rebuilt in the fall 2016.

**340661 – Lake Walcott Dock Replacement**

Docks installed May 2016. Balance of funds used by park to purchase 6 good anchoring systems for their small set of EZ docks. Project is complete and ready for close out.

**350141 – Massacre Rocks Septic System Replacement**

Engineering services contract initiated. Engineering continues in progress. Coordination with IDEQ and Idaho Regional Health Department has concluded that multiple variances to project LSAS requirements is the only path forward for approval to perform intended project work scope major improvements of existing campground septic systems. Variance application under **review – anticipate start of engineering for variance application for septic systems improvements.**

**Project on hold. Park is monitoring system. DEQ will not allow replacement because it is too close to the river. Only a full treatment system will be allowed.**

**350161 – Massacre Rocks Campground Electrical Upgrade**

Wrapping up design phase. Project will go out for bid in August 2016 with fall construction after summer use season.

**DPW 17-541 – Massacre Rocks New Furnace & Duct Work**

Evaluated project site on 7/13/2016. Working with DPW Field Representative for quotes from local service contractors. HVAC install to be complete before winter.

**350171 – Massacre Rocks Insulate VC**

Design to be done over the winter 2016/17 with construction taking place summer of 2017.

**350371 – Bear Lake East Beach CG Electrical Upgrades**

Design to be done over the winter 2016/17 with construction taking place summer of 2017.

**350372 – Bear Lake Replace Entrance Kiosk N & E Beach**

Evaluate kiosk location in fall 2016. Prepare drawings over the winter for bidding in February 2017 and spring construction.

**360152 – Harriman Fire Alarm Repairs**

Bid drawings received and under review. Project to be bid in August 2016 with fall construction.

**360161 – Harriman Golden Lake Area CXT**

CXT has been ordered off the State Contract. South Region crew will lay gravel for culvert reinforcement. CXT to be installed August 4, 2016.

**360162 – Harriman Silver Lake 2 New Yurts**

The department must use the requisition form to purchase the yurts. Quotes have been received from vendors. Park Manager has received donation of an additional yurt which will be purchased at the same time. Yurts will be purchased in late fall and installed by region crew as funding is available.

**360163 – Harriman Ranchview Group Shelter**

Shelter location is being evaluated. Architect has been retained and their drawings are under review with bidding in August 2016 and fall construction.

**360171 – Harriman Ranchview CXT Replacing Composting Toilet**

Prepare drawings in the spring for bidding in summer 2017 and an early fall construction.

**360172 – Harriman Park Wide Irrigation Ditch Maintenance**

Park Manager is evaluating highest priority areas. Work will commence over the next calendar year.

**360173 – Harriman Sage Flat Area DU Developed**

Evaluate site in fall 2016. Prepare drawings over the winter for bidding in summer 2017 and early fall construction.

**360242 – Henrys Lake Seasonal Housing**

Two old trailers need to be removed from site and disposed. Propose placing a three bedroom modular housing unit at the site of the old trailers. Work moved to fall 2016.

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

Cabin locations are being evaluated. Development staff is working through new code issues regarding transient lodging in order to get building permits for these cabins. Construction may be done by region crew summer 2016. Construction may be done by region crew summer early 2017.

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

Project was bid in September. Bids came in double the budget. Consultant making revisions to drawings and specs. May be rebid late summer.

**360271 – Henrys Lake RR Remodel at Boat Launch**

Evaluate restroom late summer 2016. Prepare drawings spring 2017 for bidding in summer and early fall construction.

**360272 – Henrys Lake Old CG Sewer Evaluation**

Evaluation to be conducted fall 2016.

**STAFF RECOMMENDATIONS:** Information only

# **IDAHO DEPARTMENT OF PARKS AND RECREATION**

Fiscal Year 2016 – Financial Statements

July 1, 2015 – June 30, 2016



Submitted By  
Steve Martin  
FINANCIAL OFFICER

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

**AGENDA**  
**Idaho Park and Recreation Board Meeting**  
**August 24 – 25, 2016**  
**Best Western Edgewater Resort**  
**Sandpoint, ID 83864**

**AGENDA ITEM:**            **FY 2016 4<sup>th</sup> Quarter Financial Statements**

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

**PRESENTER:**            **Steve Martin**

**PRESENTATION**

Attached are the year-end financial statements for fiscal year (FY) 2016. The information presented reflects an overview of the department's revenues, expenditures and cash balances along with a summary of the Passport Program.

- Page 2 – FY 2016 Financial Statement / Budget Status as of 06/30/2016
- Pages 3-5 – FY 2016 Y-T-D Park Operations Revenues / Expenditures
- Pages 6-12 – FY 2016 Cash Balances as of 06/30/2016
- Page 13 – FY 2016 Y-T-D Passport Program Revenue

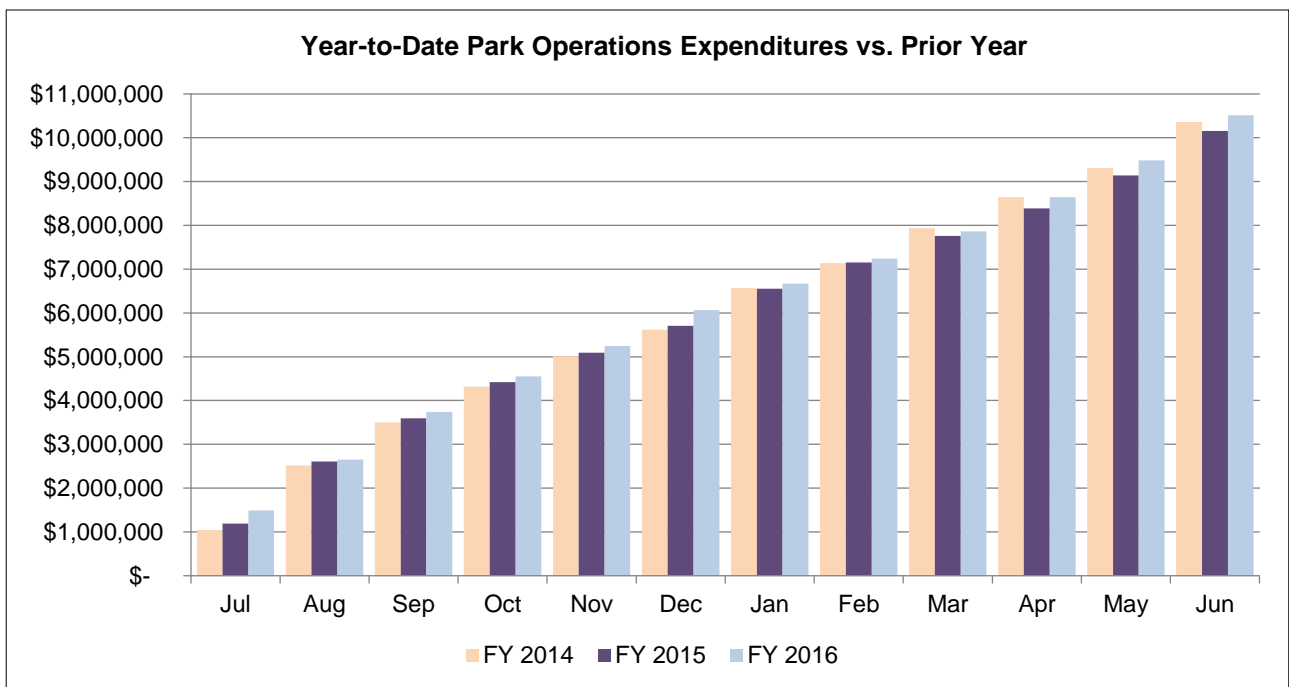
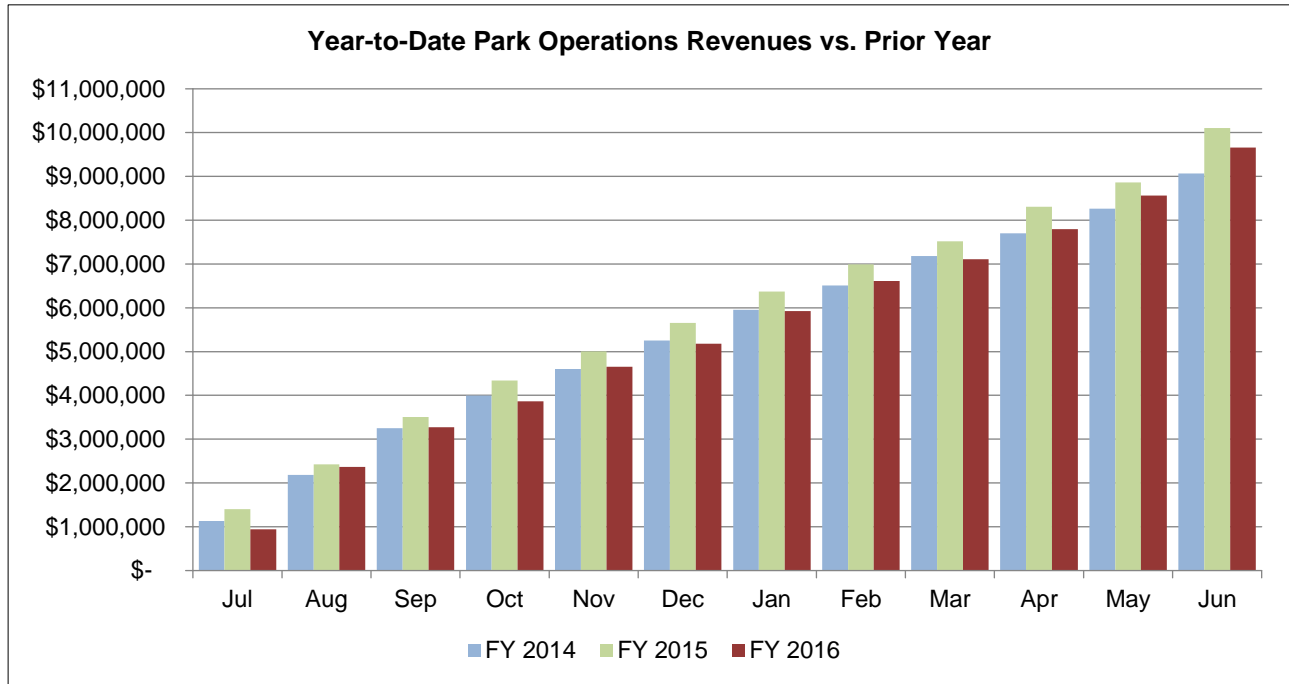
**STAFF RECOMMENDATIONS**

This agenda item is for information only.

**Idaho Department of Parks and Recreation  
FY 2016 Financial Statement / Budget Status  
as of June 30, 2016**

<b>Program/Object</b>	<b>Appropriation</b>	<b>Expenditures</b>	<b>Encumbrances</b>	<b>Balance</b>	<b>% Remaining</b>
<b>Management Services</b>					
Personnel Costs	\$ 2,712,000	\$ 2,500,831	\$ -	\$ 211,169	7.8%
Operating Expenditures	1,692,900	1,148,251	-	544,649	32.2%
Capital Outlay	98,200	72,304	-	25,896	26.4%
Trustee & Benefit	10,722,852	4,916,101	3,354,015	2,452,737	22.9%
Subtotal	<b>\$ 15,225,952</b>	<b>\$ 8,637,487</b>	<b>\$ 3,354,015</b>	<b>\$ 3,234,450</b>	21.2%
<b>Park Operations</b>					
Personnel Costs	\$ 9,273,800	\$ 8,634,246	\$ -	\$ 639,554	6.9%
Operating Expenditures	5,399,911	4,579,770	40,708	779,434	14.4%
Capital Outlay	1,412,890	1,163,810	72,367	176,713	12.5%
Trustee & Benefit	1,086,192	51,443	574,999	459,750	42.3%
Subtotal	<b>\$ 17,172,793</b>	<b>\$ 14,429,268</b>	<b>\$ 688,074</b>	<b>\$ 2,055,451</b>	12.0%
<b>Capital Development</b>					
Personnel Costs	\$ -	\$ -	\$ -	\$ -	-
Operating Expenditures	-	-	-	-	-
Capital Outlay	8,655,596	1,884,728	-	6,770,868	78.2%
Trustee & Benefit	-	-	-	-	-
Subtotal	<b>\$ 8,655,596</b>	<b>\$ 1,884,728</b>	<b>\$ -</b>	<b>\$ 6,770,868</b>	78.2%
<b>Total</b>	<b>\$ 41,054,341</b>	<b>\$ 24,951,483</b>	<b>\$ 4,042,089</b>	<b>\$ 12,060,770</b>	<b>29.4%</b>

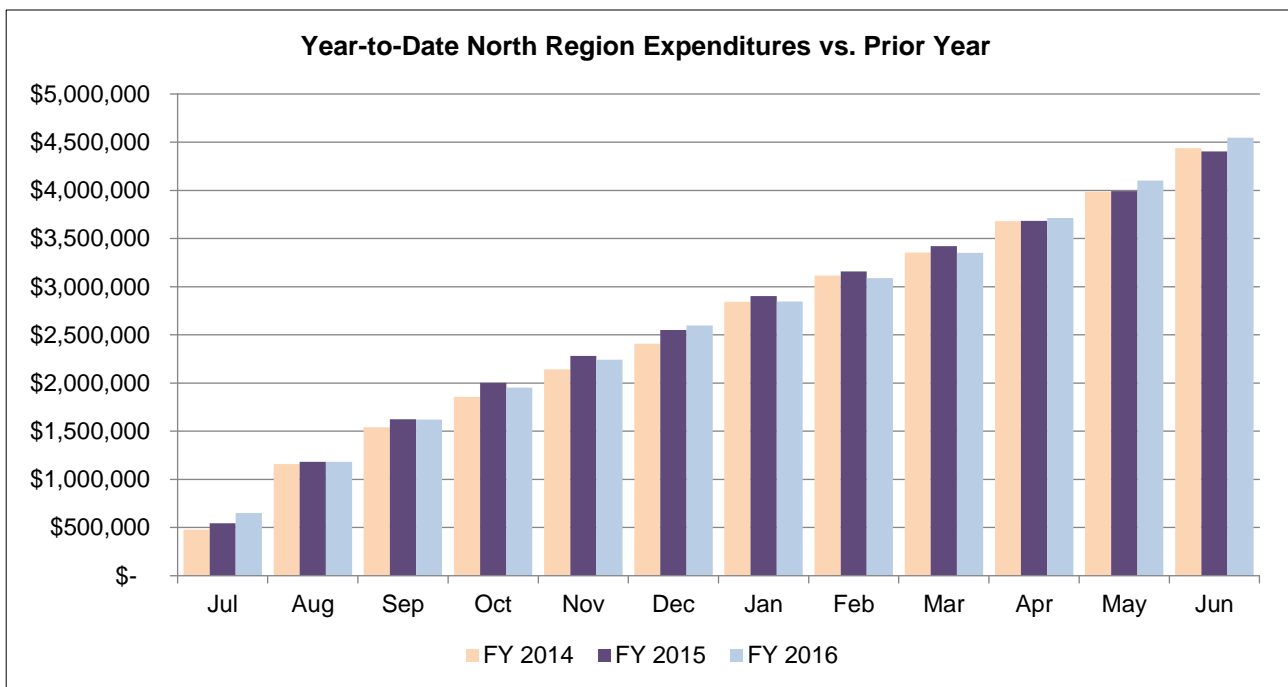
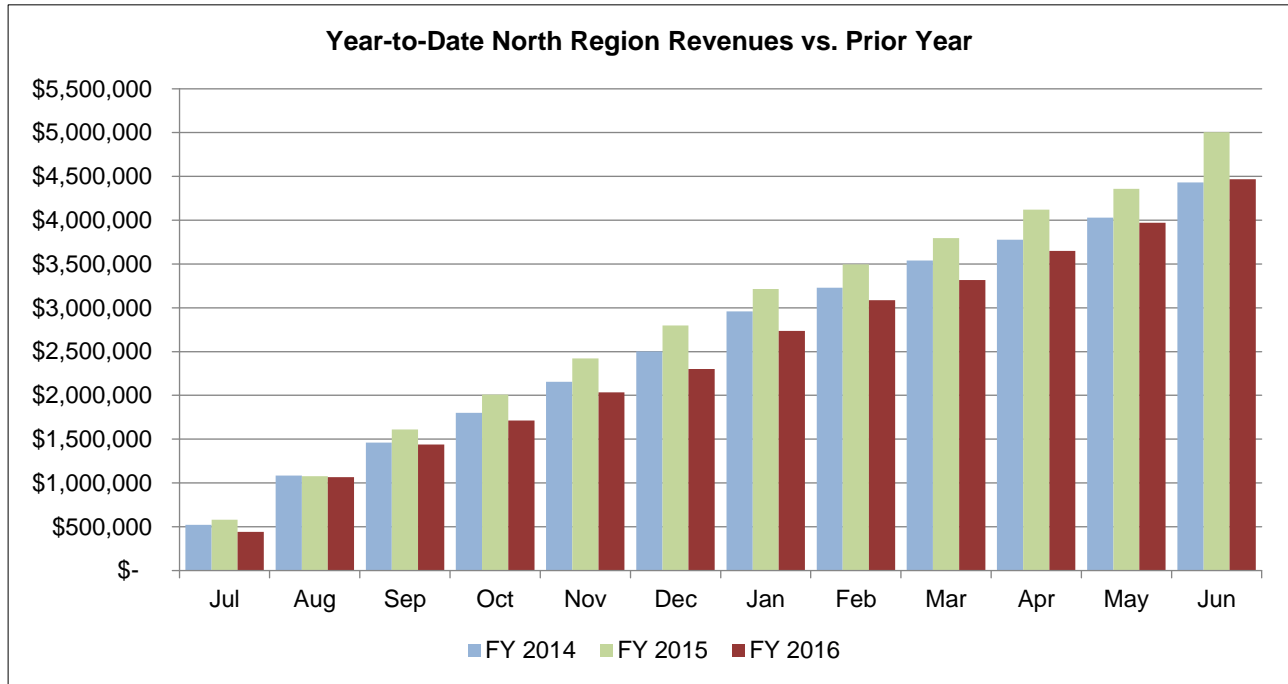
**Idaho Department of Parks and Recreation**  
**Park Operations - All Funds**  
**Year-to-Date Revenues and Expenditures**  
**June 30, 2016**



- All Park Operations fiscal year-to-date revenues are down \$447,300 (or -4.4%) compared to FY 2015
- All Park Operations fiscal year-to-date expenditures are up \$356,300 (or 3.5%) compared to FY 2015

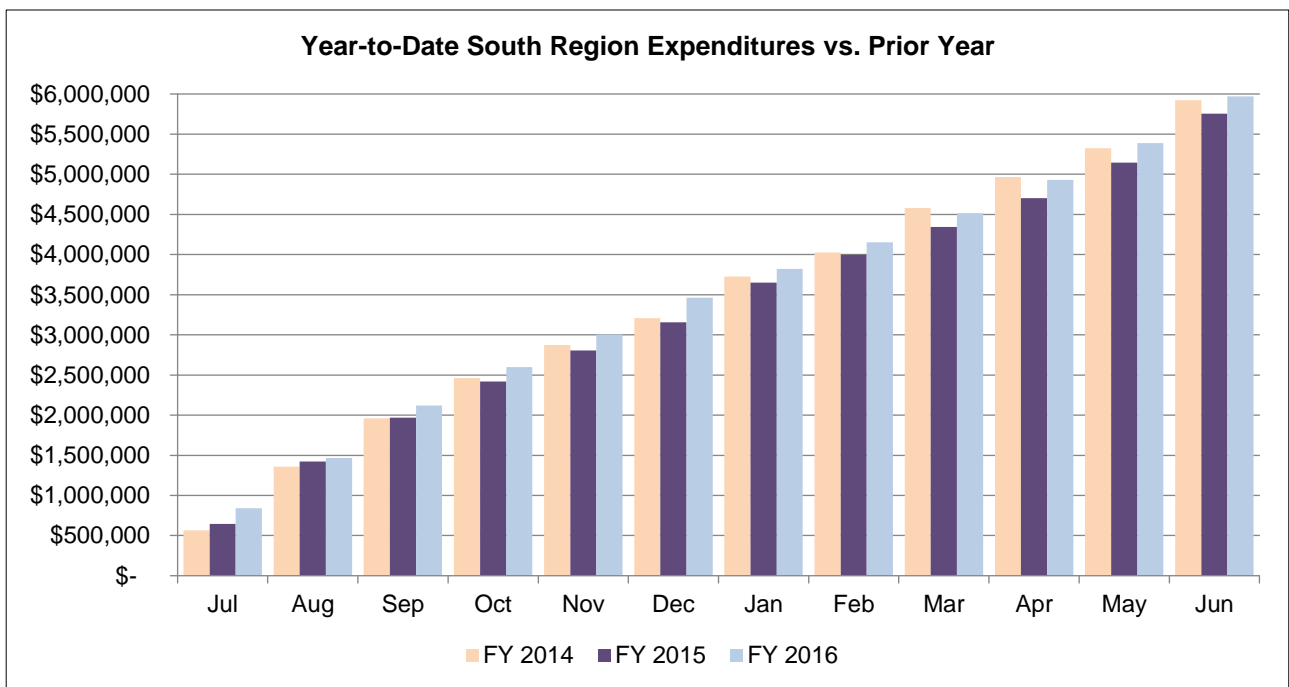
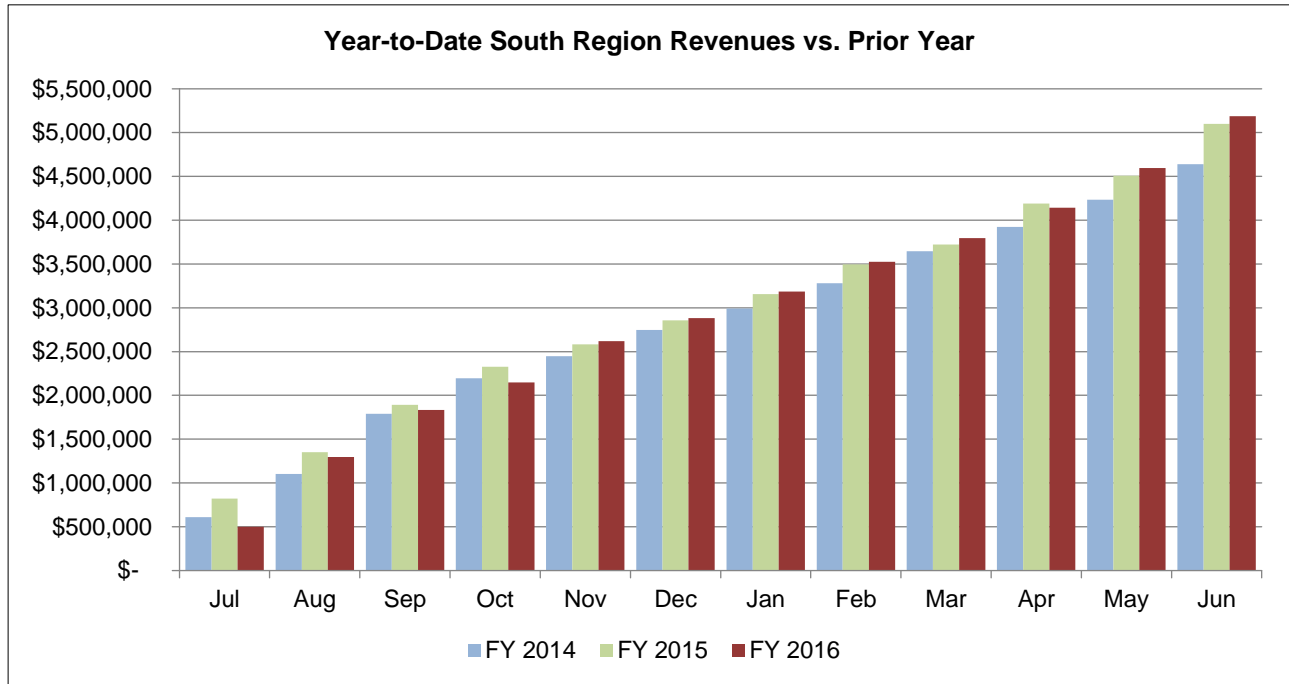


**Idaho Department of Parks and Recreation  
North Region - All Funds  
Year-to-Date Revenues and Expenditures  
June 30, 2016**



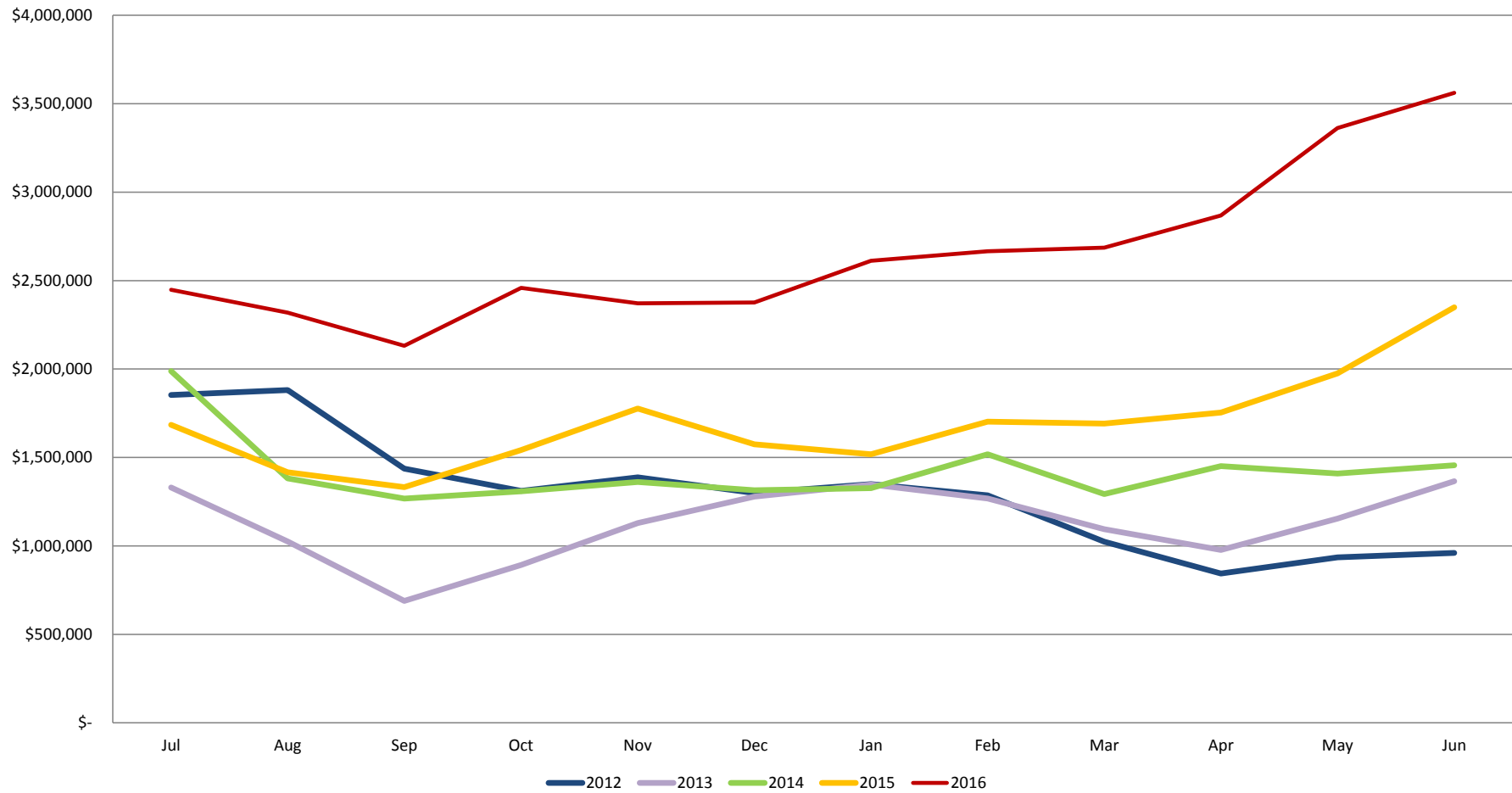
- North Region fiscal year-to-date revenues are down \$536,700 (or -10.7%) compared to FY 2015
- North Region fiscal year-to-date expenditures are up \$142,200 (or 3.2%) compared to FY 2015

**Idaho Department of Parks and Recreation  
South Region - All Funds  
Year-to-Date Revenues and Expenditures  
June 30, 2016**

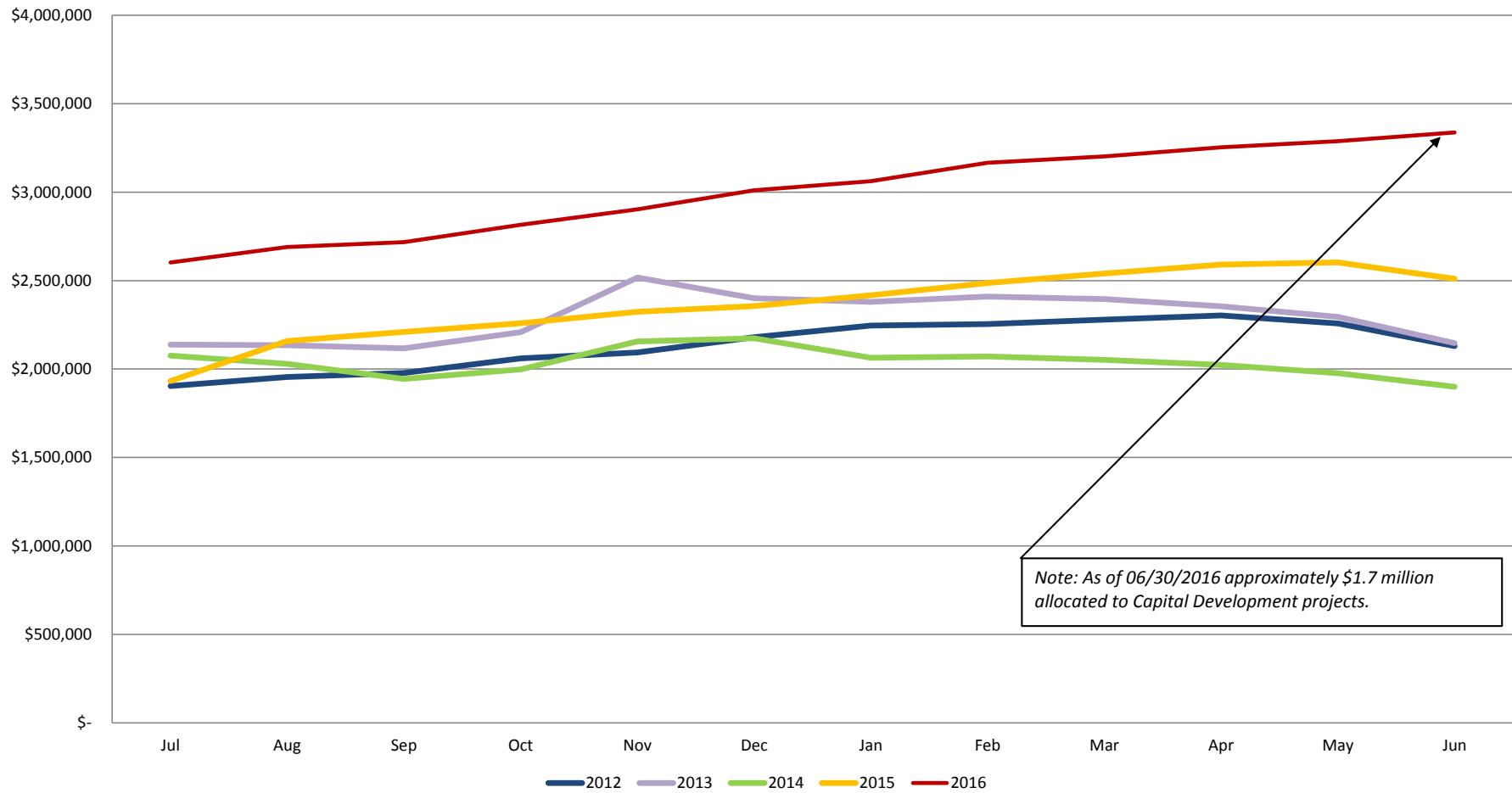


- South Region fiscal year-to-date revenues are up \$89,400 (or 1.8%) compared to FY 2015
- South Region fiscal year-to-date expenditures are up \$214,100 (or 3.7%) compared to FY 2015

