

IDAHO DEPARTMENT OF PARKS & RECREATION

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

Quarterly Board Meeting

February 10-12, 2016

IDPR Headquarters

5657 Warm Springs Ave.

Boise, ID 83716

- **AGENDA**..... 1
- **Workshop Wednesday February 10, 2016**
 - **9:00 A.M.** Call to Order
 - Additions or Deletions to the Printed Agenda
 - Workshop 2
 - Revenue Exercise
 - Capital Spending Process
 - CIN List
 - Maintenance Backlog
- **BREAK**
 - Strategic Plan Update
 - Park Evaluation Criteria
 - Policy to Select New Park Properties and Tool
- **11:30 A.M. WORKING LUNCH**
 - Applying Policy and Tool:
 - Horsethief Reservoir
 - Market Lake (West Wings)
 - ITD Pond
- **1:00 P.M. Attend Board Confirmation Hearing for Pete Black – Capital Building**
- **3:00 P.M. – 5:00 P.M. Workshop Wrap-up (if needed)**
- **6:30 P.M. – Dinner at Bardenay, in the Boiler Room**
- **RECESS TO NEXT DAY 9:00 A.M.**
- **Thursday February 11, 2016**
 - **9:00 A.M.** Call to Order
 - Roll Call
 - Consent Agenda *AI** 3
 - Approval of Minutes
 - November 12 & 13, 2015
 - December 17, 2015
 - Group Use Permit
 - Blues and Bones Festival / Keith Hobbs
 - Boise Blues Festival / Keith Hobbs
 - Park Manager Update
 - Bear Lake / Kirk Rich
 - City of Rocks/ Castle Rocks / Wallace Keck

- **BREAK**
- Modernization of IDPR's Recreational Registration Unit / Tammy Kolsky 4
- Update on Redraft of Board Policies / Anna Canning..... 5
- E.F.I.B. Endowment Fund Investment Update / Larry Johnson & Chris Halverson 6
- **Noon – 1:00 P.M. LUNCH (Provided)**
- Reservation System Issues / Ferrell and Gordon Simpson (on agenda at request of Sen. Davis)
- Ponderosa / Kokanee Cove Update / Keith Hobbs..... 7
- Ponderosa / North Beach MOU 8
- Horsethief Reservoir / Director Langhorst / Keith Hobbs AI* 9
- Lake Cascade Visitor Center Update / Director Langhorst / Keith Hobbs AI* 10
- Resolution on Craters of the Moon / Director Langhorst AI* 11
- Gravel Extraction at EISP / Jim Thomas..... 12
- Finance Discussion – Director Langhorst / Steve Martin..... 13
- Billingsley Creek Update / Anna Canning 14
- Economic Study / Bob Hansen
- Election of New Board Chairman / Board
- Director's Report 15
 - Program Written Reports
- Old/New Business
- Public Comment Period
- **RECESS TO NEXT DAY 9:00 A.M.**
- **Friday February 12, 2016**
 - **9:00 A.M.** Call to Order
 - Recreation Leadership Update and Strategy / Dave Claycomb
 - **Executive Session**
 - **Tour Eagle Island State Park**
- **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.

WORK SESSION AGENDA
Idaho Park and Recreation Board Meeting
February 10-12, 2016
IDPR Headquarters
5657 Warm Springs Ave., Boise, ID

SUBJECT:

CAPITAL INVENTORY NEEDS 5-YEAR ASSESSMENT PLAN WORKSESSION

PRESENTER:

Jim Thomas, Development Bureau Chief

BACKGROUND INFORMATION:

The Idaho Department of Parks and Recreation (IDPR) administer over 40 individual units within 30 state parks in Idaho, encompassing approximately 43,000 acres of land and water. There are over 150 miles of existing roads and nearly 400 buildings ranging in size from small kiosks to large administrative buildings within these state parks and administrative offices. The Development Bureau, which has a staff of 5 employees, is responsible for acquisition, planning, development, and major maintenance of state parks and facilities. Working with each park's staff, the region managers and headquarters building manager, the Development Bureau compiles a database of the major maintenance and new capital needs within Idaho's state parks and administrative sites for current and future funding. This database is referred to as the "Capital Inventory of Needs list" (CIN).

The purpose of the work session today is to provide the Board with a greater understanding of the CIN process, the CIN data base, and review a draft 5-year needs assessment plan.

ACTIVITY:

Staff will present a power point presentation on the CIN process with open dialogue between Board Members, Executive Staff, and others attending.

WORK SESSION AGENDA
Idaho Park and Recreation Board Meeting
February 10-12, 2016
IDPR Headquarters
5657 Warm Springs Ave., Boise, ID

SUBJECT:

DISCUSSION AND BRAINSTORMING ON STRATEGIC PLAN UPDATE

PRESENTER:

Anna Canning, Management Services Administrator

BACKGROUND INFORMATION:

IDPR is required to update its strategic plan annually so that it is always looking four years into the future. That update is due to DFM by July 1, 2016. The purpose of the workshop today is to solicit ideas you may have regarding that update. Attached please find the *2016 Strategic Plan* for your reference.

ACTIVITY:

At this time, staff is simply providing ideas to start the Board discussion. These ideas are based on comments and themes we've heard from the Board for the last year or two. The ideas are organized under the three main goals of the strategic plan: experience, access, and stewardship. The intent is for the Board to use these suggestions as a starting point to brainstorm on different objectives and actions. I will then take those ideas and develop a draft plan for your review in advance of your May Board meeting.

Experience

- Increase the capacity for overnight stays where demand outstrips supply.
- Enhance the experience of staying overnight at one of our state parks or just spending the day at a park or recreation area by offering exciting programs and activities (aka interpretative events).
- Create an interpretive plan with enough specifics that we have something to offer potential sponsors and donor as we solicit additional financial support.

Access

- Have more impact on the travel planning process.
- Involve both motorized and non-motorized user groups more.
- Avoid loss of key motorized recreation opportunities by designating priorities resources and focusing efforts on such.
- Find a funding source for non-motorized recreation so that we have the resources to maintain trails.

Stewardship

- Catch up on maintenance backlog.
- Market state parks and recreation programs to create a meaningful connection to the people of Idaho.
- Target raising our compensation plan to X% of policy rate.

FUTURE FOCUS



July
2015

THE 2016 TO 2019 STRATEGIC PLAN FOR THE IDAHO
DEPARTMENT OF PARKS AND RECREATION

IDAHO PARK AND RECREATION BOARD

District 1—Tom Crimmins **Hayden Lake, Idaho**

District 2—Randy Doman, Vice Chair **Cottonwood, Idaho**

District 3—Susan Buxton **Boise, Idaho**

District 4—Charles H. Correll, Chair **Jerome, Idaho**

District 5—Jean S. McDevitt **Pocatello, Idaho**

District 6—Robert Hansen **Menan, Idaho**

Ex Officio—David Langhorst, Director **Boise, Idaho**

Future Focus

THE 2016 TO 2019 STRATEGIC PLAN FOR THE IDAHO DEPARTMENT OF PARKS AND RECREATION

IDAHO DEPARTMENT OF PARKS AND RECREATION (IDPR)

What We Do

IDPR manages thirty state parks throughout Idaho. IDPR also administers the recreation sticker programs for boats, snowmobiles and other off-highway vehicles. Money from these sticker programs goes back to users to develop and maintain trails, facilities, and education programs for snowmobilers, boaters and off-highway vehicle operators. IDPR administers non-motorized trail programs like *Park N' Ski*. IDPR also assists in the Department of Agriculture *Invasive Species* program. Furthermore, IDPR manages several outdoor recreation grant programs that provide facilities and services to a wide variety of recreationists and the local governmental and nongovernmental organizations that serve them. We are a diverse agency with diverse constituents, but when one combines it all together, we are Idaho.

Mission and Vision

The mission of the Idaho Department of Parks and Recreation is to improve the quality of life in Idaho through outdoor recreation and resource stewardship. We are innovators in outdoor recreation, committed to excellent service and resource stewardship. We foster experiences that renew the human spirit and promote community vitality.

Core Values

Core values are the essential and enduring tenets of an organization. They are its guiding principles. For the Idaho Department of Parks and Recreation, our core values are integrity, compassion, service, stewardship and commitment. We protect the resources entrusted to us, we strive to help visitors experience those resources in a positive way, and we endeavor to be vital members of our communities in which we operate.



Why this is Important

The Idaho Park and Recreation Board and the IDPR employees identify with and support the mission, vision, and core values of the organization. IDPR employees are proud to call ourselves public servants. The Board and employees value the public we serve and continually aim to improve our service to them. We enjoy our

jobs, and as the work day ends, we feel good about what we accomplished that day. That is our organizational culture, and that is the culture we aim to preserve.

The goals expressed in previous versions of the IDPR strategic plan were to focus on core responsibilities, maximize revenue throughout the system, and develop dedicated funding sources to support state park operations. Those goals remain important and are now integrated into the IDPR organizational culture and daily operations. Through this plan, IDPR seeks to strategically position itself for the future in a coordinated, fiscally responsible manner that will increase services to our current customers, foster new customers, and preserve the organizational culture.

THE STRATEGIC PLAN

IDPR develops a strategic plan every four years, as required by state statute. A strategic plan sets an organization's direction and guides its allocation of resources. The effective date of this strategic plan begins July 1, 2015 (the first day of Fiscal Year 2016) and extends through June 30, 2019 (the last day of Fiscal Year 2019).

The Content of the Strategic Plan

The intent of the strategic plan is to provide direction for the Department and set measurable goals regarding performance over a four-year period. The plan must also *"identify those key factors external to the agency and beyond its control that could significantly affect the achievement of the strategic plan goals and objectives."* The word "measurable" in the previous section is critical to the intent of the strategic plan. State Code gives several requirements regarding how to create measurable standards. First, the strategic plan must address all major divisions and core functions of the agency. Second, the plan must include objectives and/or tasks that indicate how the Department will achieve its goals. Third, the strategic plan must include performance measures that assess the Department's progress in meeting those goals. Finally, the plan must be updated annually.¹



Using the Strategic Plan

It is important that the strategic plan be structured in a manner that makes it useful to IDPR throughout the year—not just at budget time or when updated. State code mandates that the plan include performance measures that are also included in IDPR's annual budget request.² Additionally, the plan should guide IDPR in addressing policy and other issues that arise throughout the year, not only before the Board, the Director, and the Executive Staff but also field staff. For example, if IDPR receives a large endowment without spending restrictions, how should those monies be used to best meet agency goals?

¹ Idaho Code § 67-1903.

² Idaho Code § 67-1904.

The Planning Process

The process of preparing a plan is as important as the final document itself. Only with the support of the individuals that make decisions daily regarding the operation and administration of IDPR, can the document truly become a useful tool. IDPR Executive Staff were asked to participate in all aspects of this plan. The Executive Staff consists of the Director, Operations Administrator, Management Services Administrator, Recreation Bureau Chief, North Region Manager, South/East Region Manager, Communications Officer, Finance Officer, Reservation Program Manager, Management Information Systems Manager, Development Bureau Chief, and the Human Resources Director. As you can see, this group includes the key decision makers within IDPR staff.

The first task in preparation of the strategic plan update was to review numerous current plans and documents—assessing the associated visions, goals, objectives, and general aspirational statements. Those documents include the 2013 Idaho Park and Recreation Board Goals; the IDPR Mission, Vision, and Core Value statements; the Executive Staff 20-, 10-, and 5-year goals; the State Comprehensive Outdoor Recreation and Tourism Plan; and IDPR's current Strategic Plan. Within those documents, staff identified over 150 aspirational statements. The Executive Staff then distilled these statements into the three goals identified in this document.

The third task was then to set measurable objectives, performance measures, and performance targets. Again, the Executive Team all participated in this effort.

Once finalized, the Director then submitted the Strategic Plan to the Idaho Park and Recreation Board for their consideration. The Board first discussed this current version of the strategic plan on May 21, 2014. The Board provided direction to staff and directed changes for their next available meeting. The Board took final action to approve the plan on June 27, 2014. The Board considered and approved the first update on June 25, 2015. All Board meetings were properly noticed as set forth in Idaho State Code 67-2343. The final plan was then sent to the appropriate legislative bodies, distributed to staff, and posted on the IDPR website.

ORGANIZATION

In order to make this document a living and useful document, it focuses on goals related to how IDPR runs and develops our parks and recreation programs. These three goals are: access, experience, and stewardship. The remainder of this document is organized around those goals.

EXPERIENCE

Goal 1: Foster experiences that renew the human spirit and promote community vitality.

IDPR provides not only recreation facilities for the public, but also recreation experiences through education and interpretation on a wide range of topics such as star gazing, nature photography, wild flower identification, bird watching, junior ranger skills, ice fishing, hunting academy, state history, yoga, safety and instruction classes for off-highway vehicles and boats, and avalanche awareness and safety classes for snowmobile users, skiers, snowshoers, and other winter-time, back-country recreationist. These experience-based programs are opportunities to develop new customers and to promote community partnerships.

Objective 1.1: Provide different and unique outdoor experiences.

PERFORMANCE MEASURE 1.1.1: INCREASE AVAILABLE ACTIVITIES TO ATTRACT A WIDER RANGE OF PARK AND RECREATION AUDIENCES CONSISTENT WITH THE IDPR MISSION.

Staff is encouraged to identify potential new activities and experience-based programs appropriate for IDPR. The new activity or program may be in a park or recreation program. If necessary, the required resources shall be identified as a budget priority or redirected from existing activities that fail to meet stated goals and objectives.



Performance Target 1.1.1.1: Identify 1) a minimum of five new target customer groups that currently are not using our parks or recreation facilities and 2) at least one strategic partnership opportunity associated with each new customer group by December 1, 2015.

Performance Target 1.1.1.2: Create at least one new experience-based program in each park annually to draw in one of the identified new target groups. If necessary, the required resources (including staff and/or facilities) shall be identified as a budget priority or redirected from existing activities that fail to meet stated goals and objectives.

Performance Target 1.1.1.3: Create at least one new experience-based program within the Recreation Bureau annually to draw in one of the identified new target groups.

Performance Target 1.1.1.4: Implement at least one new activity or program with our federal and state partners by December 2017.

Performance Target 1.1.1.5: Develop an interpretive plan (and accompanying five-year implementation plan) that sets a vision for interpretive activities within IDPR by July 2017.

PERFORMANCE MEASURE 1.1.2: STRATEGIZE ON HOW TO BEST USE TECHNOLOGY IN OUR PARKS AND RECREATION ACTIVITIES.

Performance Target 1.1.2.1: Complete a long-range technology plan by October 2015.

Traditionally, parks were viewed as places to leave technology behind. However, our current users are increasingly dependent upon technology and insist on having technology available to them at the parks. IDPR needs to strategize on how best to implement technology in our parks and recreation activities. The plan shall identify where the park and recreation industry is headed with regard to technology, determine appropriate technologies for IDPR, and a schedule to implement the provisions of the plan.

Performance Target 1.1.2.2: Implement the long-range technology plan by July 2016. Implement the plan as set forth in the implementation schedule as noted above.

ACCESS

Goal 2: Protect and improve public access to outdoor recreation statewide.

Idaho Department of Parks and Recreation can and does provide access to outdoor recreation through a variety of means. The term “access” as used here includes not only a point of entry, but also the full recreational opportunity. IDPR impacts all recreationists, not only those that enjoy state parks for thousands of reasons but also those that enjoy motorized and non-motorized recreation of all types throughout Idaho. IDPR also vigorously seeks public and private partnerships and sponsorships with willing groups and agencies for the purpose of expanding access to recreational opportunities and ensuring continued access to existing opportunities.

Objective 2.1: Protect access to valuable recreational trails and boating facilities throughout the state.

Access issues and possible closures may result through changes to local, state and/or Federal plans and management strategies.

PERFORMANCE MEASURE 2.1.1: WORK CLOSELY WITH LAND MANAGEMENT PARTNERS TO ENSURE THAT THERE IS NO NET LOSS OF MOTORIZED OR NON-MOTORIZED ACCESS TO RECREATIONAL TRAILS.



Performance Target 2.1.1.1: Document trail closures from the past ten years or more by July 2016.

Performance Target 2.1.1.2: By July 2016, meet with Federal land management partners to identify past trail closures and our goal of no additional loss of trails.

Performance Target 2.1.1.3: Request “cooperating agency”³ or similar status on federal, state and county plan amendments. Present results to the Board prior to July 1st each year.

Performance Target 2.1.1.4: Continue to meet regularly with Federal land management partners and document successes and/or failures. Present results to the Board prior to July 1st each year.

³ Cooperating agency status is a special standing that the Bureau of Land Management (BLM) and the Forest Service can grant to IDPR during a land use planning or project-level environmental review analysis. The cooperating agency status allows IDPR to assist the lead agency (BLM or the Forest Service) by being a member of the interdisciplinary team responsible for putting together the analysis.

PERFORMANCE MEASURE 2.1.2: WORK CLOSELY WITH LAND MANAGERS AND RECREATIONISTS TO ENSURE THAT THE PUBLIC IS WELL-INFORMED OF PROPOSED CHANGES AND POTENTIAL IMPACTS RELATED TO PUBLIC ACCESS TO TRAILS AND BOATING FACILITIES.

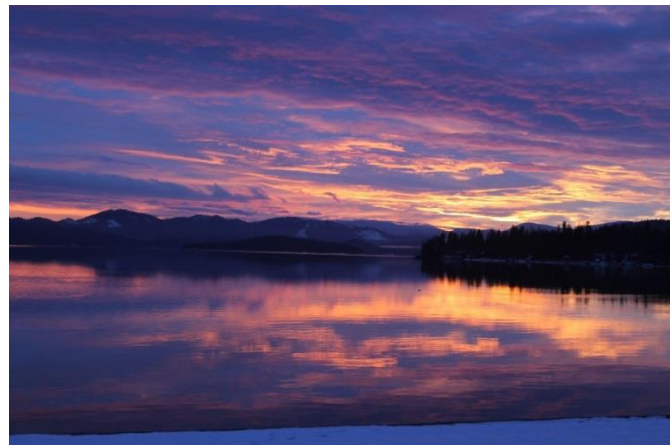
Performance Target 2.1.2.1: Inform the public of proposed changes and potential impacts related to trail and boating facility access and report activities and efforts quarterly to the Board.

STEWARDSHIP

Goal 3: Be responsible stewards of the natural resources and funds entrusted to Idaho Department of Parks and Recreation.

Objective 3.1: Be good stewards of the natural resources and assets entrusted to IDPR.

For the purposes of this objective, stewardship of natural resources, includes but is not limited to, care and maintenance of campground and day use facilities, control of invasive species (plants, snails, etc.), planting trees, forest fuels management, erosion control, care and maintenance of historic and cultural properties and structures, and riparian restoration projects. The failure to address these natural resources is generally the cause for complaint and dissatisfied customers.



PERFORMANCE MEASURE 3.1.1: HAVE SATISFIED PARK CUSTOMERS.

Performance Target 3.1.1.1: Implement day use customer satisfaction surveys by July 2016.

PERFORMANCE MEASURE 3.1.2: IMPROVE FIRE SAFETY WITHIN OUR PARKS.

As the incidence of Western wildfires has increased over the recent past, so has the need for IDPR to be better equipped to manage fires within our Parks and Recreation sites. The first steps in improving fire safety within our parks are to decrease the fuel load and to establish forests that are more fire-resistant.

Performance Target 3.1.2.1: Work with the natural resource manager to identify a means to prioritize forest fuels management in the parks by July 2016. The prioritization plan shall include potential partners and an implementation schedule.

Performance Target 3.1.2.2: Actively seek partners in fire safety efforts and implement the schedule noted above by July 2017.

PERFORMANCE MEASURE 3.1.3: UPDATE CRITERIA TO EVALUATE PARK ACQUISITIONS AND DISPOSITIONS.

Performance Target 3.1.3.1: Update the document “Procedure to Identify and Evaluate Areas of Outstanding Natural, Scientific, Cultural, Historic or Recreation Value in Idaho” to reference the goals and objectives of the current strategic plan by February 2016.



Objective 3.2: Be good stewards of the funds entrusted to IDPR.

PERFORMANCE MEASURE 3.2.1: CONTINUE TO SEEK ADDITIONAL REVENUE FROM DEDICATED FUNDING SOURCES, THE PASSPORT PROGRAM, AND GENERAL FUND SUPPORT.

Performance Target 3.2.1.1: Continue to increase park revenue (including but not limited to, greater occupancy rates in camping, cabins, yurts, and moorage; increased revenue from retail sales, special events, concessions, leases and donations; and increased day use visitors) by an average of 3%⁴ annually.

Performance Target 3.2.1.2: Evaluate and document Passport Program revenues and consider opportunities to increase such revenue through additional advertising, increased fees (from \$10 to \$15), and/or additional sales outlets. Present results to the Board by July 2015 and annually thereafter.

⁴ The 3% target is a conservative estimate based on IDPR recent historical trends, proposed rate increases, and continued growth in the Passport Program sales.

Performance Target 3.2.1.3: Evaluate the effectiveness of the Passport Program by County and report results quarterly to the Board.

PERFORMANCE MEASURE 3.2.2: IDENTIFY CORPORATE AND OTHER SPONSORSHIP OPPORTUNITIES THAT WILL HELP OFFSET EXPENSES (INCLUDING BUT NOT LIMITED TO, STAFF TIME, UNIFORMS, SUPPLIES, UTILITIES, EQUIPMENT, AND OTHER ELIGIBLE EXPENSES).

Performance Targets 3.2.2.1: Secure at least one new corporate sponsor annually, or an overall cost offset (one or many sponsors) of \$20,000 or greater annually.

Objective 3.3: Recruit and retain top talent through exceptional job experience, outstanding job satisfaction, job safety, and the total IDPR compensation package.



PERFORMANCE MEASURE 3.3.1: IMPROVE IDPR WAGES TO BE COMPETITIVE WITH OTHER STATE AGENCIES.

Performance Target 3.3.1.1: As full-time employees leave IDPR employment, conduct a separate exit survey to rate the employee's job experience, job satisfaction, job safety, and compensation. Aggregate the results of the surveys and report annually to the Board beginning August 2015.

Objective 3.4: Communicate how State Parks and Recreation programs add to the

economic, health, and social value of local communities, the region, and the State.

PERFORMANCE MEASURE 3.4.1: CONDUCT ECONOMIC STUDIES ON THE IMPACT OF STATE PARKS AND RECREATION PROGRAMS.

IDPR recently completed an economic impact study on summertime off-highway vehicle use (ATV, UTV, and motorbike). The next study underway is for parks. Wintertime vehicle use (snowmobiles) and then boats will follow. The purpose of the economic studies is to determine how much a dollar spent participating in IDPR recreation activities and within IDPR parks adds to the Idaho economy.

Performance Target 3.4.1.1: Initiate an economic impact study on state parks by December 2015.

Performance Target 3.4.1.2: Initiate an economic impact study on wintertime vehicle use by July 2016.

Performance Target 3.4.1.3: Initiate an economic impact study on boats by July 2017.

Performance Target 3.4.1.4: Initiate an economic impact study on non-motorized use (including but not limited to, back-country horseman, mountain bikers, snow bikes, skiers and snowshoers) by July 2018.

Performance Target 3.4.1.5: Update the Board as studies are complete and communicate the results of economic impact studies individually and comprehensively through press releases, Legislative presentations, local chambers of commerce, and budgets.

Performance Target 3.4.1.6: Implement an informational campaign to further educate constituents on how the Idaho Department of Parks and Recreation puts recreation dollars to work for Idahoans on a local and state-wide basis by July 2017.

KEY FACTORS EXTERNAL TO THE AGENCY AND BEYOND ITS CONTROL

There are a number of factors external to the agency that may delay or prevent implementation of this strategic plan. These factors can be generally grouped as weather, disasters, legislative, and national and regional trends.

Weather and Disasters

Given that the focus of IDPR is enjoying the outdoors, the weather can greatly impact programs and facilities:

- Weather extremes (very hot and very cold) can affect park attendance.
- Wind and rain storms can down trees and destroy facilities.
- Lightning strikes can destroy electrical systems and start fires.
- Ice build-up can damage docks and increase and/or cause shore erosion.
- Low snow levels may impact funds generated from the recreation registration program.
- Drought may shorten the boating season and can impact IDPR's ability to sustain desired vegetation and control weeds.
- Natural disasters such as floods, fires, and earthquakes create severe impacts on facilities, customers, and programs.



In general, staff is accustomed to weather related impacts and can adjust accordingly. However, repair and maintenance activities can be very expensive and outside the spending authority in place at the time.

Legislative and Gubernatorial Support

IDPR is dependent on the support of the Idaho State Legislators and the Governor for its continued operation. Inability to fund programs will obviously impact IDPR's ability to meet the strategic plan goals and objectives.

State and National

The state and national economy/unemployment rate impact the discretionary income of would-be park attendees and recreationalists to enjoy our facilities and programs. The rising cost of fuel for would-be customers can discourage out of state visitors and/or motorized recreationists such as motorbikes, boats, ATVs,

UTVs, and RV (recreational vehicle) users. A decrease in customers and/or decrease in fuel sales both impact the revenue stream of IDPR.

Because access to recreational trails is a very important goal of IDPR, this strategic plan sets a goal of “no net loss” with regard to such access. However, most of the recreational trails are on federal properties, and IDPR has very limited direct control over such decisions. Therefore, decisions by Federal and other State land management agencies to close access to recreational trails for motorized and/or non-motorized use will affect our ability to meet that goal.

Regional

Regional impacts out of IDPR control include the rising cost of water, fuels, and utilities. Sharp increases such as occurred during the winter of 2013/2014 can impact operating budgets for the parks and recreation programs, reducing on-going preventative maintenance efforts.

IMPLEMENTATION

In making budget requests Administration and Executive Staff will consider the priorities outlined in this plan. In making decisions on policy, operations, and administrative issues, Administration and Executive Staff will seek guidance from this plan. In making large purchases or hiring decisions, Administration and Executive Staff will consider the guidance this plan provides. Performance measures will be tracked and reported annually to the Division of Financial Management. Annual reports will be available to the public.

The following implementation schedule summarizes the performance targets, lists the responsible parties, and the timeframe in which the targets need to be completed.

IMPLEMENTATION TABLE
2016 TO 2019 STRATEGIC PLAN FOR THE IDAHO DEPARTMENT OF PARKS AND RECREATION

NUMBER	ACTION	RESPONSIBLE	TIMEFRAME
1.1.1.1	Identify 1) a minimum of five new target customer groups that currently are not using our parks or recreation facilities and 2) at least one strategic partnership opportunity associated with each new customer group.	Executive Staff with input from Field Staff.	By December 1, 2015
1.1.1.2	Create at least one new experience-based program in each park annually to draw in one or more of the identified new target groups.	Regional Managers	July 2015 and annually thereafter.
1.1.1.3	Create at least one new experience-based program within the Recreation Bureau annually to draw in one of the identified new target groups.	Recreation Bureau Chief	July 2015 and annually thereafter
1.1.1.4	Implement at least one new activity or program with our federal and state partners.	Communications	December 2017
1.1.1.5	Develop an interpretive plan (and accompanying five-year implementation plan) that sets a vision for interpretive activities within IDPR.	Operations Administrator	July 2017
1.1.2.1	Complete a long-range technology plan.	Executive Staff with input from Field and Support Staff	October 2015
1.1.2.2	Implement the long-range technology plan.	Executive Staff with Management Information Systems group as lead	July 2016
2.1.1.1	Document trail closures from the past ten years or more.	Recreation Bureau Chief and Staff	July 2016
2.1.1.2	Meet with Federal land management partners to identify past trail closures and out goal of no additional loss of trails.	Operations Administrator	July 2016
2.1.1.3	Request "cooperating agency" or similar status on federal, state, and county plan amendments. Present results to the Board.	Operations Administrator	Prior to July 1 st each year
2.1.1.4	Continue to meet regularly with Federal land management partners and document successes and/or failures. Present results to the Board.	Operations Administrator	Prior to July 1 st each year
2.1.2.1	Inform the public of proposed changes and potential impacts related to trail and boating facility access and report activities and efforts to the Board.	Operations Administrator	Quarterly
3.1.1.1	Implement day use customer satisfaction surveys.	Field and Support Staff with Reservation group as lead	July 2016 and annually thereafter
3.1.2.1	Work with the natural resource manager to identify a means to prioritize forest fuels management in the parks.	Operations Administrator and Natural Resource Manager	July 2016
3.1.2.2	Actively seek partners in fire safety efforts and implement the schedule noted above.	Natural Resource Manager	July 2017
3.1.3.1	Update the document "Procedure to Identify and Evaluate Areas of Outstanding Natural, Scientific, Cultural, Historic or Recreation Value in Idaho" to reference the goals and objectives of the current strategic plan.	Executive Staff	February 2016
3.2.1.1	Continue to increase park revenue by 3% annually.	Executive Staff	July 2015 and annually thereafter
3.2.1.2	Evaluate and document Passport Program revenue and consider opportunities to increase such revenue through additional advertising, increased fees (from \$10 to \$15) and/or additional sales outlets. Present results to the Board.	Director, Communications, and Fiscal	July 2015 and annually thereafter

IMPLEMENTATION TABLE 2016 TO 2019 STRATEGIC PLAN FOR THE IDAHO DEPARTMENT OF PARKS AND RECREATION			
NUMBER	ACTION	RESPONSIBLE	TIMEFRAME
3.2.1.2	Evaluate the effectiveness of the Passport Program by County and report results to the Board.	Director and Communications	Quarterly
3.2.2.1	Secure at least one new corporate sponsor annually, or an overall cost offset (one or many sponsors) of \$20,000 or greater annually.	Sponsorship Coordinator and Park Managers	July 2015 and annually thereafter
3.3.1.1	As full-time employees leave IDPR employment, conduct a separate exit survey to rate the employee's job experience, job satisfaction, job safety, and compensation. Aggregate the results of the surveys.	Director and Human Resources Officer	August 2015 and annually thereafter
3.4.1.1	Initiate an economic impact study on state parks.	Operations Administrator	December 2015
3.4.1.2	Initiate an economic impact study on wintertime vehicle use.	Recreation Bureau Chief	July 2016
3.4.1.3	Initiate an economic impact study on boats.	Recreation Bureau Chief	July 2017
3.4.1.4	Initiate an economic impact study on non-motorized use.	Recreation Bureau Chief	July 2018
3.4.1.5	Update the Board as studies are complete and communicate the results of economic impact studies individually and comprehensively through press releases, legislative presentations, local chambers of commerce, and budgets.	Communications, Regional Managers and Park Managers (to local groups), and Director.	Various dates July 2014 through June 2018
3.4.1.6	Implement an information campaign to further educate constituents on how the Idaho Department of Parks and Recreation puts recreation dollars to work for Idahoans on a local and state-wide basis.	Communications	July 2017

WORK SESSION AGENDA
Idaho Park and Recreation Board Meeting
February 10-12, 2016
IDPR Headquarters
5657 Warm Springs Ave., Boise, ID

SUBJECT:

PARK EVALUATION CRITERIA POLICY AND DISCUSSION

PRESENTER:

Anna Canning, Management Services Administrator

BACKGROUND INFORMATION:

The IDPR Strategic Plan set the following performance target in July of 2014:

Performance Target 3.1.3.1: Update the document “Procedure to Identify and Evaluate Areas of Outstanding Natural, Scientific, Cultural, Historic or Recreation Value in Idaho” to reference the goals and objectives of the current strategic plan by November 2014.

At the May 2015 Board meeting, I presented the updated policy on Park Evaluation Criteria. The Board directed me to work with Boardmember Buxton to refine the criteria and evaluate Market Lake and Horsethief Reservoir using the policy.

I met soon after with Ms. Buxton and she provided meaningful edits to the document, but her most helpful input came at the very end when she remarked that it could be better. I went back to my office, looked it over again, and realized she was absolutely right. I had focused on updating a document from the 1970s rather than thinking about the current need. What I had provided was a way to catalog the natural, scientific, cultural, historic and/or recreational value of a property. What the Board needed was a process to arrive at a decision on whether or not to pursue a property as a state park.

I developed the attached draft policy to better meet the Board’s needs. The intent of the policy and associated tools is to first catalog the resources and then use that information to make a decision. I will provide the Board with evaluation sheets prior to the work session that catalog the resources at Market Lake, Horsethief Reservoir, and the ITD gravel site.

ACTIVITY:

The workshop activities will be as follows:

1. Staff presents the policy to the Board and walks through the general methodology.
2. Board provides comments on the draft policy, especially relative to the proposed evaluation tools and processes.
3. Board evaluates nominated Market Lake site:¹
 - a. Discuss the Full Property Assessment using Attachment A
 - b. Develop Consensus on Comparison Parks

¹ Please note that because the Board has discussed each of these properties numerous times, I assume that each property has passed the Initial Assessment phase as outlined in the policy.

- c. Analyze Objectives
 - d. Commit to Action
- 4. Board evaluates nominated Horsethief Reservoir site:
 - a. Discuss the Full Property Assessment using Attachment A
 - b. Develop Consensus on Comparison Parks
 - c. Analyze Objectives
 - d. Commit to Action
- 5. Board evaluates nominated ITD gravel site (time permitting):
 - a. Discuss the Full Property Assessment using Attachment A
 - b. Develop Consensus on Comparison Parks
 - c. Analyze Objectives
 - d. Commit to Action

ATTACHMENTS:

Process to Select New Park Properties Policy
Evaluation and Analysis Tools



Process to Select New Park Properties

Date of Most Recent Approval:
x/x/x

David Langhorst, Director

Charles Correll, Board Chair

1. Purpose:

The mission of the Idaho Department of Parks and Recreation (IDPR) is “To improve the quality of life in Idaho through outdoor recreation and resource stewardship”. Idaho strives to continue to earn recognition for offering a diversity of quality recreation opportunities and experiences to both residents and visitors. IDPR’s role in providing outstanding places and experiences across the state both within our parks and in the many other recreational areas in the state is its continuing goal. This role is defined in Idaho Code §67-4219,

“It is the intent of the legislature that the department of parks and recreation shall formulate and put into execution a long range, comprehensive plan and program for the acquisition or leasing, planning, protection, operation, maintenance, development and wise use of areas of scenic beauty, recreational utility, historic, archaeological or scientific interest, to the end that the health, happiness, recreational opportunities and wholesome enjoyment of life of the people may be further encouraged. The department may fulfill this mission by operating a statewide system of parks and recreation programs or by entering into agreements with cities, counties, recreation districts or other political subdivisions or agencies of the state, the federal government, tribal governments, private landowners or nonprofit organizations that further expand the public park and recreation opportunities available to the public. The legislature finds that the state of Idaho and its subdivisions should enjoy the benefits of federal lands and assistance programs for the planning and development of the outdoor recreational resources of the state, including the acquisition or leasing of lands and waters and interests therein in accordance with all other applicable laws, including applicable provisions of titles 42 and 43, Idaho Code. It is the purpose of this act to provide authority to enable the state of Idaho and its subdivisions to participate in the benefits of such lands and programs.”

The Park and Recreation Board (Board) has explicit legislative authority regarding the acquisition of new park properties. Idaho Code §67-4224 states (in part), “It shall be the duty of the board to acquire in the name of the state of Idaho by gift, devise, purchase, agreement, or otherwise, such land as in its judgment may be necessary, suitable and proper for roadside picnic, recreational or park purposes” Furthermore, Idaho Code §67-4240 states (in part), “The legislature finds that in order to obtain the maximum long-term benefits to the people of Idaho, it is necessary for lands of outstanding park and recreation potential to be acquired and incorporated into the state park system in the most economical manner possible.”

The purpose of this document is to 1) establish a process for evaluating property considered for addition to the Idaho state park system and 2) provide the Board with the necessary tools to make a decision on whether or not to add properties to the state park system. This policy is designed to consider all acquisitions, regardless of the method—i.e., by gift, devise, purchase, agreement, or otherwise.

There are two attachments to this policy that are intended as tools to assist the Board in evaluating potential park properties. The first is a tool to evaluate the nomination site; the second is a tool to analyze Board objectives in considering the addition to the State Park System. The intent is that the tools be used as necessary to make a sound and reasoned decisions.

2. Scope:

This policy applies to Board activities and decisions relative to acquiring new state park properties. The policy also applies to IDPR employees assisting in such efforts.

3. Responsibility:

The Board is the decision-maker on all park acquisitions. Other staff responsibilities are defined within the Standards and Procedures section. The Board must approve any amendments to this policy.

4. Standards and Procedures:

4.1. Nominations

Nominations of sites can be made by any member of the IDPR Board. Private citizens, non-profits, or any other groups or individuals may suggest a nomination by contacting an IDPR Board member. This policy assumes a lengthy and detailed assessment of the nominated property. At times, the decision on whether or not to move forward with a nomination may be apparent to the Board without the full process described in this policy. In those instances, the Board is encouraged to act and is under no mandate to continue the process.

Nominations made by the Board will be evaluated by IDPR staff using the process and tools listed in this policy. The Director will delegate appropriate staff and resources to evaluate each nomination. Staff is generally responsible for guiding the Board through the process and providing research and/or evaluation results to the Board.

4.2 Objectives.

The Board shall consider several objectives in evaluating nominated properties. These objectives are derived from statute and include the following:

1. The preservation of the sites that possess the most outstanding natural, scientific, historic, cultural, or recreational resources, regardless of location or potential for development.

2. The ability to use the site to further encourage the wholesome enjoyment of life through an improved understanding of the State's natural areas of scenic beauty, recreational utility, historic, archaeological or scientific interest as set forth in Idaho Code §67-4219.
3. The long-term benefit to the people of Idaho.
4. The improvement of both state and local economies for the purposes of enhancing the standard of living and the quality of life in Idaho.

4.3. Clearly Define Decision.

The Board shall specify the following parameters of the decision:

1. Exactly what property is under consideration?
2. Exactly what uses (at a minimum) does the Board anticipate as part of the future park on the property?
3. What other decisions does the Board need to make?
4. By when does the decision need to be made? Is time critical? If yes, who will be affected by a delay in the decision?

4.4. Initial Assessment.

The intent of the initial assessment is to move forward only with nominated properties that are consistent with the broadest goals of the Idaho Department of Parks and Recreation. Once the decision is clearly defined, Staff will conduct an initial assessment and bring the resulting analysis to the Board. The Board shall consider and discuss key aspects of the nominated property related to significance, scope of importance, revenue generation, and need. If the nominated property warrants further investigation, these topics will be reconsidered in greater detail later in the process. The initial assessment should answer the following questions:

1. Is the nominated property an area of outstanding park and recreation potential? To determine the answer, the Board shall discuss and consider significance and scope of importance.
 - a. **Significance:** The nominated property must have natural, historical, cultural, recreation, or scientific significance. These features should be of notable worth and influence to the region.
 - b. **Scope of Importance:** The nominated property must have nationwide, statewide, or regional importance, with the former having a higher value than the latter. Importance is indicated by the relative availability of the property's resources in the nation, state, and region.
2. Is the nominated property of long-term benefit to the people of Idaho? To determine the answer, the Board shall consider revenue generation and need.
 - a. **Revenue Generation:** The nominated property should have the ability to generate funds to offset a portion of the anticipated operations expenses. Additionally, the property should have the potential to improve local and state economies.

- b. **Need:** The nominated property, if intended for recreational opportunities, must meet the recreational needs of the region, state, or nation. The need is based on the comparison of the supply of nearby recreation opportunities against the demand.

4.5. Initial Decision.

After considering the initial assessment, the Board shall 1) declare that the nominated property is not worthy of further consideration or 2) direct staff to complete a full assessment. At this juncture, the Board may elect to establish a subcommittee to bring back a recommendation to the full board.

4.6. Specify Objectives.

Prior to staff initiating additional research on the property, the Board/Subcommittee shall specify any additional, specific objectives that they hope to fulfill in acquiring the nominated property. For example, the Board/Subcommittee may specify objectives that vary from a need to increase revenue potential at the site through overnight stays to a desire to develop an underwater diving “park”.

4.7. Full Assessment.

1. Full Property Assessment—Outstanding Potential:
 - a. **Significance:** The nominated property must have natural, historical, cultural, recreation, or scientific significance. These features should be of notable worth and influence to the region.
 - b. **Scope of Importance:** The nominated property must have nationwide, statewide, or regional importance, with the former having a higher value than the latter. Importance is indicated by the relative availability of the property’s resources in the region, state, and/or nation.
 - c. **Distance:** The nominated property should be separated from another site of a similar type. For example, a fishing lake in close proximity to an existing fishing lake is of less value than one with no nearby fishing opportunities.
 - d. **Duplication:** The nominated property is of more value if there are a limited number of similar sites. For example, the only representative type of a physiographic feature within the state is of more value than one which is typical of many sites available in the state.
 - e. **Potential for Loss:** All other qualities being equal, a property that is at risk of being lost is of more value. For example, a site or feature that could be lost due to development is of more value than one which is not under pressure of development.
 - f. **Size:** The size of the nominated property as far as useable land and water area should be appropriate to meet the intended use. For example, a site that can only be developed if IDPR purchases additional property for day use parking and shelters is of less value than one that can be developed on its own.

- g. **Access:** The nominated property should have an existing access that is or could be developed to meet the intended use. For example, a site with an existing roadway access that could be enlarged by IDPR to meet the intended use will be of greater value than one that requires outside agencies to acquire and develop the access.
 - h. **Variety:** The nominated property should have the potential of providing several forms of outdoor recreation activities. For example, a site that provides camping, hiking, mountain biking and boating access would be given higher consideration than a site that only provides a day-use swimming area.
 - i. **Water Supply and Quality:** The nominated property should have a suitable water supply and quality to meet anticipated potable and irrigation needs. For example, a property that has water rights available to meet the intended use is of greater value than those which would require obtaining additional water rights.
 - j. **Topography:** The slope and general terrain of the nominated property should be appropriate to meet the intended use. For example, a site with very steep terrain and solid rock outcrops would be given lower consideration as a camping area than a site that is level.
 - k. **Other Qualities:** The Board/Subcommittee may determine additional criteria by which to evaluate the property based on the qualities of the nominated property.
2. Full Property Assessment—Long-Term Benefit to the People of Idaho:
- a. **Revenue Generation:** The nominated property must have the ability to generate funds to offset a portion of the anticipated operations expenses. Staff shall prepare a simple cost benefit analysis that considers (at a minimum) the cost of operational staff and the potential revenue generation based on similar facilities in our state park system. Additionally, the property should have the potential to improve local and state economies.
 - b. **Need:** The nominated property, if intended for recreational opportunities, must meet the recreational needs of the region, state, or nation. The need is based on the comparison of the supply of nearby recreation opportunities against the demand.
 - c. **Method of Acquisition:** Donated sites will have the greatest value regarding method of acquisition. Sites that have funds available for purchase will have a high value. Sites that must rely on a general fund request will have the least value.
 - d. **Future Development:** Nominated properties that will or may have dedicated funds available for future development of the property are of greater value than those that do not. For example, a project that can be developed from Land and Water Conservation Funds will be of greater value than one that must rely on a general fund request.