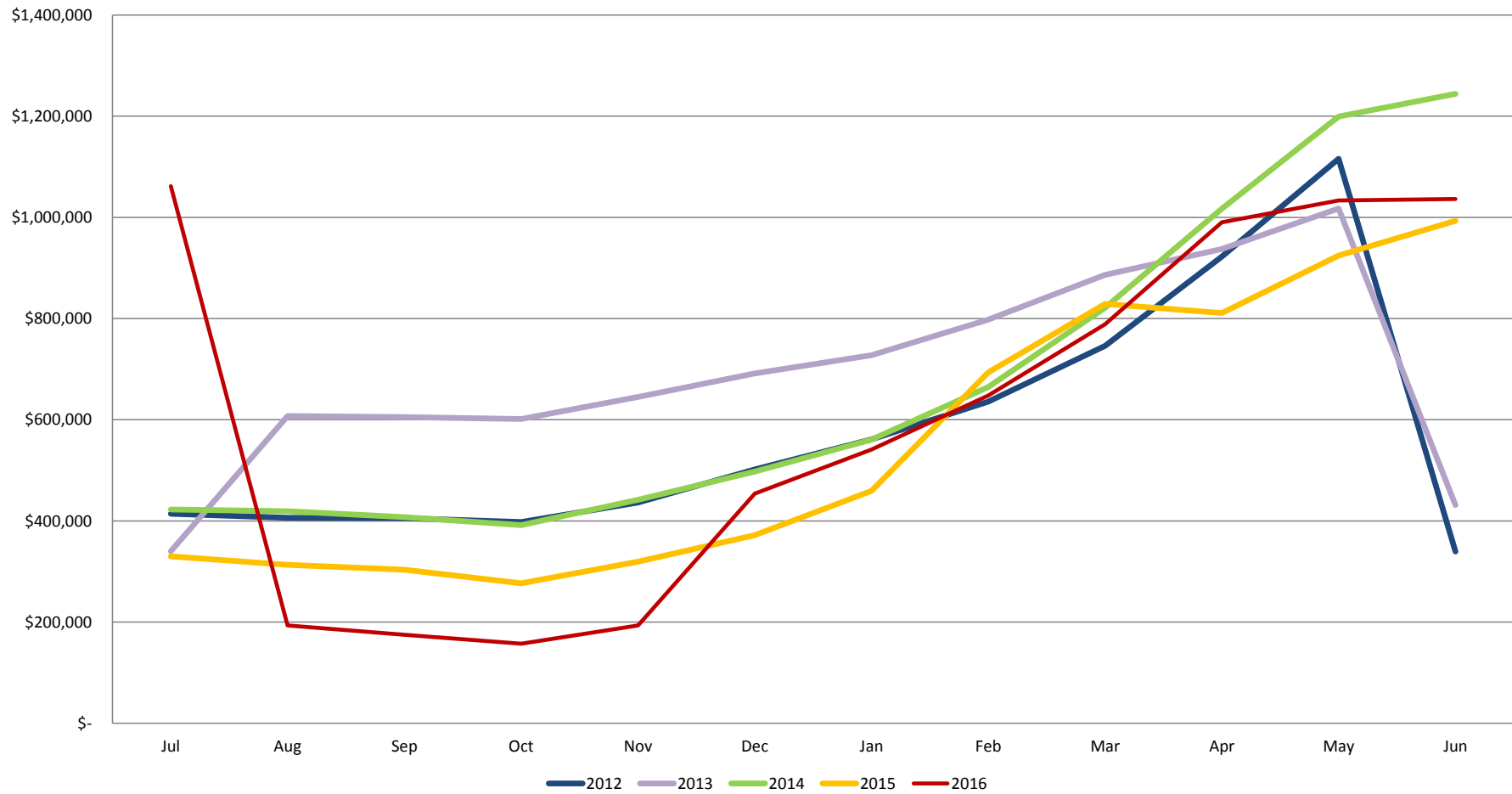
**Idaho Department of Parks and Recreation  
Cash Balance Trend - Parks and Recreation Fund (0243)  
June 30, 2016**



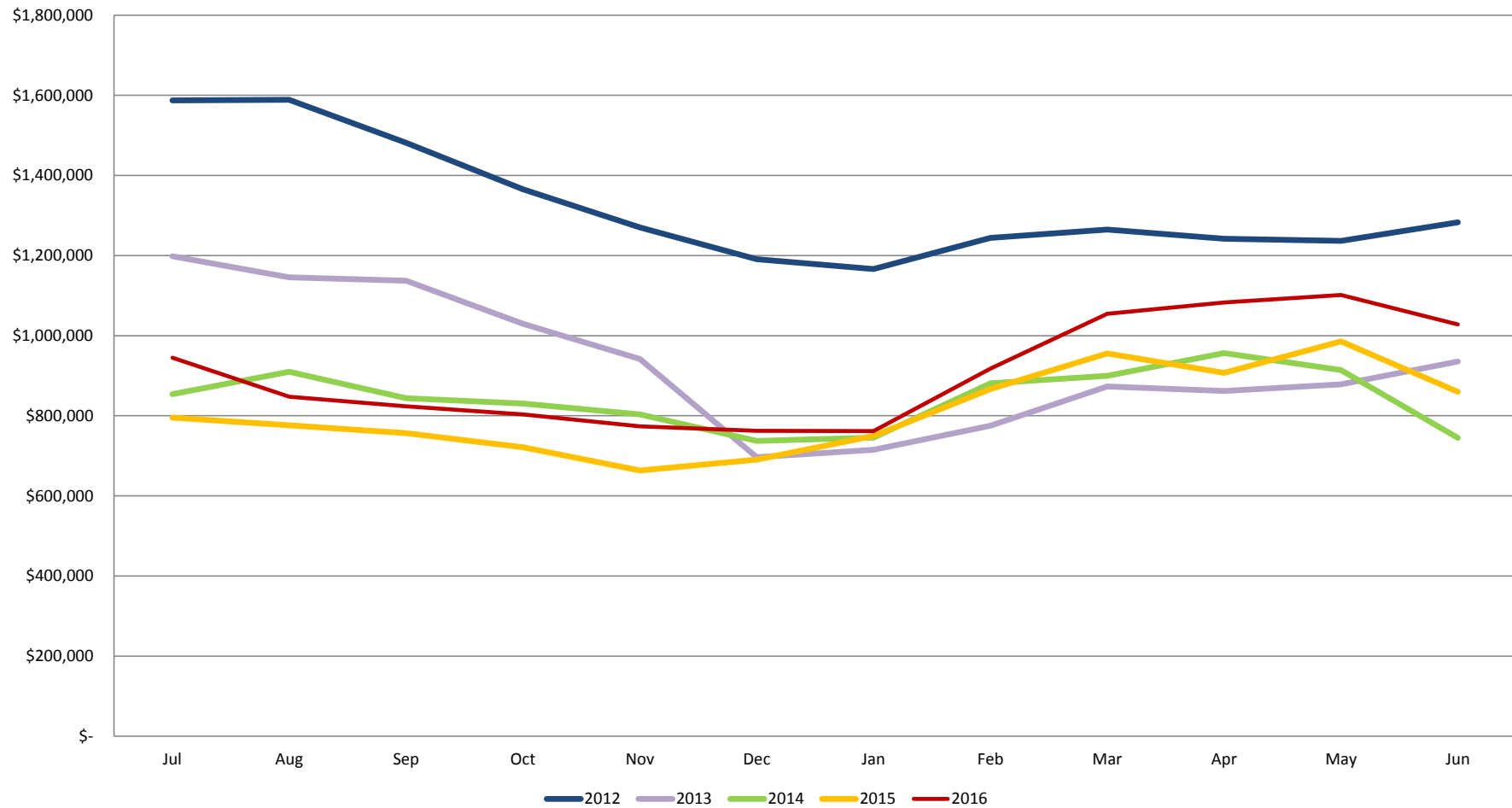
**Idaho Department of Parks and Recreation  
Cash Balance Trend - Recreational Fuels Capital Improvement Fund (0247.01)  
June 30, 2016**



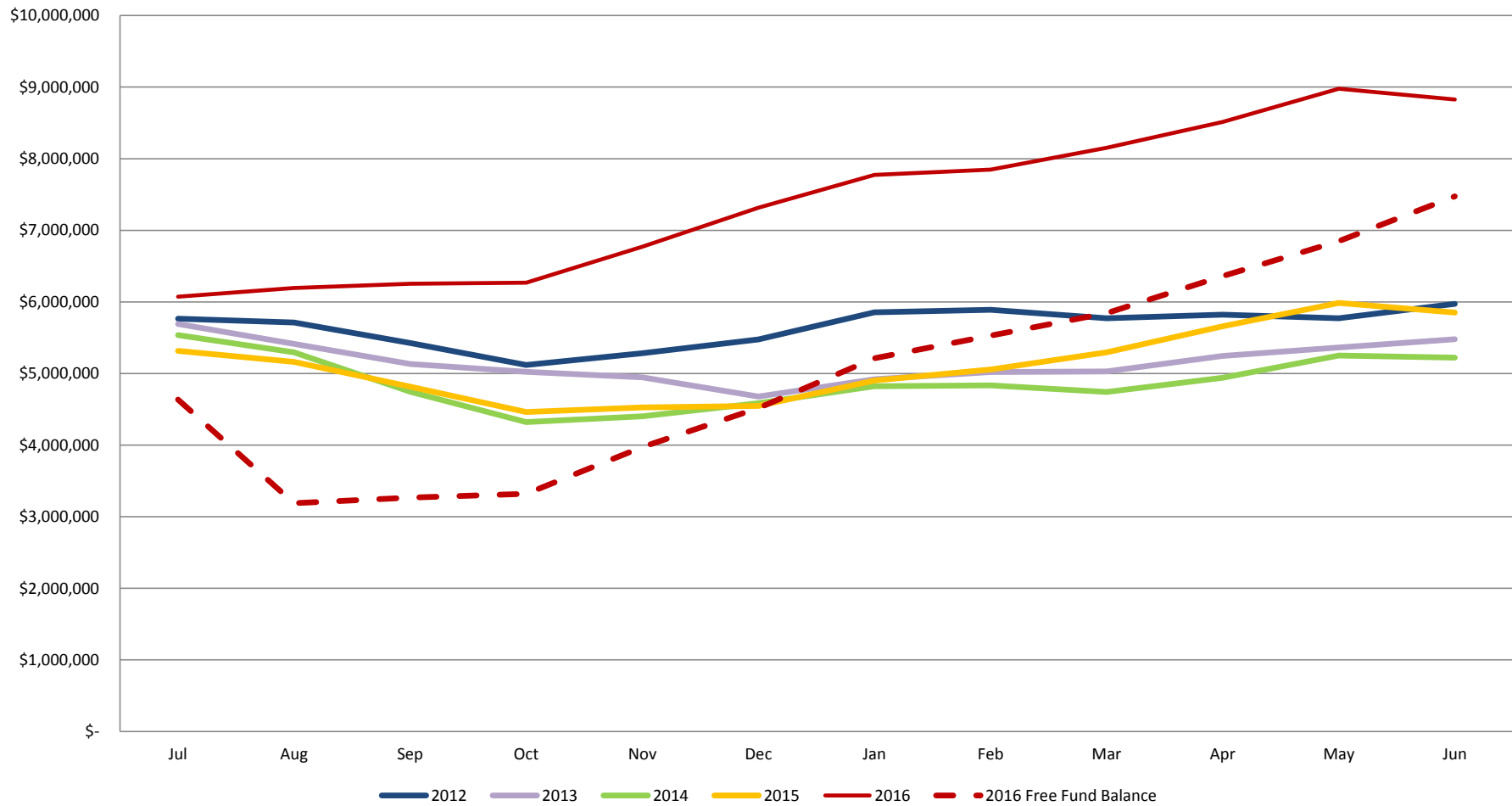
**Idaho Department of Parks and Recreation  
Cash Balance Trend - Snowmobile Fund (0250.03)  
June 30, 2016**



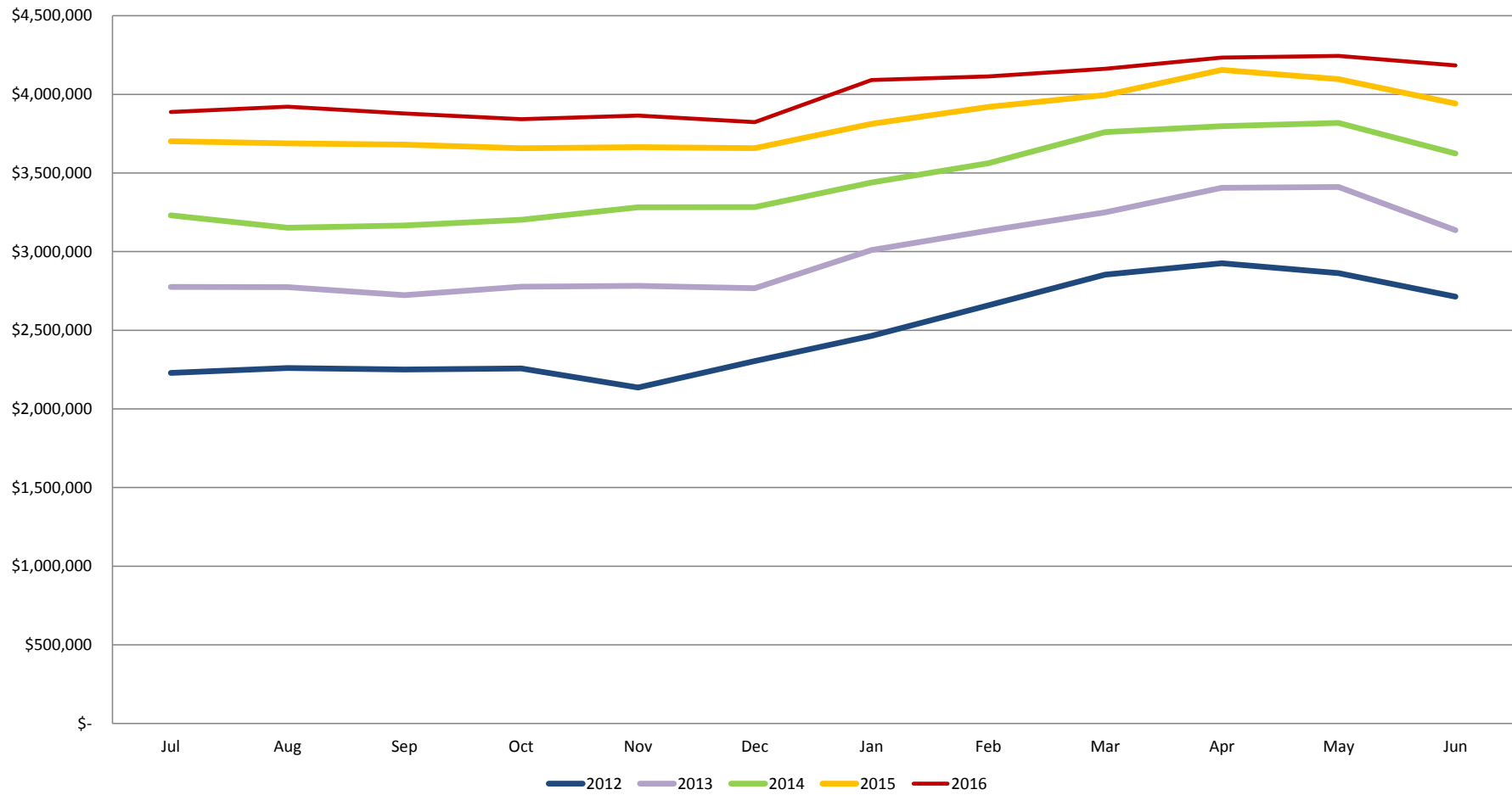
**Idaho Department of Parks and Recreation  
Cash Balance Trend - Motorbike / OHV Fund (0250.04)  
June 30, 2016**



**Idaho Department of Parks and Recreation  
Cash Balance Trend - Recreational Vehicle Fund (0250.05)  
June 30, 2016**



**Idaho Department of Parks and Recreation  
Cash Balance Trend - Enterprise Fund (0410.01)  
June 30, 2016**





**Idaho Department of Parks and Recreation**  
**Statement of Cash Balances - FY 2016**  
as of June 30, 2016

<b>Fund</b>	<b>Description</b>	<b>Beginning Balance</b>	<b>Cash Inflows</b>	<b>Cash Outflows</b>	<b>Cash Balance</b>	<b>Encumbrances</b>	<b>Unobligated Fund Balance</b>
0125	Federal Indirect Cost Recovery	\$ 770,510	\$ 383,603	\$ (354,619)	\$ 799,494	\$ -	\$ 799,494
0150.01	Economic Recovery Reserve	3,394	-	(3,394)	-	-	-
0243	Parks and Recreation Fund	2,348,717	8,270,018	(7,057,404)	3,561,332	63,720	3,497,612
0243.02	Parks & Rec - Registration Administration	2,360,773	2,699,458	(2,414,127)	2,646,104	-	2,646,104
0243.03	Parks & Rec - Sawtooth License Plate	-	39,483	(39,483)	-	-	-
0243.04	Parks & Rec - Non-motorized Boating (Cutthroat Plate)	45,003	15,998	(20,750)	40,250	15,000	25,250
0243.05	Parks & Rec - Mountain Bike	72,576	25,414	-	97,990	-	97,990
0247.01	Recreational Fuels - Capital Improvement	2,510,323	1,527,529	(700,373)	3,337,479	8,640	3,328,839
0247.02	Recreational Fuels - Waterway Improvement	1,835,599	1,517,785	(1,494,916)	1,858,468	302,964	1,555,504
0247.03	Recreational Fuels - Off-road Motor Vehicles	1,985,638	1,517,785	(1,168,173)	2,335,250	408,176	1,927,075
0247.04	Recreational Fuels - Road & Bridge	1,235,192	790,522	(720,466)	1,305,247	274,600	1,030,647
0247.06	Recreational Fuels - Administration	324,394	1,006,938	(1,075,289)	256,043	-	256,043
0250.01	Registration - State Vessel	-	2,303,686	(2,303,686)	-	-	-
0250.02	Registration - Cross Country Ski	138,022	91,200	(119,557)	109,666	-	109,666
0250.03	Registration - Snowmobile	993,299	1,383,236	(1,340,075)	1,036,460	17,957	1,018,503
0250.04	Registration - Motorbike	859,943	1,099,872	(932,001)	1,027,813	150,000	877,813
0250.05	Registration - Recreational Vehicle	5,851,636	5,456,705	(2,482,542)	8,825,799	1,351,474	7,474,325
0348	Federal Grant Fund <sup>1</sup>	601,325	3,765,012	(3,863,987)	502,351	2,375,122	(1,872,772)
0349	Miscellaneous Revenue	120,412	49,612	(32,871)	137,153	-	137,153
0410.01	Enterprise	3,941,500	2,493,067	(2,250,105)	4,184,462	-	4,184,462
0496.01	Expendable Trust - Park Donations <sup>2</sup>	323,000	86,768	(82,001)	327,767	-	327,767
0496.02	Harriman Trust	210,893	275,754	(247,441)	239,206	-	239,206
0496.03	Park Land Trust	3,207,260	53,725	(123,466)	3,137,519	-	3,137,519
0496.05	Trail of the Coeur d'Alenes	227,184	114,676	(64,727)	277,133	-	277,133
<b>Total</b>		<b>\$ 29,966,591</b>	<b>\$ 34,967,846</b>	<b>\$ (28,891,452)</b>	<b>\$ 36,042,986</b>	<b>\$ 4,967,653</b>	<b>\$ 31,075,333</b>

**Notes:** <sup>1</sup> Federal Grant Fund is a borrowing limit and does not represent department cash

<sup>2</sup> 0496.01 Includes State Trust Outdoor Recreation Enhancement (STORE) Act Funds (see 67-4247)

**Idaho Department of Parks and Recreation**  
**Passport Program Revenue FY 2016**  
as of June 30, 2016

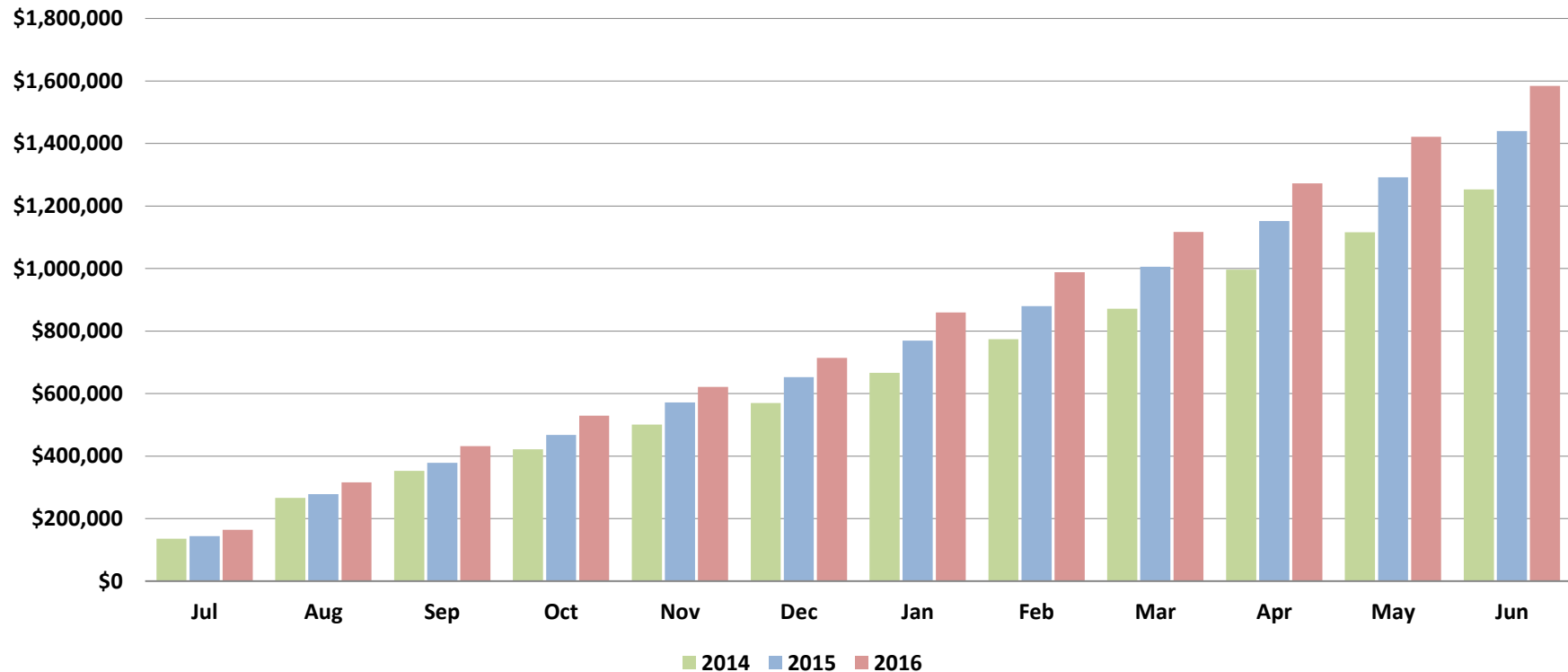
Gross Revenue	FY 2015 June	FY 2016 June	Increase/ (Decrease)	% Change
1-Year Registrations	\$ 78,780	\$ 102,210	\$ 23,430	29.7%
2-Year Registrations	68,760	60,700	(8,060)	-11.7%
Total	<b>\$ 147,540</b>	<b>\$ 162,910</b>	<b>\$ 15,370</b>	<b>10.4%</b>

Transactions				
1-Year Registrations	7,878	10,221	2,343	29.7%
2-Year Registrations	3,438	3,035	(403)	-11.7%
Total	<b>11,316</b>	<b>13,256</b>	<b>1,940</b>	<b>17.1%</b>

FY 2015 Y-T-D	FY 2016 Y-T-D	Increase/ (Decrease)	% Change
\$ 865,830	\$ 985,050	\$ 119,220	13.8%
573,720	599,060	25,340	4.4%
<b>\$ 1,439,550</b>	<b>\$ 1,584,110</b>	<b>\$ 144,560</b>	<b>10.0%</b>

86,583	98,505	11,922	13.8%
28,686	29,953	1,267	4.4%
<b>115,269</b>	<b>128,458</b>	<b>13,189</b>	<b>11.4%</b>

**Revenue Trend by Fiscal Year**



## **FUNDRAISING – SPONSORSHIP QUARTERLY REPORT**

### **APRIL – JUNE 2016**

The following are the activities for Evelyn Mason - Fundraising Coordinator. The key accomplishments for April through June 2016 are as follows:

#### **Sponsorships**

- Began initial conversations with Agri Beef about sponsoring Harriman State Park.
- Expanded conversations with Idaho Central Credit Union about statewide sponsorship in connection with Recreation Bureau Programs.
- Worked with Idaho Songwriters Association to carry out another Lucky Peak concert. Coordinated new promotion for event with Town Square Media at no cost to IDPR or Songwriters. The attendance was 400 people, an increase of over 100 people. Highlands Hollow sponsored the event.
- Secured donation for IDPR survey giveaway from Cabela's.

#### **Grants**

- Awarded Equinox Foundation grant for \$15,000 to support new signage on the Stewardship Interpretive Trail at Round Lake State Park.
- Continuing work on 1<sup>st</sup> Time Adventures. Launched collaborative arrangement with Treasure Valley Big Brother Big Sisters to be program participants with focus on Lucky Peak State Park.
- Provided grant progress information and collected funding on previous award from Idaho Humanities Council for Land of the Yankee Fork, Boy Horse Oral History Project.
- Continued work with Land of the Yankee Fork and Bay Horse oral history program.
- Provided IDPR letters of support for Hagerman/Billingsley Creek Trails Committee grant writing efforts. The committee is working to connect downtown Hagerman to Billingsley Creek and studying how to assist IDPR in the connectivity of all Thousand Springs Park Units.

**Research** – Visited various parks - Bruneau Dunes, Farragut, Hells Gate, Heyburn, Old Mission, Round Lake, Trail of the Coeur d'Alene's, and Winchester to collect staff input on projects. Collected pictures of potential fundraising projects and park needs lists

Updated grant funding lists for future applications on IDPR qualifying projects showing new deadlines and criteria.

Carried out funding research on timber industry and forest product companies for phase two of the Stewardship Trail Project and the future Round Lake Interpretive Shelter.

**Other Activities** - Attended May Board meeting in Challis. Provided coordination on trails work between IDPR staff and Hagerman/Billingsley Creek Trails Committee. Connected Committee to IDPR RTP grants process and staff.

Attended IDPR Conference Committee meetings in regard to sponsorships and door prizes.

Coordinated nomination for the Governor's Award in the Arts for our Idaho Songwriters partner's founder and songwriter/performer Steve Eaton. Mr. Eaton will receive the award in the fall of 2016.

## HUMAN RESOURCE REPORT

August 2016

**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: Debbie Hoopes, 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 2010-2016 (to date):

		Total Losses			
	Claims Count	Total Compensation	Total Medical	*Total Losses	# Current Open Claims
2012	23	\$16835	\$76,512	\$102414	1
2013	30	\$7,761	\$51,080	\$195,540	0
2014	30	\$9,235	\$32,771	\$74,859	2
2015	30	\$10,482	\$18,057	\$39,449	1
2016	29	\$6,661	\$33,257	\$29,439	0
2017	3	\$1,269	2,978	\$1,687	3

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

## **TURNOVER by Fiscal Year**

<b>Fiscal Year</b>	<b>Begin Count</b>	<b>End Count</b>	<b>Avg Emp</b>	<b>Number of Separations</b>	<b>Turnover Rate</b>
2012	136	135	135.5	<u>11</u>	8.1%
2013	135	139	137	<u>17</u>	12.4%
2014	139	134	136.5	<u>19</u>	13.9%
2015	134	138	136	<u>19</u>	13.7%
2016	137	142	139.5	<u>19</u>	13.6%
2017	146	149	147.5	<u>1</u>	.07%

\*Classified positions only. It should be noted that nine of the separations for FY 2016 are retirements.

## **PAYROLL & RECRUITMENT: Lupe Arteaga, 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**

- ❖ Registrations, OS2 – Joan Pennington – new hire into new OS2 position in Registration – Vendor Program Coordinator position reclassified.
- ❖ Registration – Tammy Kolsky, reclassified upward to Program Supervisor over Registration & Reservations

#### **North Region**

- ❖ Farragut, P&R Ranger – Joel Taylor – lateral transfer from Priest Lake State Park
- ❖ Dworshak, P&R Ranger – Nigel Travis – new hire to replace Kristeen Kane who laterally transferred to Heyburn
- ❖ Dworshak, Manager 2 – Nathan Blackburn – promoted from Assistant Manager at Farragut SP to Dworshak Manager 2
- ❖ Priest Lake – Mark Cantrell – new hire upon Joel's lateral transfer to Priest Lake

#### **South Region**

- ❖ South Region Crew, Utility Craftsman – Alex Cunningham – new hire upon Christopher Re's promotion
- ❖ Pondersosa, P&R Ranger – Edgar Rae – lateral transfer from Lake Cascade upon David Daams retirement
- ❖ City of Rocks, P&R Ranger – Tara McClure-Cannon – new hire upon Kristen Bastis's resignation
- ❖ Lake Cascade, P&R Ranger – Mark Pernell – new hire after Edgar Rae transferred to Ponderosa

## **CURRENT VACANCIES:**

### **Headquarters**

- ❖ No Current Vacancies

### **North Region**

- ❖ Farragut, Assistant Manager – Nathan Blackburn promoted to Manager 2 of Dworshak State Park (Announcement closes August 7<sup>th</sup>)

### **South Region**

- ❖ No Current Vacancies

## **SEASONAL EMPLOYEE RECRUITMENT:**

- Season coming to an end

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

- Since 1999 volunteers have donated 1,056,345 hours.
- Currently IDPR has 426 individual volunteers and groups assigned to positions in 2016.
- 2015 volunteer hours = 83,125. Over the last 5 years volunteers give an average of 77,321 hours to IDPR. That's equal to 37 additional full-time employees each calendar year.
- Here's a sampling of the jobs volunteers are doing for IDPR this summer:
  - Collecting fees at day use entrance stations
  - Maintaining IDPR fleet vehicles
  - Pointing out constellations in the night sky
  - Bagging ice
  - Splitting, stacking, & bundling fire wood
  - Selling ice cream
  - Cleaning fire pits
  - Welcoming visitors to the Bayhorse historic mine area
  - Serving as a museum archivist
  - Monitoring blue bird populations and nesting boxes
  - Serving as a boulder guide
  - Staffing a state fair booth
  - Providing a presence at Dickensheet campground—no host site, no amenities
  - Providing campground hosting services at an IDL campground near Priest Lake
  - Telling the Harriman historic railroad ranch story
  - Building/maintaining/repairing jack fence at Harriman
  - \$21 donation to buy tools, brooms, buckets
  - Mechanic on lawn mower
  - Replace irrigation heads, screens, 30 amp receptacles
  - Led school tours
  - Teaching OHV/ATV safety classes
  - Splitting/stacking winter firewood for Idaho City Yurts
  - Oiling historic wagons and buggy

Recruiting volunteers for 2017 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**

- **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
  - 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)
  - Serving as Chair for the Southwest Idaho Directors of Volunteer Services (SWIDOVs)
  - 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.
  - 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

**MANAGEMENT SERVICES QUARTERLY REPORT**  
**April – May – June 2016**

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

**IDPR Mission**

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

**Goals**

1. Provide management services staff with the necessary tools to succeed in their jobs and provide leadership and direction to registration, reservation, grants, fiscal, sponsorship, IT, development and facility programs.
2. Work with the Operations Administrator to identify needs of the operations staff, and assist in meeting those needs.
3. Actively listen to Board priorities and concerns and proactively work to meet those priorities and concerns.

**Management Services Administrator's Report**

- Continued to slog through policy updates. Subcommittee has reviewed all policies. Executive staff began reviewing policies as well. Anticipate having Board policies completed by November. Recommend that the Board review in February.
- Attended May Board meeting and prepared presentations on the strategic plan, Billingsley Creek, and site evaluations for Market Lake and Madison County site.
- Finalized strategic plan.
- Continued work on registration modernization.
- Worked with DHR, and DFM on reclassification and combination of the registration and reservation programs. Addressed other personnel issues as needed.
- Continued work with the conference committee to assign responsibilities, select a theme and logo, and begin work on the agenda.
- Provided training program for DMV vendors on upcoming changes to boat registrations and frequent issues found in registration data. Training held in Boise (7 days), Lewiston, Coeur d'Alene (2 days), Rigby (2 days), Pocatello (2 days), Idaho Falls, and Twin Falls.
- Quick visits to Winchester Lake, Hells Gate, Round Lake, and Massacre Rocks.
- Addressed other training and issues related to hull identification.
- Presented at IAC with Operations Administrator Keith Hobbs.
- Assisted in preparing the draft budget including CIN and pay plan.
- Attended webinar on how parks reshape cities.



**MANAGEMENT INFORMATION SYSTEMS  
PROGRAM QUARTERLY REPORT  
April May June 2016**

Management Information Systems (MIS) Scott Williams

**Mission**

The MIS mission is to address the Idaho Department of Parks and Recreation 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**

Vicki Heazle, Ken Grover and Scott Williams are participating on the Recreation Registration Modernization (RIS modernization) project team. Regular meetings and work sessions are being held and significant progress is being achieved. A productive relationship with key ITD personnel has been established and the two teams (IDPR and ITD) continue to make progress on many fronts.

Ken Grover continues his quality work to improve the ITD data exchange service. Ken has recently finalized the tasks necessary to meet the upcoming Coast Guard regulation changes for 2017. The coordination steps have been worked out between ITD and IDPR and will be made to the data exchange soon. The team is working well to meet upcoming dates for registration renewals, sticker issuance and other timelines for the upcoming sticker year.

The MIS team is working with a local company to analyze the Departments grant program. The business analysts are process flowing the program and producing documentation on how the department can automate the grant process and make it more efficient.

The team is also working with the REC Bureau on developing a "REC Education" program that will manage all the various training programs. Having snowmobile, OHV and boat training programs housed in one application will improve the efficiency and delivery of training.

## **Infrastructure Support**

The MIS Infrastructure Support Staff received and processed 325 helpdesk service requests over the course of the fourth quarter of FY16.

Three network providers have been contacted to evaluate and propose solutions to improve connectivity to the parks. This continues to be a challenging issue to provide stable, reliable connections due to the remoteness of our parks and the limited resources available.

A workgroup has been formed to create two Microsoft SharePoint sites. The first is a publically facing site for the IDPR Board. It will be managed by Betty Mills to share documents, calendars other information pertinent to board matters. The second will be internally facing and will be used as the employee "Intranet". JJ Garlitos has taken the technical lead and is configuring the site structure and working with the Department of Administration IT staff on design and content. Other workgroup members are working on content. The site will have an employee portfolio section where each employee's title, picture, bio and other information will be available.

The MIS team continues to manage the headquarters phone system. The configuration cleanup has been completed. Cozette Bolshaw has trained with the vendor on how to perform maintenance tasks and how to produce custom usage reports. She is now producing a detailed monthly call statistics report for the registration and reservations department manager. These stats provide informative data that are helping to adjust personnel to ensure customers are receiving prompt service when calling the Department.

The MIS team is working on a project to replace the Blue Mesh WIFI service in select parks with a free hotspot service. Ponderosa has been chosen as the beta site and work is underway to finalize equipment, configurations and a customer communication strategy.

# **Natural Resource Program Update**

Presented by Keith Jones

# A Mission



Eagle Is. 1992



Eagle Is. 2016

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

# Forest Management

- Forest Health
- Quality/Safe user experiences
- Habitat improvement
- Historical Restoration
- Reintroduction of disturbance regimes.
- Fire Protection
- Educational Opportunities





# Selective Prescriptions

# Objectives



## Production Management





# Holistic Management



**Before**



**After**



**Restoration**





**Restoration**





# Hazard tree assessments



## **Hazard tree assessments**



# Noxious Weed Control & IPM.

- Promote native species
- Site Restoration
- Improve Habitat
- Maximize aesthetic experiences
- Provide the best user experience possible
- Be a responsible steward and neighbor
- Be cost effective and efficient.



**Herbicide Treatments.**



# Mechanical Treatment



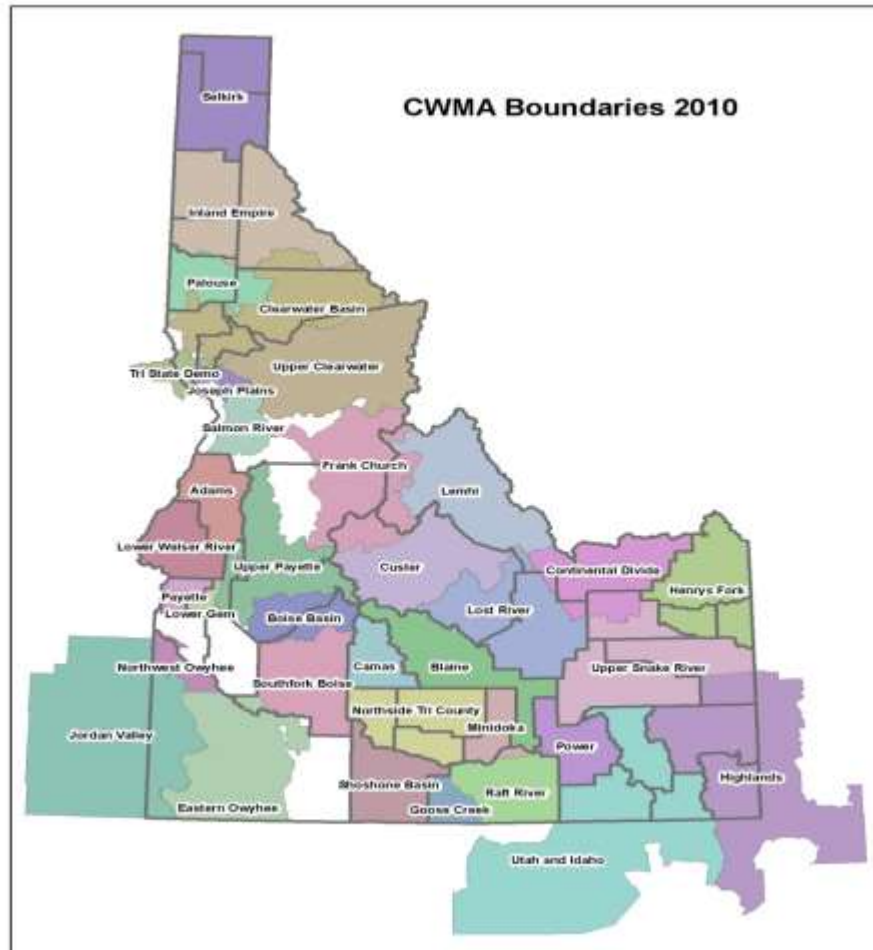


**Mechanical**

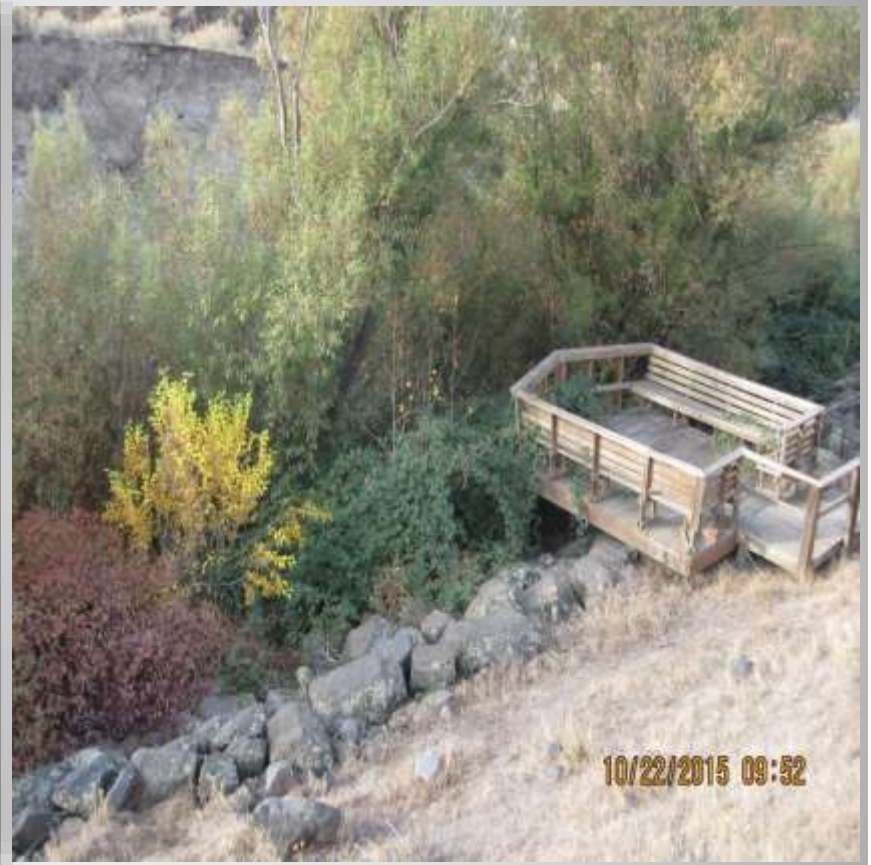




**Bio Control**



# CWMA's and Partnerships



**Site Restoration.**





# Restoration Planning

# Grazing

- Range Management
- Maintain Historical Use
- Noxious weed control
- Revenue
- Land Management Partnership



# Prescriptive Grazing





# **Harriman Sheridan Unit**



**Castle Rocks**



# Fuels Mitigation

- Visitor Safety
- Infrastructure protection
- Resource protection
- Visitor Experience Protection



## Defensible Space



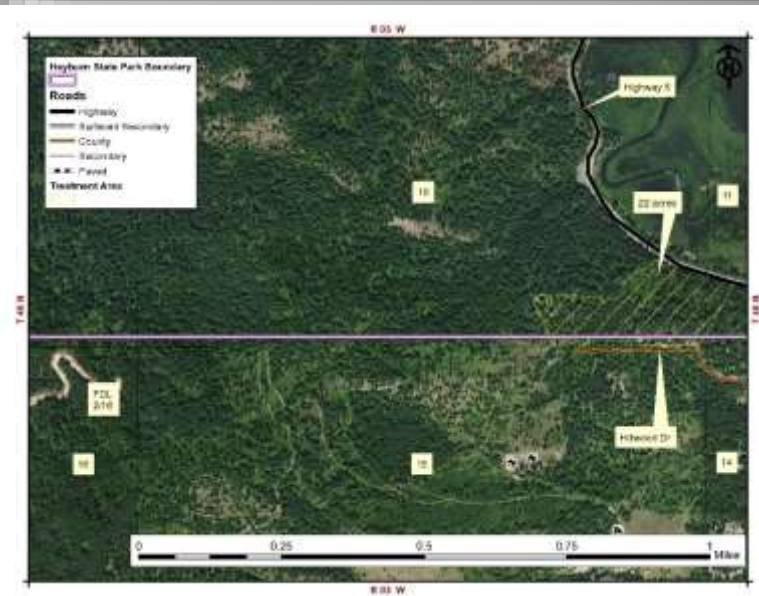


## **Shaded Fuel Breaks**



# Henrys Lake





# Heyburn





**Ponderosa**





**Tool of the Trade**



# **Vegetation Management Plans**



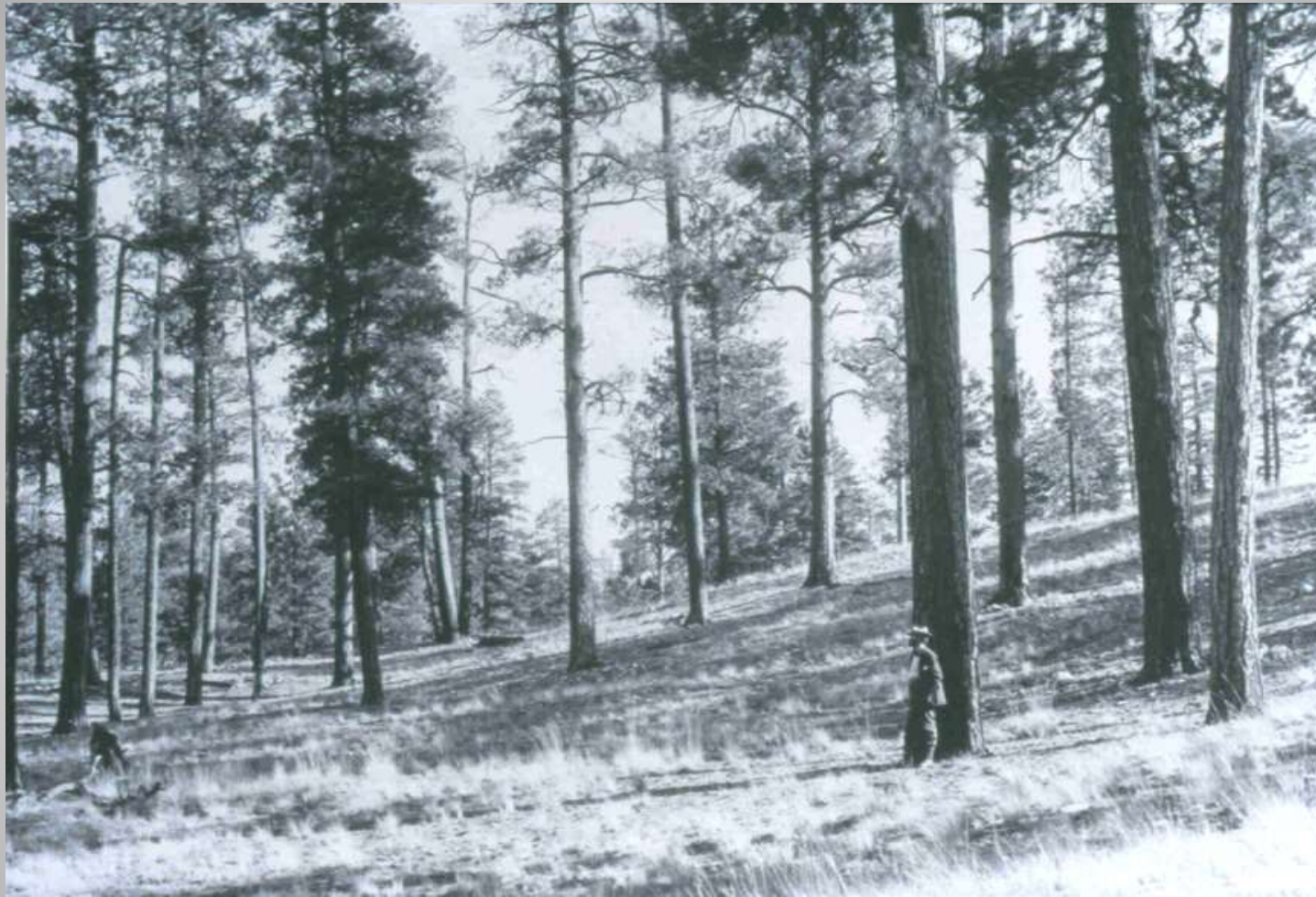


**Results.**

# What parks will be focused on in the near term?

- **Pine Restoration:** Heyburn, Ponderosa, McCroskey, Farragut, Winchester, Priest
- **Fire Mitigation:** Henrys Lake, Harriman, Ponderosa, Dworshak, Winchester, Bayhorse, Priest Lake
- **Bio-Control Weed Management:** Ponderosa, Heyburn, Eagle, Winchester, Dworshak, Hells Gate
- **Aspen Regeneration:** Harriman, Henrys Lake
- **Development of Natural Resource Plan:** Harriman





**Questions?**

**NATURAL RESOURCE MANAGEMENT PROGRAM  
QUARTERLY REPORT APRIL – MAY – JUNE 2016**

**NATURAL RESOURCE MANAGEMENT PROGRAM – KEITH JONES**

**Mission**

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

**Goals**

- Assist parks with forest and/or land management activities that 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.

**Quarterly Program Report**

**Timber/Forest Management:**

- Working with Dept. of Lands, and Fish and Game to develop a Shared forester agreement to document, facilitate and equitably compensate a more reliable and professional cooperative arrangement by which Lands assists IDPR with Timber management at Heyburn, McCroskey, Farragut, and Priest Lake State Parks.
- Set up a small direct sale at Heyburn to clean up an area of wind thrown trees.
- Conducted site visits to Harriman and Henrys Lake to help identify and prioritize hazard fuel mitigation projects and aspen restoration sites at both parks and priority Lodgepole management areas within Harriman.
- As part of the Idaho Firewise committee, I helped complete the 10-year strategic plan for the organization to better serve the public and partners in matters of wildland fire awareness and mitigation in the wildland urban interface.
- Working with TreeCycler USA to create a reimbursement program for seedlings planted at McCroskey. This is a reimbursement program that chooses restoration projects throughout the country to post on their site for individuals to donate to and “plant” a tree at a site of their choosing.
- Finalizing set up and sale of a small timber sale at Farragut State Park. This sale will complete the treatment that was started last year continuing to thin another 50 acres of overstocked mixed forest to a more healthy pre-fire suppression density that favors a higher percentage of shade intolerant species, which is part of the Parks conservation thinning prescription.

- IDPR in cooperation with IDL is preparing the site to conduct a prescribed burn over approximately 40 acres of mixed grassland around the Farragut State Park water tower area this coming fall. This burn will reset and maintain this vital grass habitat for the Resident Mountain and western bluebirds.
- Idaho Fish and Game working in cooperation with IDPR and IDL completed the harvesting of a salvage sale on the Fish and Game WMA (wildlife Management Area) in Farragut State Park. This is a two unit sale comprising 70 acres, which removed approximately 800,000 board feet of decadent and diseased grand fir, Douglas fir, and dense areas of over mature lodgepole pine. This treatment created openings on sites that are ideally suited for Western White Pine (WWP) restoration. Slash piles will be burnt this winter and blister rust resistant white Pine seedlings planted next spring.
- We are in the planning stages of setting up a timber sale in Ponderosa State Park that will treat 70 acres in the Meadow Marsh area. This treatment will tie together past sales to the east and west on the peninsula forming a contiguous treatment area across the Park. The prescription will begin to restore a stand that is overpopulated with shade tolerant species that have been allowed to thrive in an area that historically burned every 15 – 25 years. The resulting stand will be healthier and more pest and disease resistant while also providing a significant defensible zone between Park, private residences, and developed areas.
- Hazard fuel reduction work being performed by the Coeur d'Alene tribe on 400 acres at Heyburn State Park continues. Heyburn was fortunate to be included in the tribes federally funded project list for hazard fuel management projects. Through new funding stipulations, the more land partners the tribe incorporates, the more funding they are eligible for. Sites in both Heyburn and McCroskey have been identified. This is a fantastic partnership that will allow these two Parks to conduct the expensive work of maintaining stands and landscapes that have been restored in the past.
- The McCroskey "Deep Creek" Timber sale is scheduled to commence in August. This sale will continue the goal of Ponderosa Pine habitat restoration in McCroskey State Park. The winning bid was received from Bennet lumber company and will net approximately \$300,000 after developmental costs.
- The "Stuck in the Middle" small timber sale at Heyburn has been auctioned off and sold to Idaho Forest Group. The base price was bid up \$65,000 for a gross revenue of \$195,000. With \$12,772 in developmental costs, this sale will net \$183,151. This treatment will remove approximately 800,000 board feet of over stocked shade tolerant species and beetle killed Douglas fir, encouraging seral species recruitment, while creating a thinner stand that is historically representative of the areas Ponderosa Pine forests.

### **Noxious Weed Management / Restoration:**

- Working with regional cooperative weed management supervisors, we conducted seven cooperative weed treatment days. This is a great way to combine forces and resources to maximize noxious weed control efforts.
- I will be working with Ponderosa State Park staff to develop an integrated pest management plan that prioritizes a greener, chemical free approach to targeted noxious weed management in the park.
- Helping guide Park staff to the most effective herbicide treatments for their specific needs, and funding as much of it as possible.
- Work continues on the Tammany creek baseline species inventory (both flora and fauna). This is the first step to help determine the direction of restoration efforts on the section of the creek that runs through Hells Gate State Park. Work is being conducted in cooperation with LCSC and the U of I by graduate students.
- Representing IDPR as a committee member on the Idaho Weed Coordinating Committee (IWCC). The IWCC plans and coordinates noxious weed awareness and management strategies for Idaho, and helps steer the states cooperative weed management areas.

## **NORTH REGION QUARTERLY REPORTS**

### **APRIL – MAY – JUNE 2016**

#### **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**

- Coordinated, hosted NR CEO Refresher training for staff to include Defensive Tactics and Incident Command System Process; Assisted with setting up the NR Non-Motorized Trail Summit; and presented IDPR update to Washington State Parks Commission as they toured Hells Gate.
- Met with City of Kellogg with TOC staff to discuss issues and working together on the Greenbelt through Kellogg; DEQ representatives to assess future locations for TOC shop that is on DEQ land scheduled for future development; with TOC Committee touring trail to discuss issues and concerns; ITD, City of CdA, Eastside Highway District, and Welch-Comer to discuss upcoming CdA Lake Drive Public Meeting on "road management"; and Tree to Tree Extreme to review the Farragut site for the Aerial Adventure Course and discuss the draft concession agreement that we developed.
- Participated with staff conducting Farragut/Parkway Ranger interviews; Dworshak Ranger interviews; and Priest Lake Ranger interviews.
- Presented Farragut Aerial Adventure Course Concession to the Board for review and approval. Board approved; Participated in OM roof replacement kick-off meeting with the Tribe, historical architect and staff; Executive Staff meetings and conference calls; Operations Division meeting in Boise; Board teleconference call; CdA Lake Drive Public Meeting representing and presenting the Department's involvement and desires; TOC RAMP Government's tour/review of trail; and Finalized the Hells Gate Marina Building/Store Concession RFP, reviewed proposals, presented to the Board, and developed a draft concession agreement.
- Chaired the CdA Chamber Natural Resource Committee's monthly meeting; and CdA's Old Mission/Sacred Encounters Board meeting developing a new set of Articles of Incorporation and By-Laws for consideration combining the Old Mission Association and Sacred Encounters Association into one entity called the Coeur d'Alene's Old Mission Association.
- Reviewed Heyburn including cabin site location, Hells Gate, Dworshak including Three Meadows camp host locations, and Winchester with staff; Assisted Priest Lake with end of the year expenditures/reconciliations; and worked with staff during the Dworshak Manager transition to ensure adequate coverage and set up interviews to fill the position.
- Developed Farragut Aerial Adventure Course Concession Agreement for internal review and concessionaire consideration then coordinated a kick-off meeting in June.

- Assisted with finalization of Dworshak COE Lease Amendments and Winchester IDFG/IDPR MOU Amendments.
- Participated in JFAC's Winchester State Park tour assisting staff with their presentations and sharing with the group past, current, and future projects;
- Coordinated negotiations on extending the Nesbitt family's rights to the property in return for amending the agreement to allow additional recreation development, replacing the roof and repairing the water damaged walls and ceiling.
- Reviewed various Department policies, editing the Encroachment Policy quite extensively with Anna.

#### **NR MAINTENANCE CREW**

- Boating: Built 5 LJK roofs, sign legs and loaded trailer
- Priest Lake: Repaired chainsaw mill; Constructed, painted & delivered signs
- Round Lake: Cut logs for amphitheater benches and carved new screen holder for amphitheater
- Farragut: Met with brick mason regarding gate supports at Thimbleberry; Removed stumps and graded ground in Ward loop; Welded and installed gate arms on Thimbleberry entrance
- CDA Parkway: Activated irrigation at Rutledge; Located pump wire for Higgens Point;
- Old Mission: Delivered file cabinet and rearranged office furniture; Assisted with church inspection; Temporary fix to VC roof vent; Delivered new signs; Assisted NPS staff with structural repairs
- Heyburn: Inspected floor rot in ranger residence; Mapped out new trail from Chatcolet campground to TOC trail with Engineer Tech and Park Manager; Stabilized ranger residence floor; Met with staff for location of new cabin; Relocated bulldozer to trailhead; Graded Lakeview cabin and Benewah roads; Completed trail from Chatcolet campground to TOC trail with trail cat
- McCroskey: Smoothed trails & illegal motorcycle jumps with trail cat
- Dworshak: Site location for volunteer sites;
- Various Parks: Maintained roads
- North Region Office/Shop: Assisted Trails program storing snowmobiles and retrieving motorcycles from storage; Gathered logs from Round Lake for furniture building; Fixed fuel sending unit, steering wheel and ball/socket on Huber maintainer; Chipped wood debris; Installed tile back splash in breakroom; Assisted with clean-up of grounds; Repaired bearings on large trailer; Replaced tires on small trailer; Measured roofing for Nesbitt property

#### **NR OFFICE STAFF**

- Arbor Day brochures (2000) printed and folded for IDL.
- Assisted TOC Manager with invoicing and researching the Trail of the Coeur d'Alenes leases.
- Assisted Old Mission with office specialist duties.
- Assisted coordination and hosting of the CEO training.

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

##### **Issues Not Being Addressed**

1. Not having park housing for all permanent staff.
2. It is becoming more difficult to adjust time during holidays- EAL worries.
3. Replacement vehicles needed.
4. Seasonal budget is too low for the park needs in keeping up with tasks and visitor services



#### Customer Service

- Excellent weather brought in campers and fisherman at Indian Creek and Lionhead.
- What an excellent Memorial Day weekend. We enjoyed the full campgrounds, happy campers, light rain, and no incidents.
- 8 new dock pilings were installed at Indian Creek.

#### Park/Program Usage

- Re-Creation unlimited returned for their 30<sup>th</sup> season and started interpretive programs in early June.

#### Program Services

- None reported.

#### Preservation of Natural, Cultural, and/or Historical Resources

- Staff worked with the Natural Resource Manager on clearing of blow downs.

#### Staff Training

- None reported.

#### Strategic Plan Actions

- 9 disc golf baskets were purchased for new disc golf course. Planning phase on the placement of disc golf baskets at Indian Creek unit is in early stage of development.
- Purchased two tandem kayaks for events and rentals.

#### Park Manager's Narrative

- Staff attended CEO training and Ranger Roundup.
- Early warm temperatures allowed staff to open facilities, burn slash piles and paint.
- We interviewed and hired a new ranger.
- Eight new dock pilings were installed at Indian Creek. Dust abatement was applied to all gravel roads. All cross walks, ADA parking spots and parking lines were painted. All sign posts were painted and new signs were installed. The remaining two cabins were painted, Lynx and Caribou.
- We were plagued by mechanical and grounds issues. Three of our trucks and three of our UTVs broke down and needed repair. One truck is still inoperable. More water valves broke in June at Indian Creek campground.

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

#### Issues Not Being Addressed

1. Allocation of additional classified staffing or seasonal staffing dollars to improve our ability to effectively implement more projects, provide year-round office hours, and improve staff safety in winter.
2. An increase in the Parks O&E budget to address rising operating costs.
3. Replace aging fleet pickups.
4. Additional funds for materials and labor to build defined living pads in all 51 campsites.

#### Customer Service

- Six schools contacted the park to setup field trips in May and June at the end of their respective school years. Three rented the day use shelter and made arrangements for visits to our visitor center interpretive area.
- The park rented out tandem canoes, stand-up paddleboards, and peddle boats.
- The park provided regular visitor center hours from 11 am to 9 pm daily beginning Father's Day weekend.
- We made both our park and agency surveys available for customer feedback.

#### Park/Program Usage

- Our visitation numbers nearly doubled from April 2015 to April 2016 with over 4,000 visits; Visitation remained strong in May with over 3,300 visits; and visitation was strong in June

despite more temperate weather than usual. Beginning Father's Day, the campground was full most evenings.

- The lake was restocked with trout leading to increases in angler visits and questions for staff related to fishing and boating.
- The Trappers trail around the lake remained open for the first spring in years as a result of last Fall's installation of the boardwalk on the east side of the lake through the area that was impassable.
- Six schools visited the park and four of them visited the interpretive area in our visitor center. All of them used the park to provide outdoor learning opportunities. Five of them rented out our day use shelter. Park staff also provided a Q & A session.
- The return of Western Painted turtle researchers from the University of Auburn to our park for a fourth season resulted in their willingness to provide evening programs for our visitors. They held one program on Saturday of Memorial Day weekend that had 54 attendees. Two more education programs were held at our amphitheater which included; butterflies (seasonal staff member); and fishing (North 40 Outfitters representative). Two master naturalist hikes were conducted by volunteers.
- Park boat rentals began in earnest as visitation increased and the lake warmed up.

#### Program Services

- Details of educational-based activities are outlined above in Park/Program usage.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	0	0
Educational Programs	4	148
Experiential Programs	6	160

#### Preservation of Natural, Cultural, and/or Historical Resources

- Discussions are ongoing with regards to possible ways to install defined living pads in each campsite in concert with understory and timber replanting to protect the resource and enhance visitor camping experiences.
- Park staff worked with the agency natural resource manager to fall and chip hazard trees in the park day use and campground areas. This included a half-dozen trees cut and chipped in our proposed new acre parking area.

#### Staff Training

- Park classified staff attended mandatory CEO training for three days.
- Many hours of ongoing training were conducted by park staff teaching new seasonal employees park operational functions.