- e. **Existing Management Potential:** Nominated properties that can be managed effectively and efficiently by an existing park manager are of greater value than those that require hiring additional management staff. For example, a small, new park in a remote location that will need its own park manager will rank lower than an equally small new unit addition to an existing park.
- f. **Risk:** Do any uncertainties related to the nomination and/or property pose serious problems? If so, what are those risks and what might the impact be? What are ways of reducing the risk to the Department?
- g. **Political Alignment:** Does the potential acquisition align with political philosophy and priorities of the Governor and Legislature? Sites that align with both the political philosophy of the Governor and the Legislature will have the greatest value.

4.8. Evaluate Information.

Staff will evaluate the property using the criteria set forth in Attachment A. Staff will then provide the assessment to the Board/Subcommittee at least one week in advance of a scheduled meeting to discuss the nomination. The Board/Subcommittee should discuss and consider the following questions to determine if they need additional information:

1. Does someone else need to validate the assessment?
2. What biases may be limiting this assessment?
3. Should the Board/Subcommittee consider getting stakeholders involved at this stage?

Once the Board/Subcommittee has all the information necessary for a decision, the Board/Subcommittee should move to step 4.9 below.

4.9. Analyze Objectives.

In general, the nominated property will be compared to an existing park that has similar qualities and resources. The Board/Subcommittee will consider their stated objectives and how the nominated property meets those objectives. If the decision is not obvious from the initial analysis, Staff will work with the Board/Subcommittee to weight the objectives according to importance.

4.10. Commit to Action.

Once the Board/Subcommittee has reached agreement on an appropriate action, the Board shall consider the nominated property at a noticed public hearing and take the desired action. If the decision is to acquire the property, Idaho Code §67-4242 provides standards regarding methods of acquisition. Please note the Department of Parks and Recreation does not have the power of eminent domain.

5. Revision History:

1. Supersedes DEV, 2:75 Acquisition of State Park Lands and “Procedure to Identify and Evaluate Areas of Outstanding Natural, Scientific, Cultural, Historic or Recreational Value in Idaho”.
2. Written by ABC on 9/28/2015. Moved to new format, substantially edited to provide details on making acquisition decisions.
3. Approved by Board on xxx.

6. References:

1. [Idaho Code §67-4219](#)
2. [Idaho Code §67-4224](#)
3. [Idaho Code §67-4240](#)
4. [Idaho Code §67-4242](#)

— End of Document —

IDAHO DEPARTMENT OF PARKS AND RECREATION

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

BOARD MEETING MINUTES

November 12–13, 2015

IDPR Headquarters

5657 Warm Springs Ave.

Boise, Idaho

Minutes – Thursday, November 12, 2015

Call to Order – Vice Chairman Doman

The Vice Chairman called the meeting to order at 10:00 A.M. MT, November 12, 2015. The Vice Chairman directed a roll call. Board Members in attendance were:

Tom Crimmins
Robert Hansen
Randy Doman
Susan Buxton
Charles Correll – Absent
Pete Black - Absent

Also present or on the phone 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
David White – North Region Manager
Jennifer Okerlund – Public Information Officer, Sr.
Scott Williams – IT Resource 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
Ray Houston – Legislative Budget and Policy Analyst
Gary Shelley – Eagle Island State Park Manager
Matt Cooper – Eagle Island State Park Assistant Manager
Nita Moses – Bruneau Dunes State Park Manager
Mike Reno – Central District Health
John Coombs – Valley County Chief Deputy
Commissioner Elting Hasbrouck – Valley County Sheriff's Office
Jim Kulm – IRC
Larry Laxson – Valley County
DL Mate Marths – Good Sam
Terri Klanderud – ISSA
Jon George
Jim Maden – Boise ATV Trail Riders
Ken Rag – Idaho ATV
Rosanne Bernal – Butte Commissioner

Pat Sewall – Sewall LLC
Bruce Kaufman
Noah Nesbitt
Rya Levy

Additions or Deletions to the Printed Agenda

Ms. Buxton made a motion to amend the agenda and move the approval of the minutes to Friday, November 13th, 2015 and to schedule an additional Executive Session for today, Thursday, November 12th at 3:00 pm and cancel the tour of Eagle Island State Park. Mr. Hansen seconded the motion. The Vice Chairman asked for further discussion. Board and staff discussion followed. The Vice Chairman called for a vote on the motion. Motion carried unanimously.

Ms. Buxton made a motion to add an additional Public Meeting section to the agenda for this afternoon, November 12, 2015 at 3:00 pm. Mr. Hansen seconded the motion. The Vice Chairman asked for further discussion. Hearing none, the Vice Chairman called for a vote on the motion. Motion carried unanimously.

Consent Agenda - Relinquishment of Aqua Life Parking Lot Easement – Steve Strack

Ms. Buxton made a motion to approve the Relinquishment of the Aqua Life Parking Lot. Mr. Crimmins seconded the motion. The Vice Chairman asked for further discussion. Hearing none, the Vice Chairman called for a vote on the motion. Motion carried unanimously.

Park Manager Update

Eagle Island State Park – Gary Shelley

Mr. Shelley thanked the Board for inviting him to present during the Board meeting and for including the park manager's reports in the Board meetings. Mr. Shelley provided the Board with a PowerPoint presentation on Lucky Peak and Eagle Island State Parks.

Lucky Peak – Mr. Shelley reported on:

- The boat ramps and Marina pathways improvement project the Youth Corps assisted with.
- The irrigation pump going out and how repairs progressed.
- The Spring Shores concession building – cleaner and more efficient.
- The Polar Bear Challenge event.
- The Sandy Point concert series.
- The Marina shoreline stabilization project.
- The Spring Shores Marina expansion.

Eagle Island – Mr. Shelley reported on:

- Disc Golf course changes and expansion.
- The Bob Ferman Invitational Run – a short video was shown of the run.
- The Nike X-Country event – set up in progress.
- The Pickled Feet 24/48 Hour Run.
- The Penguin Plunge – Special Olympics event.
- The EBL Zipline Construction.
- The Gateway Snow Park – an addendum to the agreement was made to enable Ryan Neptune to begin, following the Nike event.
- The new park entrance construction – currently waiting for telephone and internet service at the kiosk.
- The sewer system expansion.

Mr. Shelley stated 2015 was a very good year at Lucky Peak and Eagle Island State Parks, they are moving towards meeting the goals for the Master Plan. Mr. Hobbs provided the revenue amounts for Eagle Island State Park for the past three years, per Mr. Hansen's request. Mr. Doman requested for IDPR staff to provide the Board with a presentation regarding the possible gravel extraction project at Eagle Island State Park during a future Board meeting. Board and staff discussion followed.

Bruneau Dunes State Park – Nita Moses

Ms. Moses provided a PowerPoint presentation on Three Island and Bruneau Dunes State Parks.
Three Island – Ms. Moses reported on:

- Staffing Updates.
- Resource Seasons – Day Use and Camping.
- New Cabins added.
- What the future holds for Three Island State Park.
- Samboree –possibility of reenactment of the Three Island Crossing event – 2016 (100-130 RV's attend).

Bruneau Dunes – Ms. Moses reported on:

- Staffing Updates.
- Resource Seasons – Day Use and Camping.
- Bruneau Beast Race.
- Boise Astronomical Society 31st Annual Idaho Star Party.
- IDPR's 50th Anniversary Celebration.
- Retail Sales.
- Dark Sky – Observatory Revenue.
- International Dark Sky Park Project.

Board and staff discussion followed.

Winchester Gift Deed – David White

Mr. White stated the Winchester Gift Deed was previously approved by the Board but it appears that either this deed was not filed or was filed incorrectly (County records are incomplete). Mr. White recommends Board approval and signature of the attached Gift Deed, transferring ownership of the 0.06 acres within the City Park and the associated water tower to the City of Winchester.

Ms. Buxton made a motion to approve IDPR staff recommendation for the Winchester Gift Deed and transfer ownership of the 0.06 acres within the City Park and the associated water tower to the City of Winchester. Motion was seconded by Mr. Hansen. The Vice Chairman asked for further discussion. Board and staff discussion followed. The Vice Chairman called for a vote on the motion. Motion carried unanimously.

Eagle Island Easement – Keith Hobbs

Mr. Hobbs provided additional information requested by the Board during the April 2015 Board meeting, pertaining to the Eagle Island Easement.

Mr. Crimmins made a motion to approve the easement with Intermountain Gas as presented. Motion was seconded by Mr. Hansen. The Vice Chairman asked for further discussion. Board and staff discussion followed. The Vice Chairman called for a vote on the motion. Motion carried unanimously.

Idaho Conservation Corps – Keith Hobbs

Mr. Hobbs provided background information and work performed by the Northwest Youth Corps (NYC) and their mission. Over the last year, the NYC has expressed an interest in developing a relationship with IDPR and the establishment of the Idaho Conservation Corps (ICC), a sub unit of the NYC. IDPR engaged with the ICC and quickly determined a long-term partnership would be beneficial for both parties. Mr. Hobbs reported that the NYC has signed a Memorandum of Understanding (MOU) with IDPR and determined this relationship would bring much needed additional resources to IDPR to better achieve the goals of Idaho's State Parks and its Recreation Program. Board and staff discussion followed.

Recreation Bureau Mapping Application Update – Troy Elmore

Mr. Elmore provided a demonstration of the new Mapping Application for IDPR. Mr. Elmore provided the demonstration from his smart phone to demonstrate how easy this program is to use. Board and staff discussion followed.

Ponderosa State Park, North Beach Temporary Management Action – Keith Hobbs

Mr. Hobbs introduced Commissioner Hasbrouck and John Coombs, Valley County Chief Deputy. Mr. Hobbs provided a You Tube video on the atmosphere and activity transpiring on North Beach over the July 4th holiday. It is the judgment of involved Law Enforcement Officials and Ponderosa State Park staff that the best and perhaps only manner to regain control of the situation is to implement a two year alcohol ban at the North Beach Unit of Ponderosa State Park. During this period, Ponderosa State Park staff and

Valley County would work to jointly address the management of indiscriminate parking on Warren Wagon and Eastside Roads, improve signage to better identify IDPR property and designated parking areas, determine if swim line buoys would reduce boater and swimmer conflicts and explore other possible solutions. It would be the goal of IDPR and Valley County to implement agreed to actions over the next two years, which would allow the lifting of the alcohol ban and encourage a more managed use which is consistent with the mission of IDPR. Commissioner Hasbrouck also addressed the Board with their concerns, and stated the City Council has held open meetings to discuss this topic. Director Langhorst clarified that our intent is that this will be a shared burden between all parties involved (IDPR, Sheriff's Office, Commissioners and State Police). Deputy Coombs also spoke to the Board and addressed his concerns pertaining to this topic. McCall's Public Relations Officer will work with IDPR's Public Relations Officer to develop a plan to be distributed to the public. Board and staff discussion followed.

Ms. Buxton made a motion directing IDPR staff to work with Valley County Sherriff's Office and any other entity and draft an MOU between IDPR and Valley County and present to the Board at a future Board meeting. Motion was seconded by Mr. Crimmins. The Vice Chairman asked for further discussion, hearing none, the Vice Chairman called for a vote on the motion. Motion carried unanimously.

Mountain Bike License Plate Funds – David Claycomb

Mr. Claycomb presented a request for the Board to approve a 50/50 split of funding associated with the Mountain Bike License Plate funds between the IDPR Grant Programs and the IDPR Recreation Bureau going forward. Mr. Claycomb shared with the Board, an example of a project that is under consideration to construct a flow track (mountain bike trail) in conjunction with Bogus Basin and stated this additional funding could potentially be used for projects like this going forward. Board and staff discussion followed.

Mr. Crimmins made a motion to approve the 50/50 split and proceed with the flow track project and showcase the ability IDPR has. Motion was seconded by Ms. Buxton. The Vice Chairman asked for further discussion, Board and staff discussion followed. The Vice Chairman called for a vote on the motion. Motion carried unanimously.

Technology Plan – Scott Williams

Mr. Williams introduced himself to the Board and provided them with information on his background. He then presented a brief overview of the new Technology Plan. Mr. Williams shared that he has done an assessment of the technology at IDPR. Mr. Williams also shared that IDPR offers Wi-Fi in some of our parks, it was initiated 5-7 years ago. Mr. Williams provided information on the parks he has currently made Wi-Fi improvements in and stated that he is evaluating the current system and making determinations on what options we may have going forward. Currently, IDPR is limited on the amount of service we can offer in some of our parks due to the lack of connectivity. Board and staff discussion followed.

Public Comment Period

Mr. Pat Sewall, with Sewall LLC thanked the Board for allowing him to speak to them today on the topic of Cross Country racing at Eagle Island State Park (EISP). Mr. Sewall provided a PowerPoint presentation which included:

- Mr. Sewall's background and volunteer involvement with Cross Country events and Nike.
- Statistics over the past 20 years pertaining to Nike Cross Country events that were held at EISP.
- An overview of what Nike is looking for from EISP to enable them to provide a safe environment for their Cross Country events.

Mr. Sewall stated their mission is to "Put on premier Cross Country events that are held on a safe course that challenges the Athletes and provide a great experience for the Athletes, Parents and Spectators".

Mr. Sewall concluded by saying they have enjoyed a great relationship with EISP over the years. They believe EISP is a great place to hold Cross Country events and even though they have run into a "few bumps in the road" over the addition of the zip line coarse, they want to be able to work together to make this work for the kids. Board members thanked and appreciated Mr. Sewall's reasoning behind how the moving of the zip line poles would affect the course for the runners and providing them with clarification on how EBL's changes will affect this event. IDPR's goal is to bring new people into our parks and this Cross Country event helps with IDPR's mission to do just that.

Ms. Buxton made a motion to go into Executive Session for purpose of discussing personnel pursuant to Idaho Code 74-206 A and B. Motion was seconded by Mr. Hansen. The Vice Chairman asked for further discussion, Board and staff discussion followed. Ms. Betty Mills called roll at 3:05 P.M., Doman – aye, Buxton – aye, Hansen – aye, Crimmins – aye. Executive Session concluded at 4:30 P.M. No decisions were made.

RECESS TO NEXT DAY 9:00 A.M.

Minutes – Friday, November 13, 2015

Call to Order – Vice Chairman Randy Doman

Vice Chairman Doman called the Board meeting back into session at 9:00 A.M. MT, November 13, 2015. The Vice Chairman asked everyone in the room to introduce themselves.

Road and Bridge Fund Work Session – Director Langhorst/Steve Martin

Director Langhorst and Mr. Martin reminded the Board of their request during the August 2015 Board meeting, requesting a work session on the Road and Bridge Fund. Over the years, there has been extended discussion about the Road and Bridge Fund split between the Development Bureau and the grant process itself. Mr. Martin reviewed the charts for the Recreational Fuels Fund Distribution Summary and Recreational Fuel Tax Transfers for the Road and Bridge Fund FY 2005 through FY 2014. Director Langhorst stated that the list before the Board represents areas throughout the state and that prior to distribution of the funds; the Board has the final say. Board and staff discussion followed.

Executive Brief – Grant Matching Funds – Steve Martin

Mr. Martin provided the Board with the current policies, principles and program regulations for determining reasonable and allowable matching funds for IDPR grant programs. Mr. Martin reported on the background, current process, match defined and evaluating volunteer labor. Questions arose from Board members regarding the grant award distribution. Board and staff discussion followed.

Pay Plan Update – Debbie Hoopes

Ms. Hoopes provided the Board with a short PowerPoint presentation on IDPR's Pay Plan. Ms. Hoopes stated that IDPR should continue to address and monitor staff salaries and ensure that, when funding is available and appropriate, steps are taken to make adjustments to recruit and retain top talent. Board and staff discussion followed.

Presentation: Craters of the Moon National Park – Rose Bernal, Butte County Commissioner

Butte County Commissioner Rose Bernal presented a PowerPoint presentation on the proposal of changing the Craters of the Moon National Monument to a National Park. Ms. Bernal stated they have been speaking to Senator Crapo on obtaining his support to take it to the Congressional Level. Ms. Bernal also informed the Board that this request will be put before the Legislative Session again in January 2016 and reported that it has passed unanimously through the Idaho Association of Counties. **Ms. Buxton made a motion for IDPR to support Butte County in recreation and at this time we look forward to hearing the status of this project as it moves forward with their progression. Motion was seconded by Mr. Doman. The Vice Chairman asked for further discussion, hearing none, the Vice Chairman called for a vote on the motion. Motion carried unanimously.**

Director's Report – Director Langhorst

Director Langhorst provided updates on:

- Horsethief Reservoir and asked the Board if they are ready to move forward with taking over the management of this property. He also reminded the Board that this property is currently state owned. **Mr. Hansen made a motion to request IDPR staff to proceed with investigating the Pro's and Con's of taking on the management of Horsethief Reservoir and supply the Board with this information during a future Board meeting. Ms. Buxton seconded the motion. The Vice Chair asked for further discussion, hearing none, the Vice Chair called for a vote on the motion. Motion carried unanimously.**
- Kokanee Cove Property

- New Administrative building/Visitor's Center for Lake Cascade
- IDPR Revenue
- Billingsley Creek, Meeting with the YMCA
- Meeting with City of McCall
- Meeting with interagency staff to discuss Tribal Matters.
- Master Plan
- Attended the NASPD Conference in South Carolina.
- Island Park Community Meeting
- Meeting with Tourism
- Attended North and South Regional Meetings
- Attended the SHIFT Conference in Jackson Hole
- Boise Forest Coalition
- Conference Call with Senator Bart Davis. Mr. Black attended this meeting in person.
- Attended a meeting with Kootenai County Commissioners to discuss the possibility of building an off highway motocross track, learning trails, 4 wheel drive obstacle course and developing camping. Mr. Crimmins also attended this meeting and provided a report.
- Attended Zip Line meetings
- Met with Brandon Wolff from the State Controller's office.
- Attended a Non-Motorized Planning Meeting
- Complaint letter from a constituent on the number of Motorcycles allowed in a single campsite. The Director asked for the Boards view on allowing three motorcycles in a campsite as long as they do not have more people than allowed per site. The Board is in agreement to make this change.

Program Written Reports

Board members were given time to ask questions of IDPR staff, on submitted program reports.

Board Member Reports

Mr. Hansen gave a short report on the property lease amount Harriman State Park is now receiving for the grazing rights on this land. Mr. Hansen stated the process went very smoothly.

New Business

Ms. Mills provided the Board with proposed Board meeting and teleconference dates for 2016. Director Langhorst requested moving the second quarter Board meetings to May instead of April. **The Board approved the proposed dates and moving the second quarter Board meeting to May.**

Public Comment Period

Rya Levy addressed the Board and asked for their consideration to extend the Gift Deed for the Nesbitt Property for an additional 20 years. Mr. White gave a brief explanation of the Gift Deed to IDPR by Mr. Robert Nesbitt and the piece of property being discussed. IDPR has been paying the property taxes on this property for the past 20 years. This deed has allowed the Nesbitt family access to the property. Mr. Strack has received copies of the deed and letters from the family and stated there are potential penalties to IDPR if we consider extending the deed. Mr. Hobbs will work with the Nesbitt family and legal counsel and report back to the Board on what options might be available. **The Board recommended that IDPR staff proceed with looking into options for the Nesbitt family.** IDPR staff will attempt to provide the Board with options by the December 17th Board teleconference.

Mr. Hansen moved to adjourn the meeting. Mr. Crimmins seconded the motion. The Vice Chair called for a vote on the motion. Motion carried unanimously. Meeting was adjourned at 4:00 pm.

Randy Doman, Vice Chairman
Idaho Park and Recreation Board

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

ATTACHMENT A: TOOL TO EVALUATE NOMINATION SITE

Intent and Use of this Tool

This document is a companion to Policy xx "Process to Select New Park Properties". While the Policy provides a described process and actions, this document is meant as a tool to be used as necessary to provide the Board with the information necessary to make a reasoned decision. No portion of this attachment should be construed as mandatory or binding to the Board's actions.

Nomination

Board Sponsor: _____

Proposed Uses: _____

Anticipated Method of Acquisition: _____

Anticipated Decision Date: _____

Form Completed by: _____ Date: _____

Basic Property Information and Features

Working Name of Nominated Property: _____

Location, including major crossroads and city and/or county: _____

Approximate Size (in acres or linear miles as appropriate): _____

Current Owner: _____

Water Supply and Quality

- Potable water available
- Irrigation water available
- Water not impacted by invasive plant or animal species
- Property has established water rights

Available Options for Sewage Disposal

- Municipal sewage treatment available
- On-site sewage disposal system functioning to support current (and possibly limited additional) need

Adjacent Property Ownership (select all that apply)

- Federal
- State
- County
- Municipal
- Private (residential)
- Private (agricultural)

Other:

Features Contributing to Significance

Natural

- Rapids/Whitewater Area
- Waterfall
- Beach Feature
- Geologic Land Form
- Scenic Forest
- Rare Flora
- Exceptional Fish Habitat
- Exceptional Game Habitat
- Scenic Viewpoint or Vista
- Developed Beach Frontage
- Undeveloped Beach Frontage
- River Frontage

Historic, Archaeological and Cultural

- Site
- Buildings

Overnight Accommodations

- Camping (cabin)
- Camping (developed; RV/tent)
- Camping (primitive; boat or walk-in)
- Camping (yurt)
- Camping (group)
- Lodge room
- Glamping

Recreational Day Use

The following list details outdoor activities which could be offered in Idaho state parks. Some of these are traditional outdoor activities, while others are emerging activities and/or those which are not typically found in state parks. In general, the list does not include typical activities found in municipal parks like basketball courts, baseball diamonds, soccer fields, etc.