#### Strategic Plan Actions

- Discussions continued with numerous visits from our development bureau staff with regards to the well relocation, shop re-roof, parking lot runoff mitigation, and new acre project.
- The development bureau finalized bid documents for the shop re-roof project and one bidder stopped by to look at the job.
- IDPR Funding Coordinator submitted a final grant request to the Equinox Foundation for \$15,000 to help pay for signs made for the Stewardship trail later this year.

#### Park Manager's Narrative

- Reports continued from neighbors on Blue Sky Road that deer feeding is still occurring on occasion at that corner of the park.
- The region maintenance crew installed a new custom-made, chainsaw carved screen holder as the centerpiece of upgrades to the amphitheater area.
- Park staff installed approximately 10 new benches at the amphitheater.

- We had a meeting with a boy scout with regards to another eagle service project for later this year on the east end trail to add more boardwalk over impassable trails during each springs runoff.
- A new well was drilled adjacent to the burn pile area on the park's north side and is currently undergoing testing.
- An electrician was called out to address an issue with one of two lift pumps at the park's drain-field not working properly. This issue is ongoing.
- A successful free fishing day brought many visitors to try their luck at landing stocked and native fish that in general are larger and producing as well as ever.

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

##### **Issues Not Being Addressed**

1. Replacement of the Farragut Ranger position taken during budget cutbacks in 2009.
2. Continual increase in use and expansion of facilities such as the sewer system require adequate numbers of permanent professional staff to properly operate the park.
3. Funding for ongoing replacements of vehicles and equipment.
4. Actions to provide for groups in a different manner where they utilize individual site campgrounds, and the issues in making reservations for those sites and associated compliance issues of groups in with individual campers.
5. Fees or amended rules need to be addressed where current policy is allowing for overcrowding of sites by campers wanting to reduce their costs.

##### **Customer Service**

- Fish and Game logging activity has eliminated trails on the north side of the park, interfering with two different mountain bike races.
- The park successfully cleaned and opened all campgrounds, day use areas and The Museum at the Brig for the public. This is despite significant staffing shortages as a result of injury or medical leave for both permanent and seasonal employees and significantly more debris and windfall as a result of the windstorm of November, 2015 and heavy snow.
- Farragut is in communications with Boy Scouts of America representatives for recognition of the fiftieth anniversary of the World and National Jamborees held at the park in 1967 and 1969, respectively. This is in collaboration with the Discover History Wing of The Museum at the Brig which focuses on local and park history not directly related to the naval training center.

##### **Park/Program Usage**

- All park facilities opened for Memorial Day weekend with 100% occupancy of standard and companion sites. June saw full campgrounds on weekends regardless of weather and 2/3 capacity or greater on weekday dependent on conditions. Day use activity is busy, with full trailheads on sunny weekends and moderate activity at the shoreline and beach areas. Equestrian activity is at its peak in June, during the period when the high mountains are still snowed in but the park trails are accessible.

##### **Program Services**

- School groups and a variety of events ranging from Trail Maniacs Run to USFS Helicopter Training.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	37	2956
Educational Programs	10	1064
Experiential Programs	9	244

#### Preservation of Natural, Cultural, and/or Historical Resources

- Farragut is currently involved in a direct sale to address removal of trees along the road edge of Ward and Scott loop roads, and a treatment of the forested area south of the park's "boneyard" area.
- IDFG has been working 70 acres of land on the north side of Farragut State Park in the Wildlife Management Area for White pine restoration and has principally completed the project with only slash burning and trail restoration left.
- Park Ranger attended the presentation by University of Idaho archeology department about their results of the Pend Oreille city survey. There is discussion of a full excavation in the future amongst the historical society and the archeology department but no formal request has been made to the park at this time.
- Soil erosion along the peninsula at Beaver Bay in Farragut is being addressed and permitting for a riprap project is underway.
- Insect spraying is now occurring regularly for Whitetail restroom, Locust Grove restroom and the visitor center as Velvet Tree Ants have infested and are destroying the framing. Perimeter spraying is being done under Assistant Manager's operator license and interior spraying is being done quarterly for Whitetail (the hardest hit area) by Prime Pest Control in conjunction with quarterly preventative bed bug spraying of the cabins.
- With severe staffing shortages noxious weed spraying was postponed in the month of May and June, but Park Ranger has agreed to work towards obtaining his applicators license and assuming the lead role in weekly spraying.

#### Staff Training

- Park Staff attended 16 hours of CEO refresher training in defensive tactics.
- Park Staff attended a 4 hour incident command course.
- Manager attended an 8 hour training on water law.

#### Strategic Plan Actions

- The Park Board has approved moving forward with a large concession agreement for an aerial adventure course with the Tree to Tree company, with a site visit and timeline for construction submitted to park management.
- The park has submitted and been awarded an RV grant for the second phase of Gilmore Campground to provide additional sites during summer months when park is full, and increased service sites for additional and new use in the remaining part of the camping season by providing full hookups at the sites.

#### Park Manager's Narrative

- Interviews were held and Priest Lake State Park Ranger was selected to fill the vacant ranger position.
- The park's garbage hauler has notified the park that they will be increasing rates and begin charging rental for large roll off dumpsters. The rate increase will be approximately \$8,000 from the estimates provided by the hauling company.
- Despite significant staffing shortfalls Farragut was able to activate all facilities and has cleared more trail than was initially expected. Farragut saw a full park for Memorial Day weekend with over 2500 group users throughout the month.
- Projects for improvements at Scott Field and Sunrise Group Areas are in the design stage and should be out for construction this fall.
- Sewer System Phase 2 project has been wrapped up with some warranty work scheduled at the Brig effluent station after the use season allows for access and evaluation.

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

### **Issues Not Being Addressed**

1. Resolution of management of the Parkway by IDPR or others.
2. Renewal of the MOU with Idaho Transportation Department for the Cd'A Lake Parkway following the lawsuit and their actions to give the area to another government entity.
3. Clarification of the court decision regarding ownership and authority concerning those ownerships associated with riparian rights, along the Cd'A Lake Parkway.
4. Stabilization of six shoreline failures along the Cd'A Lake Parkway that are soon to result in loss of trail sections.

### **Customer Service**

- All Parkway facilities are open and with the retirement of Park Ranger, staffing remains minimal.
- The Parkway entered into a janitorial agreement for cleaning of the vault toilets with TESH organization.

### **Park/Program Usage**

- Usage at the Parkway was variable with weather conditions.

### **Program Services**

- Events are Trail use events or rentals of the Higgins Point Group shelter.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	<b>10</b>	<b>4838</b>
Educational Programs	<b>0</b>	<b>0</b>
Experiential Programs	<b>0</b>	<b>0</b>

### **Preservation of Natural, Cultural, and/or Historical Resources**

- Severe erosion points along the Parkway have been threatening the paved trail. A project to address one of these areas (to the west of the Higgins Point Launch) has been in progress for 2 years and went to bid February 2016. Due to high water the bid could not be awarded and the project will be delayed another year.
- Tree limb thinning on the Cd'A Lake Parkway, done specifically to promote bald eagle use of Higgins Point has shown good success with additional trees being used by the migrating birds during the daytime hours. Previously used trees were snags that have fallen or are close to failure. Additional trees are planned to be thinned as part of the project in 2016.
- The Cd'A Lake Parkway continues noxious weed control measures, focusing on IDPR ownership at Higgins Point.

### **Staff Training**

- Park Manager attended 20 hours of CEO refresher training in defensive tactics (16 hours) and incident command (4 hours).

### **Strategic Plan Actions**

- The Parkway is being assessed by park staff to best address the customer needs and utilize staffing between Farragut and the Parkway. A greater sharing of staff and resources is being pursued to best address needs of both areas with allocated resources. The refill of the Ranger position at the Parkway has been assigned primarily to Farragut to best utilize professional staffing hours.

### **Park Manager's Narrative**

- ITD is continuing to move forward to transfer ownership of the Cd'A Lake Drive transportation corridor. A public information meeting was held for local residents in May, no meetings were held in June.



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

### **Issues Not Being Addressed**

1. Failing equipment and increased costs to repair and maintain – Museum HVAC; Mission Fire Suppression System; and AV – Sacred Encounters.
2. Dedicated Artifact storage area free of insects, mice and somewhat stable in climate.
3. Parking for tour buses, RV's and school buses.
4. Lack of qualified seasonal staff – unable to recruit qualified staff at current pay levels.
5. Staff Housing – none available for staff, permanent or seasonal, no security on site.
6. Shop security camera, and outside VC security cameras are not working.
7. Adjacent property use.

### **Customer Service**

- Visitors to the park expect to visit and photograph the mission without paying an entrance fee. Staff works to educate visitors about the entrance fees and why they are in place.
- Park is unable to post photos on Facebook, only text. Working with MIS to resolve but not finding a solution – may be due to connectivity issues. Park is short staffed and having difficulties finding qualified seasonal staff to employ.

### **Park/Program Usage**

- Staff booked school tours and fielded questions concerning weddings, group use permits, filming permits and bus/school tours. It is difficult to park and turn busses around. There is no place for a bus to turn around in the upper parking lot and the lower parking area is closed. The middle parking area is not large enough for buses to turn around.
- One wedding in April.
- Two Masses this month, 118 total attendees.

### **Program Services**

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	<b>3</b>	<b>218</b>
Educational Programs	<b>912</b>	<b>8399</b>
Experiential Programs	<b>545</b>	<b>3860</b>

### **Preservation of Natural, Cultural, and/or Historical Resources**

- Continued high water CdA River reached flood stage with minimal flooding at the Cataldo Boat Ramp.
- Fred Walters – Historic Architect, Melanie Schuster, and Jill Wagner – THPO on site to review Mission Roof Project. NR Manager, Engineer Tech and NR Crew participated in the review.
- Worked with MAC for removal of more items from the Sacred Encounters Exhibit. Decision made to remove items from the upper floor of the Mission. Worked with THPO to coordinate removal. Scheduled to attend Tribe Culture Committee Meeting in June. Fred Walters will make a presentation to the committee regarding the Mission Roof project.
- Mission entrance road received an additional layer of gravel to help combat drainage issues.
- Worked with Vicki Risch to plan event at the park for Senator Risch's staff and Amy Burton U.S. Capitol Curator. Newspaper articles in Spokane, CdA, Lewiston and Boise regarding the Mission painting by John Mix Stanley that was used to create the paintings in the US Capitol. Articles also in papers pertaining to the Mission and the museum exhibits.

### **Staff Training**

- Staff attended CEO training.

### **Strategic Plan Actions**

- Worked with Tribe to create activity for Kids in Park Day and cultural programs and activities for visitors.

#### Park Manager's Narrative

- Potential candidates were interviewed to fill empty seasonal positions, determination made and positions turned down due to low wages.
- Worked with event organizers of 2016 World Championship Jet Boat Races for CdA River race. Manager presented a program to the local Kiwanis Club.
- Attended event to accept \$20,000 donation from CdA Tribe for the reprint of the Sacred Encounters brochure and to create educational materials associated with exhibit.
- Visitors to the park from Belgium retracing Father DeSmet's travels.
- Developed ad for park and Sacred Encounters for Majestic North Idaho Tour "Recreation & Travel Guide" that also has a website listing with a link to [www.northidaho.org](http://www.northidaho.org).
- Worked with IT Manager and electrician to update data logger system for Sacred Encounters Exhibit.
- Planned for NPS preservation and NR Crew to complete work/repairs to Mission columns and pilasters.

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

##### Issues Not Being Addressed

1. Failing equipment and increased costs to repair.
2. Lack of qualified seasonal staff – unable to recruit qualified staff at current pay levels.
3. Survey of property boundaries – difficult to manage an area with unknown boundaries.
4. Trail user counters not working properly.
5. Unauthorized motorized vehicle use on the trail and in right-of-way
6. Unauthorized access controls – lack there of

##### Customer Service

- Unauthorized motorized use of the trail continues to be a safety concern and a barrier issue.
- Park unable to post photos to Facebook, only text.
- Experienced difficulties finding and recruiting qualified seasonal employees.

##### Park/Program Usage

- Harrison – 4272
- Enaville – 4594
- Kellogg – 4443
- Wallace – 4644
- Vandalized rock faces were discovered at Enaville.
- Vandalism to Harrison Trail Counter continues.
- Concessions on the trail include: Bicycle Adventure (150) Road Scholars (50)
- Group Use Permit Users include: Ride the Wall (100); ALS Ride (200); Gyro (30); Learning Adventure (25); Tator Tots (100); Benewah Wellness Center (50)

##### Program Services

- Hosted two park events, Bike & Bird Event on the trail from Bull Run to Medimont and Bike Rodeo in Wallace.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events		
Educational Programs	<b>1</b>	<b>25</b>
Experiential Programs	<b>1</b>	<b>25</b>

#### Preservation of Natural, Cultural, and/or Historical Resources

- Staff cleared downed trees along the trail between Mullan and Harrison. Chipping occurred along trail between Mullan and Harrison. Trail cleared of fallen debris.
- Staff completed a monthly trail inspection with ARCADIS, met with IDEQ, ARCADIS, and City of Kellogg regarding trail issues.
- Staff hosted RAMP tour of the trail for the associated government groups. High water and flooding of the CdA River did not affect the trail.
- Worked with CdA Trust to replace bollard that was removed in Mullan as part of their remediation project last fall. Station markers replaced by ARCADIS along the trail and repairs made to several sections of trail. Tree roots are beginning to appear.

#### Staff Training

- Staff attended CEO training.

#### Strategic Plan Actions

- Worked with BLM and CdA Audubon to plan and host a bike and bird event along the trail at Medimont.
- Hosted two new events targeting new park users; Bike and Bird, and Bike Rodeo.

#### Park Manager's Narrative

- Staff continues to sort through leases. Additional staff is needed to perform maintenance and administrative assistant duties that pertain to the trail and its various agreements, leases, permits and permitting/lease processes.
- Discussions with various individuals and entities regarding the planned 2016 World Champion Jet Boat Races schedule to occur on the CdA River along the TOC ROW.
- Reviewed trail projects and problem areas with Scott Peterson, IDEQ.
- Visitors packed various trail heads and Kootenai County Sherriff deputies and EMS patrolled the trail with ATVs and UTVs.
- Monitored Kellogg Sewer project that is within the TOC ROW.
- Working with City of Harrison, IDEQ, and CdA Trust to resolve stair issues related to Harrison Tent Area Remediation so that the project can be closed.
- Met with City of Harrison Public Works and Council Member to review trail issues and discuss partnerships. Worked to resolve concerns and issues associated with the Smelterville Jersey Barrier Access Control project; with IDL to review dock/lease issues in Harrison; and met with IDEQ regarding alternate sites for TOC Shop. TOC Shop is located on the ROW in a building owned by the IDEQ. With the work that will be completed in and around the shop are in the next couple of years, IDEQ is looking to sell the property and gave notice to IDPR that the site would no longer be available for the shop.
- Attended pre-con meeting for CdA River Road and Enaville Bridge replacement. Project includes expansion of Enaville Trailhead, realignment of the trail ROW, and realignment of access road. Project will affect trail users this summer during peak use. Enaville Trailhead is one of the most popular trailhead. Received notification that the access road is part of a planned future remediation project by the CdA Trust. Working with Steve Strack to get all adjacent land owners on the access road in compliance with use of the road and encroachments on the TOC ROW.

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

##### Issues Not Being Addressed

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

##### Customer Service

- Hawley's Landing campground opened April 1.
- The marina moorage has a waiting list for open boat slips.

- The marina store opened for business the last week of the May.
- The visitor center is fully staffed and open 7 days per week with extended hours on Friday and Saturday.
- All facilities are up and running and seasonal and volunteer staff positions are filled.

#### Park/Program Usage

- Hawley's Landing campground was running 2/3rds full on the weekends in April.
- April, May, and June traffic counter readings showed over one thousand more vehicles than reported in each month last year.
- The Trail Maniacs running club held their third annual trail running event in the park and had over 130 participants.
- A Coeur d'Alene bicycle shop held a mountain bike fun ride in the park and had approximately 25 participants. They hope to do it again next year and increase participation.
- The Coeur d'Alene Tribe launched their dug out cedar canoe at Benewah Lake to start their journey to Kettle Falls, WA. A large celebration was held at the boat ramp to kick off the journey.

#### Program Services

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	2	160
Educational Programs	4	54
Experiential Programs	1	6

#### Preservation of Natural, Cultural, and/or Historical Resources

- IDPR and IDL staff met to discuss the future of the use of the Resource Specialist positions that we share with IDL.
- The Coeur D'Alene Tribe is making progress on the fuels reduction project which will cover approximately 400 acres when completed.
- The IDL fire crew needed some more tree felling experience so we invited them out to help us remove several hazard trees throughout the park.
- Work continues on the CDA Tribe's fuels reduction project.
- Staff has been setting up small direct timber sales to address cleaning up winter storm damage.
- The Stuck-In-The-Middle timber sale will be sold at auction in St. Maries.

#### Staff Training

- Park staff attended the 20 hour CEO refresher.
- Park Manager completed training with IDL to maintain his wild land firefighter "red card" certification.
- Staff conducted seasonal employee orientation and training.

#### Strategic Plan Actions

- None reported.

#### Park Manager's Narrative

- The Benewah County Search and Rescue organization held training and resumed searching for Jackie Grider who went missing in the park last June. No new clues to her disappearance were found.
- Park Manager attended the City of Plummer city council meeting to learn more about the fate of the electrical system. They voted to maintain ownership and seek financing to repair and upgrade the system.
- Manager completed the "new" park work plan for 2016.
- Park Manager met with Coeur d'Alene Tribal fisheries biologists to discuss their pike rewards program; with ITD staff concerning the Highway 5 / St. Maries RR underpass project that is

scheduled to begin June 14; with DEQ drinking water specialist to conduct sanitary surveys of the Chatcolet and Benewah water systems; and with local history enthusiasts to share park historical information.

- Manager continues to work with the Hidden Lake float home owners, contractor, and engineers while the new sewer line extension project is moving along.

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

##### **Issues Not Being Addressed**

1. Staff is waiting for word on how to proceed with the disposal/sale of the forty acres of surplus land near St. Marries.

##### **Customer Service**

- Roads have been graded and cleared of debris.
- Staff has been spending more time in the park maintaining facilities and talking with visitors.

##### **Park/Program Usage**

- Several hikers and OHV enthusiasts have been taking advantage of the nice spring weather.
- Memorial Day weekend was busy, but not as busy as we normally are for that weekend.
- June camping has dropped off a little after the busy Memorial Day holiday.

##### **Program Services**

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	<b>0</b>	<b>0</b>
Educational Programs		
Experiential Programs		

##### **Preservation of Natural, Cultural, and/or Historical Resources**

- 4,250 ponderosa pine and western larch seedlings were planted in various locations throughout the park.
- Work should begin on the Deep Creek timber sale this summer.
- A new Resource Specialist was hired for the park and is currently on the IDL payroll until October.
- Motorcycles and ATVs created quite a bit of resource damage in the four corners area of the park over Memorial weekend. Staff is working with IDPR trail staff to mitigate the damage and work on solutions to prevent similar problems in the future. Park staff along with North Region staff spent a day doing rehabilitation work on several areas that were damaged by careless off road use over the Memorial Day holiday.
- Park staff has been working with IDL staff to set up the next timber sale that will probably be sold within the next two years.
- Timber harvesting work has yet to begin on the Deep Creek timber sale that was sold last year. There is a two year time limit on the sale so we expect the buyer (Bennett Lumber) to begin soon.

##### **Staff Training**

- None reported.

##### **Strategic Plan Actions**

- None reported.

##### **Park Manager's Narrative**

- Park staff got the Mission Mountain water system operational for the season.
- Park Manager and Ranger met with a DEQ representative to do a sanitary survey of the water system.



## **HELLS GATE STATE PARK – CHARLIE CHASE, PARK MANAGER**

### **Issues Not Being Addressed**

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 two group camps.

### **Customer Service**

- The Lewis Clark Discovery Center is open from 8 to 5 seven days a week. The campgrounds have been busy during the weekends and the campsites with sewer hookups have been busy all month. The marina store is still closed, but we now have a vendor to operate the store. Leasing of moorage space has also begun. The Jack O'Connor Center is open 6 days a week and closed on Mondays.

### **Park/Program Usage**

- Aspen Campground was busy during April. Water, Electric, and Sewer sites were the most popular. Two large events based out of the Activity Field south of Cottonwood Campground. The Nez Perce County Mounted Sheriff's Posse sponsored a horseback fun ride April 3. Approximately 200 equestrians participated. April 9th and 10th, the Hells Canyon Archers hosted their third and final 3-D archery shoot of the year. Over 500 archers signed up for a beautiful spring time shoot.
- The third and final large event was the 39th annual Seaport River Run from Swallows Park in Clarkston, Washington to Hells Gate State Park. According to the City of Lewiston, Parks and Recreation Department, the major sponsor of this annual run, 1100 runners, joggers, walkers, strollers and fun seekers crossed the finish line at Hells Gate.
- The month of May saw 23 shelter reservations, most for a family get together. We also had the Lewiston Morning Tribune rent the west side of the Discovery Center for the annual NAIA World Series BBQ. The World Championship Jet Boat Races were held at Hells Gate State Park Marina for the second time. In the beginning 30 jet boats started, but by the end of three days of racing only 20 were left in the hunt for the championship. Boaters from Canada, New Zealand, Mexico and the United States competed in this very loud event.
- One special event was held by Tri State Outfitters where visitors could try out Stand-Up Paddleboards with expert instruction at no charge to the user. This is the third year in a row Tri State has offered this demonstration day.

### **Program Services**

- Park Ranger presented educational programs to the Moscow Charter School, Monarch Academy, Wonder World Learning Center, Fourth and Sixth Grade elementary students from various schools, Congregational Presbyterian Church members, Moscow Library, Culdesac Library and Lapwai Library. Ranger also presented educational programs to the Junior Rangers, and the Every Kid in a Park day. The Natural History Interpretation and Being a Naturalist program was presented to 10 Park Rangers.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	0	0
Educational Programs	16	940
Experiential Programs	0	0

### **Preservation of Natural, Cultural, and/or Historical Resources**

- The Corps of Engineers finally de-winterized the main irrigation pump April 22. We are trying to convince the COE to finish this task no later than April 1.

#### Staff Training

- Ranger attended the full CEO training 60 hours.
- Assistant Manager attended the South Region CEO refresher 20 hours.
- Manager and Ranger attended the North Region CEO refresher 20 hours each.
- Assistant Manager completed 60 hours of the City of Lewiston's 23<sup>rd</sup> annual Citizen's Academy. The Citizens Academy provides a mechanism for informing the public about the criminal justice system, crime prevention, and a means to strengthen the citizen-police partnership to make the community a better and safer place to live.

#### Strategic Plan Actions

- Park Manager developed the first park work plan.
- The park has implemented a bicycle rental program with cruiser bikes and helmets available to rent to the general public.

#### Park Manager's Narrative

- April was very moist, lucky for us. With several 80 degree plus days in April, we were very fortunate to have timely rains. Customers are arriving earlier in the year, expanding our busy season and making it more difficult to accomplish this spring time saturation. This year we have closed sections of the campground strategically to allow deep irrigation during the middle of the summer.
- Memorial Day weekend was really very un-eventful considering all the activities going on, such as a full campground, World Jet Boat Championships, and the NAIA World Series BBQ.

#### **WINCHESTER LAKE STATE PARK – STEVE KUSKIE, ASSISTANT PARK MANAGER**

##### Issues Not Being Addressed

1. O&E and Seasonal funding is no longer adequate to maintain park operations.
2. Pavement work is needed throughout the park.
3. Visitation continues to increase annually; however, the budget to support these annual increases remains the same.
4. Out Dated Facilities and Infrastructure.
5. Sites are not level, are too short and don't offer much room to accommodate today's rigs or tents.

##### Customer Service

- We were able to finish the last bit of the ADA pathway at Ponderosa Point. This pathway is a great addition to the unit. The dam project is coming along nicely. The decision was made to wait until after Labor Day to begin stage two, which entails lowering the lake.
- We received a budget increase of \$3,000 to allow for retail purchases. These were delivered on the Friday of Memorial weekend and were on the rack just in time to catch our first full campground.
- We have bolstered our First Time Adventure Program offerings with the addition of an NRS Standup Paddle Board.
- We also acquired five new risers for some of our vault toilets. This made a big improvement in the aesthetics of those bathrooms.
- We had a new interpretive program this month, a living history Mountain Man. The response to this was fantastic. We had folks come in for the day just for the program.

##### Park/Program Usage

- We had 35% occupancy for the yurts and 9.3% occupancy for our campsites in April. Maybe it's time to start thinking of upgrading one of the two basic yurts to a premium. That would give us one basic, two Premiums and one Deluxe.
- May had an average of 23% usage in the campground and our yurts averaged 34% usage.

- A number of area schools came out for fishing clinics and nature walks. Fish and Game brought their trailer of fishing goodies out for everyone to enjoy. We had a successful first weekend of interpretation programs as well which began on Memorial Day weekend. The evening programs were well attended.
- June had an average of 44% usage in the campground with our yurts averaging 70% usage.
- Our reservation numbers were great for Father's day weekend and the weekend after.

#### Program Services

- We hosted the Wolf Education and Research Center's (WERC) Summer Celebration in early June. This is always a great weekend of events for park patrons. We also had the pleasure of having a living history Mountain Man come do a program for us.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	<b>1</b>	<b>145</b>
Educational Programs	<b>7</b>	<b>483</b>
Experiential Programs		

#### Preservation of Natural, Cultural, and/or Historical Resources

- Through working with the Natural Resources Manager, we've acquire plantings needed to block unwanted social trails in B and C loop. We were able to replant some other areas as well.
- A historical grant from the city museum has been turned in and accepted. This grant, through Fish and Game, would be used to produce interpretive panels telling the story of the history of the area. Its focus will be on the old mill and the rail beds left behind.

#### Staff Training

- Assistant Manager, Ranger and Seasonal Patrol Ranger all attended the North Region CEO refresher. (20 hours each)
- Assistant Manager attended the USFW MOCC (Motorboat Operation Certification Course) at Dworshak. (24 hours)

#### Strategic Plan Actions

- None reported.

#### Park Manager's Narrative

- Fish and Game, in conjunction with Albright construction, has completed stage one of the dam work. This initial stage of work was to replace the original siphon tube that was no longer functional. Stage two, which involves lowering the lake substantially to assess leaks within the dam, has officially been postponed until after Labor Day. The lake level is maintaining well even with the leak in the dam.
- A meeting with Fish and Game, City of Winchester, Park, EPA and Water Resources has been scheduled. This is an initial meeting to discuss the possibility of the city discharging their effluent water into the lake. Currently the water quality of the lake is one of the most common complaints from visitors. Our hope is to get permission for at least a pilot project to see what the effects of a constant source of clean water would have on the overall water quality. Fish and Game is interested in the project but first wants to review data on the water quality of Upper Lapwai Creek versus that of the city's effluent discharge. We are getting help from the Nez Perce tribe in this area. They have done multiple studies and surveys on the water quality in the area. This data is being compiled into one study and will be published soon. Once we get this report, we can move forward with this.
- We hosted a very successful, albeit short, JFAC meeting, we were able to convey the parks benefit to the surrounding communities and need for additional improvements.
- Our First Time Adventure Program is getting some good publicity. We have fielded a few inquiry calls and hope to get our first participant soon.

- Our retail operations have been going well thanks to the end of year increase in budget to allow for acquisition of resale items.
- The WERC gave Winchester Lake State Park an appreciation award for our continued partnership.

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

##### **Issues Not Being Addressed**

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.

##### **Customer Service**

- The weather has been very warm and sunny in early spring which has resulted in an increase in park usage. The high water level on the lake has also brought out more visitors to enjoy the boating, swimming, and fishing.
- Although it was extra work at the park to keep the reservation tags on the campsites updated daily, it was definitely worth it to have the campsites available via reservation for most of the spring. People said they really appreciated being able to pre-book their site, instead of having to take a chance that the site was open on a walk-in basis.
- Big Eddy Lodge was booked four times, while Three Meadows Group camp had three groups stay during June.

##### **Park/Program Usage**

- The Archery Tournament went off without any issues this year! We were full (except tent sites) for the weekend. We also had a full boat ramp and overflow ramp one of the last weekends in April.
- Ranger Round up occurred at Three Meadows, and from what I hear everything went well. They painted the picnic tables that are located outside the lodge, and they look great!!
- Memorial Day weekend was booked to capacity (except for the tent sites) which was very exciting. We posted campground full signs coming into the park, and that helped with preventing folks that did not have a reservation from driving all the way down Freeman Creek road, only to be turned around, when we didn't have a site available for them.
- Several June weekends near the end of the month were booked to capacity (except for the tent sites) which was very exciting. The campground full signs came in very handy during that time.

##### **Program Services**

- We posted on Facebook to inform the public of availability on our sites coming into busy weekends.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	0	0
Educational Programs		
Experiential Programs		

##### **Preservation of Natural, Cultural, and/or Historical Resources**

- We finalized the interpretive signs that are being funded through the RV grant.

##### **Staff Training**

- We completed in-park safety trainings.
- New employees have been trained in the fee booth and are doing a great job.

- A Safe Boating class was held at Big Eddy and administered by Clearwater County Water Deputy. IDPR had 7 employees attend the class and obtain their Safe Boating card and 8 other individuals not affiliated with the park also completed the training.

#### Strategic Plan Actions

- The retail area at Big Eddy was completed.
- Orders for ice, ice cream, soda pop and Tee shirts were placed and all retail items were available for the holiday weekend.

#### Park Manager's Narrative

- The lift stations all had issues - two were not sealing properly, allowing effluent to seep back into the station through the seal. Electrician replaced all floats.
- We completed the ditch work on the Three Meadows road, complying with the Corps requirement to finish the work in the area where they installed the rock gabian.
- We interviewed and selected new seasonal ranger.
- Management of Dworshak State Park was temporarily assumed by the Manager of Hells Gate State Park.
- Nathan Blackburn was hired as the new Park Manager with a start date of August 8.
- Domestic water was changed over to the surface system by water specialist Bob Van Kirk.



**OPERATIONS DIVISION**  
**APRIL – MAY- JUNE 2016**

**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**

- Worked with the IDPR Director and Fiscal Officer to finalize park seasonal and operating allocations for the upcoming FY17.
- Worked with the IDPR Public Information Officer to develop a promotion strategy for the Idaho State Parks Economic Impact Study, primarily aimed as state park day users. Social media postings, handout materials and posters will inform the public of the opportunity to provide input for the economic study and visitor satisfaction survey. In May, the online survey was made available to state park users.
- Met with representatives from Boise Homeland Security to discuss what possibilities might exist for IDPR to provide free park access to the families of deployed service men and women from Idaho. Discussions are ongoing and it is planned to provide an Annual Pass to the identified families of deployed Idaho service members.
- Assisted staff of Farragut State Park, North Region Office, and the Attorney General's Office finalize the large concession agreement for the operation of an Aerial Adventure Course at Farragut State Park.
- Assisted with and attended the dedication of the new entrance at Eagle Island State Park, off of State Street.
- Worked with numerous parks and the IDPR State and Federal Aid Program Manager to begin bringing to a close IDPR's 2015 Interpretive Assistance RV Grant. Parks were assisted in making final purchases and developing the required documentation in order to close out the grant by fiscal year's end.
- Joined City of Rocks staff and the South Region Manager to meet with representatives of the Bureau of Land Management to discuss issues of concern related to IDPR management of the Smokey Mountain Campground. Each point was addressed and

discussion was had on steps to address each agency's concerns. Follow up conversations have indicated any concerns either agency had with the R&PP Lease has been or is being adequately addressed.

- Assisted the Management Services Administrator, the IDPR Human Resources Officer, and the IDPR Fiscal Officer review and comment on IDPR policies for presentation to the IDPR Board.
- Met with Boise National Forest staff and IDPR Recreation Bureau staff to discuss final decisions regarding forest treatment prescriptions around the Idaho City Yurts and the potential effects of these management actions on the yurt program.
- Participated in the Non-Motorized Summit conducted at the North Region Office in Couer d'Alene, Idaho. Approximately 100 people attended and provided comments and suggestions on solving the non-motorized funding problem facing Idaho.
- Worked with Idaho Conservation Corps to finalized agreements and schedules for two IDPR related projects.
  1. Plans were made to place an Idaho Conservation Corps crew at Ponderosa State Park to begin dismantling and removing dilapidated structures in the Nazarene Church Camp at Kokanee Cove. The ICC crew will be on site for two weeks and working closely with park staff to demolish and salvage as much as possible.
  2. Worked with the IDPR Recreation Bureau and representatives of Bogus Basin to finalize plans for the construction of a Flow Trail for mountain bikes. Funds from the Idaho Mountain Bike License plate will be used to pay for ICC crew time to construct the trail.
- Gathered and provided emails, paper documents, and relevant correspondence to satisfy a Public Records Request, for information on the operation of the Eagle Island State Park Snow Park and Zipline Course.
- Participated in a Partnership Roundtable Discussion with officials from the Salmon-Challis National Forest, partners involved with the Land of the Yankee Fork Historic Area and other interested parties.
- Worked with Ponderosa State Park staff, Valley County Law Enforcement, and City of McCall Parks and Recreation to complete the plan for the alcohol ban on the North Beach Unit of Ponderosa State Park, over the 4<sup>th</sup> of July Weekend. Final staffing allocations, media releases and contingency plans were coordinated.
- Worked with the IDPR Director and IDPR Fiscal Officer to set park operating and seasonal allocations for the upcoming 2017 fiscal year.
- Worked with the IDPR Human Resources Officer and the Communication Program Manager to begin recruitment of the Experience/Education Coordinator. Tasks included defining core job responsibilities, creating an application process which would sufficiently evaluate candidates, and developing a timeline for implementation.

- Compiled, reviewed and distributed Park Annual Reports and Work Plans to the IDPR Board, parks, regions and headquarters.
- Worked with the IDPR Fundraiser, the Communication Program Manager and several park staff to implement the 2016, 1<sup>st</sup> Time Adventurer's Program.
- Met with IDPR Development Bureau Chief and representatives from the Department of Environmental Quality to discuss potential limitations on development of the Cascade Property, which is to be donated to IDPR by the Pickard Family. It was verified that environmental covenants in place on the property, resulting from its time as a lumber yard, will not interfere with IDPR's planned use or require additional mitigation costs.

## **RECREATION RESOURCES BUREAU QUARTERLY REPORTS**

### **April-June 2016**

#### **Boating Program Report:**

- The program kicked off its “Invest in Life” boat safety campaign in May. The program contracted with a third-party vendor to produce and distribute a video public service announcement (PSA) that encourages the use of life jackets for the boating public. The PSA was rolled out statewide for two time periods: the week leading up to Memorial Day weekend and the week leading up to the July 4<sup>th</sup> Holiday. Two short radio spots aired over the same time periods around the state. In addition to these efforts billboards in the Boise and Coeur d’Alene markets were placed and materials were posted on social media platforms.
- The annual Marine Law Enforcement Academy was held in Boise from April 28 – May 5. The academy is an intensive eight-day training course for new marine deputies and includes both classroom and on-the-water scenario based training. The 18 students that attended gave excellent feedback on the course evaluations. Program staff also coordinated several other trainings for county marine deputies including boat safety trainer certification courses, new Coast Guard requirements for hull identification number conformity, and training for boat accident reporting.
- The program coordinated the installation of life jacket loaner stations around the state including Island Park Reservoir in Fremont County, Snake/Clearwater Rivers in Nez Perce County, Lake Lowell in Canyon County and Magic Reservoir in Blaine County. This brings the total number of stations to 90 in the state. Staff is working on securing additional locations for the future. The Program would like to thank the North Region construction crew for their invaluable assistance constructing the roofs and frames for these stations.
- Staff participated in a week-long outreach effort in southern Idaho to promote boat safety during National Safe Boating Week in May. The week included boat safety outreach events at locations in McCall, Boise, and Nampa. Staff, along with members of the public and the Valley County Sheriff’s Office, also participated in the national “Ready, Set, Wear It!” outreach effort to promote inflatable life jackets.
- Other boat safety outreach efforts took place around the state including the Eagle Island Rec Fest, a Boat & Water Safety presentation in Montpelier, Kid’s Day at Sportsmans Warehouse in Nampa, and the annual Fisherman’s Breakfast in St. Anthony.
- Dave Claycomb and Dave Dahms attended the annual conference of the Western States Boating Administrators Association in Monterey, CA.

#### **OHV Program Board Report:**

- Taught 81 OHV Safety classes with 512 students completing IDPR’s Responsible Riders Course.
- Assisted with trail layout and construction on Gibson Jack ATV trail, Caribou Targhee National Forest Westside Ranger District.
- Assisted Sawtooth National Forest, Fairfield Ranger District with mini excavator for the Soldier Front ATV bridge project.

- Worked with IDL to improve trail alignment and camping in Steamboat Gulch near Idaho City. Staff also assisted IDL with trail system development for IDL Gold Hill.
- Staff gave presentation to the Payette Forest Coalition on why motorcyclists value single track trails on the Payette and how dirt bikers benefit other recreationists. Staff gave this presentation in response to Payette Forest Coalition's consideration of pursuing a Wilderness designation for portions of the Payette National Forest.
- Attended the Big Creek-Yellow Pine collaborative meetings in Cascade.
- Participated in Nez Perce travel plan objection calls/meetings. IDPR's objection to the preferred alternative on the Nez Perce decision gave us standing to be a part of the formal objection process. The Nez Perce submitted their decision to IDPR, ultimately dismissing all of the various objection points. The same can be said for every other objector involved in the process.
- Attended the ITMA State Motorcycle Ride near Grangeville.
- Participated in Coffee with a Cop with Backcountry Deputy Jeff Burns of Kootenai Co Sheriff's Office.
- Attended International Snowmobile Congress in North Dakota.
- Conducted Western Chapter International Association of Snowmobile Administrators meeting.
- Conducted IDPR Trail Ranger/Trail Cat annual training at IDPR HQ. Seasonal positions are fully staffed this year, with three, two-person Trail Ranger Crews and three Sweco Dozer operators.

### **Non-Motorized Trails Program Board Report:**

- Provided comments on USFS and BLM travel plans and offered technical assistance to agencies and clubs. Also answered numerous trail user inquiries each day relative to the Idaho Centennial Trail, rail trails and trails in general.
- Attended Ada County Foundation trail system (FACTS) trail meetings.
- Final inspected Recreation Trail Program (RTP) grants in the Pioneer and Sawtooth mountain ranges.
- Helped to host the Coeur d'Alene and Idaho Falls Non-Motorized Trail Funding Summits this spring. Over 200 people attended the three summits and many new funding ideas were brought to the table.
- Hired seasonal staff to maintain the six Idaho City backcountry yurts and 60 miles of associated trails. Due to a major winter storm over 100 large trees were cleared from the trail in June.



- Staff and volunteers have been doing monthly maintenance trips to the yurts to make sure they are well stocked and clean. In addition, annual maintenance like painting, sealing and staining on decks, railing, toilets, benches and picnic tables was also done.
- Hosted a second volunteer yurt maintenance training workshop to encourage more volunteers help, and to better train the volunteers to provide quality and efficient work.
- July 22-24 was the annual Idaho City Wood Splitting Weekend. Over 25 volunteers attended and winter firewood was split and stacked at both the Banner Ridge and Elkhorn yurts. Firewood cutting, splitting and stacking continues at the other four yurts.
- Latest News: The Pioneer fire which started July 18<sup>th</sup> is having a major effect on Idaho City yurt and trails system. At this point in time trails near the Whoop-Um-Up Park N' Ski area have been burned and all six yurts are at risk to be burned. All of the yurts have been wrapped in foil and sprinkler systems have been set up by the USFS in hopes to save the structures. About 70 summer Idaho City yurt reservations have been canceled due to the Pioneer Fire. Cancellations are out to the end of August so far. This will have a major fiscal impact on the non-motorized trail program. Over 14,000 acres has burned the USFS expects the fire to burn until October.

### **Outdoor Recreation Analyst:**

- Worked on updating the Idaho Trails Application with new Forest Service MVUM Map information. The MVUM Map is updated each year according to Forest Service Regulations. We use this information to keep the Idaho Trails Application up to date.
- Attended the ESRI User Conference in San Diego, CA on June 27<sup>th</sup> through August 1<sup>st</sup>. The Idaho Trails Application was a featured application at the conference which was attended by over 17,000 people.
- Continued reviewing and commenting on federal NEPA documents. More significant comments covered were Valley County's grooming EA on the Cascade Ranger District and potential user fees in the Hells Canyon National Recreation Area.

## **RESERVATION & REGISTRATION (R&R) PROGRAM QUARTERLY REPORT**

### **April – May - June 2016**

#### **RESERVATION & REGISTRATION PROGRAM – TAMMY KOLSKY**

##### **Mission**

The new program's scope of responsibility includes oversight of IDPR's camping resources, statewide retail sales including permits, and the department's recreational registration program for snowmobile, boats, and off-highway vehicles. The program also distributes registration funds to communities and other agencies statewide to develop and maintain trails, facilities and programs for motorized recreation. The newly formed R&R program proudly supports IDPR's customers.

##### **Program Manager's Report**

Program Manager Emphasis over the past three months has been on the following:

- Assumed Leadership of the IDPR Registration Unit
- Worked on restructuring IDPR's Reservation and Registration programs so as to create one program
- Hired two Office Specialist II's to fill empty positions due to turnover
- Orchestrated office moves to better align staff
- Began cross training of program staff
- Established team and individual unit goals
- Delivered field training for new reservation system users
- Met annual snowmobile distribution deadlines
- Re-designed mail renewal, online and printed material text to add new elements required of the Coast Guard CFR's
- Ordered 2017 registration decals and associated materials
- Worked with IDPR MIS to implement a phone switch designed to track call volume for the work group and individuals within the work group.
- Continued to work on RFP development in order to acquire a longer term service provider contract for the programs software; as well, as to enhance current agency business needs and program services.
- Served and continue to serve as project manager on the modernization of the Recreational Registration Program project.
- Provided and continue to provide day-to-day support for external and internal customers for both IDPR and Montana FWP.
- Monitored and continue to monitor system usage by State Parks Passport holders. Usage for April, May, June was as follows:

18,015 reservations were processed during the quarter booking 52,720 nights. Of those reservations:

- 7,190 reservations were for customers who claimed the Idaho State Parks Passport discount, this discount was applied to 16,605 nights.

- 1,193 reservations processed were for customers who claimed an MVEF Annual sticker, this discount was applied to 2,928 nights.
- 33,187 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.

The 33,187 nights where no discount was claimed is up by 1,011 nights for the quarter from first quarter FY 2015's 32,176 nights. This may well be due to enhanced efforts in primary occupant information collection and discount validation.

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

- **Customer Service**
- Managed 2,668 over counter registration transactions
- Manually processed 15,163 retail vendor registrations
- Administered the daily processes that allow us to input county registration transactions
- While customer service calls were not tracked for the entire quarter the phone system did capture one month of the quarter. For that time period 4,668 calls were received with only 34 callers abandoning the call prior to speaking to a staff person.
- Created and supplied fiscal staff with inventory valuation reports on all park retail sales programs
- Assisted with delivering a week long session to train new field staff on reservation program software use and agency reservation business rules and fees.
- Attended cross training sessions
- Moved four offices and set up a training lab for all HQ staff to utilize.
- Piloted the following activity based spotlights on the Internet booking site:
  - May – Birding
  - June – Hiking
- Providing ongoing management of campsite primary occupant information collection 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.
- Provided ongoing reservation program related help desk support for field staff. Help desk support tickets typically include hardware and software issues, site and fee changes, POS inventory management support items and revenue code changes as needed.
- Provided day-to-day support for external customers for both IDPR and Montana FWP.
- 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 and monitor SRT staff in how to handle escalated calls.
- Performed remote call monitoring independently for call center agent's knowledge on and adherence to IDPR and Montana FWP policies.
- Managed refunds in the system for IDPR and Montana FWP 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 printed bar code labels for field staff upon request.

## **Reservation Activity Report FY 2016 4th Quarter**

This report provides summary detail on reservation transactions and site and facility (yurts, cabins and other structures) occupancy.

### **Reservation Tracking**

The tracking and trending of reservation data is best accomplished by looking at activity from multiple perspectives and timeframes. Proper analysis of this type of data requires understanding of the following elements:

- Reservation Windows
  - How far in advance customers can book
  - How close to arrival date customers can book
- Booking Patterns
  - How far in advance do customers actually book
  - What effect location has on advance bookings
- Inventory turnover
  - What percent of reservations made are ultimately cancelled
- Any external factors that may have impacted bookings

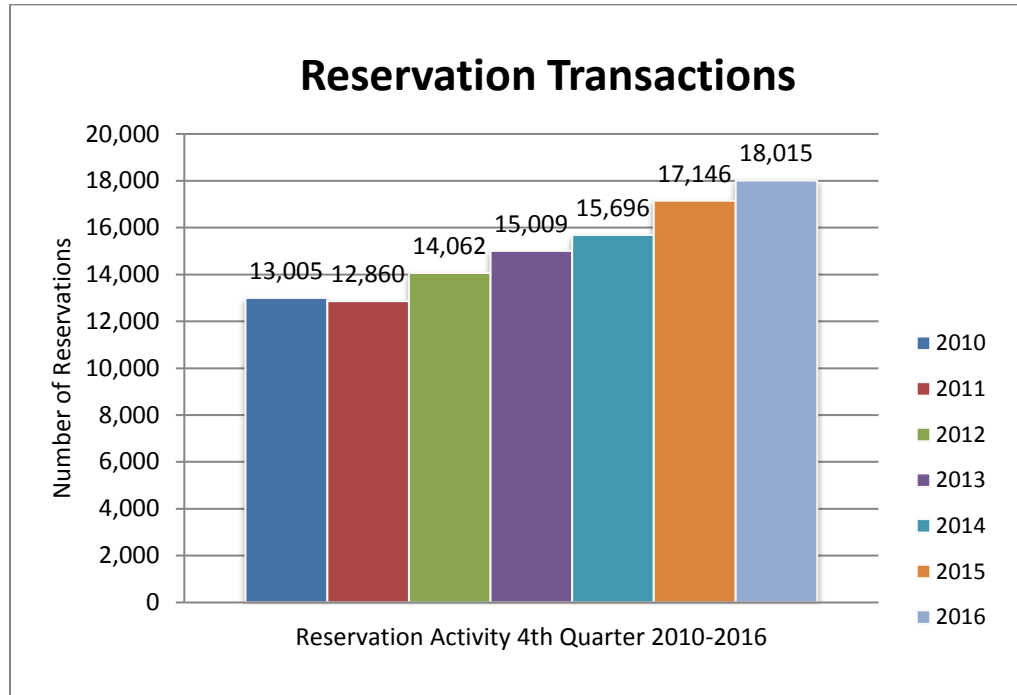
The data presented in this report is for the fourth quarter (April - June) FY 2016 the data reported is on active non-cancelled transactions and includes a comparison for the last seven year's active non-cancelled reservations for trending purposes.

For this quarter 18,015 reservations were processed. This represents a 5.07% or an additional 869 reservations processed during the quarter as compared to 2015 in which 17,146 reservations were processed.

The Internet sales channel activity represented 86.32% of the total reservations booked.

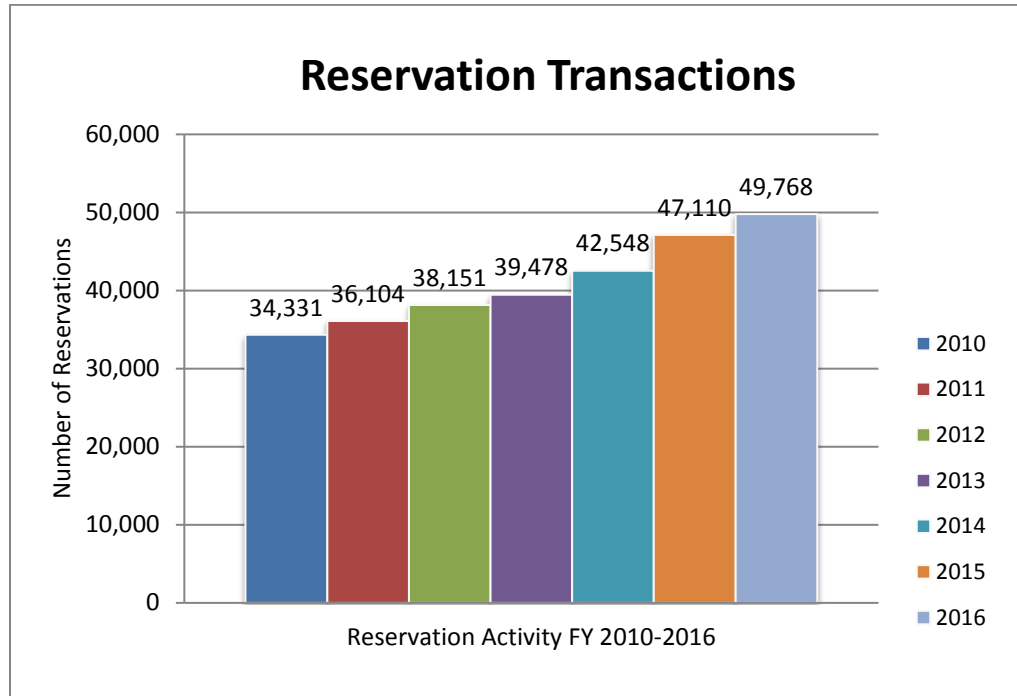


The following chart(s) are supplied for FY2016 4<sup>th</sup> quarter activity for trending/monitoring purposes.



Year	Reservations	% of Change
2010	13,005	
2011	12,860	-1.11%
2012	14,062	9.35%
2013	15,009	6.73%
2014	15,696	4.58%
2015	17,146	9.24%
2016	18,015	5.07%

The following chart(s) are supplied for FY 2010-2016 activity for trending/monitoring purposes.



Year	Reservations	% of Change
2010	34,331	
2011	36,104	5.16%
2012	38,151	5.67%
2013	39,478	3.48%
2014	42,548	7.78%
2015	47,110	10.72%
2016	49,768	5.64%

## Site and Facility Occupancy

Occupancy information can be a valuable tool for marketing. It assists in better understanding park capacities and additional facility needs. By monitoring occupancy and site type usage patterns, IDPR can better understand and demonstrate the agency's development needs as well as identify any new marketing potential.

The tracking and trending of occupancy is best accomplished by looking at activity from multiple perspectives and timeframes. Proper analysis of this type of data requires understanding of the following elements:

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

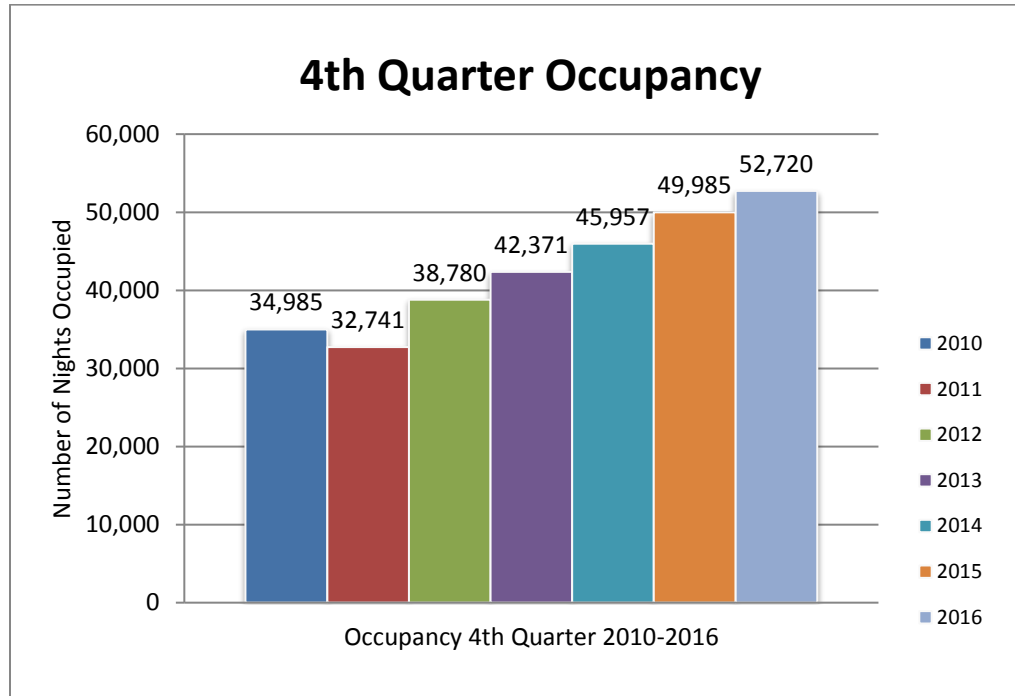
The data contained in this section looks at occupancy for fourth quarter FY2016 (April - June). It includes information on what percent of occupancy the nights stayed represented by park and by site type. Additionally, comparisons are provided for the past seven years for trending purposes.

Lastly, quarterly comparisons have been provided for in state versus out of state residency. Those comparisons show that occupancy by residency show no change year over year. In summation our non-resident fees have not had a negative impact on camping.

Sixty five (65) % of occupancy for the quarter was from reservations. The remaining thirty five (35) % were the result of walk-ins (first come first serve) camping. This is typical for this quarter as most of the time period is outside reservation windows. Parks maintain some first come first serve sites as long as weather permits.

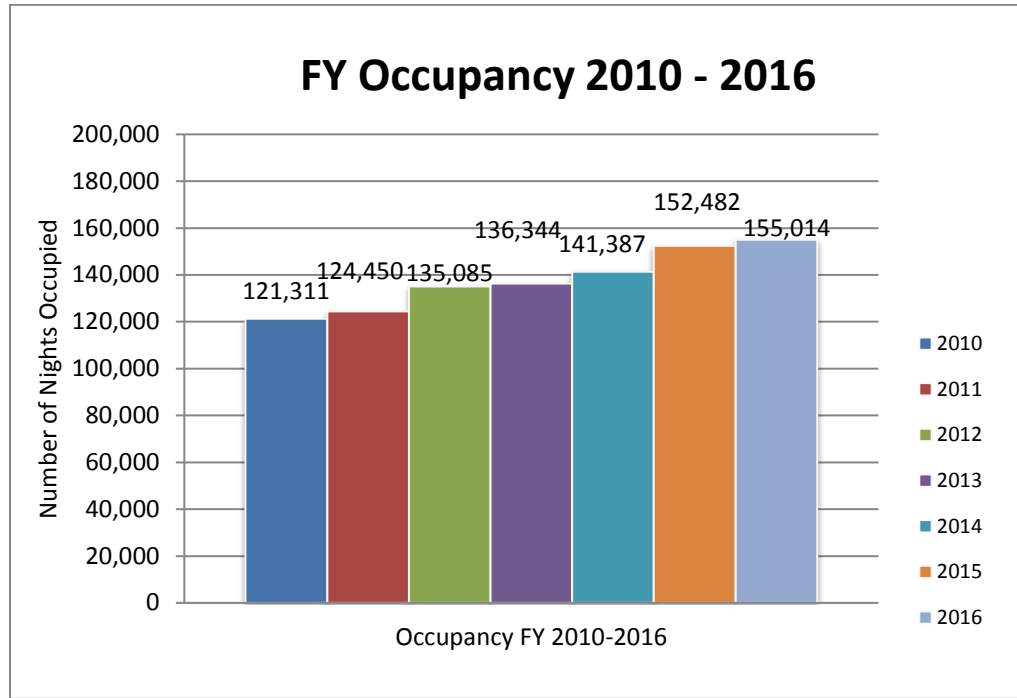
This past quarter occupancy increased by 2,735 nights with 52,720 nights stayed. This represents a 5.47% increase from FY2015 which had 49,985 nights camped during the quarter. This increase was most likely due to a warm spring with some unseasonably warm weekends as well as a dry memorial weekend.

The following chart(s) are supplied for FY2016 4<sup>th</sup> quarter activity for trending/monitoring purposes.



Year	Nights	% of Change
2010	34,985	
2011	32,741	-6.41%
2012	38,780	18.44%
2013	42,371	9.26%
2014	45,957	8.46%
2015	49,985	8.76%
2016	52,720	5.47%

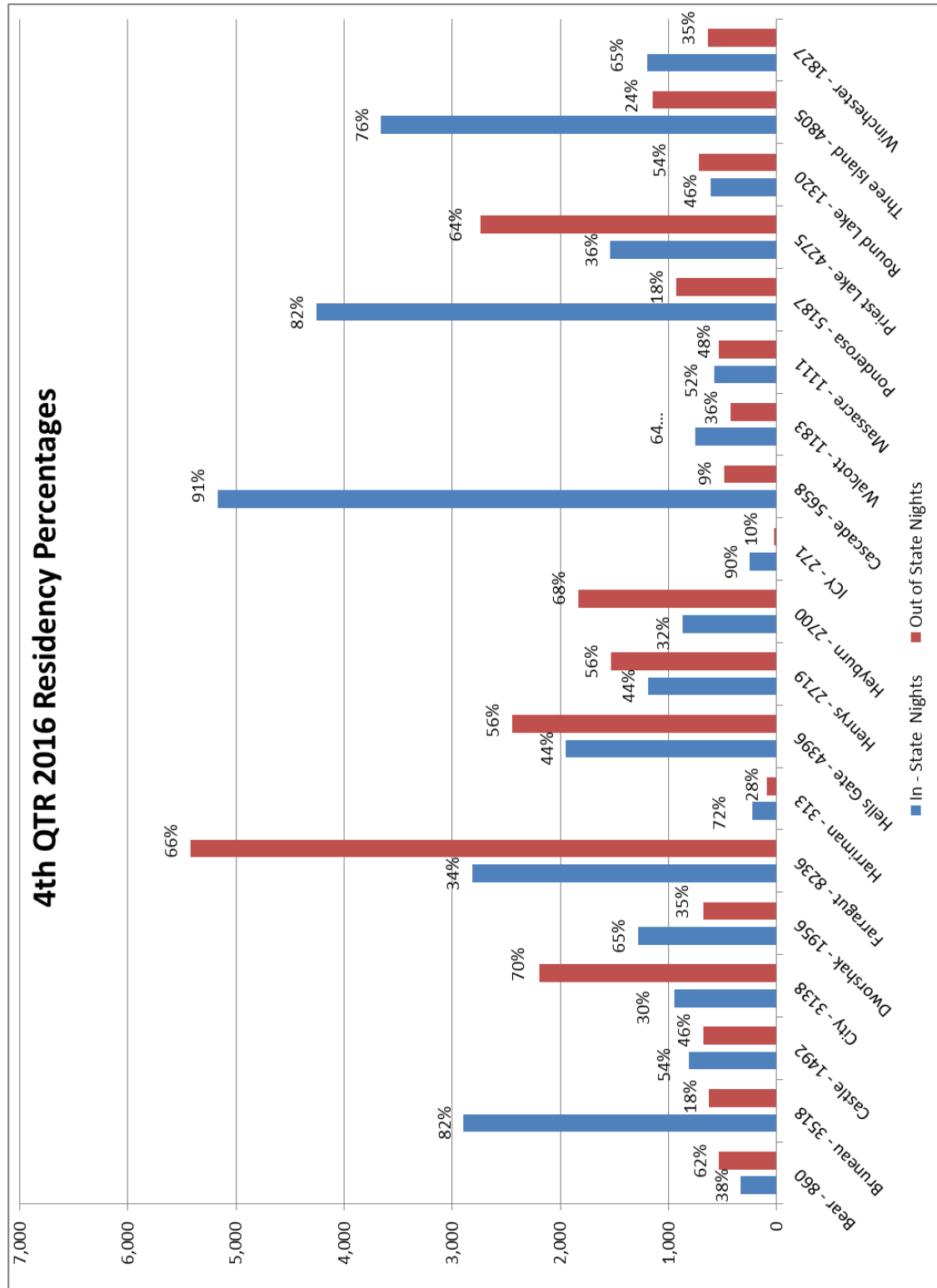
The following chart(s) are supplied for FY 2010-2016 activity for trending/monitoring purposes.



Year	Nights	% of Change
2010	121,311	
2011	124,450	2.59%
2012	135,085	8.55%
2013	136,344	0.93%
2014	141,387	3.70%
2015	152,482	7.85%
2016	155,014	1.66%

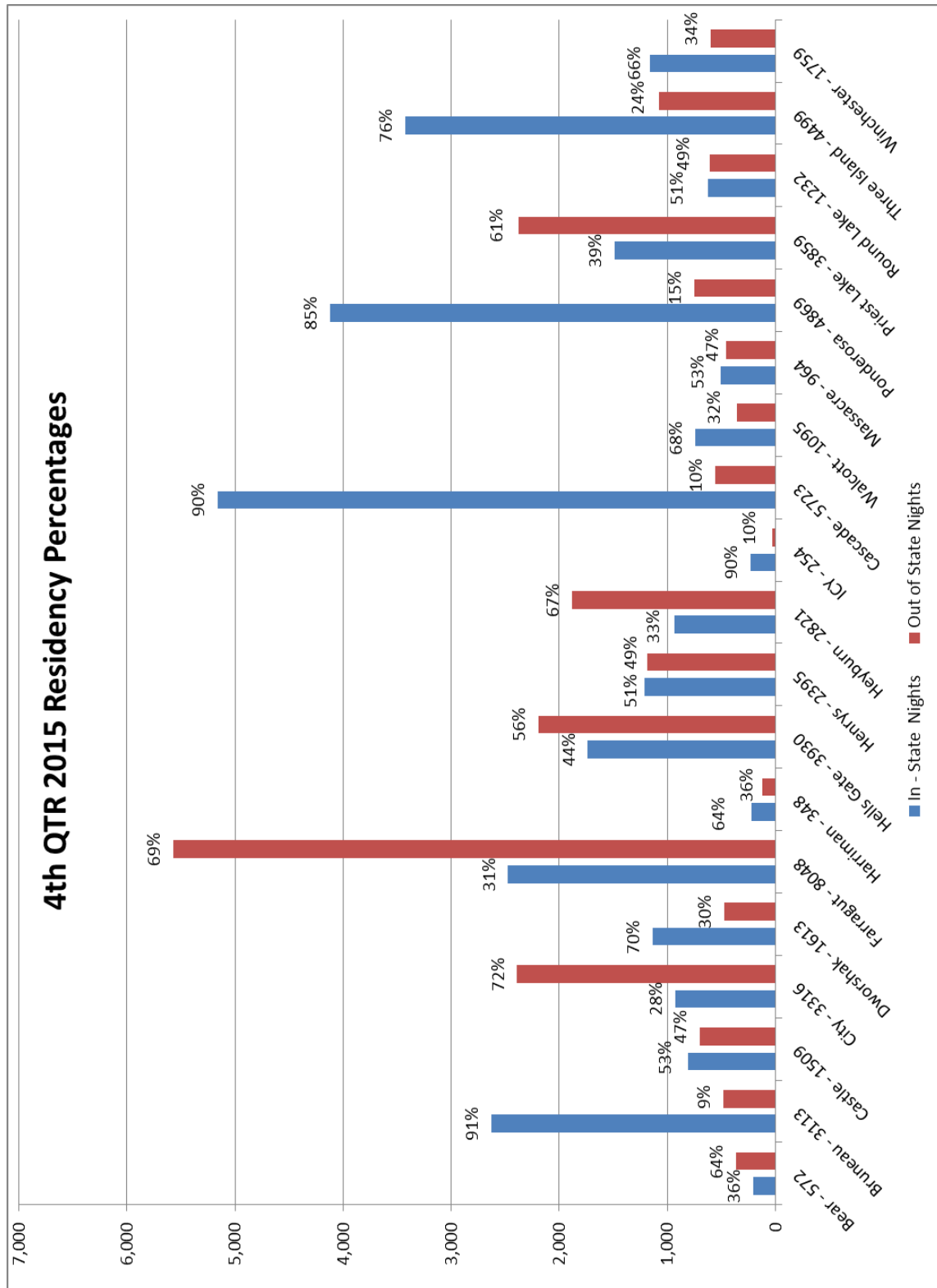
The following charts are supplied to monitor occupancy by residency, by park.