Check all that may apply:

- | | |
|---|--|
| <input type="checkbox"/> Archery | <input type="checkbox"/> Playground |
| <input type="checkbox"/> ATV/motorbiking (courses) | <input type="checkbox"/> Rafting (flatwater) |
| <input type="checkbox"/> ATV/motorbiking (unpaved trails) | <input type="checkbox"/> Rafting (whitewater) |
| <input type="checkbox"/> Bicycling (bmx course or pump track) | <input type="checkbox"/> Rappelling |
| <input type="checkbox"/> Bicycling (paved) | <input type="checkbox"/> Remote control car racing (track) |
| <input type="checkbox"/> Bicycling (unpaved trails) | <input type="checkbox"/> Rock climbing |
| <input type="checkbox"/> Birding | <input type="checkbox"/> Roller blading |
| <input type="checkbox"/> Boating (motorized) | <input type="checkbox"/> Sandboarding |
| <input type="checkbox"/> Bocce ball | <input type="checkbox"/> Scuba diving |
| <input type="checkbox"/> Canoe/kayaking (flatwater) | <input type="checkbox"/> Skateboarding/longboarding |
| <input type="checkbox"/> Canoe/kayaking (whitewater) | <input type="checkbox"/> Skateboarding (skate park) |
| <input type="checkbox"/> Disc golf | <input type="checkbox"/> Skiing (cross-country) |
| <input type="checkbox"/> Fishing (shoreline) | <input type="checkbox"/> Skiing/snowboarding (downhill) |
| <input type="checkbox"/> Fishing (boat) | <input type="checkbox"/> Skiing/snowboarding (terrain park) |
| <input type="checkbox"/> Fishing (pier/dock/catwalk) | <input type="checkbox"/> Slacklining |
| <input type="checkbox"/> Foot golf | <input type="checkbox"/> Sledding |
| <input type="checkbox"/> Freerunning/parkour course | <input type="checkbox"/> Snorkeling |
| <input type="checkbox"/> Garden viewing | <input type="checkbox"/> Snowmobiling |
| <input type="checkbox"/> Geo-caching | <input type="checkbox"/> Snowshoeing |
| <input type="checkbox"/> Hiking | <input type="checkbox"/> Spelunking |
| <input type="checkbox"/> Horseback riding (arena) | <input type="checkbox"/> Star gazing |
| <input type="checkbox"/> Horseback riding (trail) | <input type="checkbox"/> Sun-bathing (beach) |
| <input type="checkbox"/> Horseshoes | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Hunting | <input type="checkbox"/> Trail running |
| <input type="checkbox"/> Ice skating | <input type="checkbox"/> Tubing (river floating) |
| <input type="checkbox"/> Nature photography | <input type="checkbox"/> Volleyball (sand) |
| <input type="checkbox"/> Outdoor gym exercising | <input type="checkbox"/> Waterskiing/wakeboarding / tow sports |
| <input type="checkbox"/> Paddle boarding | <input type="checkbox"/> Wildlife viewing |
| <input type="checkbox"/> Picnicking | <input type="checkbox"/> Zip-lining |

Scientific

- Research Site
- Research Structures

Terrain

- Steep slopes
- Moderate slopes
- Level slopes

Vegetation

- Conifer
- Hardwoods
- Brush
- Desert
- Mixed
- Site not impacted by invasive species and/or pervasive weeds

Other Features of Special or Unusual Significance: _____

Other Natural, Historic/Cultural, Recreational or Scientific Resources/Features: _____

Factors Negatively Impacting Significance

- Sources of Pollution
- Environmental Intrusions
- Topography Does Not Support Intended Development

Features Contributing to Scope of Importance

Feature	Nationwide	Statewide	Regional	NA
Geologic Land Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Feature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Historic, Cultural, or Scientific Structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Historic, Cultural, or Scientific Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Nationwide importance where the feature is only found in a limited number of locations within the nation.
- Statewide importance where the feature is only found in a limited number of locations within the state.
- Regional importance where the feature is found only at this location within the region.

Features Contributing to Revenue Generation

Overnight Accommodations

- RV Sites
- Tent Camping
- Cabins
- Yurts
- Lodge

Day Use Activities

- Fishing Access Sites
- Swimming Beaches
- Boat Ramps
- Boating (motorized)
- Boating (non-motorized)
- Single Use Trails
- Multiple Use Trails

Structure Rental

- Shelters
- Meeting Room
- Wedding Venue
- Other Facilities for Day Use Reservation

Other Revenue Potential

- Concessionaire Opportunity

Winter Activities requiring permit

Factors Negatively Impacting Revenue Generation

- Deed or Lease Limitations on Ability to Generate Revenue
- Ownership Limitations
- No Existing Roadway Access to the Site
- No Development Sources Other than General Fund Available
- Space Limitations

Features Contributing to Need

Recreation Resources within 50 Miles

Federal: _____

State: _____

County: _____

Municipal: _____

Other: _____

Estimated Population within 50 Miles: _____ within 150 Miles: _____

ATTACHMENT B: TOOLS TO ANALYZE OBJECTIVES

Intent and Use of this Tool

This document is a companion to Policy xx “Process to Select New Park Properties”. While the Policy provides a described process and actions, this document is meant as a tool to be used as necessary to provide the Board with the analysis necessary to make a reasoned decision. No portion of this attachment should be construed as mandatory or binding to the Board’s actions.

When the Board/Subcommittee is satisfied they have sufficient information necessary to analyze the objectives, they may use the Method One (un-weighted objectives) to analyze the acquisition decision against the stated objectives. If the Board/Subcommittee feels they can make a decision based on this analysis, no additional analysis is needed. If not, the Board/Subcommittee may want to consider using Method Two (weighted objectives).

Method One

1. Choose one or two similar existing state parks—preferably in Idaho or adjoining the Idaho border.
 - a. Park One: _____
 - b. Park Two: _____
2. Evaluate each feature against those representative parks.
 - a. For those that are of greater value, give a score of “7”, “8” or “9”.
 - b. For those that are of generally equal value, give a score of “4”, “5” or “6”.
 - c. For those that are of lesser value, give a score of “1”, “2” or “3”.
 - d. If the item is not applicable, write “NA” in the box.
3. Tally the score at the bottom of the page.
4. Calculate the average score by dividing the total by the number of features. An average score below five would indicate that the nominated property is not as good as others in the existing park system.
5. Please note that the evaluation criteria achieve the following objectives:
 - a. The preservation of the sites that possess the most outstanding natural, scientific, historic, cultural, or recreational resources, regardless of location or potential for development.
 - b. The ability to use the site to further encourage the wholesome enjoyment of life through an improved understanding of the State’s natural areas of scenic beauty, recreational utility, historic, archaeological or scientific interest as set forth in Idaho Code §67-4219.
 - c. The long-term benefit to the people of Idaho.
 - d. The improvement of both state and local economies for the purposes of enhancing the standard of living and the quality of life in Idaho.
6. If the Board wishes to capture additional objectives in the evaluation, they will need to define those criteria and add as “other to the following table.

<i>Method One</i>	
Features	Score
1a. Significant Features	
• Natural	
• Historic	
• Cultural	
• Recreation	
• Scientific	
1b. Scope of Importance	
1c. Distance	
1d. Duplication	
1e. Potential for Loss	
1f. Size	
1g. Access	
1h. Variety	
1i. Water Supply and Quality	
1j. Topography	
1k. Other Qualities	
2a. Revenue Generation	
• Cost Benefit Analysis	
• Improve State and Local Economies	
2b. Need	
2c. Method of Acquisition	
2d. Future Development	
2e. Existing Management Potential	
2f. Risk	
2g. Political Alignment	
Other 1	
Other 2	
Other 3	
Total Score	
Average Score	

Method Two

1. Consider the features that the Board/Subcommittee identified in Section 4.7. Is the list of features accurate? Are there some that should be modified or removed? Are there additional features or objectives that the Board/Subcommittee wants to add?
2. Add the features and/or objectives in the table below.
3. As a group, weight the features by assigning a percentage to each. For example, if you have eight features and you feel that the Potential for Recreation Resources is by far the most important objective, you might rate that as 50%. You do not need to apply a weighting factor to features that are not applicable. The total for all features should equal 100%. (There are many ways to weight and compare objectives. The method suggested here is one that is fairly simple and easy to understand. If this method does not suit the needs of the Board/Subcommittee, they may consider any number of other methods as outlined in many decision making tools. "Smart Choices" by Hammond, Keeney and Raiffa provides numerous examples.)
4. Choose existing state parks to use as comparison to the nominated park. Preferably the state parks are in Idaho or adjoining the Idaho border. You may want to note what aspect of the comparison park is of note.
 - a. Park One: _____
 - b. Park Two: _____
 - c. Park Three (if desired): _____
5. Evaluate each feature against those representative parks.
 - a. For those that are of greater value, give a rating of "7", "8" or "9".
 - b. For those that are of generally equal value, give a rating of "4", "5" or "6".
 - c. For those that are of lesser value, give a rating of "1", "2" or "3".
 - d. If the item is not applicable, write "NA" in the box.
6. Please note that the evaluation criteria achieve the following objectives:
 - a. The preservation of the sites that possess the most outstanding natural, scientific, historic, cultural, or recreational resources, regardless of location or potential for development.
 - b. The ability to use the site to further encourage the wholesome enjoyment of life through an improved understanding of the State's natural areas of scenic beauty, recreational utility, historic, archaeological or scientific interest as set forth in Idaho Code §67-4219.
 - c. The long-term benefit to the people of Idaho.
 - d. The improvement of both state and local economies for the purposes of enhancing the standard of living and the quality of life in Idaho.
7. If the Board wishes to capture additional objectives in the evaluation, they will need to define those criteria and add as "other" to the following table.
8. Multiply the rating by the weighting factor.
9. Tally the score at the bottom of the page.
10. Calculate the weighted average score by dividing the total by the number of features. A weighted average score below five would indicate that the nominated property is not as good as others in the existing park system.

Method Two (weighted objectives)

Features	Rating	Weighting (%)	Score
1a. Significance			
• Significant Natural Features			
• Significant Historic Features			
• Significant Cultural Features			
• Significant Recreation Features			
• Significant Scientific Features			
1b. Scope of Importance			
1c. Distance			
1d. Duplication			
1e. Potential for Loss			
1f. Size			
1g. Access			
1h. Variety			
1i. Water Supply and Quality			
1j. Topography			
1k. Other Qualities			
2a. Revenue Generation			
• Cost Benefit Analysis			
• Improve State and Local Economies			
2b. Need			
2c. Method of Acquisition			
2d. Future Development			
2e. Existing Management Potential			
2f. Risk			
2g. Political Alignment			
Other 1			
Other 2			
Other 3			
Total Score			
Average Score			

IDAHO DEPARTMENT OF PARKS AND RECREATION

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

BOARD MEETING MINUTES

December 17, 2015

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

5657 Warm Springs Ave.

Boise, Idaho

Minutes – Thursday, December 17, 2015

10:00 A.M. Call to Order – Chairman Correll

Chairman Correll called the Board teleconference to order at 10:00 A.M. MT, December 17, 2015. The Chairman directed a roll call. Board Members in attendance via the phone were:

Chairman Correll – Present
Board Member Doman – Present
Board Member Crimmins – Present
Board Member Buxton – Present
Board Member Black – Present
Board Member Hansen – Present

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
David White – North Region Manager
Garth Taylor – South/East Region Manager
Matthew Warnick – Division of Financial Management

Additions or deletions to the Printed Agenda

Ms. Buxton made a motion to add the Economic Impact Study discussion to the agenda. Mr. Hansen seconded the motion. The Chair asked for further discussion. Hearing none, the Chair called for a vote on the motion. Motion carried unanimously.

Eagle Island Revenue – Keith Hobbs

Mr. Hobbs provided the revenue data for Eagle Island over the past two years. Board and staff discussion followed.

Gravel Extraction Process, Eagle Island / Director Langhorst

Director Langhorst stated there is not much to report on this topic at this time. Mr. Thomas is working with the Attorney General's Office. Formal information will be provided to the Board during the February Board meeting. Board and staff discussion followed.

Lake Cascade Visitor Center – Keith Hobbs/Director Langhorst

Director Langhorst reported that a meeting was scheduled with Mr. and Mrs. Mark Pickard for tomorrow but the meeting was canceled due to bad weather conditions. The purpose of the

meeting was to discuss the Pickard's interest in deeding property at Kelly's White Water Park in Cascade, ID to IDPR to build a Visitor Center for Lake Cascade. The Pickard's also offered to allow IDPR to build a camp ground on this property. Board and staff discussion followed.

Non-Motorized Trail Funding Summit / Director Langhorst

Director Langhorst reported that IDPR staff would like to schedule this summit due to demands he has received from constituents. The Director stated this summit will be IDPR's way of providing leadership for the non-motorized group. The Director expects many constituents to attend that may potentially be willing to support and provide funding sources. Chairman Correll suggested for the Director to draft an agenda and for all Board members to submit their suggestions and ideas and list of invitees to the Director. Board and staff discussion followed.

Nesbitt Property / Keith Hobbs

Mr. Hobbs provided a brief update for the Board on the Nesbitt property. Mr. Hobbs stated that Robert Nesbitt's daughter, Rya Levy requested an extension of the property deed to allow the Nesbitt family continued access to the property. Mr. Hobbs stated that in May 2016, this property becomes the full responsibility of IDPR. Mr. White will attempt to schedule further communication regarding this topic with the Nesbitt family in the next couple of weeks. Board and staff discussion followed.

Ms. Buxton left the meeting at 10:46 A.M.

Horsethief Reservoir / Keith Hobbs

Mr. Hobbs reported that he and Director Langhorst met with staff from Fish and Game last week to discuss the possibility of IDPR taking over the management of Horsethief Reservoir. IDPR staff drafted a document reflecting the expenses they would incur if this transaction were to take place. Fish and Game was asked to review the document to see if they could come up with a new proposal of how this could be a better proposition for IDPR to either be equal or a revenue increase for IDPR. Board and staff discussion followed.

Economic Impact Study Discussion / Director Langhorst

Director Langhorst reported that IDPR staff is currently working on this study and he provided a brief update on where we are to date. The Director stated that Boise State University students will be assisting IDPR with obtaining the information needed for the study. Director Langhorst commented that an update will be provided during the February Board meeting. Board and staff discussion followed.

Registration Sticker Update

Director Langhorst stated he was informed last week that IDPR's Registration stickers were late going out this year. The Director stated that if Board members hear from any assessors, to please ask them to call him. Board and staff discussion followed.

Mr. Hansen moved to adjourn the meeting. Mr. Crimmins seconded the motion. The Chair called for a vote on the motion. Motion carried unanimously. Meeting was adjourned at 11:25 A.M.

Charles Correll, Chairman
Idaho Park and Recreation Board

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

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

AGENDA
Idaho Park and Recreation Board Meeting
February 10-12, 2016
IDPR Headquarters
5657 Warm Springs Ave., Boise, ID

AGENDA ITEM: **Group Use Permit – Blues and Bones Festival**
Eagle Island State Park

ACTION REQUIRED: **Board Approval**

PRESENTER: **Keith Hobbs**
Operations Division Administrator

PRESENTATION **Consent Agenda Item**

BACKGROUND INFORMATION:

The Blues and Bones Festival is a first-time event for Eagle Island State Park. Blues and Bones, the event organizers, are requesting the use of the park on August 19, 20, and 21, 2016, Friday, Saturday, and Sunday respectively. This Festival will feature four Blues music artists, barbecue and craft vendors.

Blues and Bones is requesting approval for the sale of alcoholic beverages. Licenses and insurance will be in place prior to the event.

2016 will be the Blues and Bones Festival third year. It has been held at the Crooked Flats in Eagle and has out grown this venue. It is anticipated that one thousand (1,000) people will attend. The festival is family friendly and similar to the Idaho Songwriters events held at Sandy Point. This event is in keeping with other events that promote music appreciation for visitors to our parks. Eagle Island is well suited to accommodate this event.

STAFF RECOMMENDATIONS:

Staff recommends the Board approve the request for a Group Use Permit and the sale of alcoholic beverages at the Blues and Bones Festival at Eagle Island State Park.



Rec'd 12/1/13

GROUP USE PERMIT APPLICATION

Date of Application: 10-22-2015

Park Name: Eagle Island State Park

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

225.4 Group Use

- a. Groups of twenty-five (25) persons or more, or any group needing special considerations or deviations from these rules shall have a permit. Permits may be issued after arrangements have been made for proper sanitation, population density limitations, safety of persons and property, and regulation of traffic.
- b. Permits for groups of up to two hundred fifty (250) people may be approved by the park manager with thirty (30) days advance notice. Permits for groups of two hundred fifty (250) people or more may be approved by the director with forty-five (45) days advance notice.

Desired Event (Park) Location: Eagle Island Date(s) of Use: Aug 19, 20, 21 2016
 Name of Event: Blue and Bones Festival Days: Sun Mon Tue Wed Thu Fri Sat
 Organization or Group Filing Application: Blues and Bones
 Address: 1209 N 10th ave
 City: Boise State: ID Zip: 83714
 Telephone: 208 901-1446 E-mail Address: Walt@bluesandbones.com
 Number of Participants/Spectators Expected: 1000 Arrival Time: 12:00 Departure Time: 9:00
 Type of Use Requested (please describe) We would like to hold our music festival at Eagle Island. We will have 4 music artist, BBQ, crafts vendors
 Purpose of Proposed Event Music and BBQ festival
 Estimated Gross Fees Collected _____ Estimated Net Profit _____

Person(s) In Charge of Group Activity Planned in Park (Primary Person)
 Name: Walt Duval
 Address: 12709 N. 10th Ave
Boise ID
 Telephone: 208-901-1446
 E-Mail: Walt@bluesandbones.com

(Secondary Person)
 Name: Ron Robidoux
 Address: 2601 Dublin Dr
Cash Rock Co
 Telephone: (623) 466-3326
 E-Mail: Ron@BluesandBones.com

Will First Aid Be Provided? Yes No

Will Alcoholic Beverages Be Sold? Yes No

If yes, please list the special permit number from the Alcohol Beverage Control or your retail license number. For more information about selling alcoholic beverages, call toll free (888) 222-1360 or e-mail to abc@isp.state.id.us.

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

Description of the Specific Area(s) of the Park Requested for Use (use extra sheet or map if necessary to delineate general area of use, parking, sanitation, etc.)

Osprey Shelter Side of Park. We will also utilize parking area and restroom in addition to the five port-a-potties. Please see attached map

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

MAU Security/Event Services Company will be hired by Blues and Bones.

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

MAU Security/Event Services will help with parking and crowd control.

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

Porta Pros will provide 5 port-a-potties and 1 hand wash station.

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

The grounds will be cleared and cleared by 1:00 pm Aug 21.

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

Please see attached diagram map

List of Vendors	Temp Permit #	Items They Plan To Sell	(Use extra sheet if necessary)

You must obtain an Idaho Seller's Permit if you or your agent intends to sell or rent a product, charge admission, or charge a fee for the use of tangible personal property for recreation. For more information about a Seller's Permit, call the Idaho State Tax Commission at (208) 334-7660 <http://www.tax.idaho.gov/>.

Name, Address, and Phone Number of Agent Providing Liability Insurance and/or Performance Bond

Liability insurance may be required by the Idaho Park and Recreation Board, or Department, whenever the Department does not intend to assume the liability associated with an event. Reference the Risk Management Handbook, Facilities Use Guidelines. See <http://adm.idaho.gov/>.

Name: Integrity Insurance Agency
Address: 5418 N. Eagle Road Ste 180
City: Eagle State: ID Zip: 83713 Telephone: (208) 949-2300
Amount of Liability Insurance 2 mil LSL

GROUP USE FEES

Fees that will apply to this application:

- MVEF (Motor Vehicle Entrance Fee) \$5.00 per vehicle Yes No
- \$ _____ Deposit
- \$ 2.50 Damage Deposit
- \$ 1,000 Negotiated Fee
- \$ _____ Per-Person Fee
- \$ _____ Reservation Fee plus Tax
- \$ _____ Shelter Fee
- \$ _____ Other _____

Note: If the Park Board-approved fee structure is waived, there needs to be two levels of review/approval and the affected revenue must be recaptured elsewhere.

REQUIREMENTS

The normal use of all facilities shall be limited to the number of people who can be accommodated by available utilities and safely handled by law enforcement. This number shall be determined for each park in accordance with health and legal requirements.

No organized group shall exceed the use limits as may be set forth by the Department without qualified representatives of the Group meeting with the Idaho Park and Recreation Board at a regular meeting no less than sixty (60) days prior to the requested date of use to discuss the proposed use and obtain approval.

The Idaho Park and Recreation Board shall have the right to require financing of any required temporary utility and law enforcement facilities and a deposit to cover possible damage to existing facilities.

All other Idaho Department of Parks and Recreation rules shall be in effect and will be adhered to by the Group. See <http://adminrules.idaho.gov/rules/current/26/0120.pdf>

A Group Use Permit may be denied if it appears to the Director of the Idaho Department of Parks and Recreation that the group use would result in permanent injury to the park facilities or environs, or if the group use would preempt use of the park by the general public during a time period when use of the park area by the general public is projected to be near capacity.

Food Service: Non-profit, fraternal organizations, schools and churches are exempt for one-day-a-week events or meals. No food service license is required. All other public food events (one or more days) must be licensed by the local health district office. See <http://adminrules.idaho.gov/rules/current/16/0219.pdf> (Idaho Food Code).

PLEASE PRINT

Name of Event: Blues and Bones Festival Date(s) of Use Aug 20, 2016
Applicant Name: Walter Duval Applicant Title: Co-Owner - Blues and Bones
Address: 12709 N. 10th ave
City: Boise State: ID Zip: 83714 Telephone: (208) 901-1446

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

Applicant Signature W O e Date 10/22/2015

IDPR USE ONLY

Repeat Applicant Yes No

Approved Subject to Conditions Yes No

Conditions: _____

APPROVAL

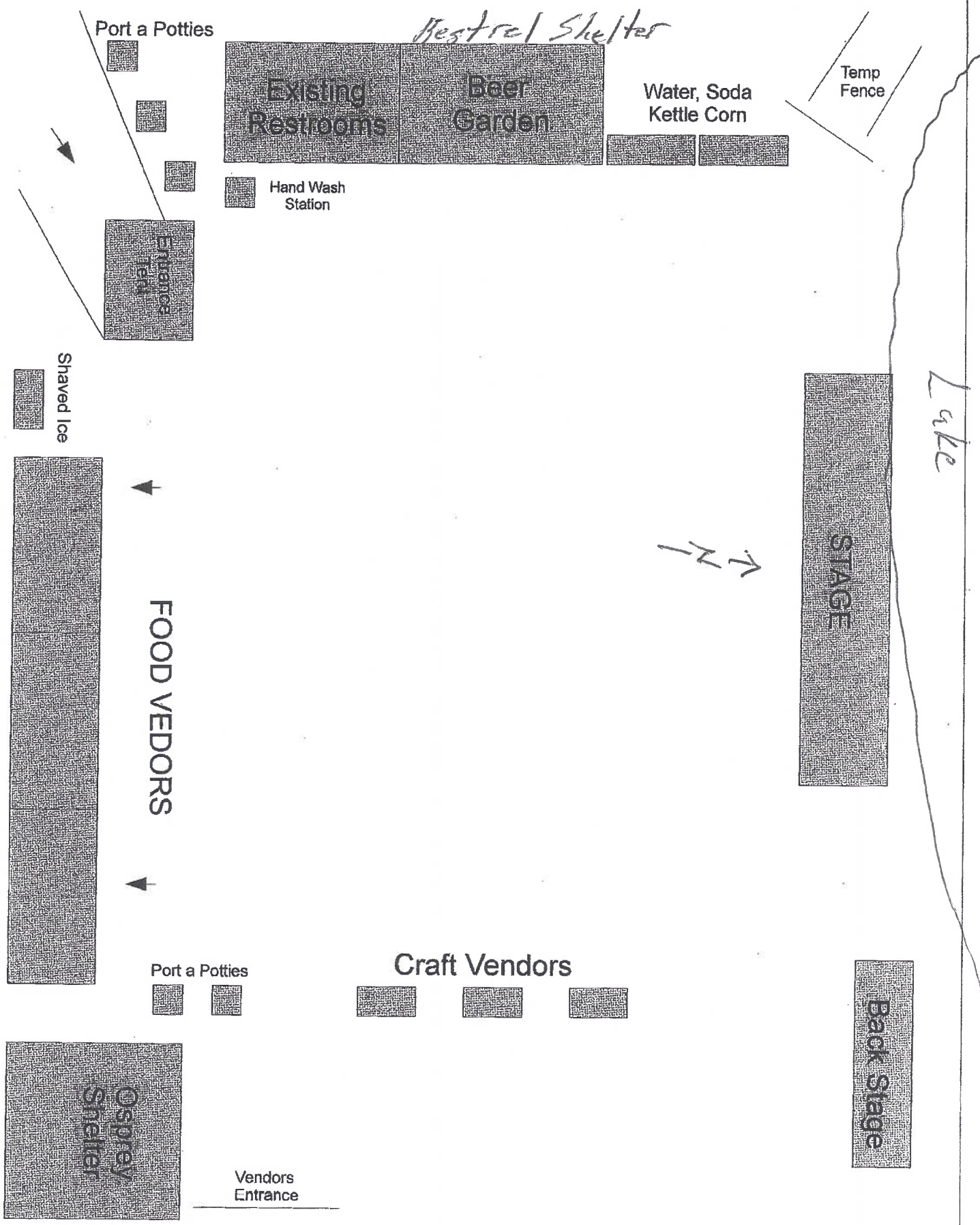
[Signature] _____ Date 12/1/15
Park/Program Manager

[Signature] _____ Date 12-3-15
Region Bureau Chief

[Signature] _____ Date 12/18/15
Operations Division Administrator

[Signature] _____ Date 12/18/15
Director

Board Chairperson Date _____



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

AGENDA
Idaho Park and Recreation Board Meeting
February 10-12, 2016
IDPR Headquarters
5657 E Warm Springs Ave., Boise, ID

AGENDA ITEM: **Group Use Permit – Boise Blues Festival**
Eagle Island State Park

ACTION REQUIRED: **Board Approval**

PRESENTER: **Keith Hobbs**
Operations Division Administrator

PRESENTATION **Consent Agenda Item**

BACKGROUND INFORMATION:

The Boise Blues Festival is a first-time event for Eagle Island State Park. Boise Blues Festival event organizers are requesting the use of the park on Sunday, July 17, 2016. This Festival will feature local and non-local Blues music artists, barbecue and food vendors.

Boise Blues Festival is requesting approval for the sale of alcoholic beverages. Licenses and insurance will be in place prior to the event.

This event is in keeping with other events that promote music appreciation for visitors to our parks and is family friendly. Eagle Island is well suited to accommodate this event.

STAFF RECOMMENDATIONS:

Staff recommends the Board approve the request for a Group Use Permit and the sale of alcoholic beverages at the Boise Blues Festival at Eagle Island State Park.



GROUP USE PERMIT APPLICATION

Date of Application: 1/24/16

Park Name: Eagle Island State Park

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

225.04 Group Use

- a. Groups of twenty-five (25) persons or more, or any group needing special considerations or deviations from these rules shall have a permit. Permits may be issued after arrangements have been made for proper sanitation, population density limitations, safety of persons and property, and regulation of traffic.
- b. Permits for groups of up to two hundred fifty (250) people may be approved by the park manager with thirty (30) days advance notice. Permits for groups of two hundred fifty (250) people or more may be approved by the director with forty-five (45) days advance notice.

Desired Event (Park) Location: Eagle Island Park

Date(s) of Use: July 17, 2016

Name of Event: Boise Blues Festival

Days: Sun

Organization or Group Filing Application: Boise Blues Society (501C non-profit)

Address: 720 Ranch Road

City: Boise State: ID Zip: 83702

Telephone: 208 440-4590 E-mail Address: boiseblues@

Number of Participants/Spectators Expected: 1000-2000 Arrival Time: 11am Departure Time: 7:pm

Type of Use Requested (please describe) Live Concert featuring local and non-local blues bands

Purpose of Proposed Event Blues music appreciation and fund raiser for Blues Society and with further support of Idaho Food Bank. Traditionally BBS has requested canned donations for admission. This year a portion of net income may be Donated to the food bank

Estimated Gross Fees Collected \$19,000 Estimated Net Profit \$3000

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

Name: James JT Tyler

Address: 25742 Tracy Street/ Middleton, ID 83644

Telephone: 208 585-9180

E-Mail: jamestyler520@yahoo.com

(Secondary Person)

Name: Ken Harris

Address: 720 Rach Road/Boise, Idaho 83702

Telephone: 208 440-4590

E-Mail: kjharris1925@yahoo.com

Will First Aid Be Provided?

Yes No *GS*

Will Alcoholic Beverages Be Sold?

Yes No

If yes, please list the special permit number from the Alcohol Beverage Control or your retail license number. For more information about selling alcoholic beverages, call toll free (888) 222-1360 or e-mail to abc@isp.state.id.us.

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

Description of the Specific Area(s) of the Park Requested for Use (use extra sheet or map if necessary to delineate general area of use, parking, sanitation, etc.)

We intend to use Jo Traveling Bar to dispense alcoholic beverages. Because the unit is mobile we can place it anywhere within the grounds that meet the venue requirements. (Beer and Wine)

State of Idaho Liquor Lic #3085 (O'Michales Girl/Pub)

Plans for Law Enforcement and/or Crowd Control, Including Communication Systems

(Use extra sheet if necessary)

A security firm will be hired for security as has been our practice for events conducted in past years

Talon Security

Plans for Traffic Control, Including Parking

(Use extra sheet if necessary)

Parking to be done in the field near the performance area.

Plans for Sanitation, Solid Waste Disposal, and Water Supply

(Use extra sheet if necessary)

We will have trash bins and trash collection bins deployed at the site. For human use we will provide porta potties sufficient for the number of ticket Goers.

Plans for Area Clean Up and Rehabilitation

(Use extra sheet if necessary)

BBS will self police and clean up area after use and deposit trash as appropriate in trash binc

Description of Program, Displays, and Concession Booths to be installed.

(Use extra sheet if necessary)

There may be banners of sponsors displayed at locations tbd. There will be a banner for the event posted on the stage. There may be small signage to

Direct ticket goers to the event area. Concession booths may have a banner at the concession stand. Food vendors would likely be food trucks with signage

List of Vendors

Temp Permit #

Items They Plan To Sell

(Use extra sheet if necessary)

4-6 TBD

BBQ

Shaved ice

Hot Dogs

Others to be determined

You must obtain an Idaho Seller's Permit if you or your agent intends to sell or rent a product, charge admission, or charge a fee for the use of tangible personal property for recreation. For more information about a Seller's Permit, call the Idaho State Tax Commission at (208) 334-7660 <http://www.tax.idaho.gov/>.

Name, Address, and Phone Number of Agent Providing Liability Insurance and/or Performance Bond

Liability insurance may be required by the Idaho Park and Recreation Board, or Department, whenever the Department does not intend to assume the liability associated with an event. Reference the Risk Management Handbook, Facilities Use Guidelines. See <http://adm.idaho.gov/>.

Name: Cincinnati Insurance Company (Higgins and Rutledge local broker) _____

Address: 1661 Shoreline Drive #100 _____

City: Boise _____ State: ID _____ Zip: 83702 _____ Telephone: 208 343-7741 _____

Amount of Liability Insurance \$2M General Aggregate / \$1M Personal / \$1M Liquor liability _____

GROUP USE FEES

Fees that will apply to this application:

MVEF (Motor Vehicle Entrance Fee) \$5.00 per vehicle Yes No

\$ _____ Deposit

\$ 250 Damage Deposit

\$ 1200 Negotiated Fee

\$ _____ Per-Person Fee

\$ _____ Reservation Fee plus Tax

\$ _____ Shelter Fee

\$ _____ Other _____

Note: If the Park Board-approved fee structure is waived, there needs to be two levels of review/approval and the affected revenue must be recaptured elsewhere.

REQUIREMENTS

The normal use of all facilities shall be limited to the number of people who can be accommodated by available utilities and safely handled by law enforcement. This number shall be determined for each park in accordance with health and legal requirements.

No organized group shall exceed the use limits as may be set forth by the Department without qualified representatives of the Group meeting with the Idaho Park and Recreation Board at a regular meeting no less than sixty (60) days prior to the requested date of use to discuss the proposed use and obtain approval.

The Idaho Park and Recreation Board shall have the right to require financing of any required temporary utility and law enforcement facilities and a deposit to cover possible damage to existing facilities.

All other Idaho Department of Parks and Recreation rules shall be in effect and will be adhered to by the Group.

See <http://adminrules.idaho.gov/rules/current/26/0120.pdf>

A Group Use Permit may be denied if it appears to the Director of the Idaho Department of Parks and Recreation that the group use would result in permanent injury to the park facilities or environs, or if the group use would preempt use of the park by the general public during a time period when use of the park area by the general public is projected to be near capacity.

Food Service: Non-profit, fraternal organizations, schools and churches are exempt for one-day-a-week events or meals. No food service license is required. All other public food events (one or more days) must be licensed by the local health district office.

See <http://adminrules.idaho.gov/rules/current/16/0219.pdf> (Idaho Food Code).

PLEASE PRINT

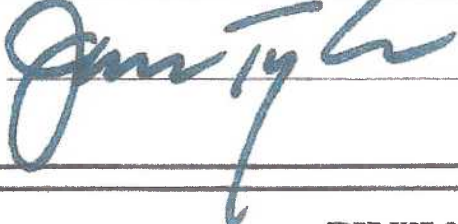
Name of Event: Boise Blues Festival _____ Date(s) of Use July 17, 2016 _____

Applicant Name: James Tyler _____ Applicant Title: BBS Events Chairperson _____

Address: 25742 Tracy Street _____

City: Middleton _____ State: Idaho _____ Zip: 83644 _____ Telephone: 208 585-9180 _____

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

Applicant Signature  _____ Date 1/24/16 _____

IDPR USE ONLY

Repeat Applicant Yes No


Approved Subject to Conditions Yes No

Conditions: Pending receipt of Certificate of Liability Insurance and Liquor Liability Insurance _____

APPROVAL

 _____ Date 1/27/16 _____
Park Program Manager

 _____ Date 1-28-16 _____
Region Bureau Chief

 _____ Date 1-28-16 _____
Operations Division Administrator

 _____ Date 1/29/2016 _____
Director

Board Chairperson _____ Date _____



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

AGENDA
Idaho Park and Recreation Board Meeting
February 10-12, 2016
IDPR Headquarters
5657 Warm Springs Ave., Boise, ID

AGENDA ITEM: **Modernization of IDPR’s Recreational Registration Unit**

ACTION REQUIRED: **No Action Required**

PRESENTER: **Tammy Kolsky**

ADMINISTRATOR: **Anna Canning**

PRESENTATION

BACKGROUND INFORMATION:

1. **Analysis of Past Performance** – To date, the Registration Modernization project is moving forward successfully. All project team members continue to be engaged in the project. The project team has stayed focused on analysis of all elements of the recreational registration program.

For this past quarter the ongoing focus has been on performing a business process analysis of RIS to document every function of the current application and staff manual processes. This effort is critical when determining where to make changes and what impacts could result from these changes.

2. **Significant Achievements** – Project team achievements for the past quarter include:
 - Maintaining meetings with key ITD staff on mutual elements of design and development required to meet the upcoming Coast Guard changes to federal regulations (CFR’s). The joint agency teams are continuing to make progress on the following areas of focus:
 - i. Tracking customer records for multiple owners.
 - ii. Establishing a Title correction processes for owners who have invalid hull identification numbers (HIN’s) on titles. This process will impact in excess of 6,500 Idaho boat owners.
 - iii. Unique customer identifier requirements.
 - iv. Working to develop processes for HIN corrections and ongoing HIN validations to meet Coast Guard HIN format regulations.
 - v. Performing further analysis on the ITD/IDPR data exchange. This analysis is designed to allow the data flow to be re-written to better incorporate both agencies data needs. New data elements will be included in order to meet the Coast Guard’s CFR changes as well as ITD’s additional data needs to include unique identifiers.
 - vi. Begin the Analysis on developing an application program interface (API) that would serve as a web service between IDPR and ITD Title data for the purpose of IDPR registration staff being able to verify title and ownership on new and renewal certificates of number.

- Working to document existing business processes for the RIS System.
 - Document requirements and gaps per the business processes in current design to meet US Coast Guard Code of Federal Regulations.
 - Met with State division of purchasing to begin the process of issuing an RFP which will be written to address the long term needs of the Recreation Registration Unit.
 - Have begun scoping and identifying requirements for the RFP.
 - Developed draft timeline for RFP.
 - Met with Key members of the IRC to begin the process of keeping recreationists informed on our modernization process.
3. **Work to be performed** – During the next reporting period the project team will be focused on:
- Develop training for county DMV's that will address changes to data elements necessary to collect in order to be in compliance with the upcoming CFR changes as well as to address known data issues in the information currently being collected during the certificate of numbering process.
 - Complete the RIS business process model.
 - Communicate with Idaho Boat owners on the nature of the upcoming US Coast Guard changes. Communication efforts will include efforts to reach out to all boat owners but will include specific communications to boat owners whose titles will be impacted in order to correct HIN's.
 - Develop specifications to modify both the Mail Renewal Generation process contained within RIS and the online customer interface to incorporate changes in data being collected to accommodate the Coast Guards changes to federal regulations.
 - Complete scoping work on the architecture of RIS to determine what processes will be upgraded, re-written or outsourced with an RFP.
 - Develop timelines for phases of implementation work on project.
 - Work to complete API development for the web service that will allow IDPR to be in compliance with title verification requirements.
 - Continue work to develop and issue an RFP through State Purchasing.
4. **Risk Management activities** – Like all projects this one has a number of associated risks. As such, there will be ongoing risk management activities. For the next reporting period risk management focus will include:
- **Time:** Many elements of this project have critical timelines that as the project moves forward will require additional support from none key project team members to assist with managing project critical path timelines.
 - **Staff Resource:** The project is creating a significant drain on staff resource. This will impact other projects. During this next quarter the project manager will continue to work with administrative staff on possible solutions.
 - **Outreach:** To ensure Idaho recreationalists have access to information regarding the status of this project we need to perform more communication outreach.
 - **Communication:** Maintaining communications with the Idaho Transportation Department that will keep IDPR informed as to the status of their own modernization efforts, as well as to ensure that key decisions are made in time to allow IDPR to meet the US Coast guard CFR changes.
5. **Recognition:** - During this past reporting period with a great degree of success the project team in total has worked to continue to make progress on a very complex project involving many stakeholders.

STAFF RECOMMENDATIONS:

No staff recommendation, this item is presented for information only.

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

AGENDA
Idaho Park and Recreation Board Meeting
February 10-12, 2016
IDPR Headquarters
5657 Warm Springs Ave., Boise, ID

AGENDA ITEM: **Update on Redraft of Board Policies**
ACTION REQUIRED: **None.**
PRESENTER: **Anna Canning**

PRESENTATION

BACKGROUND INFORMATION:

Current Documents

The current document titled, “Policies of the Idaho Park and Recreation Board” is a collection of decisions and policies made by the Park and Recreation Board—some dating back to 1975 without amendment. The Board has requested that staff review and update the Board policy document.

In addition to the Board policies, the department uses a number of other policies (I will refer to these as administrative policies) to provide guidance and sideboards for staff behavior and actions. At times, the subject matter overlaps with Board policy.

The Project

I am the lead on this project. I expanded the project to review and update the administrative policies as well. Many of the administrative policies are lack clarity and specifics on expected staff behavior and consequences. Others are inconsistent with other administrative policies, statewide policies, law, and/or rule. Operations Administrator Keith Hobbs, Human Resources Director Debbie Hoopes, and Finance Officer Steve Martin comprise my Policy Reconciliation Committee. To date, they have helped review the overall organization and a new format for both Board and administrative policies; I will rely on them heavily to review the administrative policies before we take them to the Executive Staff for review. The Park Acquisition policy (to be presented at the workshop) is in the new format.

Work Thus Far

Attached please find a key that I use to connect the existing policies to the new policies. You will notice that I have transferred all but a few sections to the new format and grouping. With regard to administrative policies, I have completed a number of these drafts as well. Completed drafts include: accidents and injuries; alternative work schedule and telecommuting; computer and mobile devices; controlled substance abuse; dress code and

uniform purchases; memberships and conferences; property inventory; special events; time recording and leave; and workplace expectations.

Next Steps

My intent is to work with the Policy Reconciliation Committee to develop solid drafts of all the policies (both Board and administrative) before bringing material before the Board. I want to ensure that all the policies are consistent in voice and detail and that all cross references are accurate. I will show my edits in underline and strikeout format with a number of candid questions and comments. Once the Board has approved their policies, the Policy Reconciliation Committee will work with the Executive Staff to finalize the administrative policies.

STAFF RECOMMENDATION:

My goal is to develop consistent, clear, useful, and elegant policies that meet the needs of the Board. It will take some time and effort and considerable dialogue to achieve that goal. I welcome suggestions on how the Board would like to tackle reviewing the draft policies. I anticipate two likely options:

1. I can schedule a workshop for the whole Board, and we can spend a day going through the policies in detail providing edits as we work through them.
2. You could designate a subcommittee for me to work with to develop the draft policies and then we can bring these to the Board for final approval.

MISSION STATEMENT

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

IDAHO DEPARTMENT OF PARKS AND RECREATION VISION STATEMENT

We are innovators in outdoor recreation, committed to excellent services and resource stewardship. We foster experiences that renew the human spirit and promote community vitality.

INTRODUCTION

The Idaho Park and Recreation Board's Administrative Policy Manual was updated and approved in its entirety on May 2014.

The Manual is organized according to the subject of the policy.

SUBJECTS

Administration/Management/Marketing
Legal/Legislative
Personnel
Operations
Development/Planning/Acquisition of State Parks
Recreation

MNEMONIC CODES

ADM
LEG
PER
OPE
DEV
SFA

The number following the mnemonic code signifies the consecutive number in that subject; the number following that consecutive number is the year the policy was adopted or was last amended. For example:ADM.1.87 indicates that it is an Administrative/Management/Marketing policy, it is the first policy in the ADM section, and it was adopted or amended last in 1987. Effective as of November 2003, all revisions will be noted by date i.e. 1:87,03.