### 2016 Occupancy by residency by park

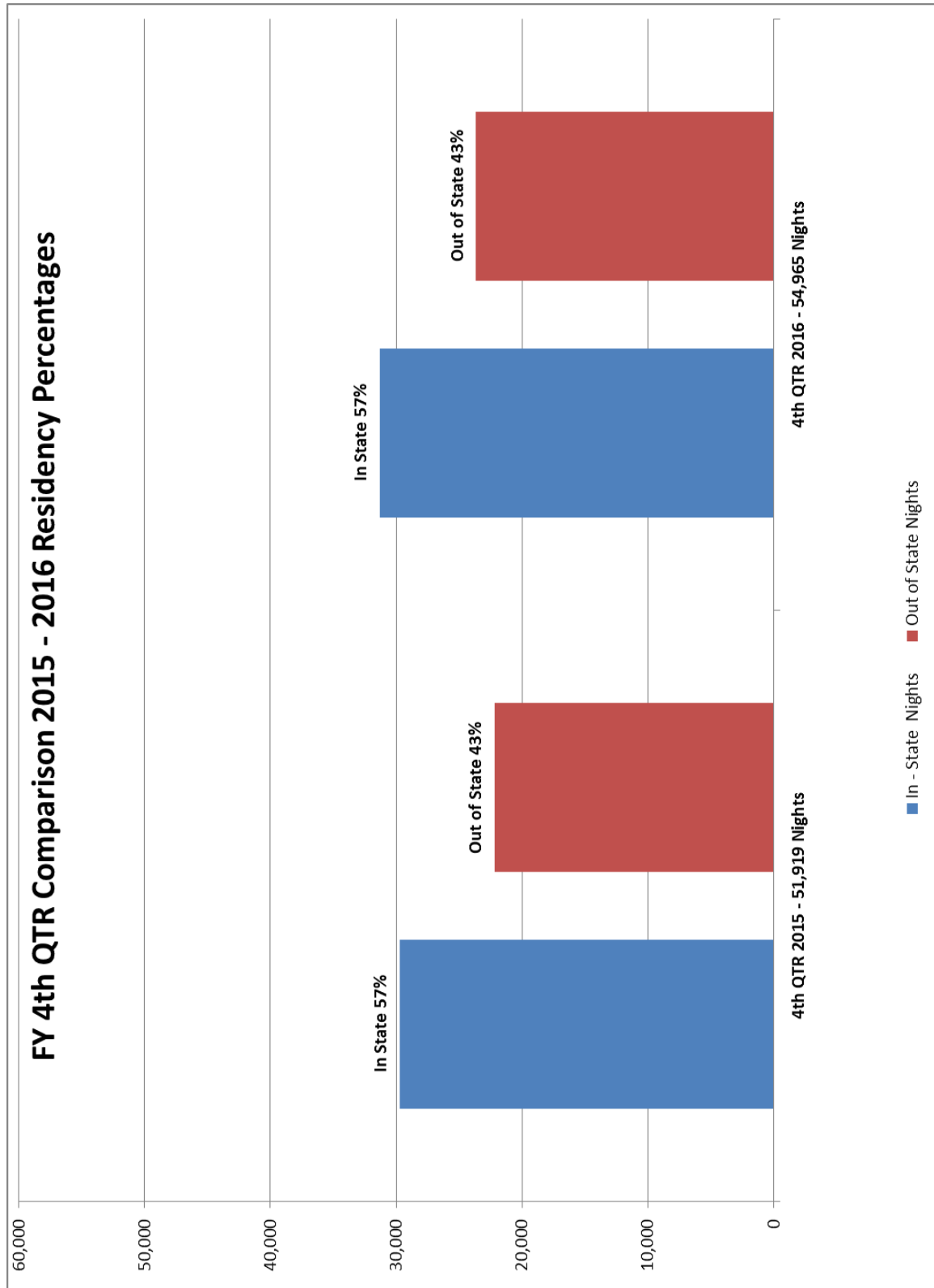




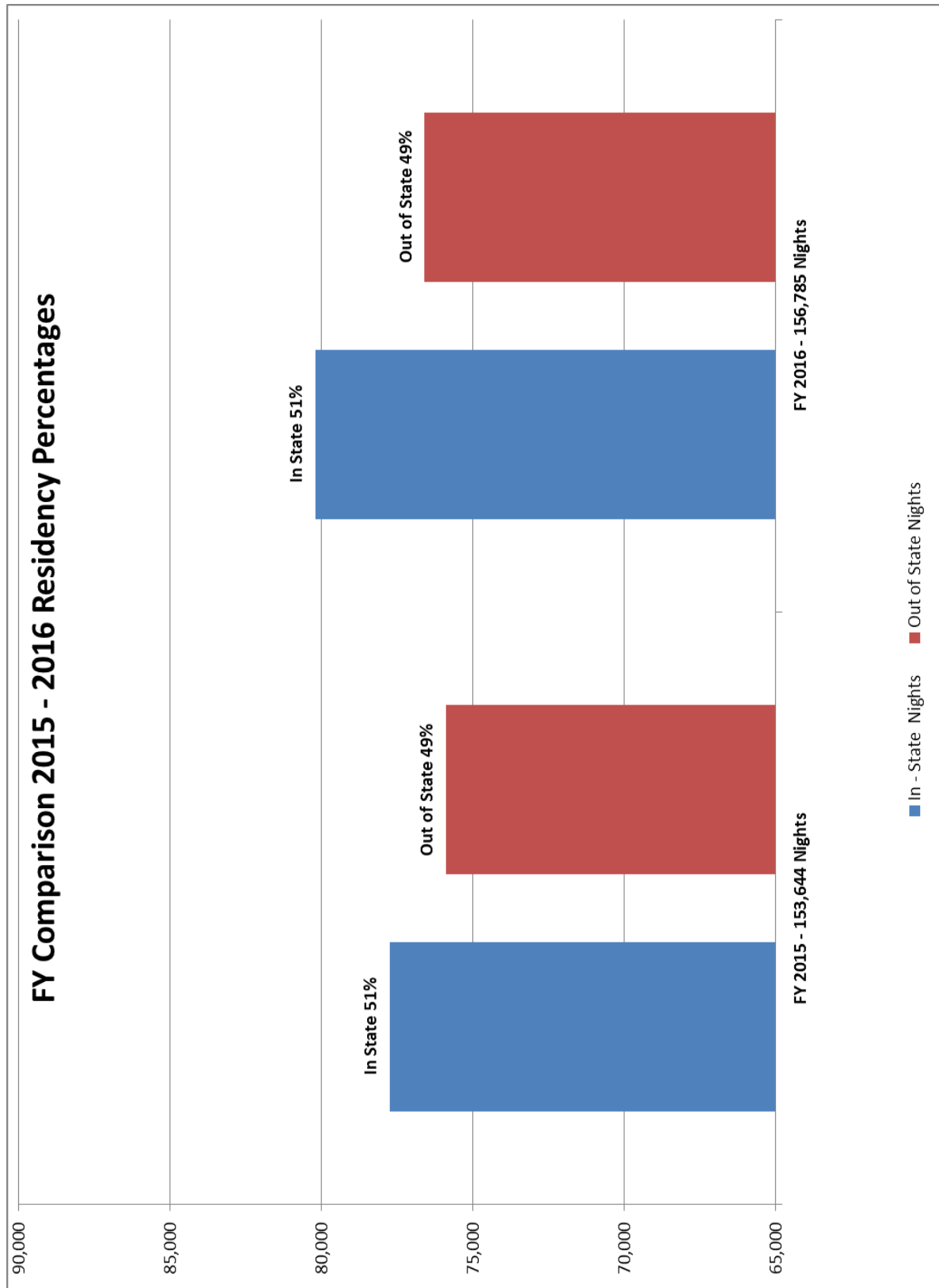
## 2015 Occupancy by residency by park



## FY 2016 - FY2015 4<sup>th</sup> QTR Residency Comparisons



## FY 2016 - FY2015 Residency Comparisons



## IDPR Occupancy Apr-Jun

Year	Location	Sites	April		May		June		4th Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Bear Lake	47	2	0.14%	121	8.30%	306	21.70%	429	10.03%	2007
2008	Bear Lake	47	0		55	3.77%	297	21.06%	352	8.23%	2008
2009	Bear Lake	47	1	0.07%	109	7.48%	364	25.82%	474	11.08%	2009
2010	Bear Lake	47	3	0.21%	56	3.84%	323	22.91%	382	8.93%	2010
2011	Bear Lake	47	2	0.14%	45	3.09%	269	19.08%	316	7.39%	2011
2012	Bear Lake	47	9	0.64%	105	7.21%	378	26.81%	492	11.50%	2012
2013	Bear Lake	47	0		101	6.93%	371	26.31%	472	11.04%	2013
2014	Bear Lake	47			135	9.27%	453	32.13%	588	13.75%	2014
2015	Bear Lake	47	17	1.21%	129	8.85%	405	28.72%	551	12.88%	2015
2016	Bear Lake	47	10	0.71%	176	12.08%	593	42.06%	779	18.21%	2016
2017	Bear Lake	47	0		0		0		0	0.00%	2017
2007	Bruneau Dunes	95	727	25.51%	1,126	38.23%	752	26.39%	2,605	30.13%	2007
2008	Bruneau Dunes	95	781	27.40%	1,255	42.61%	759	26.63%	2,795	32.33%	2008
2009	Bruneau Dunes	95	482	16.91%	1,470	49.92%	1,109	38.91%	3,061	35.41%	2009
2010	Bruneau Dunes	95	945	33.16%	1,244	42.24%	1,189	41.72%	3,378	39.07%	2010
2011	Bruneau Dunes	95	938	32.91%	1,246	42.31%	1,233	43.26%	3,417	39.53%	2011
2012	Bruneau Dunes	95	839	29.44%	1,259	42.75%	942	33.05%	3,040	35.16%	2012
2013	Bruneau Dunes	95	793	27.82%	1,399	47.50%	885	31.05%	3,077	35.59%	2013
2014	Bruneau Dunes	95	951	33.37%	1,489	50.56%	855	30.00%	3,295	38.11%	2014
2015	Bruneau Dunes	95	874	30.67%	1,455	49.41%	783	27.47%	3,112	36.00%	2015
2016	Bruneau Dunes	95	1,242	43.58%	1,358	46.11%	917	32.18%	3,517	40.68%	2016
2017	Bruneau Dunes	95	0		0		0		0	0.00%	2017
2007	Castle Rocks	38	0		129	10.95%	179	15.70%	308	8.91%	2007
2008	Castle Rocks	38	0		171	14.52%	176	15.44%	347	10.03%	2008
2009	Castle Rocks	38	12	1.05%	352	29.88%	322	28.25%	686	19.84%	2009
2010	Castle Rocks	40	54	4.50%	270	21.77%	469	39.08%	793	21.79%	2010
2011	Castle Rocks	40	28	2.33%	281	22.66%	560	46.67%	869	23.87%	2011
2012	Castle Rocks	40	95	7.92%	411	33.15%	739	61.58%	1,245	34.20%	2012
2013	Castle Rocks	40	119	9.92%	473	38.15%	564	47.00%	1,156	31.76%	2013
2014	Castle Rocks	40	130	10.83%	565	45.56%	656	54.67%	1,351	37.12%	2014
2015	Castle Rocks	44	153	11.59%	622	45.60%	713	54.02%	1,488	37.16%	2015
2016	Castle Rocks	44	197	14.92%	589	43.18%	685	51.89%	1,471	36.74%	2016
2017	Castle Rocks	44	0		0		0		0	0.00%	2017

## IDPR Occupancy Apr-Jun

Year	Location	Sites	April		May		June		4th Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	City Of Rocks	64	175	9.11%	1,015	51.16%	1,377	71.72%	2,567	44.08%	2007
2008	City Of Rocks	64	103	5.36%	855	43.09%	851	44.32%	1,809	31.06%	2008
2009	City Of Rocks	64	7	0.36%	1,018	51.31%	1,416	73.75%	2,441	41.91%	2009
2010	City Of Rocks	64	140	7.29%	764	38.51%	1,589	82.76%	2,493	42.81%	2010
2011	City Of Rocks	64	89	4.64%	727	36.64%	1,622	84.48%	2,438	41.86%	2011
2012	City Of Rocks	64	305	15.89%	1,104	55.65%	1,641	85.47%	3,050	52.37%	2012
2013	City Of Rocks	64	375	19.53%	1,172	59.07%	1,645	85.68%	3,192	54.81%	2013
2014	City Of Rocks	64	355	18.49%	1,171	59.02%	1,725	89.84%	3,251	55.82%	2014
2015	City Of Rocks	67	548	27.26%	1,001	48.19%	1,715	85.32%	3,264	53.53%	2015
2016	City Of Rocks	64	337	17.55%	1,068	53.83%	1,700	88.54%	3,105	53.31%	2016
2017	City Of Rocks	64	0		0		0		0	0.00%	2017
2007	Dworshak	100	30	1.00%	351	11.32%	822	27.40%	1,203	13.22%	2007
2008	Dworshak	100	0		291	9.39%	669	22.30%	960	10.55%	2008
2009	Dworshak	100	12	0.40%	457	14.74%	1,026	34.20%	1,495	16.43%	2009
2010	Dworshak	100	1	0.03%	391	12.61%	648	21.60%	1,040	11.43%	2010
2011	Dworshak	100	92	3.07%	229	7.39%	549	18.30%	870	9.56%	2011
2012	Dworshak	100	148	4.93%	350	11.29%	849	28.30%	1,347	14.80%	2012
2013	Dworshak	100	144	4.80%	430	13.87%	1,009	33.63%	1,583	17.40%	2013
2014	Dworshak	100	120	4.00%	398	12.84%	1,018	33.93%	1,536	16.88%	2014
2015	Dworshak	100	183	6.10%	423	13.65%	949	31.63%	1,555	17.09%	2015
2016	Dworshak	100	338	11.27%	523	16.87%	1,032	34.40%	1,893	20.80%	2016
2017	Dworshak	100	0		0		0		0	0.00%	2017
2007	Farragut	233	4	0.06%	1,356	18.77%	3,136	44.86%	4,496	21.20%	2007
2008	Farragut	233	116	1.66%	1,350	18.69%	2,636	37.71%	4,102	19.35%	2008
2009	Farragut	233	37	0.53%	1,744	24.15%	3,562	50.96%	5,343	25.20%	2009
2010	Farragut	233	346	4.95%	1,658	22.95%	3,415	48.86%	5,419	25.56%	2010
2011	Farragut	233	250	3.58%	1,470	20.35%	3,336	47.73%	5,056	23.85%	2011
2012	Farragut	233	254	3.63%	1,611	22.30%	3,595	51.43%	5,460	25.75%	2012
2013	Farragut	233	387	5.54%	1,930	26.72%	3,963	56.70%	6,280	29.62%	2013
2014	Farragut	233	532	7.61%	2,240	31.01%	4,164	59.57%	6,936	32.71%	2014
2015	Farragut	233	662	9.47%	2,539	35.15%	4,460	63.81%	7,661	36.13%	2015
2016	Farragut	233	1,190	17.02%	2,218	30.71%	4,555	65.16%	7,963	37.56%	2016
2017	Farragut	233	0		0		0		0	0.00%	2017

## IDPR Occupancy Apr-Jun

Year	Location	Sites	April		May		June		4th Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Harriman	5	10	6.67%	17	10.97%	30	20.00%	57	12.53%	2007
2008	Harriman	5	7	4.67%	1	0.65%	45	30.00%	53	11.65%	2008
2009	Harriman	5	9	6.00%	19	12.26%	52	34.67%	80	17.58%	2009
2010	Harriman	16	5	1.04%	38	7.66%	172	35.83%	215	14.77%	2010
2011	Harriman	16	11	2.29%	26	5.24%	135	28.13%	172	11.81%	2011
2012	Harriman	16	7	1.46%	14	2.82%	141	29.38%	162	11.13%	2012
2013	Harriman	16	13	2.71%	16	3.23%	102	21.25%	131	9.00%	2013
2014	Harriman	16	12	2.50%	24	4.84%	157	32.71%	193	13.26%	2014
2015	Harriman	16	17	3.54%	69	13.91%	215	44.79%	301	20.67%	2015
2016	Harriman	16	23	4.79%	54	10.89%	208	43.33%	285	19.57%	2016
2017	Harriman	16	0		0		0		0	0.00%	2017
2007	Hells Gate	91	125	4.58%	1,019	36.12%	1,474	53.99%	2,618	31.61%	2007
2008	Hells Gate	91	560	20.51%	1,052	37.29%	1,361	49.85%	2,973	35.90%	2008
2009	Hells Gate	91	81	2.97%	1,276	45.23%	1,695	62.09%	3,052	36.86%	2009
2010	Hells Gate	91	644	23.59%	1,083	38.39%	1,587	58.13%	3,314	40.02%	2010
2011	Hells Gate	91	730	26.74%	1,044	37.01%	954	34.95%	2,728	32.94%	2011
2012	Hells Gate	91	658	24.10%	1,219	43.21%	1,566	57.36%	3,443	32.94%	2012
2013	Hells Gate	91	803	29.41%	1,385	49.10%	1,543	56.52%	3,731	45.05%	2013
2014	Hells Gate	91	944	34.58%	1,513	53.63%	1,861	68.17%	4,318	52.14%	2014
2015	Hells Gate	91	866	31.72%	1,423	50.44%	1,582	57.95%	3,871	46.75%	2015
2016	Hells Gate	91	1,102	40.37%	1,403	49.73%	1,790	65.57%	4,295	51.87%	2016
2017	Hells Gate	91	0		0		0		0	0.00%	2017
2007	Henrys Lake	43	0		193	14.48%	1,057	81.94%	1,250	31.94%	2007
2008	Henrys Lake	43	0		177	13.28%	774	60.00%	951	24.30%	2008
2009	Henrys Lake	43	0		375	28.13%	1,196	92.71%	1,571	40.15%	2009
2010	Henrys Lake	43	0		175	13.13%	1,174	91.01%	1,349	34.47%	2010
2011	Henrys Lake	43	0		165	12.38%	988	76.59%	1,153	29.47%	2011
2012	Henrys Lake	43			228	17.10%	1,046	81.09%	1,274	32.56%	2012
2013	Henrys Lake	43	0		266	19.95%	1,134	87.91%	1,400	35.78%	2013
2014	Henrys Lake	43			332	24.91%	1,113	86.28%	1,445	36.93%	2014
2015	Henrys Lake	90	8	0.30%	466	16.70%	1,809	67.00%	2,283	27.88%	2015
2016	Henrys Lake	43	7	0.54%	392	29.41%	2,108	163.41%	2,507	64.07%	2016
2017	Henrys Lake	43	0		0		0		0	0.00%	2017



## IDPR Occupancy Apr-Jun

Year	Location	Sites	April		May		June		4th Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Heyburn	128	45	1.17%	579	14.59%	1,182	30.78%	1,806	15.50%	2007
2008	Heyburn	128	42	1.09%	511	12.88%	771	20.08%	1,324	11.37%	2008
2009	Heyburn	128	5	0.13%	758	19.10%	1,196	31.15%	1,959	16.82%	2009
2010	Heyburn	128	159	4.14%	599	15.10%	1,152	30.00%	1,910	16.40%	2010
2011	Heyburn	128	86	2.24%	485	12.22%	1,082	28.18%	1,653	14.19%	2011
2012	Heyburn	128	147	3.83%	686	17.29%	1,304	33.96%	2,137	18.35%	2012
2013	Heyburn	128	136	3.54%	658	16.58%	1,416	36.88%	2,210	18.97%	2013
2014	Heyburn	128	191	4.97%	822	20.72%	1,546	40.26%	2,559	21.97%	2014
2015	Heyburn	128	260	6.77%	840	21.17%	1,658	43.18%	2,758	23.68%	2015
2016	Heyburn	128	310	8.07%	715	18.02%	1,584	41.25%	2,609	22.40%	2016
2017	Heyburn	128	0		0		0		0	0.00%	2017
2007	Idaho City Backcountry Yurts	5	23	15.33%	19	12.26%	40	26.67%	82	18.02%	2007
2008	Idaho City Backcountry Yurts	5	25	16.67%	19	12.26%	31	20.67%	75	16.48%	2008
2009	Idaho City Backcountry Yurts	5	26	17.33%	20	12.90%	22	14.67%	68	14.95%	2009
2010	Idaho City Backcountry Yurts	5	18	12.00%	22	14.19%	32	21.33%	72	15.82%	2010
2011	Idaho City Backcountry Yurts	5	42	28.00%	14	9.03%	43	28.67%	99	21.76%	2011
2012	Idaho City Backcountry Yurts	5	45	30.00%	34	21.94%	103	68.67%	182	40.00%	2012
2013	Idaho City Backcountry Yurts	5	34	22.67%	47	30.32%	82	54.67%	163	35.82%	2013
2014	Idaho City Backcountry Yurts	6	48	26.67%	85	45.70%	113	62.78%	246	45.05%	2014
2015	Idaho City Backcountry Yurts	6	50	27.78%	98	52.69%	106	58.89%	254	46.52%	2015
2016	Idaho City Backcountry Yurts	6	66	36.67%	71	38.17%	132	73.33%	269	49.27%	2016
2017	Idaho City Backcountry Yurts	6	0		0		0		0	0.00%	2017
2007	Lake Cascade	171	0		446	8.41%	1,260	24.56%	1,706	10.96%	2007
2008	Lake Cascade	171	0		470	8.87%	1,114	21.72%	1,584	10.18%	2008
2009	Lake Cascade	171	0		698	13.17%	1,752	34.15%	2,450	15.74%	2009
2010	Lake Cascade	171	62	1.21%	456	8.60%	1,512	29.47%	2,030	13.05%	2010
2011	Lake Cascade	171	16	0.31%	393	7.41%	1,859	36.24%	2,268	14.57%	2011
2012	Lake Cascade	171	115	2.24%	886	16.71%	2,534	49.40%	3,535	22.72%	2012
2013	Lake Cascade	171	139	2.71%	1,024	19.32%	2,968	57.86%	4,131	26.55%	2013
2014	Lake Cascade	171	169	3.29%	1,432	27.01%	3,105	60.53%	4,706	30.24%	2014
2015	Lake Cascade	171	303	5.91%	1,454	27.43%	3,715	72.42%	5,472	35.16%	2015
2016	Lake Cascade	171	185	3.61%	1,322	24.94%	3,787	73.82%	5,294	34.02%	2016
2017	Lake Cascade	171	0		0		0		0	0.00%	2017

## IDPR Occupancy Apr-Jun

Year	Location	Sites	April		May		June		4th Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Lake Walcott	23	25	3.62%	143	20.06%	213	30.87%	381	18.20%	2007
2008	Lake Walcott	23	13	1.88%	121	16.97%	159	23.04%	293	14.00%	2008
2009	Lake Walcott	23	0		143	20.06%	220	31.88%	363	17.34%	2009
2010	Lake Walcott	23	43	6.23%	233	32.68%	466	67.54%	742	35.45%	2010
2011	Lake Walcott	23	31	4.49%	262	36.75%	474	68.70%	767	36.65%	2011
2012	Lake Walcott	23	88	12.75%	301	42.22%	617	89.42%	1,006	48.06%	2012
2013	Lake Walcott	23	88	12.75%	321	45.02%	457	66.23%	866	41.38%	2013
2014	Lake Walcott	23	59	8.55%	342	47.97%	431	62.46%	832	39.75%	2014
2015	Lake Walcott	43	113	8.76%	400	30.01%	551	42.71%	1,064	27.19%	2015
2016	Lake Walcott	23	162	23.48%	338	47.41%	630	91.30%	1,130	53.99%	2016
2017	Lake Walcott	23	0		0		0		0	0.00%	2017
2007	Massacre Rocks	42	28	2.22%	258	19.82%	441	35.00%	727	19.02%	2007
2008	Massacre Rocks	42	91	7.22%	242	18.59%	333	26.43%	666	17.43%	2008
2009	Massacre Rocks	42	29	2.30%	433	33.26%	475	37.70%	937	24.52%	2009
2010	Massacre Rocks	42	132	10.48%	342	26.27%	490	38.89%	964	25.22%	2010
2011	Massacre Rocks	42	43	3.41%	288	22.12%	484	38.41%	815	21.32%	2011
2012	Massacre Rocks	42	101	8.02%	358	27.50%	457	36.27%	916	23.97%	2012
2013	Massacre Rocks	42	87	6.90%	335	25.73%	414	32.86%	836	21.87%	2013
2014	Massacre Rocks	42	89	7.06%	402	30.88%	431	34.21%	922	24.12%	2014
2015	Massacre Rocks	42	123	9.76%	427	32.80%	408	32.38%	958	25.07%	2015
2016	Massacre Rocks	42	165	13.10%	421	32.33%	514	40.79%	1,100	28.78%	2016
2017	Massacre Rocks	42	0		0		0		0	0.00%	2017
2007	Ponderosa	186	0		723	12.54%	2,689	48.19%	3,412	20.16%	2007
2008	Ponderosa	186	0		39	0.68%	2,138	38.32%	2,177	12.86%	2008
2009	Ponderosa	186	2	0.04%	713	12.37%	2,337	41.88%	3,052	18.03%	2009
2010	Ponderosa	186	4	0.07%	445	7.72%	2,359	42.28%	2,808	16.59%	2010
2011	Ponderosa	186	14	0.25%	291	5.05%	1,936	34.70%	2,241	13.24%	2011
2012	Ponderosa	186	42	0.75%	473	8.20%	2,557	45.82%	3,072	18.15%	2012
2013	Ponderosa	186	14	0.25%	730	12.66%	3,157	56.58%	3,901	23.05%	2013
2014	Ponderosa	186	46	0.82%	844	14.64%	3,307	59.27%	4,197	24.80%	2014
2015	Ponderosa	186	39	0.70%	987	17.12%	3,635	65.14%	4,661	27.54%	2015
2016	Ponderosa	186	46	0.82%	725	12.57%	4,158	74.52%	4,929	29.12%	2016
2017	Ponderosa	186	0		0		0		0	0.00%	2017

## IDPR Occupancy Apr-Jun

Year	Location	Sites	April		May		June		4th Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Priest Lake	151	62	1.37%	537	11.47%	1,535	33.89%	2,134	15.53%	2007
2008	Priest Lake	151	18	0.40%	310	6.62%	1,013	22.36%	1,341	9.76%	2008
2009	Priest Lake	151	3	0.07%	564	12.05%	1,711	37.77%	2,278	16.58%	2009
2010	Priest Lake	151	90	1.99%	571	12.20%	1,799	39.71%	2,460	17.90%	2010
2011	Priest Lake	151	32	0.71%	381	8.14%	1,739	38.39%	2,152	15.66%	2011
2012	Priest Lake	151	48	1.06%	544	11.62%	1,547	34.15%	2,139	15.57%	2012
2013	Priest Lake	151	44	0.97%	664	14.19%	1,645	36.31%	2,353	17.12%	2013
2014	Priest Lake	151	83	1.83%	690	14.74%	1,774	39.16%	2,547	18.54%	2014
2015	Priest Lake	151	154	3.40%	886	18.93%	2,338	51.61%	3,378	24.58%	2015
2016	Priest Lake	151	251	5.54%	821	17.54%	2,691	59.40%	3,763	24.58%	2016
2017	Priest Lake	151	0		0		0		0	0.00%	2017
2007	Round Lake	51	30	1.96%	325	20.56%	694	45.36%	1,049	22.60%	2007
2008	Round Lake	51	0		248	15.69%	585	38.24%	833	17.95%	2008
2009	Round Lake	51	0		370	23.40%	709	46.34%	1,079	23.25%	2009
2010	Round Lake	51	78	5.10%	352	22.26%	690	45.10%	1,120	24.13%	2010
2011	Round Lake	51	47	3.07%	238	15.05%	507	33.14%	792	17.07%	2011
2012	Round Lake	51	50	3.27%	276	17.46%	493	32.22%	819	17.65%	2012
2013	Round Lake	51	65	4.25%	290	18.34%	650	42.48%	1,005	21.65%	2013
2014	Round Lake	51	63	4.12%	342	21.63%	677	44.25%	1,082	23.31%	2014
2015	Round Lake	51	70	4.58%	379	23.97%	735	48.04%	1,184	25.51%	2015
2016	Round Lake	51	185	12.09%	343	21.70%	734	47.97%	1,262	27.19%	2016
2017	Round Lake	51	0		0		0		0	0.00%	2017
2007	Three Island Crossing	82	649	26.38%	1,125	44.26%	1,242	50.49%	3,016	40.42%	2007
2008	Three Island Crossing	82	651	26.46%	1,190	46.81%	1,079	43.86%	2,920	39.13%	2008
2009	Three Island Crossing	82	345	14.02%	1,263	49.69%	1,341	54.51%	2,949	39.52%	2009
2010	Three Island Crossing	82	801	32.56%	1,187	46.70%	1,311	53.29%	3,299	44.21%	2010
2011	Three Island Crossing	82	828	33.66%	1,233	48.51%	1,492	60.65%	3,553	47.61%	2011
2012	Three Island Crossing	82	1,032	41.95%	1,324	52.08%	1,515	61.59%	3,871	51.88%	2012
2013	Three Island Crossing	82	1,059	43.05%	1,564	61.53%	1,649	67.03%	4,272	57.25%	2013
2014	Three Island Crossing	82	1,132	46.02%	1,562	61.45%	1,654	67.24%	4,348	58.27%	2014
2015	Three Island Crossing	82	1,276	51.87%	1,599	62.90%	1,605	65.24%	4,480	60.04%	2015
2016	Three Island Crossing	82	1,508	61.30%	1,599	62.90%	1,673	68.01%	4,780	64.06%	2016
2017	Three Island Crossing	82	0		0		0		0	0.00%	2017

## IDPR Occupancy Apr-Jun

Year	Location	Sites	April		May		June		4th Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Winchester Lake	69	0		431	20.15%	870	42.03%	1,301	20.72%	2007
2008	Winchester Lake	69	14	0.68%	175	8.18%	450	21.74%	639	10.18%	2008
2009	Winchester Lake	69	2	0.10%	333	15.57%	551	26.62%	886	14.11%	2009
2010	Winchester Lake	69	42	2.03%	386	18.05%	769	37.15%	1,197	19.06%	2010
2011	Winchester Lake	69	41	1.98%	414	19.35%	927	44.78%	1,382	22.01%	2011
2012	Winchester Lake	69	72	3.48%	511	23.89%	1,007	48.65%	1,590	25.32%	2012
2013	Winchester Lake	69	80	3.86%	500	23.38%	1,032	49.86%	1,612	25.67%	2013
2014	Winchester Lake	69	60	2.90%	545	25.48%	1,000	48.31%	1,605	25.56%	2014
2015	Winchester Lake	69	97	4.69%	547	25.57%	1,046	50.53%	1,690	26.92%	2015
2016	Winchester Lake	69	215	10.39%	526	24.59%	1,028	49.66%	1,769	28.17%	2016
2017	Winchester Lake	69	0		0		0		0	0.00%	2017

4th Quarter for the Year	Total Nights Occupied for Year	% Sites Occupied for Year	% Change Over Previous
2007	31,147	21.08%	NA
2008	26,194	17.72%	-15.90%
2009	34,224	23.16%	30.66%
2010	34,985	23.49%	2.22%
2011	32,741	21.98%	-6.41%
2012	38,780	26.03%	18.44%
2013	42,371	28.44%	9.26%
2014	45,957	30.83%	8.46%
2015	49,985	32.08%	8.76%
2016	52,720	35.28%	5.47%

## **SOUTH-EAST REGION QUARTERLY REPORTS**

### **APRIL – MAY – JUNE 2016**

#### **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**

1. Continued monitoring of South Region operating and seasonal budgets.
2. Continued to work on preventative maintenance backlog created by limited budgets and staffing.
3. Creating new opportunities with limited resources.
4. Hiring and retaining skilled professional staff. Looking for ways to replace lost staff and budgets.
5. Looking for dedicated funding.
6. 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. We are waiting for a draft review as they are in the writing phase. Manager Tracy Casselman has been in contact; they are almost ready for public input on draft. Meeting in December to start review and update of cooperative agreement between USFWS/BOR/IDPR.
- Finalizing new 20-year cooperative agreement between BOR/USFWS and Lake Walcott and working on updating the cost share agreement with BOR.
- Continue looking for park programming, special event opportunities, potential partnerships, and outside funding options. Parks are exploring new opportunities (marketing/work plans).
- Continue working with Ponderosa on update of concession for winter food opportunity. Current concession agreement has expired with Blue Moon.
- Still working with F&G for improved boating access at Billingsley Creek on the north end of the park.
- Working with F&G on a project at Bruneau Dunes to remove carp from large pond.
- Hired a new ranger at Cascade replacing a transfer to Ponderosa.
- Hired new Utility Craftsman since we promoted Chris Re to crew boss foreman of region maintenance crew when Paul Fay retired.
- Hired a new ranger (Cultural Resources) for City of Rocks/Castle Rocks.
- Continued discussion with BLM on a few compliance R&PP lease issues at Smoky Mountain campground.
- Met with Mike Jardine with Sorenson engineering at Ritter Island and Billingsley Creek about potential hydro opportunities. Continue to gather needed data to determine pilot project at those locations now including Harriman. The Harriman site has proved difficult to reach this spring because of the Golden Lake dike breach. Will continue that endeavor when dam repairs are completed.
- Participated in Non-Motorized Summit in Idaho Falls.
- Meeting with new ITD District 6 Engineer for introduction and update on MA-54 source site.
- Assist in agency policy reviews.
- Closing out fiscal FY16 to meet deadlines.