To simplify the pagination, pages are numbered consecutively throughout the manual.

POLICIES OF THE IDAHO PARK AND RECREATION BOARD

ADM. 1:87, 08 INTENT These policies are intended to provide general policy direction for administration of the Idaho Department of Park and Recreation.

ADM. 2:75 BOARD DIRECTIVES The Idaho Park and Recreation Board is a policy setting Board, and as such provides general direction for staff. The lines of communication between the Board Members and the Department staff are always through the Director's office and/or those staff Members assigned as staff to the Board and Director.

ADM. 3:75 REVIEW OF POLICIES A continuing review of policies is essential to keep them consistent with recreational trends, public needs and financing, and to see that the aims which led to the establishment of the various units are maintained. Policies are to be reviewed, amended, and/or ratified during the fall Board meeting during odd-numbered years, or upon majority vote of the Board Members during the interim

ADM. 4:70 LIMITATION OF AUTHORITY All decisions regarding the opening or closing of recreation areas or parks will be made by the Board, except for seasonal closures that are a normal procedure due to weather restrictions, and except as outlined in ADM. 4(a):80.

ADM. 4 (a):80 EMERGENCY AUTHORITY The Director or the Director's designee may close recreation areas or parks in an extreme emergency, when the health or safety of individuals or facilities are threatened, and when time is of the essence.

ADM. 5:75 NONDISCRIMINATION The facilities and activities of the Idaho Department of Parks and Recreation (whether controlled directly by the Department, by agreement with another jurisdiction, or by concessionaire) shall be operated without discrimination because of race, color, national origin, religion, gender, age or handicap.

ADM. 6:75, 08 PUBLIC INFORMATION The Idaho Park and Recreation Board is a public agency and its regular, special, or telephonic Board meetings are open to attendance by the public. Adequate notice of regular and special meetings of the Board shall be given to the public through the usual news media and/or through releases mailed to interested persons and organizations. The Agenda for all Board Meetings shall be jointly approved by the Park Board Chairman and the Director prior to distribution to the media and the public. The presence of representatives of the press, radio, television, and other news media is encouraged.

- I. The public shall be kept informed of the development and use of the state park system. Information should contain current operations of the existing state park system and planning for future facilities and services.

- II. A continuous effort must be maintained to see that all personnel of the Department, and in particular the field personnel who are in regular contact with the public, are well informed on the current activities of the Department and the Board.

ADM. 7:82 MARKETING It is the policy of the Board that the Department staff actively pursues promotion of state parks in cooperation with private enterprise, local, state or national agencies in order to maximize the public's awareness of the state parks in Idaho. All cooperative promotional activities will be carefully screened by the Director in order to assure that is an appropriate promotional program. All major cooperative promotional activities will be approved by the Board prior to implementation.

ADM. 8:03 ADMINISTRATION CHARGE FOR ROAD AND BRIDGE AND CAPITAL IMPROVEMENT The Department shall budget and expend a maximum fee of 20% for both Capital Improvement and Road and Bridge funds for administrative purposes. Should the related administrative costs of the Department amount to less than the moneys apportioned for such purposes, the difference shall be returned to each Recreation Fuels Account equitably.

ADM. 8:98 CRITERIA FOR AWARDS Department awards are presented to honor personnel and other citizens who have made an outstanding contribution to the park and recreation field.

- I. **Purpose** – Appropriate types of awards have been established to recognize service, merit, outside contributions and other accomplishments beneficial to the Department.
 - A. Awards shall be standardized to the point that similar recognition is given for similar accomplishment.
 - B. Effort shall be made to recognize only a select few each year so as not to make the awards seem commonplace.
 - C. Department expense for awards shall be kept at a modest level.

II. Categories of Awards

- A. **Beth Durham Award** – Annual recognition of a permanent field employee at any job level, who performs duties in a superior manner and exemplifies in attitude and action those traits most desired in a public park and recreation employee.
- B. **Ranger of the Year** – Annual recognition of a permanent ranger who performs in an exceptional manner and typifies in attitude and action those traits most desired in a park ranger.
- C. **Certificate of Merit** – All Departmental employees eligible. Award may be given for a specific project or action, which is uncommon, or for sustained high-level performance in routine tasks.
- D. **Recognition of Service upon Retirement from the Department** – A certificate

of recognition in appreciation for satisfactory service presented upon retirement from the Department. If the retiree meets the “meaning” of retiree described in “E” below, the retiree will also receive a “Lifetime Pass.” Any other personal gift which may be bestowed on a retiree shall be an option of the Department employees at no expense to the Department.

E. Lifetime Pass

Per Park Board Policy the criteria to earn a lifetime pass is as follows:

former Directors, Board Members, and retirees (retiree means an employee who has worked for this Department for a minimum of five years and meets the requirements for eligibility to receive monthly retirement benefits from the Public Employees Retirement System (PERSI) of Idaho on his or her date of cessation of employment with this Department)

The Lifetime Pass allows free camping in all of IDPR campsites and facilities. The Lifetime Pass holder reservation must not be made earlier than thirty (30) days prior to arrival so as to not displace paying guests. In addition, the discounted individual will be responsible for reimbursement of any cleaning services associated with that stay as well as reservation fee costs. Lifetime Pass holders will call the Reservation Program office at (855) 514-2429 to make all reservations and any modifications associated with their stay.

IDPR volunteers who donate 4,000 hours or more over the course of their lifetime shall also be entitled to a non-rescindable Lifetime Pass. Volunteer must be officially enrolled as an active IDPR volunteer and hours documented and confirmed through the Volunteer Services office.

- F. Service Certificates** – At five-year increments, each employee will receive a certificate recording the appropriate 5, 10, 15, 20, 25, 30, 35, or 40 years of service.
- G. Park Board Chairman Recognition** – A gavel, mounted on a plaque, shall be presented to each outgoing park Board chairman at the time he or she turns over the office. If possible, a letter of appreciation from the Governor will be obtained and presented with the plaque.
- H. Director’s Award** – Annual recognition of a permanent office employee at any job level, who performs duties in a superior manner and exemplifies in attitude and action those traits most desired in a public park and recreation employee.
- I. Volunteers in Parks** – Private citizens who provide their time, effort, and/or money in order to enhance the activities or facilities of the Department shall receive a special certificate of appreciation, if their efforts significantly contribute to the parks or programs of the Department.
- J. Excellence in Interpretation** – Annual recognition of any Department employee or work unit that exhibits dedication, resourcefulness, and innovation in

interpretation through in-park and/or outreach efforts. This award could be for a specific accomplishment in the area of park interpretation, a project, or sustained effort.

K. Regional Recognition Awards – The object is to recognize private citizens on the local level who have given much time and effort to their particular park and recreational area.

L. Distinguished Citizen Award – Private citizens who make significant contributions to the furtherance of the Idaho Department of Park and Recreation.

M. Certificate of Valor – It is the policy of the Board to recognize individuals who have exhibited an extraordinary amount of courage by risking their own safety in an effort to rescue a victim in a park or program-related activity. The qualifying factors are:

1. The situation must be such that a victim, participating in a recognized recreational activity, has been involved in an accident whereby loss of life or limb or other major injury is imminent.
2. Another person (either a Department employee or a citizen) provides an outstanding service to the victim by heroically risking his or her own personal safety in order to rescue the victim.
3. An account of the incident can be documented and verified for proof.

The award should be approved by the Board and presented to the recipient as soon after the incident as possible.

III. Conditions for Awards

All certificates will be either attractively mounted or framed. Where possible, it will be secured to a wood plaque in the shape of the state of Idaho or other appropriate shape. Lifetime passes shall be laminated for protection. Gavels shall be new with the chairman's name, the name of the Board, and the years served engraved on a brass plate, and mounted to the plaque.

IV. Selection of Candidates for Awards

The Director or acting Director shall have the final decision on awards, except the park Board chairman's award, which shall be automatic. Anyone may present a nomination in writing to the Director.

Where feasible, the Director shall confer with the staff prior to selection of candidates, and shall consider the opinion of others. Every effort shall be made toward fair evaluation of credentials and removal of personal bias in selection of candidates for awards.

ADM. 9:75, FREE CAMPING AND ENTRANCE FEE It shall be the policy of the Idaho

Park and Recreation Board to allow full-time, a full-time and 9 month permanent classified employees and Board Members to camp free of charge at any state park or recreation area provided that there is space available and paying guests will not be displaced. Reservation must be made through specific parks of choice. Reservation made through the online reservation system will be charged accordingly. The discounted individual will be responsible for reimbursement of any cleaning services associated with that stay.

ADM. 9(a):81 DAY PASS WAIVED It shall be the policy of the Board that the Day Pass for all full-time, permanent state park employees and Board Members be waived.

ADM. 9(b):86.03, 08 ANNUAL PASSES FOR RV ADVISORY COMMITTEE MEMBERS It shall be the policy of the Idaho Park and Recreation Board to issue annual passes to the RV Advisory Committee Members which will allow two (2) nights free camping per visit to a state park, thereafter, the regular fee will be imposed provided there is space available and paying guests are not displaced.

ADM. 9(c):08, 10 ANNUAL PASSES FOR VOLUNTEERS It shall be the policy of the Board to issue annual passes to volunteers who contribute a minimum of 100 hours/year of service. This includes volunteers who live and work in the park as campground hosts, provide education programming, assist with maintenance tasks, donating their unique skills and/or talents to the park. Also included in this recognition are volunteers from the local community who donate their time on a regular basis.

ADM. 10:75 SAFETY The Director or the Director's designee will act to formulate and implement departmental procedures to provide for the detection of dangerous conditions and to provide appropriate management responses. Such procedures shall also provide for a program of adequate inspection.

ADM. 10(a):87 VISITOR AND EMPLOYEE SAFETY It is the policy of the Idaho Department of Park and Recreation to:

1. Require safe practices on all sites where there is Department activity affecting both public and employee safety.
2. Provide a safe workplace, safe working conditions, and necessary safety equipment for its employees in order to minimize injury.
3. Train all employees in the principles of safety orders and their application throughout the Department.
4. Encourage on-the-job safety for all of its employees through application of a comprehensive safety program and to request and commit resources to this end.
5. Inform employees and expect compliance with safety orders or rules and provide for all necessary programs and actions to this end, including disciplinary action if necessary.

To meet these policies, the Department will develop and keep updated a comprehensive safety plan for the employee workplace and visitor use areas; the safety policy plan will evaluate conditions and set priorities for solution of problems.

ADM. 11:09 BOARD TRAVEL GUIDELINES

- A. State and Department Travel polices apply
 - a. Board member's official work station is their home residence in the region they represent
 - b. Reimbursement for meals at the home station is not allowable for informal meetings between staff members or an agency or other agency; other state or federal employees; state employees and legislators
 - c. Most economical means of travel used for expenses and time
 - d. Reimbursement request may be less than the maximum allowed
 - e. Mileage reimbursement based on official travel chart, map, or internet trip planner (mileage reimbursements for miles above official map may be submitted with written justification attached)
 - f. Travel voucher must be signed by board member/employee traveling

- B. Travel authorizations
 - a. Out-of-State travel must be authorized by the Board Chair and Director -
 - i. The Out-of-State Travel request form must be signed prior to incurring any expenditures
 - ii. Federal per-diem rates may apply
 - b. In-State travel –
 - i. Travel within region -
 - 1. Board Chair *blanket approval given for the following items:*
 - a. Board member attendance requested by Board Chair, IDPR Director, Deputy Director, Region or Program Manager or Park Manager
 - b. Board member's attendance is requested by a Board of Commissioners, Mayor, Tribal Council or supervising manager of a state or federal agency unit
 - c. Board member's attendance is requested by an established and recognized advocacy group for a state park or funded program
 - d. Assignment to work group or committee by IDPR Director or Board Chair
 - e. Board member's participation in a project proposed for grant funding is requested by an Advisory Committee member or IDPR staff
 - ii. Travel outside member's region –
 - 1. Board Chair may authorize a board member to represent the Board on a specific committee or park development project because of the member's subject matter expertise as it relates to IDPR business
 - 2. The Board may assign by concurrence a specific member to represent the Board on an individual park project, work group or committee
 - 3. Board members may request of the Board Chair or ask for Board approval for authorization to participate in an out of region project, work group or committee assignment

- C. Board travel expenditures report
 - a. Board Chair will review with Director a minimum of twice every fiscal year
 - b. Board Chair will inform Board members when budget cannot sustain travel expenses

LEG. 1:98, 04, 08, 11, 13 CONCESSION LEASES IN STATE PARKS – Concession agreements grant to private operators the right to use specified facilities within state parks to sell goods or services to park visitors that enhance recreational opportunities. No new concessions will be allowed until the Department has made a determination of the need for, and viability of, that concession. The Board shall decide whether to lease or self-operate park facilities and services case by case, based upon, but not limited to, its consideration of the following criteria:

the relative efficiencies of public and private operations of individual revenue-producing facilities, financial return to the Department, service to park visitors, availability of qualified and acceptable concessionaires, availability of Department staff, volume of business anticipated, and availability of start-up capital. The Director, or the Director's designee, shall seek concessionaires when the Board determines that services which the Department cannot or chooses not to provide itself should be provided to park visitors.

- I. **Large Concessions** – Concessions in state parks expected to gross more than \$100,000 per year will be awarded on a competitive basis after publication of a request for proposal (RFP), unless otherwise directed by the Board. Concessions shall be awarded to the responder of the RFP which in the judgment of the Board best fulfills the criteria set forth in the RFP and provides the best combination of service to the public and return to the Department. Board policy is to obtain the highest possible revenue from each concession lease, but the best responder to an RFP shall not necessarily be the responder which provides the highest dollar return.
- II. **Other Concessions** – The Director, or the Director's designee, may negotiate directly with interested persons for the operation of concessions likely to gross between \$10,000 and \$100,000 per year, unless the Director determines that an RFP is likely to result in better service to the public or a higher return to the Department. The concession lease fee shall be based on a percentage of gross revenues to be negotiated based on the nature of the business, the value of park facilities utilized by the concessionaire, and other relevant factors. In no event shall the concession lease fee be less than three percent (3%) of the total gross revenue without Board approval. Establish a range of gross revenue due to IDPR for Other Concessions as follows:
 - a. 4% base applied to gross revenue between \$10,000 and \$30,000
 - b. 5% applied to gross revenue between \$30,000 and \$50,000
 - c. 6% applied to gross revenue between \$50,000 and \$70,000
 - d. 7% applied to gross revenue \$70,000 and higher
- III. **Temporary Concession Permits** – The Director, or the Director's designee, may issue permits without competition for small businesses in state parks for a maximum term of one (1) year where there are no permanent structures and the business is not anticipated to gross more than \$10,000 per year. The Director shall negotiate a fee

favorable to the Department, but in no case shall accept less than \$300.00 per operation and, if gross revenue exceeds the projected \$10,000, three percent (3%) of any total gross revenue in excess of \$10,000. Permits may be renewed annually.

IV. Board Approval – With the exception of the Temporary or Other concession permits, all concession agreements shall be presented to the Board for approval.

V. **Ownership of Concession Facilities** – The Department shall plan the development of physical concession facilities in its park master planning process and will request funds from the legislature and other sources to build such facilities, as the planning process deems desirable and necessary. Although it shall be the Board’s policy that the Department own the physical facilities in which concessions are operated, the Board may, at its discretion, consider on a case-by-case basis, proposals for concessionaire-built-and-owned buildings and other improvements, provided that ownership of those buildings and improvements vest in the Department at the end of the term of the lease. In such instances, the Director shall specify a depreciation schedule to be used in the event of an early lease termination and buyout by the Department.

VI. **Ownership of Existing, Concessionaire-Owned Facilities** – It shall be the policy of the Board that the Department attempts to purchase existing concessionaire-owned facilities at the end of the terms of their current leases. In the event the Department is unable to purchase such facilities, it shall include in the subsequent lease a procedure by which ownership of those facilities vests in the Department at the end of the term of that lease. In the alternative, at the discretion of the Director, the Department may purchase the concessionaire-owned facilities at a predetermined depreciated value less that total, at the end of the term of that lease.

VII. **Valuation and Ownership of Assigned Concession Facilities** – In the event that a concessionaire-owned facility is transferred to a new concessionaire by an assignment of a concession lease, revisions in the schedule of depreciated value of concession property shall not be made without the written approval of the Director or the Director’s designee.

VIII. **Term of Leases** – On Department-owned property, leases shall not be issued for a term to exceed ten (10) years. On Department-leased property, leases may be written for a longer term, if, in the judgment of the Board, such longer term is necessary and desirable. Such longer term shall only be allowed in extraordinary circumstances. Guidelines for lease terms are:

- A. One Year or Less – Concessionaire has little investment, no permanent structures are in place, and the concession is expected to gross less than \$10,000 per year.
- B. One Year to Five Years – Concessionaire has a modest investment in items of removable personal property used in a Department-owned facility or is the owner of a facility the ownership of which will vest in the Department, or which the Department will purchase, at the end of the term of the lease.
- C. Five Years to Ten Years – Concessionaire has a significant investment in personal property used in a Department-owned facility, or is the owner of a facility, the ownership of which will vest in the Department, or which the

Department will purchase, at the end of the term of the lease on Department-leased land. Leases may exceed ten (10) years only in exceptional circumstances.

IX. Going Concern, Blue Sky, or Business Values of Concession Operations – Since all concession operations are dependent upon a valid lease from the Department, and derive the majority of their value from their location within a state park, concession leases shall provide that the Idaho Park and Recreation Board does not recognize going-concern, goodwill, blue sky, business values, trade name, or other intangible property in its purchase of concessionaire-owned property either during or at the end of the term of a lease.

X. Inspection of Concession Facilities – All concession operations and all records and physical property shall be subject to regular inspection by Department staff at any reasonable time of the Department’s selection. Except in emergencies, the Department shall provide reasonable notice before such inspection.

XI. Standard Provisions of Concession Leases

A. Required and Optional Services and Activities Specifically Prohibited –

Each lease shall contain a listing of required services that must be provided to the public by the concessionaire and optional services that may be provided. Leases shall prohibit the provision of additional services without written approval of the Department.

B. Rental, Gross Receipts, Methods of Accounting – Leases may contain a provision that allows for the periodic review and revision of the percentage of gross profits due the Department. Rentals shall be calculated on the basis of a percentage of gross receipts for all commercial activities occurring on the entire leased property, whether or not they are directly generated by the operation of that concession. Leases shall provide for a standard system of record keeping and accounting to the Department so that it may properly audit each concession to determine whether the proper rental is being paid. All concessionaires shall be required to keep, among any other records such as the Department shall require:

1. A continuous cash register tape of all sales transactions
2. Sales journal
3. A cash disbursements journal
4. A general ledger

All records shall be kept in accordance with generally accepted accounting principles.

C. Required Services – Each lease shall contain a provision that describes the concession boundaries and specifies the services that concessionaire must provide. Except as otherwise directed, the Board grants the Large Concessionaire the exclusive right to conduct such services within the concession boundaries. In the event the concessionaire desires the right to offer optional goods or services not required by the Department, the lease shall specify the areas in which such goods and services may be offered.

- D. **Renewal** – Each lease shall contain a provision that the Department will not grant the lessee the automatic right to renew the term of the lease for an additional period upon its expiration. However, a concessionaire may be granted a first right to accept a new lease under such new terms and conditions as the Department may then prescribe. The Department shall retain the option to self-operate a concession at the end of the term of any lease, however.
- E. **Quality of Service and Control of Rates and Charges** – Leases shall contain a provision that grants the Director of the Department, or the Director's designee, the right to approve the prices and rates for goods sold or services rendered upon the concession premises. The Director, or the Director's designee, shall not approve unreasonable or inappropriate prices or rates.
- F. **Maintenance, Improvements, Repairs, Alterations or Damage** – Leases shall allow the Director, or the Director's designee, to approve or disapprove any physical improvements, alteration, or additions to the concession facilities. Concessionaires shall be responsible for required maintenance and repairs, including such structural maintenance specified in the lease. If the concessionaire fails in his duty to perform maintenance repairs, the Department may perform them at the concessionaire's expense. Such repairs may be paid for from the concessionaire's repair and maintenance fund or, if that fund should contain insufficient money, be billed to the concessionaire for payment from his other funds.
- G. **Comprehensive Insurance Coverage and Hold-Harmless Clause** – Each concession lease shall contain provisions requiring the concessionaire to acquire and maintain throughout the lease term comprehensive general liability insurance in amounts recommended by the Office of Risk Management. The policy shall name the Department as an additional insured. Each concession lease shall contain a provision that the concessionaire will indemnify, hold harmless and defend the Department against all claims, demand, damages, costs, expenses, or liability costs arising out of the operation or maintenance of the concession premises.
- H. **Incorporation of Plans and Agreements** – The concession plan, park master plan, lease with a third-party landowner, and/or management agreement for each park shall be incorporated by reference into the lease.
- I. **Breach** – Leases shall provide that the Director, or the Director's designee, may terminate them when it is determined that the manner and operation of the concession does not satisfy the requirements of the lease, or if the concessionaire is in breach of any other term of the lease.
- J. **Assignment Policy** – Leases shall require the written consent and approval of the Board prior to assignment. In its consideration of a proposed assignment, the Board shall determine if the assignee is qualified and capable of providing acceptable service to the public and operating the concession in an acceptable manner, but shall not unreasonably deny assignment. Leases may

allow the Department to share in any increase in value of a lease when it is sold or assigned. The Department may collect ten percent (10%) of the assignment price minus the value of the concessionaire's hard assets to be transferred to the assignee. Leases shall prohibit subleasing of all or any portion of the concession in any manner whatsoever.

- K. **Buy-Out Provision during Term of Lease** – Leases shall allow the Department, at its option, to purchase concessionaire-owned facilities at a specified depreciated value for a date of early termination before the end of the anticipated term of the lease, which occurs for any reason other than the concessionaire's breach of the lease. In the event that a lease is terminated due to a breach by the concessionaire, the Department may, at its election, take ownership of concessionaire's personal property or require the concessionaire to remove that property at his expense.

- L. **Disposition of Property upon Termination of the Lease** – Leases shall specify the method of disposition of all concessionaire-owned property at the end of the term of the lease. Leases shall normally provide that ownership of such property vest in the Department. Leases may provide that certain classes of property be otherwise disposed of, however (i.e. that the Department may purchase it by means of an agreed upon method of valuation, that it be offered for sale to a successor concessionaire, or that the concessionaire remove it at his own expense). Such election shall be at the sole discretion of the Department at the time of the execution of the lease.

- M. **Bonds** – All concessionaires with a lease exceeding one year shall file and maintain continuing performance bonds in value sufficient to recompense the Department for potential revenue losses resulting from concessionaire's failure to perform. For the first year of a concession operation, such bonds shall be for the amount of that year's estimated rental payment to the Department, as stated in concessionaire's RFP. For all future years, that amount shall be the amount of the prior year's rental payment to the Department. All concessionaires performing any building activity shall provide the Department with a construction bond in the amount of the anticipated cost of construction.

- N. **Repair and Maintenance Fund** – All leases which involve buildings or other physical facilities shall contain provision for a repair and maintenance fund into which a specified percentage of concessionaire's annual gross revenue shall be deposited. While this fund shall remain concessionaire's property, it shall be accounted for separately from concessionaire's other funds and may only be spent with the consent and approval of the Department and will be accessible to the Department on demand in the event concessionaire fails to maintain the concession facilities as specified in the lease.

alcoholic beverages within the boundaries of units of Idaho's state parks is generally not compatible with park use. The Board may consider the sale of alcoholic beverages under concession agreement entered into with persons, firms, or corporations within units of Idaho's state parks in accordance with the following criteria:

- I. Sale of beer for off-premise consumption may be considered at grocery and camper supply concessions. Sale of beer in glass containers is expressly prohibited.
- II. Sale of alcoholic beverages for on-premise consumption may be considered at restaurant concessions in connection with the sale of bona fide meals served and consumed in the restaurant facilities of the concessionaire.
- III. In the absence of a finding by the Director to the contrary, all concession contracts providing for the sale of food, merchandise, and/or beverages shall contain the following standard language:

"The sale of liquor, beer, or other alcoholic beverages on the subject premises is expressly prohibited."
- IV. Concession contracts which permit the sale of alcoholic beverages shall contain standard language reserving to the Director of the Idaho Department of Parks and Recreation the power to impose reasonable park regulations on such sale or consumption not in conflict with the rules and laws of the State of Idaho administered by the Alcohol Beverage Control Division of Idaho State Police.
- V. Advertising of the sale of alcoholic beverages shall be permitted only as directed and approved by the Department.
- VI. Existing concession contracts authorizing the sale of alcoholic beverages shall not be affected by the foregoing, except upon renewal of the lease.
- VII. Concession contracts shall provide that the sale of alcoholic beverages may be terminated at any time by the Department in the event the Board or Director determines that such sale creates management problems or negatively impacts the park visitor experience.
- VIII. The Board, Director or Director's appointee reserves the right to act on all requests for sale of alcoholic beverages in state parks.

The Board recognizes that the sale, manufacture, and possession of alcoholic beverages and the issuance of licenses to sell such beverages are regulated by law. This policy in no way seeks to interfere with implementation of the Code or the policies and regulations of other state agencies.

LEG. 7:98 LEASES, COTTAGE SITE The Department will handle routine lease assignments without asking for Board approval.

LEG. 7(A):98 VACANT LOTS The Board will not allow vacant lots to be re-leased or transferred to new owners.

LEG. 7(b):98 NEW BUILDINGS No new buildings may be constructed on existing cottage site leases in Heyburn State Park nor will any more leases be let in Heyburn State Park. All existing leased sites will be required to hook up to the Heyburn water and sewer system as it becomes available.

LEG. 8:75, 08 LEASES, GRAZING Grazing is not encouraged in state park areas. However, when it is determined that grazing would be advantageous, with no expected detriment to the park environment or enjoyment of the people, and in conformance with the master plan, grazing leases may be let after public bid procedure has been held. This does not affect leases entered into prior to the original adoption of this policy on July 21, 1975.

LEG. 9:03 PUBLIC RECORD All requests for IDPR records and reports are to be sent to the Public Records Manager for processing:

- All requests for registration reports or any other data potentially generated from the Registration Information System (RIS) including requests from IDPR staff
- Any request for records from an attorney
- Any formal request for public records
- Requests to see files, correspondence or other data not specifically produced for public distribution.

Requests for brochures, videotapes, books or other materials specifically produced for public distribution do not need to go through the Public Records Manager.

LEG 10:08 EASEMENTS As recognized by Memorandum of the State Board of Land Commissioners, adopted April 10, 1990, the Board has the authority to grant easements over any property acquired or developed with the assistance of the Land and Water Conservation Fund Act of 1965 (P.L. 88-578, 16 U.S.C. §§ 4601-4 et seq.), temporary permits will be issued in lieu of easements, as provided in IDAPA 26.01.10.

PER. 1:91, 08 EMPLOYEE TRAINING It is the desire of the Idaho Park and Recreation Board that employees be encouraged to attend training sessions and conferences that will benefit the Department and the employee. Training sessions shall include but not be limited to Department conferences, manager workshops, staff development programs which may be developed and conducted by the Department. Tuition, travel, and per diem may be paid by the Department to attend training sessions and conferences. Approval of the immediate supervisor must be obtained prior to attendance at any training in state. Approval of the supervisor and Director or designee must be obtained prior to attendance at any training taking place out of state.

PER 2:01, 08 BOARD MEMBER ORIENTATION/TRAINING/EDUCATION

I. General:

- A. It is the responsibility of the Members of the Idaho Park and Recreation Board to remain up-to-date on pertinent parks and outdoor recreation management initiatives and concerns. This may be accomplished, in part, through participating in in-state and/or out-of-state training sessions, Department events, tours, conferences, or seminars.

- B. Board Members should consult with the chairman of the Board prior to making arrangements to attend a training session and with the Director to ensure that funds are available to support participation in training activities.
- C. It will be the Board member's responsibility to coordinate and share the information gained during the training session with other Board Members, the Director, and appropriate staff. This may be accomplished through written communication or through a specifically scheduled work session of the Board.

II. Education of Board Members:

- A. Orientation of Board Members will be initiated by providing each new member with the *BOARD OF DIRECTOR'S MANUAL*, which includes basic information in the following areas:

1. Legal Provisions

- List of current Board Members/map of districts they represent
- Enabling legislation
- Program legislation affecting the Department
- IDAPA rules and regulations

2. Operating Procedures

- Rules of order (how the Board operates during meetings)
- State/Department travel policies and procedures
 - See Board of Directors' Manual
- Classification system adopted by the Board in 1973, and revised in 1999 and 2005.
- Procedures for identifying and evaluating new areas

3. Departmental Organization

- History of the Department
- History/explanation of each bureau's goals and its respective program goals
- Organizational structure
- Names and positions of staff
- Current staffing level (full time and seasonal employees)
- Description and status of facilities and park areas

4. Fiscal Management

- Financial structure and budget development
- Current fiscal year budget
- Description of funding sources

5. Goals and Plans

- Board's goals
- Strategic Plan
- Brief description of each of the current plans (master plans, SCORPT, etc.)

6. Continuing Education

- The following meetings and/or conferences would be particularly

beneficial to all Board Members:

- a. Idaho Recreation and Park Association Conference (IRPA)
 - b. National Recreation and Park Association Conference (NRPA)
 - c. Governor's Conference on Recreation and Tourism (GCORT)
 - d. Idaho Parks and Recreation Department Annual Conference
- B. Information in the *BOARD MANUAL* will be periodically updated as the need arises. It is the responsibility of the Director to ensure that information in the *BOARD MANUAL* is current.
- C. In addition to the *BOARD MANUAL*, new Board Members will be provided with an in-person orientation by appropriate staff at the earliest convenience of all parties.
- D. Inspection tours to see parks and program facilities are usually scheduled in conjunction with out-of-town Board meetings. Two of the four quarterly Board meetings are normally out-of-town Board meetings.
- E. The Director will be responsible for arranging on-site tours or meetings at state parks and recreation areas. These tours or meetings may entail guided tours or meetings with park staff or local sponsors of various grant projects.

PER. 3:98 COMPLIANCE ENFORCEMENT TRAINING Selected personnel shall be assigned to attend the compliance enforcement training sponsored by Idaho Department of Parks and Recreation as often as deemed necessary by the Director. Upon graduation, the attendee may be authorized by the Director with authority to issue citations within the boundaries of lands owned or managed by the Department. IDPR employees are not peace officers and shall not carry firearms on their person or in state vehicles for the purpose of enforcement of Idaho code and rules.

PER. 4:91, 08 EMPLOYEE HOUSING WITHIN STATE PARKS Housing is necessary in some state parks to meet the agency's operating model. Where possible, housing shall be located near administrative and or shop facilities to provide a benefit to both the park and the public. Assignment of housing may be a condition of employment and will conform to the Department Employee Residences policy (VI-70), Statewide Housing Policy, Fair Labor Standard Act and Internal Revenue Service requirements.

Where appropriate housing is provided within a park for specific employee(s) designated as Primary Resident(s). The Primary Resident shall live in that house, and shall respond when needed in the case of emergencies, visitor assistance, potential vandalism, etc. within the assigned park.

By living, it is meant that the house shall be his or her permanent residence and mailing address. Any exception to this policy must be in conformance with the Department Employee Residences policy.

When additional housing is available within a park, the use for that housing shall be determined by the Region Manager in consultation with the specific Park Manager. Managers or employees

living in state park facilities who are specifically designated as primary respondents will be charged the standard fee as noted in the Department Employee Residences policy. This benefit is not taxable. This is to recognize the inconvenience of being available to the public when at home during non-work hours. Other seasonal, volunteer or permanent personnel living in park facilities, including trailers and apartments, and not designated as the primary respondent, will be charged the standard fee as noted in the Department Employee Residences policy, however, the difference between the standard fee and the fair rental value of the residence will be considered income to the employee and be subject to all applicable payroll taxes and withholdings.

The standard rental fee will be adjusted annually by the average Change in Employee Compensation (CEC). Annual HUD fair rental values will be used for each residence location. All employees, seasonal or permanent, will be required to pay for their use of applicable utilities.

OPE. 1:87 ASSOCIATIONS Associations organized for the benefit of state parks are encouraged. However, they are to be advisory in nature, and shall not denigrate the management-setting authority of the administrative staff or park management.

OPE. 2:75 ENVIRONMENTAL EDUCATION The Idaho Department of Parks and Recreation in carrying out its responsibilities for the administrative, protection, and development of state parks shall provide appropriate environmental education facilities and activities to enhance the use and enjoyment of the parks by the public.

I. Environmental education should be encouraged through group participation in preserving and protecting park values. Young people should be introduced to the preservation of rare values and learning a sense of pride of ownership at an early age.

II. Environmental education facilities should include nature trails, interpretive exhibits, and other features designed to encourage all ages to obtain a greater appreciation of outdoor scenic, historic, and recreation environments.

OPE. 2:98, 08 ALLOCATION AND DISTRIBUTION OF SUB-GRANTS FROM THE STATE BOAT SAFETY ACCOUNT The State Boat Safety Account was established in 1972. It is funded from the Federal Sport Fish Restoration and Boating Trust Fund and originates from federal taxes on motorboat fuels, taxes on fishing equipment and small engines, and import duties on boating and fishing equipment. The purpose of this fund is to provide boating safety services such as the enforcement of boating laws, boater education, acquisition, and maintenance of navigational aids, and search and rescue efforts related to recreational boating on a statewide basis.

A portion of this account is sub-granted to county sheriff departments pursuant to Idaho Code 67-7028, which states sheriffs and deputy sheriffs of respective counties shall be primarily responsible for enforcement of the Idaho Safe Boating Act. These sub-grants are intended to assist the Idaho Parks and Recreation Board “to promote and provide for the safe, enjoyable use of Idaho’s public waterways for recreational boaters through the fair and responsive management of funding, education, training, conservation of significant natural resources, and environmental programs,” as is the mission of the state boating program, a division of the Idaho Department of Parks and Recreation. Sub-grants are provided on a federal fiscal year basis (October 1 through September 30). The balance of funds received from the federal grant is used for statewide

programs.

Federal funding for the State Boat Safety Account has increased from less than \$200,000 in 1987 to over \$1.3 million in 2008. This has brought about the need to establish a more objective evaluation, allocation and distribution process for sub-grants from this account.

I. PURPOSE

The purpose of this Park and Recreation Board policy is to establish objective-based criteria and processes for the distribution of sub-grant funds from the State Boating Safety Account. A goal of the department is to ensure boating grants and other funding is allocated in an effective, fair and responsive manner for the primary benefit of Idaho boaters involved in boating activities.

II. PROCEDURES FOR THE ALLOCATION AND DISTRIBUTION OF SUB-GRANTS

A. No later than January 1 of each year, the boating program manager shall determine the amount of Boat Safety Account funds available to each county sheriff's department. Funds will be allocated via formula grant that was approved at the Board meeting in 2004. The formula is as follows:

- 1/3 of the allocation is based on the boatable acreage in each county.
- 1/3 of the allocation is based on the number of primary boat designations a county received the prior calendar year.
- 1/3 of the allocation is based on a performance component, with the number of boat inspections, citations, operating under the influence (OUI) arrests, and students that are taught the six-hour Boat Idaho safety course each carrying the same weight.

B. No later than February 1st of each year, the boating program manager shall notify each county sheriff in counties with eligible boating programs of the amount of funds for which the county is eligible.

C. No later than April 1 of each year, the department shall enter into a written Memorandum of Understanding (MOU) with each eligible sheriff requesting funding, stating clearly the objectives and responsibilities of the department and the sheriff. The MOU shall be negotiated by the boating program manager and signed by the department director and the county sheriff.

D. The sheriff shall provide evidence he has expended an amount of eligible matching funds equal to that received from the Boat Safety Account, unless specifically exempted by other provisions of these administrative procedures. Matching funds must originate from the County's Vessel Account or Waterways Improvement Grant funding (law enforcement related projects).

E. Funds will be disbursed to all eligible counties with an approved MOU on a

reimbursement basis.

F. Each county sheriff receiving funds from the Boat Safety Account shall enter all applicable marine law enforcement activities completed during the federal fiscal year into the IDPR Law Enforcement Database no later than November 30 of each year.

G. Counties receiving Boat Safety Account funds shall make all relative expenditure reports available to the department for review following the end of each county fiscal year. The department shall review expenditures of counties receiving Boat Safety Account funds no later than December 15 of each year.

H. Counties not fulfilling the requirements of the Memorandum of Understanding shall be ineligible for funding the following year. The director shall determine county eligibility for funding, taking into consideration the recommendations of the boating program manager and bureau chief.

OPE. 3:75 INTERPRETATION – A high quality interpretive program is essential to provide a full and rewarding experience to every park visitor and to make available to the people of Idaho an opportunity for greater and deeper understanding of their cultural, historic and natural heritage as exemplified in their state parks.

I. In studies of proposed areas for inclusion in state parks and in master plan studies for existing units, consideration shall be given to the establishment of interpretive facilities when they are compatible with the established unit purpose and when adequate lands are available for the facilities.

II. In the planning, development, and implementation of interpretive programs in units of state parks, the Department staff shall identify the values which are of primary importance for each particular unit, and shall emphasize these values in any interpretive program for such unit.

III. The Department staff shall interpret the units of the state parks creatively. Information shall be presented objectively, and in accordance with established fact, although legend and myth may be utilized in interpreting the color and feeling of an era or event, if such material is clearly identified as nonfactual or unverifiable.

OPE. 4:98 REVENUE GENERATION POLICIES Visitor perceptions are shaped by the value they perceive they achieve through paying park fees. The payment of fees should be viewed as a statement of partnership between visitors and the Department to promote stewardship of park resources and provide reasonable access by visitors to those resources. In setting those fees, the Board considers:

I. Persons who benefit directly from state park facilities and services should pay a greater portion of the costs of provision. The portion they pay should increase, as use of the facility is limited to specific users rather than the public.

II. Park use fees and charges should be designed and administered on the basis of the best available knowledge of the costs of providing visitor facilities and services and the impacts of visitors on park resources. This includes the life cycle cost of facilities (i.e.

acquisition, development, maintenance, and operation.)

III. Revenue created through fee programs in parks should be dedicated to ensuring stewardship of park resources and providing public access to those resources. Revenue created through fee programs for Visitors Centers or Recreation Bureau Programs should help to support the mission of those programs.

IV. Fees and charges represent only a portion of the revenues needed to develop, operate, and maintain a state park system, and are not a substitute for state's investment in its state park system.

V. The design of a program of fees and charges should be clearly linked to specific purposes (e.g. resource protection, visitor facilities, and services, revenue generation) so as to guide its implementation.

VI. Park user fees and charges should be structured and administered in ways that provide incentives for park managers to collect fees, and incentives for visitors to pay fees. Revenues from fees and charges should be shared across the park system, part being retained for use at the park where collected, and the remainder allocated under a clearly stated revenue sharing policy.

VII. Development and administration of user fees and charges should be accompanied by improvements in cost control, operational efficiency, use of partnerships, and accountability.

VIII. There should be a strong and visible linkage between the fees and charges paid by visitors and the quality of services and benefits received by visitors. High quality facilities and their continued reliability are more important than price alone.

IX. Fees and charges should be based, at least partially, on a consideration of private sector fees and charges and impacts on local communities.

X. Park managers should be authorized and encouraged to administer user fees and charges with sensitivity to local opportunities, constraints, and issues of social equity.

XI. Management of visitor use to protect park resources and enhance the quality of the visitor experience is a legitimate goal of fee programs and a legitimate use of fee revenue.

XII. A continuing evaluation program to monitor and analyze the cost effectiveness of user fees and charges should be conducted. It should be funded by a portion of the revenues obtained through fees and charges.

Fees and charges are to be reviewed at the spring Board meeting with proposed changes to be presented at the fall meeting. Changes may be considered more frequently if necessary. Fees and charges shall be promulgated through the Administrative Procedures Act process.

OPE. 5:01, 05, 08, 11 FEE WAIVERS AND DISCOUNTS

- I. Disabled Veteran Waiver: Day Pass and all campsite fees, regardless of campsite type, are waived for Idaho resident veterans that meet the eligibility requirement

of 100% permanent and total service related disability.

II. The veteran needs to show one of the following forms of identification:

- A Veteran’s Administration Hospital card confirming that the Veteran’s disability is 100% service related
- A Veteran’s Administration letter confirming that the Veteran’s disability is 100% service related
- A Disabled Veteran license plate on their vehicle that has been issued by Idaho Transportation Department

Upon receiving the verification of a 100% service related disability, the IDPR will issue a wallet size, lifetime, identification card that the Veteran needs to show upon entering the park.

II. Tax-exempt Waiver: Day Pass fees are waived for vehicles displaying tax-exempt license plates or operating under the contract with a public agency eligible for tax-exempt license plates.

III. Senior Citizen Discount: Pursuant to Section 67-4223, Idaho Code and at the discretion of the Director may provide, at selected under-utilized locations and times, a senior discount of up to a maximum of 50% of the applicable RV camping fee.

IV. Limited Income Discount: Idaho residents showing proof of limited income (Medicaid card or other evidence approved by the Board) may receive a camping fee discount of \$4.00 per day.

V. Members of the Nez Perce and Coeur d’Alene Tribe with appropriate identification, receive free Day Pass in accordance with the IDPR Fee policy guidelines.

VI. Existing cabin, float home, and moorage lessees are exempt from paying Day Pass fees.

OPE. 5:10-12 DOCUMENTATION OF BOARD-APPROVED FEES - Statewide fees go through the IDAPA process where maximum fee levels are proposed by the Board and approved by the Legislature. The Board sets the actual Board approved fees that will be charged all park units. Park specific facility use fees will be set by the Board and posted in the parks. All fees listed in IDAPA Rule 26.01.20.225.02 are maximum fees, unless otherwise stated.