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

### **Issues Not Being Addressed**

1. We lost power in one of the group camps which was probably caused by an in-ground severance of the line. An electrician wired us in to share the load with the group camp. If it makes it to Labor Day we will ask this fix to be included in the campground upgrade this fall.
2. The new life jacket loaner station has experienced hard times. All the jackets keep getting stolen. We have chosen not to restock until we get new labeling on the jackets. The program was a great success last year with minimal loss.

### **Customer Service**

- As of mid-July we ran a record-setting 40 good days with fair to record-setting usage.
- Support and traffic direction for the June 14 bike race was offered.

### **Park Usage**

- We saw a small amount of campers in April with a few self-collect dollars flowing in.
- Although much of May was cold and stormy, we experienced a strong Memorial Day weekend with an almost full campground and 100 MVEF each day on the weekend.
- Strong usage days well into July with both North Beach boat ramps operable thus creating a near perfect launching situation.

### **Program Services**

- Our boat safety program was taken to the high school for a full boat safety class for two classes and a total of 25 kids. Although technically a sheriff's office responsibility, we are calling this a park program because of close involvement with the boating program.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	0	0
Educational Programs	1	25
Experiential Programs	0	0

### **Preservation of Natural, Cultural, and/or Historical Resources**

- Vole damage to East Beach lawn is as bad as we had ever seen. Looking for ideas to control these critters without undue risk or being environmentally unfriendly.
- Tamarisk is back on North Beach. Major pruning and spraying was completed.

### **Staff Training**

- Rescue training by IDPR staff and local emergency services was held in June.

### **Strategic Plan Actions**

- The park manager met with the Regional Commission and Bear Lake Convention and visitors' center representatives discussing the promotion of the region during weekdays. The topic of reduced rates on summer weekdays and an increase of rates on weekends came up.
- The kite club was back on one good windy day in June with a robust crowd.
- Park staff and deputies had a hot dog feed in June during boat inspections as they exited the invasive species inspection station.

### **Park Manager's Narrative**

- Attended Capital for the Day with the governor on April 29. Lloyd Knight from the Department of Agriculture spoke about the Quagga Mussel issue and considerable discussion ensued. ISDA has a bill which might surface in the legislature to increase fines for boaters by-passing check station.
- The final Tri-County snowmobile meeting was held in April in Grace. Final figures wrapped up similar to last year with \$5,000 less income and 50 miles of reduced trails groomed.



- Boaters were able to launch at both ramps at North Beach. However, due to inlet turbulence, the short ramp by the inlet was closed by June 1. Water level is expected to rise another foot. Any more than a foot will preclude the access of the beach by vehicles for a short time.
- The invasive species check station is now running from 6:00 am to 9:00 pm.
- By Memorial Day we were fully operative with water and electricity.
- We now have two full-time marine deputies.
- Bear Lake boat grant was approved but will not be purchased until next season.

#### **BUREAU DUNES – BRYCE BEALBA, ASSISTANT MANAGER**

##### **Issues Not Being Addressed**

1. In FY09 Bruneau generated \$238,245.24 and in FY15 Bruneau generated \$305,833.93. The seasons are longer than most other campgrounds and visitation continues to grow every year; however, staffing levels remain the same since the cutbacks of 2009. It is getting increasingly more difficult to manage the park with a .75 park ranger and office specialist. Both positions are integral to the continued success of the park and should be reinstated to full-time positions.
2. The park often experiences electrical brown outs which can cause equipment failures that can be dangerous and expensive to repair.
3. Our group camp sites are not true group camps but rather standard sites that have a little more grassy area for groups to expand into. The sites are in close proximity to other sites creating noise and parking issues and, as mentioned, do not have grills, shelters, or tent pads adequate to service large groups.
4. Weeds in turf areas continue to be a problem. This is also linked to the lack of water. Noxious and invasive species are taking over in some areas and it is difficult to keep up. Staff spends numerous hours year round combating these weeds in various ways, from manually pulling the weeds to spraying chemicals.

##### **Customer Service**

- On several instances people have entered the rental cabins without reservations or having paid for the cabins. In the past, cabins have been left unlocked and it appears this fact has become known. We have begun locking cabins (they are unlocked at check-in time the day of reservations). We have also begun putting up “Reserved” signs and have posted how to contact the staff if someone would like to do a “walk-in.”
- Our interpreter was contacted by REI in Boise where she was asked to give a presentation for REI customers about Bruneau Dunes.
- We have replaced an old badger mount with a newer and more attractive badger display. A new coyote mount will be placed in a new display as well. Also, nearly all of the old sun-faded photo displays have been replaced. These updates were funded in part by an RV grant.
- We have put up temporary markers for a dog off-leash area and will install more substantial markers shortly. Dogs off-leash have been a constant issue; we are hopeful this will satisfy demand for this type of use while protecting visitors, wildlife, and natural resources.
- All bids have been submitted for the park-wide sign replacement project. Current park signs are done in a material and color scheme that makes them very difficult to read during daytime hours. 37 signs are scheduled for replacement.
- Wi-Fi usage is continuing to be a cost issue. We have to bump up our data package several times a month to meet demand. One solution may be to have “hot spots” in the park instead of providing Wi-Fi throughout the campgrounds. The visitor center and Steel Reese buildings would be the best two locations.

### Park Usage

- Visitation/car count was 3,701 in April which is the highest April park visitation on record and a 13% increase from April of last year!
- Fishing and boating were very popular in May and June. Luckily, many of the June weekends saw temperatures dip from the weekday highs which increased camping and day use as a result.

### Program Services

- The Trail Maniacs race had twelve attendees. Despite low turnout the organizer was happy and hopeful to schedule again for next year.
- The Boise Astronomical Society's Annual Messier Marathon was held in April. This event is approximately half the size of their Annual Idaho Star Party which brings in 100 members who reserve the entire Eagle Cove campground.
- Despite several storms and poor viewing conditions throughout May, the observatory had 982 program attendees.
- Temperatures increased enough that we saw significant scorpion activity and began interpretive scorpion "hikes." These events are popular and resulted in selling out of our UV black lights.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	3	365
Educational Programs	26	1992
Experiential Programs	0	0

### Preservation of Natural, Cultural, and/or Historical Resources

- It appears as though someone (not an employee) sprayed herbicide along our northern park boundary. This was likely done either to create a road along the fence line or as a firebreak.
- We will be meeting with IDPR development staff to try to identify causes and find solutions for the irrigation problems in the park.
- We have received word that Fish and Game will be removing carp from the large pond later in the season when levels are low. This will hopefully improve water quality and allow for more desirable game species.
- IDFG has delivered its Tiger Beetle survey. They have found a 16% decline in beetle populations within previously surveyed areas. Habitat loss from dune stabilization caused by cheat grass is the likely cause. Tiger Beetles prefer a rock/sand mix with little vegetation. The good news is they have identified new habitat that currently has a small population.
- Kosha weed continues to be an issue in the campgrounds where it is overtaking the grass. This weed is resistant to many herbicides.
- Park ranger continued to train seasonal staff on herbicide application. Ross Winton with IDFG has offered to donate herbicides to the park.
- We have received an application from a Weber State student to take core samples of the dunes in several locations in order to estimate age.
- Fire breaks and road shoulders have been recut throughout the park and fire restrictions have been put in place at the equestrian camp due to dry cheat grass and no irrigation.
- Assistant Manager Bryce Bealba spoke with a reporter from the Times News in Twin Falls about carp eradication in the Big Lake as well as recreational opportunities at the park.
- Antelope fawns and coyote pups have been spotted near the visitor center.
- Staff is continuing work on the Monarch butterfly/Milkweed survey and has identified new Milkweed locations near the observatory.
- We would like to increase fishing access at the small lake by removing brush and reeds as well as acquiring more docks.

- We have contacted the south region crew about helping with trail clearing at the back of the Big Lake. There is an alternate trail there that is completely covered by tumbleweeds forcing hikers to climb a portion of the dune.

#### Staff Training

- Staff attended the two-day Crucial Conversations training and CEO training in April.
- Assistant Manager Bryce Bealba attended Reserve America training.
- Staff training needs include: first aid/CPR, Volunteer Management, and Supervisor Training

#### Strategic Plan Actions

- Assistant Manager Bryce Bealba volunteered for the Mountain Home Chamber of Commerce "Family Math Night."
- Management attended the Mountain Home Travel and Tourism meetings. We also designed an event poster for the group to display community events at a kiosk located in the Mountain Home railroad park. The committee has also asked that we design a Bruneau Dunes/Three Island Crossing poster for them to display.
- We may also pursue SUP board rentals as well. Sand Boards continue to be popular and sell out on weekends. Development is in the process of purchasing a new storage shed that will allow us to purchase and store more boards in order to meet demand and increase revenue. The sand boards have a high return on investment.
- We continue to work on the Dark Sky Park project certifying Bruneau Dunes as an International Dark Sky Park through the International Dark Sky Association.
- Typically the observatory is open on Friday and Saturday nights, this includes holiday weekends. Given the popularity of the observatory and increased use on holidays, we are planning to offer holiday programs as well.
- There is opportunity and demand in the park to provide activities beyond the observatory, dunes, and hiking. Some options have been outlined in the annual work plan and staff are discussing more options as well. Of course, all additions are dependent on funding and staff availability. One area of focus should be on activities and events that increase mid-week occupancy.

#### Park Manager's Narrative

- Some staff assisted at Ponderosa S.P. for the July holiday weekend. The Owyhee County Sheriffs agreed to do extra patrols through Bruneau over the holiday.
- The BSA letter went out in May to the Boise Oreida scout council. We are hopeful this will alleviate numerous ongoing issues with some of the scout groups.
- In May, the Good Sam's group volunteered at the park and helped by painting the rental cabin fences. We are planning on re-staining the exterior and decks as well as making other minor repairs and improvements to the rental cabins.
- We are seeing an increase in drone usage and inquiries about drones in parks. In order to accommodate drone users and eliminate complaints, we will be installing a drone area away from day use and camping areas.

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

#### Issues Not Being Addressed

1. Formal policy and agreement with the Tribe regarding free camping (developing policy).
2. Resolution of alleged Smoky Mountain Campground lease violations (lease revision needed).
3. Fleet replacement not keeping up with need (preparing for vehicle purchase in FY17).

#### Customer Service

- Parks are open and fully operational; visitor center and office phones open from 8-4:30, seven days a week.

- Customers continue to visit park social media sites as tool for planning visit, as well as the “Contact Us” email option on nps.gov/ciro. CIRO Facebook followers = 4,723; Castle Rocks Facebook followers = 2,050; CIRO Instagram followers = 2,230; CIRO Twitter followers = 565.

#### Park Usage

- Primary park users are weekend auto-touring, camping, and climbing.
- One group use permit was issued in May and three in June.
- Three backcountry camping permits were issued in May and two more issued in June.

#### Program Services

- In April, park staff conducted programs for local schools, conducted the Climbing Experience Program, led visitors on trail walks, and spoke at REI-Boise.
- 268 people viewed the orientation program in April, 388 in May, and 361 in June.
- In May, staff conducted programs for local schools, conducted special events and the Climbing Experience Program, led visitors on trail-walks, held evening presentations, and provided Junior Ranger programs to a total of 2,207 visitors.
- In May, staff successfully conducted the Every Kid in the Park NPS Centennial event. The program included a grant from the National Park Foundation to pay for local schools’ transportation costs bringing kids to the park. All fourth grade classes in the counties of Minidoka and Cassia participated, and the event received significant media coverage.
- In June, park staff conducted routine interpretive programming all month. Conducted Big Day Birding Blitz. Three teams competed for a total of 10 participants, and event was covered by social media and Times-News.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	0	0
Educational Programs	50	2691
Experiential Programs	8	35

#### Preservation of Natural, Cultural, and/or Historical Resources

- Steershead was in bloom and visitors from as far away as Arizona came to park to photograph the flowers; tours were given.
- First Western Screech-Owl and Sagebrush Sparrow confirmed in CIRO Checklist area.
- Short-eared Owl Survey results for the Almo-Raft River Valley were entered into online system
- A riparian bird survey (citizen science project) was conducted in conjunction with International Migratory Bird Day.
- 84 species of plants were found in bloom during the City of Rocks BioBlitz.
- 116 bird species were documented during the Big Day Blitz, including a new addition: Ruddy Duck.
- Moose were observed and photographed in Almo Valley between visitor center and Smoky Mountain camp ground.
- In June, the annual CIRO breeding bird census for USGS was conducted with 58 species, 371 birds.
- Met with forest pathologists to look at the possible occurrence of Pinyon pine mistletoe.
- Castle Rocks’ fishing pond was stocked with 750 Rainbow trout in June.
- Photographed Sandhill Crane chicks near Almo Creek Wetland, Castle Rocks State Park in June.

#### Staff Training

- Carl Byrd attended Certified Public Manager Training in April and May for a total of 32 hours.
- Park staff attended POST refresher on 4/9-10 = 20 hours.
- Several employees completed FISSA Training (Information Technology, Security and Privacy) as required by the NPS for access to federal computers, training is 1-2 hours long

- All park employees attended the annual orientation training. The 16-hour training included discussions on safety, agency organization mission, interpretive themes, natural and cultural resources, policies and procedures, conflict resolution, and a special presentation by the Shoshone-Bannock Tribes regarding cultural sensitivity, treaty rights, and tribal interest in the parks.
- Park manager took online training from DOI on Scientific Integrity in June, NPS required = four hours

#### Strategic Plan Actions

- Two bulletin board installations.
- Planning NPS Centennial Celebration events.
- General Management Plan assignments completed.
- Upgrade and increased resale space to reach \$50K gross sales in 2016.
- Conducted NPS Centennial Celebration events: Every Kid In A Park and Bioblitz

#### Park Manager's Narrative

- New interpretive kiosks were installed at fishing pond and archery course.
- Met with BLM on Smoky Mountain Campground lease non-compliance issues.
- Park superintendent met with Sho-Ban Tribes on General Management Plan issues (Fort Hall) along with NPS team from Seattle and CRMO.
- Park superintendent attended the Annual Fire Cooperators meeting with BLM, FS, and NPS in Shoshone to discuss wildland fire procedures and fire weather outlook for 2016.
- CIRO Superintendent and climbing ranger attended the Climbing Resources Advisory Group (CRAG) at Castle Rocks State Park in May to discuss details of climbing management plan implementation and the memorandum of understanding between Castle Rocks and CRAG.
- Assistant manager researched fee collection strategies to improve revenue and efficiencies, and then conducted meeting of key staff to implement the recommendations.
- Purchased soil for fishing on embankments from region minor maintenance funds.
- Developed agenda and plan to conduct photography workshop for the Wood River Camera Club.
- Montana Conservation Corps. provided trail maintenance and vegetation clearing in both parks. Orientated new ranger, and developed housing lease for signature, and developed probation work plan.

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

##### Issues Not Being Addressed

1. Artesian well used to supplement clean/cold water to park swimming lake is no longer producing water quantity needed to keep the lake clean and safe. 29 gpm, 250 gpm originally. The amount of water has reduced significantly in the last year. *Funding has been approved for this item.*
2. Realign and restripe existing parking lot due to new entrance road direction. *Funding has been approved for this item.*

##### Customer Service

- Installed dog waste bag stations in the park.
- Continued to pass out visitor surveys and getting positive verbal responses.

##### Park Usage

- Zip Boise had multiple tours for the month of May and had 62 tours and 276 “zippers” for the month of June.
- Fishing continues to be busy on weekends.

##### Program Services

- Special events in April included: Welcome to Chain Gang disc golf tournament, ICCCK K-9 tracking event, Gem State Disc Golf Tournament, and Idaho Civil War Volunteers.

- Educational Program: Idaho Civil War Volunteers.
- Special events in May: Western Riding Club horse ride and Cops and Bobbers.
- Special events in June: Masonic Temple Disc Golf Tournament.
- One educational program: IDPR Recreation Festival (550 vehicles for the day).

Program Type	No. of Programs	No. of Attendees
Special Events	6	1328
Educational Programs	2	4500
Experiential Programs	0	0

#### Preservation of Natural, Cultural, and/or Historical Resources

- Continued to patrol the park's historical buildings and look for damage from vandalism.
- Fine Arts Academy (school) volunteers came out to help pull weeds and cut trees along the new entrance road.
- Multiple irrigation issues from main line breaks to replacing the irrigation pump.

#### Staff Training

- New CEO training and CEO refresher training.
- Seasonal park staff orientation. Brought in Ada County Sheriff Deputy and Fish and Game Officer to assist.
- Water rescue training would be good training to have for permanent and summer seasonal staff.
- CPR training will be needed for seasonal staff.

#### Strategic Plan Actions

- Continued to work with EBL concessionaire to improve operations. Park staff has been answering numerous phone calls daily regarding EBL.
- Working with development to begin east restroom enlargement project.
- Working with ITD and Ada County highway department to install crosswalk(s) at State Street entrance.
- Working with City of Eagle on trails master plan.
- Working with sheriff's department regarding bike patrols at Eagle and Lucky.

#### Park Manager's Narrative

- Held grand opening for the new entrance. Several dignitaries and local businesses participated and many visitors were on hand to enjoy the opening.
- Coordinated with an Eagle Scout to replant trees along new entrance road and another Scout to construct and install trail railings over culverts near bridge.
- Continued to install road signs along new entrance road.
- Met with local retriever club to discuss dog off-leash training area.
- Construction crew resurfaced and painted the waterslide in May.

#### **HARRIMAN / HENRYS LAKE / ASHTON TETONIA TRAIL / MESA FALLS RECREATION AREA – JOHN SULLIVAN, PARK MANAGER**

#### **Harriman**

#### Issues Not Being Addressed

1. Golden Lake dam failure.
2. Repair/replace fire suppression alarm system.
3. Mold issues plaguing the buildings and the huge cost \$25K+.
4. Development projects: CXT, Yurts, day use area development at Sage Flat and Ranch View restroom.
5. We are being plagued by WIFI issues again.



#### Customer Service

- All rental facilities, except the Scovel Center, are now available online.
- Ranch buildings were opened for season in May.
- We are starting to update notes and alerts on our reservation pages.

#### Park Usage

- We had a private school, based in Hailey, stay at the park and utilize the facilities as a four-day field camp centered on birds. I talked with them about their program and how we can possibly apply it to our new direction for the Scovel Center.
- Visitation in June increased in all aspects of the park; rentals, day use, events etc.
- There was increased river activity, especially in the evenings, with most parking lots showing increased use. The Osborne Bridge area is especially popular in the evenings.
- Except for a few closures to stay ahead of the cleaning and laundry, we were full most of June and entirely full in July.

#### Program Services

- We are transitioning control of the “Writers at Harriman” from Margaret Marti and Yvonne Farrel to the Friends of Idaho State Parks and Rick Just.
- Staff participated in a three day “Children in Nature” film series hosted in Idaho Falls.
- Junior Ranger booklets have been printed and new Junior Ranger backpacks are now available.
- Bridgewater, Lincoln, and Ashton Elementary schools were all hosted.
- Staff taught three Outreach survival classes to Rigby Jr. High.
- We hosted and participated with the Henrys Fork Foundation and their “Trout in the Classroom” program. We also released native fish into Thurmon Creek.
- We hosted IDFG for three events: the annual IDFG orientation, the 2016 Wildlife Investigators conference, and IMN’s for a Bear Aware Program at the Boys House.
- We hosted the Henrys Fork Lodge’s Annual Bamboo Rod Clinic and event.
- We hosted the Annual Henry’s Fork Foundation board meeting.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	0	0
Educational Programs	14	330
Experiential Programs	3	0

#### Preservation of Natural, Cultural, and/or Historical Resources

- Keith Jones visited the park and plans were made to prioritize resource projects and determine possible funding.
- Golden Lake dam repair is on-going. We have materials coordinated, an approved design, and are waiting on a contractor bid.
- The fencing project along the river, with the Henrys Fork Foundation, started on June 28.
- The north end canal improvements are in the engineering phase.

#### Staff Training

- Staff attended CEO training in Boise
- Our assistant manager attended the second, three-day part, of a management and leadership course.
- All staff attended and re-certified in first aid.
- Some seasonal staff attended the Bear Aware training.

#### Strategic Plan Actions

- We have purchased two tree tents (From Tentsile) for the park to get us firmly established in the “First Time Adventure Program” to create an extremely unique experienced-based program. We

hope to offer a one-of-a-kind camping experience, educate visitors on “Leave no Trace” ethics, and camping in bear country along with generating some revenue.

- Development of our “backcountry” yurt facility/program continues. Park manager met with Melanie regarding site selection. We will also be meeting with Leo regarding his suggestions.
- We are still working out our plan for an equestrian overnight opportunity.

#### Park Manager's Narrative

- We received a donation from the Idaho Falls Nordic Ski Patrol of \$12K for the purchase of a new yurt, to be used as a warming hut/SAR cache in the winter, and a rental facility during the summer.
- The Friends of Harriman State Park produced the first issue of its newsletter “The Rail.” This will definitely help in the marketing and promotion of the park, and creating awareness for the Friends.
- Met with Electrical Engineering Co. regarding the repair of the fire alarm system and related issues.
- We are negotiating a long-term, possibly 10 years, artifact loan with the Idaho State Historical Museum regarding a display highlighting Harriman State Park of Idaho and Roland and Gladys Harriman.
- The new, 10-year horse concession agreement has been finalized, signed and is now operational.
- Initial designs have been drawn for the new group day use shelter. Shed issues have been addressed and the design is consistent with other ranch buildings and kiosks.
- We approved a filming permit in the park regarding Women and Fly Fishing the West. We will have credits in the film and parts will feature the ranch.
- Staff attended the annual welcome back and orientation meeting for the Idaho Master Naturalists.
- Staff hosted a welcome party for all seasonal employees and volunteers at each park area.

#### Henrys Lake State Park

##### Issues Not Being Addressed

1. Sediment/iron has been found in the water of Caddis Loop. No heat in the Caddis shower house to help the water heaters do their job.
2. Utility building (old shower house) plumbing issues like sewer/drainage, shower mixing valves not working consistently, and showers leaking.
3. Development: Restroom renovation (bids came in way over budget), seasonal housing, fish cleaning station replacement, restroom remodel/replacement, rental cabins.

##### Customer Service

- Calendar of events/programs is being developed.
- In support of Idaho Fish and Game's Free Fishing Day on June 11, Henrys Lake State Park was promoted as free for the day.

##### Park Usage

- The campground was full for the Memorial holiday weekend. Usage is higher as children finish school for the summer and June visitation was about the same as it was last year.
- Foreign visitors have come to the park earlier this year.
- Fishing was slow in June, but the park had more families staying.

##### Program Services

- First draft has been written of the new Jr. Ranger booklet.
- Cub Scouts were taught boating safety and about the job of being a deputy in Fremont County. The program was given by Deputy Jason Olsen.
- Art contest to draw or color a picture relating to Henrys Lake was held.

- June programs included:
  - History of Henrys Lake and the surrounding area as presented by re-enactors.
  - Explore and create your own Talking Sticks. (In a tribal council, a talking stick is passed around from member to member allowing only the person holding the stick to speak.)
  - Nature Hikes: Learn about the wildlife, flowers, trees, and birds around Henrys Lake.
  - Fish Feast: Interactive activity as we take a peek into Henrys Lake to discover what insects and other water dwellers become a delicious fish feast.
  - Mountain Man Bling: An interactive activity creating primitive mountain man necklaces with decorative ornaments.
  - Sage bundles: An interactive activity creating primitive Native American sage bundles to help cleanse the spirit and soul.
  - The Fishing Derby in June was a success, but even though there were 61 participants, only five fish were entered, excluding at least a couple of Cutthroat. Scout visited Henrys for the fishing derby.

Program Type	No. of Programs	No. of Attendees
Special Events	1	61
Educational Programs	8	74
Experiential Programs	4	62

#### Preservation of Natural, Cultural, and/or Historical Resources

- Signs were designed and purchased to notify visitors of possible fire dangers. We have been talking with Keith Jones regarding fuel assessments at the park and are starting sagebrush removal for fire suppression.
- Looking into mosquito abatement.
- Installed a fire wheel sign and a “Be Bear Aware” sign between the cattle guard and the Goosebay Road. We also added a “Be Bear Aware” sign to the Adams and Blue Dun Loops sign and put one on the new Caddis Loop sign.
- Sprayed the Tansy on the Jetty as pointed out by a customer and sprayed living pads to free them from weeds.

#### Staff Training

- Staff attended CEO training in Boise.
- A job orientation was given to new staff working in the kiosk and maintenance.
- Staff received training in Fish and Game policy to better support the fishing derby.

#### Strategic Plan Actions

- The customer service survey comments from last year were used as examples of good and bad to improve customer service in the park. The entrance station hours were extended on Tuesday, Wednesday, and Friday nights.
- Posters, Facebook posts, and ¼ sheet notices in camper packets were used to advertise the programs.
- Advertised the free Idaho Fish and Game’s Free Fishing Day on June 11 held at Henrys.
- Using Facebook to show pictures of activities and programs.

#### Park Manager’s Narrative

- The old water system blew water all over the pump house. After discussing with the repairman, we decided to have the old mercury switches replaced and haven’t had any issues since.

#### Ashton-Tetonia Trail

##### Issues Not Being Addressed

1. Trespass issues along the trail.
2. Trailhead development partnership with the City of Tetonia.
3. Completion of grant for signs.

#### Customer Service

- We are addressing rough trail conditions by grading and applying a sterilizing agent to prevent vegetation growth.
- We are implementing a new staff schedule to better accommodate for trail use/visitor contacts, as well as maintenance needs.

#### Park Usage

- The use on the trail has changed for the season. There have been more bikers on the trail with the better weather arriving. Along with the bikes, more motorcycles have also been on the trail. Illegal motorized use has been a consistent issue we are trying to address.
- Park ranger reports some “events” are taking place on the trail. We will follow up with this and see if permits are required.

#### Program Services

- The application for the August, 2016 Grand Teton Relay Race has been submitted.
- We held a trail ride and program on June 4 National Trails Day. Bike Riders did a six-mile ride crossing two of the trestles and learning about the history of the rail trail.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	0	0
Educational Programs	1	25
Experiential Programs	0	0

#### Preservation of Natural, Cultural, and/or Historical Resources

- Nothing new to report.

#### Staff Training

- Park ranger has been participating in an “In House”/OJT training and orientation program during his probationary period. Items such as policy and procedure, rules, required paperwork, IRS reporting are being studied.

#### Strategic Plan Actions

- This time of year we are creating action items to improve the trail and are also looking into partnering with a bike group to host an event on the trail.
- The signs, from the sign grant, have been delivered and are starting to be installed by ITD. Trail users will now be able to find a trailhead.

#### Park Manager’s Narrative

- Ranger has been more active in making trail user contacts.
- We attempted to pursue citations for 5-6 vehicles found parked on the trail at the Bitch creek trestle. A visitor wrote a witness statement and she took photos of all the vehicle license plates. The county prosecutor and sheriff have refused to help us on this and stated even if we pursue it they will drop the cases. Someone also hooked a vehicle to one of ours gates (Bull Elk gate) and tore it open, and damaged it.
- We are still seeing lots of illegal motorized use on the trail and damage is occurring. Park ranger estimated the motorized use is equal to or exceeding non-motorized use.
- CAROLEX temporary permit has been approved, and we are sure it will move on to an easement request.
- Gravel has been purchased and delivered to the Tetonia City trailhead. The city will now grade and level the site.

#### Mesa Falls Recreation Area

##### Issues Not Being Addressed

1. Renewal of Forest Service MOU in 2016.

#### Customer Service

- Nothing new to report.

#### Park Usage

- We officially opened for the summer season on May 27.
- Activity was high in May and the Memorial holiday weekend was very busy.
- There was a good number of visitors to the falls, retail sales were brisk; revenue for June was over \$6K.

#### Program Services

- Park staff is working on a schedule of programs for this season. We will cooperate with the USFS and do at least two programs here.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	0	0
Educational Programs	0	0
Experiential Programs	0	0

#### Preservation of Natural, Cultural, and/or Historical Resources

- Nothing new to report.

#### Staff Training

- Nothing new to report.

#### Strategic Plan Actions

- Our new, redesigned T-shirts and hats are selling well.
- Revenues for this year should exceed last year by over \$3K.
- Goals for this season will revolve around improved retail, customer service, and increased programming.

#### Park Manager's Narrative

- We are open and 100% operational. All staff in place and retail sales were brisk, especially bug spray!

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

##### Issues Not Being Addressed

1. No new activity or information on radio communication needs. Park staff has found methods to make the existing system work: i.e.; relaying information, moving locations, or using cellular service. (This item will remain on the monthly report until a definitive solution is reached or the current approach is deemed acceptable.)
2. The need for an angling area that meets the accessibility needs of those with mobility limitations exists. We are in communication with agency staff and our partners in reclamation about this issue.

#### Customer Service

- Park staff and the region maintenance crew provided significant efforts to complete the assembly and installation of the new handling docks at the Van Wyck boat ramp. Additionally, staff installed handling docks at Blue Heron and handling docks for all of the west side ramps.
- The Tamarack temporary concession, based from the Poison Creek unit, resumed its operation for the season. Motorized and non-motorized watercraft rental, prepackaged food and a small amount of retail items will be offered with this waterfront operation.
- The park is working with a local vendor to provide firewood sales in our campgrounds again this summer.
- The park brought its watercraft rental and First Time Adventure programs into operation at the Van Wyck unit.

#### Park/Program Usage

- Spring camping and day use activity was moderate to low at the beginning of April but increased significantly the last week of month.
- May saw a steady increase in visitation to campgrounds and day use areas was recorded as the summer season official kicked off.
- All campgrounds and day use areas were at, or near, capacity as June ended. Staff worked diligently to prepare the park for the peak visitation expected in July.
- In addition to very busy day use areas and campgrounds, the Big Sage Shelter was reserved eight times and the Osprey Point Yurts had 11 overnight uses.

#### Program Services:

- In May, the park staff continued to provide programs for the Cascade After-school Program (CAP) which is held at the Cascade Cultural Arts Center. Students (1-5 grades) participated in activities that focused on water safety.
- Park staff provided programming regarding the dangers of hypothermia and life jacket use during the annual Bike Rodeo and Safety Fair. Approximately 100 students received the information.
- The park's interpretive efforts within the park and community focused primarily on serving youth. These program elements included junior rangers, and programming for the Southern Valley County Rec. District's (SVCRD) day camp. (The numbers served this month compared to 2015 are down considerably - approximately 180 visitors served in 2015 verses 47 this month. This reduction is due in part to lower attendance at the SVCRD day camp and notable shortages in park staff that did not allow evening campfire programs to be offered.)
- Park staff served as the lead to organize and provide support for Idaho's Free Fishing day, held at Fisher Pond in Cascade. More than 80 kids and 100 adults enjoyed fishing, crafts, soft drinks and grilled hot dogs.
- The park was the location for five fishing tournaments and the annual Southern Idaho Sailing Association (SISA) Cascade Cup regatta in June.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	1	180
Educational Programs	5	161
Experiential Programs		

#### Preservation of Natural, Cultural, and/or Historical Resources

- Park staff met with IDPR Development Bureau and contracted engineers to begin prioritizing shoreline erosion areas that may receive stabilization work this fall.
- Research continues to be an effective method to control ground squirrels and other rodents.
- Hazard tree removal and the start of controlling noxious weeds was started.

#### Staff Training

- Two park staff attended the 80-hour Compliance Enforcement Officer (CEO) training and four staff attended the 20-hour refresher.
- Park staff attended the south region meeting held in Twin Falls.
- The park manager attended the Rocky Mountain State Park Executive Conference (RMSPEC) in Custer, SD.
- Orientation and training of the park's newest rangers continue.
- Park staff provided orientation and training for our campground host and seasonal employees.
- Two park staff attended the initial training provided for use of the reservation system.

#### Strategic Plan Actions

- Park staff and park volunteers participated in a pedestrian count, the third in a series of four, as part of the Cascade Mobility Team. The purpose of this activity is to record the use patterns and



numbers of pedestrians and cyclist that use key intersections in the community. This information will be used to help determine needs and seek potential funding opportunities.

- Park staff is developing a special event for the newly founded Valley County Centennial celebration committee which will promote the 2017 100<sup>th</sup> anniversary of Valley County.
- Park staff provided support and equipment for the community's 5th annual 4-Summit Challenge spring bike tune-up. The park will also continue to serve as a partner in Yellow Bike Program which is a free loaner bike program in the community.
- In the coming months, the park will provide educational/experienced based programs for the Cascade Public Library summer reading program and the Southern Valley County Recreation District day camp. Park staff also attended a planning session for the 2016-2017 Cascade After School Program and will provide programs each month with our community partners.
- Park staff finalized the details and completed the temporary concession agreement for the sales of prepackaged ice cream, via a small truck, beginning Memorial Day weekend.
- The park is partnering with Kelly's Whitewater Park and the Cascade Chamber of Commerce for the fifth year to operate the Visitor Information Depot located at Kelly's. The Depot opened on June 17th and will be in operation four days per week.
- Park staff and team members from the Horizons Life-Style and Education team provide support (logistics and advertising) as the documentary film "Destination Idaho" scheduled to be shown on July 1.
- The park manager attended the Horizons Life-Style and Education quarterly board meeting. The park will continue to collaborate with this community action group to bring educational and recreational opportunities to the public.
- The park continued to serve as a work site for Southern Valley Co. Rec. District's – Float Your Boat Program.
- Youth from the community provided several hours of service to the park; completing raking and litter pickup.

#### Park Manager's Narrative

- Park staff has been notified that funding for a new administrative and maintenance area has been secured. This opportunity will be a major transformation in meeting the needs of the visitors, community, park, and agency.
- Park staff met with USFS Boise National Forest, Fire Management staff, and Reclamation's Natural Resource Specialist to discuss the new Fire Management Operations plan adopted between the USFS and Reclamation and the impact to the park. One element of this new plan restricts the park from performing routine controlled burns of woody debris (i.e. "slash" piles). At this time the plan requires chipping of all materials or requesting USFS personnel to perform this task. It is necessary to continue this conversation with these groups to find a practical solution.
- Finding a method to replace aging equipment and vehicles in timelier manner is needed. Many of the park's vehicle and equipment have met their useful and cost effective lifespan. Costly repairs and interruption of programs and service is beginning to more common in the park operation.

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

##### Issues Not Being Addressed

1. Extending the fence around the old office area, shop, and park residence is needed.
2. Park is in need of a new maintenance building/shop.
3. Many drinking fountains in the park are in need of repair or replacement.
4. Paved walking trails throughout the park need to be repaved. (Approximately one mile of unimproved trails remain in disrepair).
5. A bucket truck is needed for substantial tree trimming around park.
6. Rock walls built by CCC are in need of repair.

#### Customer Service

- Boat docks were installed May 26 and the fishermen are extremely happy with them. A huge thanks to all those who got them in prior to Memorial Day.
- We have a large number of reservations for special events, (family reunions, weddings, parties) for the summer.
- The RV campground was fully opened on May 8, when the water was turned on to the sites.
- June was extremely busy with full campgrounds every weekend and we were much busier during the week than in years past. It was difficult to irrigate the campgrounds, but most campers were understanding when told we have to water during the week.

#### Park Usage

- We had a group of local Geo-cachers for a Cache-In Trash-Out event in April. They picked up several large trash bags of garbage that had accumulated throughout the winter. This is the third event they have held in the park.
- The local Snake River Disc Golfers club hosted their league night every Friday evening in April, and averaged about a dozen players each night. They also held a glow round one night with 24 in attendance.
- May was an extremely busy month, both in the campgrounds and day use. Fishing this spring was fantastic and the mild weather helped.
- Family reunion season is in full swing and we have had several Scout campouts. We also hosted five weddings in June.
- We hosted our first L.A.R.P. (Live Action Role Play) event of the year. The Belegarth group from Twin Falls returned for the second year with approximately 155 participants.
- We experienced a carp die off in June, which hurt the fishing, but didn't keep the boats away. According to IDF&G and USFW the die off appears to be natural.
- We had four youth workers start working during the last week of June; paid for by the Department of Labor. They should be with us through most of the summer and will be a huge help.
- In June, the RV campground was full every weekend and was near full several times during the middle of the week. It appears that most of these mid-week stays have been people heading to Yellowstone for the weekend.

#### Program Services

- In April, the park ranger hosted the park's first "First Time Fishing" group. A local group of ten cub scouts came out and utilized the program for around two hours. Unfortunately, no fish were caught.
- We hosted eight special events in May. Most were cub/boy scout campouts and a couple father/son overnight trips. We also hosted one wedding in May.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	33	1491
Educational Programs	0	0
Experiential Programs	0	0

#### Preservation of Natural, Cultural, and/or Historical Resources

- Removal of the trees branches that were damaged in the late March snow storm was slow but park ranger worked with a local church group on organizing a cleanup day in May.

#### Staff Training

- Park ranger attended the CEO refresher in Boise in April.
- Park ranger worked with Garth to bring the region's CPR/first aid training materials up to date.

### Strategic Plan Actions

- Nothing to report.

### Park Manager's Narrative

- We were able to get a commercial tree trimmer out to the Upper Lakeview campground to remove some dangerous widow makers in the trees above the campground. While they were there, the tree trimmers were able to remove a huge amount of dead wood leaving much nicer looking and healthier trees.
- We saw a huge increase in broken (not turning) sprinkler heads this year which has resulted in more browned areas than normal during June. Along with a huge algae bloom that lasted a couple weeks, our filter could not keep up. We have supplemented watering during the day and we are seeing grass regrowth in those areas.
- Park ranger went to Challis to assist with CPR training and observed the Bayhorse ranger in order to sign off on his instructor renewal at the request from Minidoka Memorial.

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

#### Issues Not Being Addressed

1. The current ranger position at Yankee Fork needs to be made full time. There is also currently no full time position at this park other than the park manager which is a strain on our operations.
2. We have raised our hourly wages to \$9.00 per hour but this is still below the local wages to be competitive for the top people. The local forest service office posted their summer youth positions for untrained 16-18 year olds at \$10.05 per hour.
3. The Bayhorse ranger position does the same type of work as the classified people and should be on the same pay scale. With additional money available for seasonal positions we would like to extend the season of the Bayhorse ranger or preferably, make it a classified position.

#### Customer Service

- There was an increase in visitation in April to the park as a result of many schools throughout Idaho having their spring break.
- Preparations, cleanup, and the opening of Custer was undertaken by members of staff along with USFS personnel in May.
- Staff worked extremely hard to keep the facilities and grounds in a clean and safe condition, providing the visitors with best possible experience.

#### Park Usage

- We had 562 park visitors in April, 1282 in May, and 2,018 in June.
- The park movie was shown 12 times to 43 visitors in April, showed 26 times to 105 visitors in May and 43 times to 132 visitors in June.
- The panning station was open and we had 24 people pan for gold in May and 144 in June.
- In May, a travel car club of 34 people stopped to visit the park and students from Challis and Stanley schools came for field trips.
- Idaho Fish and Game brought 12 visitors for a tour of the center.
- There were six groups with a total of 22 people that did museum searches.
- Custer recorded 424 visitors in May and 2673 in June and the gold dredge recorded 383 visitors in May and 1,581 visitors in June.

#### Program Services

- In May the park hosted the annual Archeology Day with 112 people attending.
- We had 71 attendees from the local community for the annual Memorial Day services.
- The Bureau of Reclamation presented a program on the Yankee Fork River Valley to eight people.
- Mackay school enjoyed a day of programs

- The River of No Return endurance run had 275 entries under a GUP. A total of 390 people visited the interpretive center that day.

Program Type	No. of Programs	No. of Attendees
Special Events	2	461
Educational Programs	22	261
Experiential Programs	3	14

#### Preservation of Natural, Cultural, and/or Historical Resources

- Staff and volunteers continue to accession artifacts. Staff also updated the displays in the museum and re-wrapped artifacts for preservation.
- Research for presentations materials to be used by the Bureau of Reclamation (BOR) was conducted. Staff gathered pictures and documents for the BOR program.
- SHPO made a visit to LYF and the Bayhorse ranger and manager went over policy requirements with Tricia Canaday and Marianne Davis. All walked and reviewed the IHT stabilization grant project along with future clean-up of sagebrush to be done in the Bayhorse town site.
- Custer had 10 volunteers from the group Passport in Time that helped to straighten one of the walls in the McKenzie house.

#### Staff Training

- Our rangers and park manager attended the new CEO training in Boise.
- One employee attended the Crucial Conversations training.
- OHV certification for four people was held in June.
- Staff training and orientation were conducted. This included first aid, CPR. The trail rangers met with the USFS and went through two days of saw training and on-the-ground trail work. This is the third year we have done the combined training with the USFS and it has proven to be extremely beneficial.

#### Strategic Plan Actions

- Park completed a GUP for a wedding at Bayhorse this summer in August which will be an additional source of revenue for the park.
- Crews at Bayhorse have continued to clear brush from around the historic building in an effort to improve the fire safety in the town site.
- Our trail crew lead, along with the Bayhorse ranger, met with the new BLM recreation specialist about trail work to be done with the Challenge Cost Share Grant awarded to the park. This is the BLM grant that we have for 3 years. \$5000 this year and \$10,000 the next two years.

#### Park Manager's Narrative

- Park manager presented two grant requests to the USFS RAC committee. These were for work by the Bayhorse Trails crew and the Custer employee including housing. Neither was approved.
- Scout made an appearance at the annual Archeology Day and was a big success with the kids.
- Met with USFS, Custer personnel to go over duties, needs, and changes for Custer Day. Advertisement, posters and buttons were made along with new signage for the event.
- Park manager met with the *Challis Messenger* due to the public not wanting to pay their MVEF. There have been several incidents where customers used foul language and yelled at the ranger.
- Dooley Wheeler's kids, Norman Wheeler and Marjorie Wheeler Goodman, were in town to spread their parent's ashes. Dooley was the manager of Bayhorse for Umont mining. They came to the Interpretive Center. The film maker and historian were here to do oral history interviews with them. We obtained a great deal of information from them which will be great to add to the Bayhorse story.

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

### **Issues Not Being Addressed**

1. Automatic irrigation system at Discovery is needed.
2. Spring Shores master plan is needed.
3. Construction of day use shelters and upgrade of restrooms is needed at Sandy Point.

### **Customer Service**

- In April good spring weather put extra demands on staff and facilities. Customers want facilities open earlier and more staff available.
- Office hours and fuel dock hours were expanded in June to seven days a week.

### **Park Usage**

- Business picked up as schools got out and the weather warmed.
- Dry land storage of boats increased dramatically with 14 clients. Previous count was seven.
- In June Sandy Point and Discovery were very busy with large family groups on the weekends.
- All three units were near capacity on a very hot weekend in June. Spring Shores had a line of vehicles and trailers extending at least ½ mile. People waited 20-60 minutes for a space to open up before being allowed to enter the park. This went on for at least four hours. The young seasonal crew did an exceptional job.

### **Program Services**

- Activities in April included the 39<sup>th</sup> annual Race to Robie Creek with 475 cars parked and Discovery hosted Outside Day with approximately 100 kids learning about the environment with an emphasis on rivers.
- The first Songwriters in the Park concert at Sandy point drew 387 people and was a big success.
- The Famous Idaho Potato marathon started at Sandy Point again this year. Approximately 1,600 runners gathered at the park for this annual event sponsored by the YMCA. We have been proud partners in this event for several years.
- Activities in June included programs on Dutch oven cooking, Girls State visit, and a Fire ecology program.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	3	2401
Educational Programs	3	114
Experiential Programs	0	0

### **Preservation of Natural, Cultural, and/or Historical Resources**

- Met with IDFG concerning wildlife bypass and fencing in the Spring Shores area.

### **Staff Training**

- One seasonal employee attended the full CEO training and four classified staff attended the refresher.
- Held training for our seasonal crew on park operations, law enforcement, emergency procedures, and customer service.
- One employee attended a program on managing volunteers

### **Strategic Plan Actions**

- Worked on improving the concession areas of Sandy Point and will be working on the expansion and enhancement of Spring Shores and the Marina.
- Working with the local sailing community on establishing more activities and areas for storing small sailboats. Preliminary drawings have been made courtesy of a sailor/architect.
- Seasonal ranger set up an interpretive plan and started to conduct programs in June.

### Park Manager's Narrative

- Surat has been working with Evelyn and the Idaho Songwriters Association about a small concert series at Sandy Point. We learned a lot last year and are looking forward to more sponsors and more success.
- Moorage contracts were completed. We had some major repairs on docks as we got ready for the new season.
- An additional cell phone extender was installed greatly increasing cell coverage.
- Spring moorage meeting had close to 100 attendees—the biggest we have ever had! Customers were given information about the upcoming season, future projects, and a question and answer session.
- The Capitol Gypsies chapter of the Good Sam's Club helped rake up branches and leaves, and plant flowers at Spring Shores. They donated a flat of marigolds and did a great job cleaning up and making the patio look wonderful. About 15 volunteers aged 60-85 came up and worked a little more than an hour. They won an award for this. It is the second year they have won this award.
- Off-leash areas have been eliminated at Sandy Point until the fall; Discovery has a restricted area for off-leash near the river. GUPs for Discovery are up.
- The Capitol Gypsies chapter of the Good Sam's Club Ada County Highway District chip sealed and striped the road from highway 21 to the Spring Shores Marina entrance—we are very grateful.
- Jennifer Okerlund, Betty Mills, and Surat spent half a day with four young ladies from Idaho Syringa Girls State at Lucky Peak. These ladies wanted to know about parks and recreation and got a tour of the facilities. They were also treated to a short demonstration of the "Roostertail" when the power plant was testing release valves.

### MASSACRE ROCKS – KEVIN LYNOTT, PARK MANAGER

#### Issues Not Being Addressed

1. Very few seasonal applications were received at the park which is a continuation of what we experienced last year.
2. We need to have a larger seasonal salary budget in the future to hire a seasonal interpretive specialist to provide our visitors educational programs.

#### Customer Service

- The repairs on our beaver damaged dock string were completed in April.
- The visitor center is now on summer hours of Sunday-Wednesday 10:30am – 7:00pm and Thursday-Saturday 7:30am – 9:00pm.
- The visitor center displays were completed in May with the final panel of the Pleistocene era animals that made this part of the state home in prehistoric times. The panel was mounted before Memorial Day weekend and all comments concerning our new displays have been positive.
- We were able to find another publisher that could resupply our historical publications in our resale program in June. We are now featuring several new historical books that our visitors can enjoy.

#### Park Usage

- Our first bass fishing tournament was held the last weekend of April, two weeks ahead of the normal start of tournament activities in the area. Our disc golf courses have been seeing increased use. We have brought in some new retail disc golf products to provide disc golf enthusiasts with some new plastic to throw. Use of our trails by mountain bikers decreased in April as more of the mountain trail systems were opened up as the snow melted in the high country.



- The Memorial Day weekend was very busy with a great crowd for the entire weekend. We had no major compliance problems and, for the first time in several years, we had nice weather for the holiday weekend. Five camping rigs even had to be parked in the Canyonview group area that served as an overflow area for the holiday weekend.
- Campground and day use numbers were above average in June with the hot temperatures bringing visitors from both our region and out of state. Boating numbers were strong as well and our canoe/kayak rental program is exceeding our expectations thus far this summer.

#### Program Services

- Fourth grade teachers continued to reserve their park visit dates. May was a busy month for school programs once again this year.
- Park manager provided a paddling safety station at the American Falls Summer Safety Blast event in June 22 in the city park of our local community.
- We are unable to provide weekly interpretive programs to our visitors this summer as we have in the past due to the fact that we had no interpretive volunteer hosts apply to the park this summer.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	0	0
Educational Programs	13	975
Experiential Programs	1	100

#### Staff Training

- Nothing scheduled this past quarter.

#### Strategic Plan Actions

- Nothing of significance.

#### Park Manager's Narrative

- Park staff worked incredibly hard to get all of our facilities open and looking nice by the big Memorial holiday weekend.
- We were able to fill our last seasonal position just before the Memorial Day holiday weekend and had one late arrival volunteer come in at the end of July.
- Due to the efforts of our seasonal crew and volunteers, the park looked great in June, fire breaks were established and we provided quality recreational opportunities to our visitors.

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

##### Issues Not Being Addressed

1. Permanent Staff wages extremely low for skill levels, years of service and duties.
2. Replacement of critical equipment.
3. Seasonal budget not adequate to staff park for duties and needs of public and park.
4. Operational budget not keeping up with needs of park. Creating deferred maintenance.

#### Customer Service

- MOSS and Early Roots continued to offer educational opportunities to public.
- Multiple school groups utilizing park
- Numerous events and educational activities brought people into the park.

#### Park Usage

- Nice weather brought people out to use the park including weddings, school groups, and the Southern Idaho Mycological Training.

#### Program Services

- Educational programs included the Early Roots programs, Master Naturalist Educational programs, and an educational Tree program.

- Experiential programs included Payette Ski Club ski lessons in the winter and the Idaho Fish & Game fishing day.
- Special Events included the Migratory Bird Day, National Trail Day, Free Fishing Day, Bark in Park, and Ponderosa Fun Run.
- Park has scheduled Jr. Ranger and evening programs for Saturdays this summer and new this year are family programs on Tuesday evenings to meet demands of non -weekend visitors.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	5	535
Educational Programs	43	1175
Experiential Programs	19	295

#### Preservation of Natural, Cultural, and/or Historical Resources

- Deployed 2,100 Douglas fir beetle pheromone (MCH) bubble pouches over approximately 75 acres.
- Finished hazard tree/slash & fuel reduction in campground and day use areas and started working on hiking trails in May.
- Staff finished removal of pine timber and slash from winter storms, and transported logs to parks storage yard and covered logs to prevent bark beetles from emerging from trees and infecting other trees in the park.
- Park staff began working on noxious/invasive weeds in the park.

#### Staff Training

- Two staff members attended the Great Basin Fire Mitigation Conference in April.
- One staff member attended the Forest Insect and Disease training in May.
- Staff attended CEO training in April.
- New employee orientation and work safety was accomplished.

#### Strategic Plan Actions

- Continuing to expand educational opportunities at park with interscholastic bike group offered training session on mountain bikes for kids.
- Park working with Early Roots preschool group to expand educational and experienced based programing.
- Local arts group will do six days of plays in the park this summer, started play practices in the park.
- Finished Eastside Beach parking lot improvement project and continued with the North Beach unit transportation improvement plan.
- Finished North Beach road signage project.

#### Park Manager's Narrative

- Working with Blue Moon concessionaire to renew their winter dinner yurt concession.
- Finished North Beach Signage project with 67 No Parking signs, three Entering North Beach informational signs, five parking area signs, and numerous other sign improvements throughout North Beach unit.
- Worked with Valley County Road Department, Valley County Sheriff, McCall Police, and Idaho State Patrol to solve North Beach and July 4 issues.
- Park advertised four cabins at Kokanee Cove for sale and removal, open bid ended on July 30. Idaho Conservation Corp did an exceptional job dismantling the four log cabins at Kokanee Cove over a two-week period. Park staff provided a chainsaw operation, safety, tree falling, and limbing and bucking training session for the ICC crew before they left the park.

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

### **Issues Not Being Addressed**

1. Staffing of both seasonal and full-time positions is still an issue that needs to be addressed. We are short-handed and falling behind on building maintenance.
2. Seal coating roads and trails at Malad Gorge is needed. We have grass growing through cracks in the roads and they are getting larger each year. This has turned into a safety hazard and will only get worse with time.
3. The wooden docks at Crystal Springs need to be replaced.
4. The bridge at Ritter Island needs to be completely repaired to more fully utilize the facility and allow for emergency vehicles to gain access to the island. Bridge is not approved for the heavier weight limits even with the recent repairs.

### **Customer Service**

- Our biggest customer service issue is that there is no visitor center for customers to find services that we provide and directions to all the park units.
- We also need to have proper signage to the park units.

### **Park Usage**

- The riding arena saw high usage in May, especially in the evenings.
- We started taking reservations for the shelters at Malad Gorge and Niagara Springs in May, with Niagara filled on weekends for May, June, July, and two weeks in August.
- June was especially busy on the weekends. Niagara Springs had high shelter and day use visitation with weddings and family reunions. The riding arena use declined due to the hot weather, but we saw horse riders showing up later in the evenings.
- We also saw visitation in all of our parks pick up with local schools out for the summer.

### **Program Services**

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	1	300
Educational Programs	8	651
Experiential Programs	1	1058

### **Preservation of Natural, Cultural, and/or Historical Resources**

- Weed spraying started in the parks in May and will continue throughout the summer. Also the Ritter Island houses were sprayed for spiders.
- Painting continued at the Rock House on Ritter Island as time permitted. With so few seasonals and volunteers, and so much needing to be done in the other units, we have little time to work on the houses at Ritter.

### **Staff Training**

- Park ranger attended CEO refresher training in Boise.
- Park manager attended Crucial Conversations training in Idaho Falls.
- Staff received safety training on sun burns / skin cancer awareness.
- In-house staff safety tailgate trainings were held during the weekly staff meetings. The four training topics that were covered were back injury prevention, defensive driving, use of a fire extinguisher with live practice, and signs and symptoms of a diabetic with low blood sugar.

### **Strategic Plan Actions**

- Nothing to report.

### **Park Manager's Narrative**

- Park manager met with the local Magic Valley Mountain Man Club about a rendezvous that was held over Memorial Day weekend at Malad Gorge State Park.

- Park staff attended meetings at the National Parks headquarters in Hagerman, bike committee meeting at the Hagerman City Hall, and a Southern Idaho inter agency dispatch (fire) meeting held in Shoshone.
- We had our first water wise meeting of the year in April to help us prepare for our July event.
- Park staff did all they could to address heavy demands in all eight units. However, manpower was stretched trying to keep up on the day-to-day tasks along with mowing and the irrigation.

### **THREE ISLAND – NITA MOSES, PARK MANAGER**

#### **Issues Not Being Addressed**

1. Inadequate O&E budgets: Three Island's utilities continue to increase significantly and require more than 70% of the park's current budget.
2. Inadequate staff budgets: Visitation continues to grow requiring more staff, upkeep, and maintenance of the entire park.
3. Noxious/Invasive Species: Grounds maintenance including trail work and invasive weed eradication continues to be an ongoing issue. Knapweed, Rush Skeleton, and Puncture Vine are prolific throughout the park. The trees in the park are mature and in need of extensive pruning which will require a lift to remove all the dead branches.
4. Park Roads: Roads required asphalt patching, and parking for group and cabin areas is inadequate to best serve our customers.
5. Vehicles/Equipment: The Park's older equipment is wearing out requiring the maintenance craftsman and park ranger to spend a lot of their time on upkeep.

#### **Customer Service**

- OSII continues replenishing the park's resale items.
- The Oregon Trail History and Education Center hours continue to operate Sunday through Saturday from 9:00am-4:00pm since May 3, 2016.

#### **Park Usage**

- In April, the Trailside campground entertained the Rolling Oldies group with an estimated occupancy of 75-100 people utilizing the Sunrise shelter and RV sites. The BSU Osher Institute occupied the history center for educational pursuits, and the Shoshone and Valley View Christian schools toured the park and history center.
- One wedding was held in April and one in May at the park.
- The month of May was busy with local schools bringing 407 students for field trips. BSU Anthropology Department was in the park from May 9 to June 8, and the BSU Osher Institute brought 50 people in for educational endeavors.
- The history center opened its doors to a total of five youth groups with a count of 87 individuals. Five days of shelter rentals totaled 133 people for attendance.
- Family reunions, Mountain Home Airforce Base, Mountain Home City Rec, and STEM have utilized the center and shelters.

#### **Program Services**

- Staff continues to work with the community on an event scheduled for August 13. A Walk-in-the-Park meeting occurred June 2 in day-use area with some of the Glenns Ferry committee members to discuss location of vendor sites, restrooms, bands, parking, and dumpsters.
- Three Island Crossing State Park's 2nd Annual Disc Golf Tournament is scheduled for July 16. Carla has been enquiring about donations and has received three, and Massacre Rocks has donated disc golf items to THR for our up-coming event.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	3	98
Educational Programs	13	609
Experiential Programs	2	57

#### Preservation of Natural, Cultural, and/or Historical Resources

- Senior Maintenance Craftsman continued working on lighting in the history center, and worked on re-design for installment of washer and dryer as well as an eyewash station in shop. This project is almost accomplished.
- Irrigation of entire campground, mowing, weed-eating, and spot spraying, along with daily maintenance routines.

#### Staff Training

- Staff attended the spring CEO refresher course in Boise, and a Crucial Conversations course in Idaho Falls.
- Staff training needs include: First Aid/CPR, volunteer management, and supervisor training.
- Staff attended Reserve America training in June.

#### Strategic Plan Actions

- Staff met with Jennifer Trail from the Library and our volunteer interpreter in May to discuss prizes for Idaho Professional-Technical Education (STEM).
- Staff continued to work with development on improvements to the history center. So far we have upgraded the software, replaced the projector, replaced the TV, and added closed captioning to the videos. We are still working on lighting issues in the center. Lighting needs to be reset at times; it continues to be slow periodically.
- Staff is waiting to move forward with upgrades for Wagon Wheel campground restroom, insulating the work shop, and building an ATV training course.

#### Park Manager's Narrative

- Staff was kept very busy during the spring season unclogging sprinklers and filters for irrigation and replacing broken sprinklers.
- Park Manager Nita Moses continues to work with MIS staff on the park's main phone lines.

#### **SOUTH REGION MAINTENANCE CREW, MAY 2016 – CHRIS RE, FOREMAN**

##### **Harriman State Park**

- May - Grading of main road from visitor center to Scovel Center.

##### **Lake Cascade State Park**

- April - Unloaded, installed, and placed handling dock at Van Wyck boat launch. Placed docks in the water at Blue Heron.
- May - Placed docks at Sugar Loaf.
- June - Graded Crown Point trail, graded Van Wyck camp area, transported park's backhoe.

##### **Lake Walcott State Park**

- April - Placed rocks at group camp area to help with traffic control and spread dirt to help repair damage already created. Removed stumps and filled hole from downed trees. Placed fishing docks in the water.
- May - New handling dock installation.

##### **Massacre Rocks State Park**

- April - Stump work at fishing access. Pulled, loaded, and filled holes with dirt. Placed handling docks at boat launch.
- May - Repaired and improve graded road from shop to manager's house to road, also repaired and graded pump house road.

##### **Ponderosa State Park**

- April - Transported tractor to Boise for repairs. Went over plans for North Beach in June.
- June - Enlarged North Beach parking lot.

#### **South Region**

- May – Interviews and new hire orientation. Water tank assembly.
- June - Machine maintenance for all heavy equipment. June - CDL training with new employee.