Fee Table:

BOARD POLICY FEE TABLES

STATEWIDE FEES

IDAPA

Current

BOARD POLICY FEE TABLES

STATEWIDE FEES

IDAPA		<u>Approved</u>	<u>Board</u>
RULE #		<u>Maximum Fee</u>	<u>Approved Fee</u>
			<u>(04/18/2014)</u>
Chapter 20	<i>Campsites</i>		
250.05	Facility Deposit		\$275.00 Maximum
225.06	<u>Fee Collection Surcharge</u>	\$10.00	\$10.00
225.07	<u>Admission Fee for Educational Opportunity</u>	\$10.00/person	\$2/per person \$5/per family Or \$1/per student for each student visiting that is involved in an Organized Educational Visit.
250.01	<u>Campsites</u>		
	Primitive Campsite	\$13.00	\$ 10.00/day
	Standard Campsite	\$16.00	\$12.00/day
	Off-Season Discount		\$ 9.00/day
	Serviced Campsite/W	\$20.00	\$18.00/day
	Serviced Campsite/E	\$20.00	\$18.00/day
	Serviced Campsite/W, E	\$24.00	\$22.00/day

BOARD POLICY FEE TABLES

STATEWIDE FEES

	Campsite/W, E, SWR	\$26.00	\$24.00/day
	Companion Campsite	Site type multiplied by two (2)	Site type multiplied by two (2)
	Premium Campsite Additional Fee	N/A	\$2.00/day
	Premium Cabin Additional Fee	N/A	\$5.00/day
	Campground Amenity Fee (central water)	\$2.00/day	\$2.00/day
	Campground Amenity Fee (flush toilets/shower combination)	\$2.00/day	\$2.00/day
	Use of Campground Showers by Non Campers	\$3.00/person	\$3.00/person
	Limited Income Discount	\$4.00/day	\$4.00/day
	Resident 100% Service-related Disabled Idaho Veterans Fee	Waived	Waived
250.01	Senior Citizen Discount – Pursuant to Section 67-4223, Idaho Code, and at the discretion of the Director, IDPR may provide, at selected under-utilized locations and times, a senior citizen discount.	Maximum 50% of RV camping fee	Maximum 50% of RV camping fee

BOARD POLICY FEE TABLES

STATEWIDE FEES

IDAPA RULE #	<u>IDAPA Approved Maximum Fee</u>	<u>Current Board Approved Fee (01-07-2010)</u>
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Camper Cabins and Yurts

Camper Cabins (Two Room)	\$150.00/night \$150.00/night	\$50.00/night \$55.00/night
Yurts	\$150.00/night	\$115.00/night Maximum
Deluxe Cabins (Bath, Kitchen, Multi-Room)	\$150.00/night	\$150.00/night Maximum
Each additional person above the sleeping capacity of the facility	\$12.00/night	\$12.00/night

250.02

Individual Campsite Reservation Service Fees

Reservation Fee (Waived for campers with a current Idaho RV registration sticker)	\$10.00/site	\$10.00/site
Modification Fee	\$10.00/site	\$10.00/site
Cancellation Fee	\$10.00/site	\$10.00/site

250.03

Day Use Fees

Annual Motor Vehicle Entrance Fee	\$40.00	\$40.00
Daily Charge per Motorized Vehicle	\$ 5.00/day	\$ 5.00/day

In accordance with Board Policy OPE.5:01, 05, 08,

the following individuals or groups are exempt

from payment of Day Use Fees.

BOARD POLICY FEE TABLES

STATEWIDE FEES

Resident 100% Service-related Disabled Idaho Veterans Fee	Waived	Waived
Vehicles displaying tax-exempt license plates or operating under contract with a public agency eligible for tax-exempt license plates	Waived	Waived
Members of the Nez Perce and the Coeur d' Alene Tribes with appropriate identification	Waived	Waived
Existing cabin, float home, and moorage lessees	Waived	Waived
250.05	<u>Group Facility Fees</u>	
Reservation Service Fee	\$25.00	\$25.00
Group Facility Overnight Per Person Fee	\$3.00/person	\$3.00/day
250.06	<u>Boating Facility Fees</u>	
Vessel Launching (per vessel, per day)	\$5.00/day	\$5.00/day
Overnight Moorage - applicable to persons registered to camp	\$9.00/night	\$9.00/night
Overnight Moorage (persons camping on vessel)		
Any length vessel	\$10.00/night	\$10.00/night
Any length vessel moored at buoy	\$9.00/night	\$9.00/night

BOARD POLICY FEE TABLES

STATEWIDE FEES

IDAPA RULE #		<u>IDAPA Approved Maximum Fee</u>	<u>Current Board Approved Fee (01-07-2010)</u>
250.10	<p><u>Premium Nordic Ski Grooming Program Fee</u> (Required in addition to Day Use Fees at Board Approved Sites: Harriman and Ponderosa)</p>		
	Per person/day	\$4.00/person	\$4.00/person
	Per family/year	\$35.00	\$35.00
		<u>Park N' Ski Parking Permit</u>	
	Annual	\$30.00	\$25.00
	Temporary (three [3] consecutive days)	\$10.00	\$7.50

PARK SPECIFIC FEES

IDAPA Approved Maximum Fee	<u>Current Board Approved Fee (01-07-2010)</u>
N/A	
\$100.00/day	
\$100.00/day	

BOARD POLICY FEE TABLES

STATEWIDE FEES

Farragut State Park N/A

Thimbleberry	\$120.00/night
Buttonhook-Larch	\$150.00/night
Buttonhook-Oceanspray	\$150.00/night
Buttonhook-Saw-Whet	\$90.00/night
Morel	\$150.00/night

Harriman State Park N/A

Dormitory and Dining Hall

Fifteen (15) person minimum, forty (40) person maximum \$12.00 /per person/ night

Two (2) night minimum stay on weekends and holidays

Bunkhouse and Cookhouse \$200.00/night

(Thirteen [13] person maximum)

Boy's House (Meeting Facility)

(Maximum-capacity seventy (70) persons)

Half day - Up to four (4) hours \$50.00/half day

Full day – eight (8) hours \$80.00/day

Ranch Manager's House – Minimum of four (4) persons \$190.00/night

Additional per person overnight charge \$12.00/night

(Maximum capacity – eight (8) persons)

Two (2) night minimum stay on weekends and holidays

BOARD POLICY FEE TABLES

STATEWIDE FEES

Cattle Foreman's House – Minimum of four (4) persons	\$140.00/night
Additional per person overnight charge	\$12.00/night
(Maximum capacity – six (6) persons)	
Two (2) night minimum stay on weekends and holidays	

Scovell Center – Sleeping Facilities

Individual Cabins – Minimum	\$75.00/night
Individual Cabins – Maximum	\$100.00/night
Ten (10) cabins sleep two (2) each	

Scovell Center – Conference/Retreat Facility

Half day – Up to four (4) hours	\$100.00/half-day
Rental per Day – Minimum	\$120.00/day
Rental per Day – Maximum	\$150.00/day

Priest Lake State Park N/A

Lionhead Unit

Group Camp (Includes kitchen and sleeping quarters)	\$250.00/day
RV hookups	\$10.00/night
Schaffer Cabin	\$115.00/night

Dworshak State Park N/A

Three Meadows Group Camp

Basic daily rate (includes lodge and two (2) sleeping cabins)	\$275.00/night
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BOARD POLICY FEE TABLES

STATEWIDE FEES

Additional sleeping cabins	\$60.00/night
Manager's Cabin	\$60.00/night
<u>Big Eddy Lodge</u>	<u>N/A</u>
Monday through Thursday (All year)	\$75.00/day
Three (3) or more consecutive weekdays (All year)	\$50.00/day
<u>Primary-Season Rates</u> : May 15 through Sept. 1	
Three (3) consecutive days (required) - Friday through Sunday	\$350.00
<u>Off-Season Rates</u> : Sept. 1 through May 15	
Friday through Sunday	\$150.00/day
Three (3) consecutive days - Friday through Sunday	\$225.00
<u>Heyburn State Park</u>	<u>N/A</u>
Rentals of State-Owned Cottages	
Cottages with full utilities	\$115.00/night
<u>Bear Lake State Park</u>	<u>N/A</u>
East Beach Campground	
Group Camp 100	\$115.00/night
Group Camp 101	\$115.00/night
<u>Lake Cascade State Park</u>	<u>N/A</u>
Osprey Point Group Camp	\$175.00/night

OPE. 5:73, 08 FOREST MANAGEMENT POLICY ON STATE PARKS LANDS – Trees individually or combined in groves or major stands contribute to the scenic and aesthetic values of a recreation area. A tree of 12 inches or more in diameter represents a major investment and cannot be replaced generally, except by an investment in time. For these reasons, IDPR's objective will be to retain the individual trees and various stands of timber in as near a natural state as possible, including snags that are important to cavity-nesting birds.

I. Each tree of 12 inches or more considered for removal will be judged on its own merits.

II. Safety of the recreating public will be a major concern and any tree in a deteriorated physical condition in a high-use location that creates a human hazard will be removed.

III. Damage to the rest of the stand through disease or insect infestation shall be sufficient cause for the removal of the diseased or infested trees.

IV. Infestations dangerous to the residual stand, but capable of treatment without the loss of the tree will be treated by the park staff or in widespread situations, as a cooperator with other forest groups.

V. Fire-killed and blow-down timber usually involves a considerable volume of timber and frequently becomes a source of damage by insects and disease to the rest of the stand. Trees of considerable volume will generally be salvaged for the protection of the stand. Isolated trees that do not represent a hazard to the remaining stand may be left if it is not undesirable aesthetically and if the cost of removal is excessive. Fire-killed and blow-down material should be salvaged when advisable at the earliest opportunity to retain as much of the quality of the timber as possible.

VI. Trees may be removed from right-of-way clearings or other construction areas requiring open space. Considerable care will be exercised to limit the damage to the remaining trees. Only those trees will be removed which will be essential to the development.

VII. Layout plans will give full consideration to saving unusual, historical, or other trees significantly important aesthetically to the park area.

VIII. Under special circumstances, timber may be cut and harvested to reestablish an essential game range, or establish or preserve a spectacular view, to retain a desirable species, or to change the type to a species more suitable for park needs.

IX. Under no circumstances will the commercial value of a tree within the park be considered as criteria for its removal.

X. Salvaged material from the trees removed under the above policy may be sold by the Department in accordance with established procedures.

OPE. 6:03 EXCEPTIONS TO PROHIBITION IN STATE PARKS – The Board may approve exceptions to the Rule on Protection of Wildlife in State Parks, IDAPA Rule 26.01.20.575, in order to expand recreational opportunities in parks where it is appropriate, as well as assist wildlife managers in achieving population objectives.

The Board-approved exceptions are:

- Farragut State Park Open to Archery Deer Hunting
- Hells Gate State Park Open to Canada Goose Waterfowl
- City of Rocks N.R. Open to All Hunting on Department Lands within the National Preserve
- Heyburn State Park Open to Waterfowl Hunting

- Billingsley Creek Open to All Hunting
- Castle Rock State Park Open to All Hunting

A 300 foot safety zone may be designated around trailheads and park facilities by the park manager or designee during established hunting seasons.

OPE. 7:03 NON-RESIDENT CERTIFICATE 67-7104 - In the absence of a bona fide program in the area or upon the request of a bona fide county snowmobile advisory committee of the nearest affected county in Idaho, the requirements for the non-resident certificate may be waived by the Board on limited groomed trails where the snowmobile trail grooming is solely supported by a state other than Idaho. Board approved exemption is the State of Montana Lolo Pass Winter Sports Groomed Trails.

OPE. 8:03 APPROVED PARK N’ SKI AREAS - The following areas have received Board approval as designated Park N’ Ski areas and use of the parking facilities will require payment and display of a valid Park N’ Ski Pass, V.I.P. or valid snowmobile registration if applicable:

- Fish Creek Meadows
- Brimstone/Buffalo River
- Bear Gulch/Mesa Falls
- Fall River Ridge
- Mink Creek
- Banner Ridge
- Gold Fork
- Whoop-Um-Up
- Fourth of July Summit
- Palouse Divide
- Elk River

OPE. 9:04, 08 DIRECTOR TO AUTHORIZE PARK EVENTS OVER 250 ATTENDEES Permits for groups of up to 250 people may be approved by the park manager with 30 days advanced notice. Permits for groups of more than 250 people may be approved by the Director with forty (45) days advanced notice.

OPE. 10:02, 03, 08 ASHTON - TETONIA TRAIL ADVISORY COMMITTEE The advisory Committee members will be appointed by the Director to serve staggered two-year terms. The Committee will include seven (7) members, four (4) to be landowners owning property adjacent to the trail and three (3) to be representatives of the recreational interests in the trail corridor. The Committee members shall enter into a Memorandum of Agreement to serve their appointment.

OPE. 5:13 GROUP USE DAMAGE DEPOSIT FEE Staff shall establish a Group Use Damage Deposit Fee cap at \$2,500 upon finding that no damage has occurred and each Park Manager shall establish a minimum group use damage deposit fee.

DEV. 1:91, 08 PLANNING OF STATE PARKS – Few responsibilities of a state park system are more important than planning. To ensure the needs of the people will be met with respect to state parks, there will be both system-wide and park-specific planning.

- I. System-wide planning shall consider, on a statewide basis, competitive demands for land use and the total recreation requirements of Idaho in order to assess the responsibility of the state in relation to federal, county, city, special district governments, and the private sector.
- II. All planning shall include consideration of the most current “Statewide Comprehensive Outdoor Recreation and Tourism Plan” (SCORPT) for Idaho.
- III. At a minimum, a five-year needs assessment plan shall be developed and updated annually. The plan will list the maintenance, planning, acquisition and development needs for the future, and establish criteria and priorities for the same.
- IV. Park-specific planning may include park master plans, site plans, cultural resource (historic preservation and archaeology) plans, natural resource plans, operations plans, marketing plans, customer service plans, interpretive plans, trails plans, etc. The appropriate plans will be developed for each park in the system.
- V. Such master planning shall follow the current edition of the “State Park Master Plan Guidelines” adopted by the Board on May 1, 2001. This process assists in long-range development, operation and fiscal planning for the park. Public participation in the master planning process helps the agency understand people’s concerns and expectations, identifies potential controversy, and improves decision-making.
- VI. All park master plans will be reviewed and approved by the Board at both the draft and final stages of the plan. All changes to the established park master plans will also be reviewed and approved by the Board. The Board member in whose region a park master plan is being developed will be invited to sit as an ex-officio member of the planning review team for that park’s master plan.
- VII. The Director or Director’s designee shall approve all other planning documents.

DEV. 2:75 ACQUISITION OF STATE PARK LANDS – The acquisition program is vital to state parks and should continue commensurate with the needs of a growing population. Insofar as available funds will permit, public use of acquired areas should be made possible as soon as practicable. A “Procedure to Identify and Evaluate Areas of Outstanding Natural, Scientific, Cultural, Historic or Recreational Value in Idaho” has been adopted by the Board and will serve as the guideline for acquisition of state park units. The Idaho Park and Recreation Board must approve any acquisition of property. The Board does not have the power of eminent domain (I.C. 67-4242 §2) for property acquisition.

DEV. 3:91, 99, 05, 08 CLASSIFICATION SYSTEM – *Idaho Code 67-4219* states “It is the intention of the legislature that the Department of Parks and Recreation protect, operate, maintain, and develop areas of scenic beauty, recreational utility, and/or historic, archaeological or scientific interest.” To provide for appropriate administration of these park and recreation areas, the Board adopted a “Classification System for the Recreation Resources in the State of Idaho” in 1973. The park classification system was revised and renamed, “State Park Classification and Resource Area Designation System” in August 1999. The second edition of the “State Park Classification and Resource Area Designation System” was published in August 2005.

DEV. 4:73, 08 SERVICES AND FACILITIES provided to the public shall be in accordance with the master plan, the classification and resource area designations established for the use and development of each park. Considerations for providing services and facilities will be:

- I. Provision shall be made for a wide range of interests and activities.

- II. Each park will be developed for as many activities as is consistent with the classification, wise use, and protection of the facility or resource.
- III. To allow full park use by individuals who may or may not own recreation equipment, the Idaho Department of Park and Recreation may consider the rental and sale of items appropriate in parks. The rental and/or sale may be accomplished by the Department or by private concessionaire. The Board recognizes the potential for competition with private enterprise as the Department becomes more entrepreneurial and less dependent on the General Fund. However, an effort should be made not to unduly compete with those services which are provided locally by private enterprise. Items for rental and/or sale should include those items that are appropriate for the park and are in keeping with the park's classification, mission, and strategic objectives.
- IV. IV. Park facilities shall be developed to facilitate services and to provide recreation opportunity. They shall be architecturally suited to the theme and purpose of the park. Park facilities may include but shall not be limited to the following: lodges, cabins, winter sports structures, group camps, concessionaire buildings, activity buildings and shelters, comfort stations, visitor centers, environmental awareness centers, swimming pools, various courts, motorized trails, non-motorized trails, exhibits, playground apparatus, amphitheaters or programs areas, fish cleaning stations, beach or bathhouses, marinas, golf courses, employee residences, observation platforms, various types of campgrounds, various types of day use areas, maintenance buildings, and/or underwater recreation areas.
- V. Access for people with disabilities will be provided in compliance with current ADA standards.
- VI. No facilities or services shall be permitted within a park which encourage or contribute to the deterioration of the park environment or adjacent property.

DEV. 5:92, 08 NAMING UNITS OF THE STATE PARK SYSTEM The following procedure will be used to identify, classify, and name new units of the state park system. A unit is identified as a separate area with its own boundaries. A state park consists of one or more units.

Permanent Classifications and Names – Following the acquisition of a new unit of the state parks system, the Department will provide the Board with a recommendation for the unit's permanent name and classification. The Department's recommendation will be based on the criteria outlined below and existing state regulations.

State Park Unit Names – State park units, in most cases, should bear the name to which they have been historically known due to location, topography, natural resources, cultural values, etc. State park units may also be named in honor of a person or persons living or deceased.

Classification – Units of state parks shall be classified in accordance with the guidelines established in the current edition of the *State Park Classification and Resource Area Designation System* adopted by the Board on August 4, 1999 and revised in 2005.

Naming of Areas or Sites Within Units – The Director may approve the use of a name to identify an area or site within a unit when this action is necessary or desirable for any reason such as ease in identifying a site for users of the system, preparation of maps, etc. Names so selected may be altered or changed by the Director as conditions warrant. The approval of a map

or the use of a sign identifying an area shall constitute the Director's approval and the recording of the Director's actions.

DEV. 6:92 PROTECTION OF STATE PARK LANDS – Lands acquired for state parks should remain dedicated to that use and protected against exploitation contrary to that purpose, as specified in the Idaho Code, policies of the Board, and approved master plans. Uses not in conformance with the master plan should be considered only when no other reasonable means of accomplishing the purposes of that use are available and where there will be no destruction of park values.

DEV. 7:91 CONTRACTING AUTHORITY – The Department has authority to conduct and hold public bid openings on public works contracts without going through the Division of Public Works, except for administrative office buildings. All plans and specifications shall be designed by licensed design professionals, and all contracts must be reviewed by the appropriate agency for conformance with provisions of the statutes and codes.

DEV. 8:91 LAND USE EVALUATION AND DISPOSAL OF STATE PARK LANDS The Board may, after considering the feasibility of operating any state park area, elect to no longer manage the area.

SFA. 1:95, 02, 07, 08, 14 ADVISORY COMMITTEE -

I. Purpose – The purpose of this policy is to establish a consistent process for filling vacancies in Idaho Department of Parks and Recreation (IDPR) recreational program advisory committees. The IDPR Board is required to appoint members to five (5) such advisory committees including the Recreational Vehicle, Waterways Improvement, Off-Road Motor Vehicle, Motorbike, and Recreational Trails Program committees. It is the responsibility of the IDPR Board to appoint ad hoc advisory committees and task forces.

II. Statutorily Created Advisory Committees – The Board is statutorily required to appoint the following advisory committees:

A. Recreational Vehicle Advisory Committee – This six (6) member committee is comprised of one (1) individual representing recreational vehicle users from each of the six (6) planning districts. Terms of appointment are for three (3) years (§67-4223(d), Idaho Code).

B. Off-Road Motor Vehicle Advisory Committee – This nine (9) member committee is comprised of three (3) members from planning districts 1 and 2, three (3) members from planning districts 3 and 4, and three (3) members from planning districts 5 and 6. One (1) member from each area represents snowmobilers, one (1) member represents either ATV or motorbike interests, and one (1) member represents users not otherwise represented. Committee members serve three (3) year staggered terms (§ 67-7128, Idaho Code).

C. Motorbike Recreation Account Advisory Committee – This committee is comprised of the three (3) members of the off-road motor vehicle advisory committee who represent either ATV or motorbike users (§ 67-7128(d), Idaho Code).

D. Waterways Improvement Fund Advisory Committee – This six (6) member committee is comprised of one (1) recreational boater from each of the six (6) planning districts. Terms of appointment are three (3) years, with initial appointments of staggered lengths so that the terms of two (2) members expire annually (§57-1503, Idaho Code).

III. Other Committees – The Board appoints the following other committee(s), not created by statute:

A. Recreational Trails Program Advisory Committee – Each of the ten (10) member committee is comprised of members representing one of the following activities statewide:

1. All-terrain Vehicle
2. Bicycling
3. Cross-Country Skiing
4. Equine
5. Four-Wheel Drive
6. Off-Highway Motorcycle
7. People with Disabilities
8. Snowmobile
9. Water Trails
10. Hiking.

The committee shall be comprised of at least one (1) individual, and not more than two (2) individuals from each of the six (6) Board districts. Terms of the appointment shall be three (3) year staggered terms. (23 U.S.C. 206 (c) (2))

IV. Term of Appointment – It shall be the policy of the Idaho Park and Recreation Board that no advisory committee member may serve more than two (2) consecutive terms and the change is to be for alternating years. The committee composition is to reflect the variety embodied in the user group population.

V. Procedure

A. Notice – Not less than three (3) months prior to the expiration of an advisory committee member term, the State and Federal Grant manager shall prepare a notice of the upcoming vacancy. The notice should include a brief description of the qualifications and requirements of the position and include an application deadline. Notice shall be widely distributed in the district or geographical area from which the committee member must be chosen. Distribution may include news releases to local media outlets as well as mailings to identified constituent groups and individuals who have expressed an interest. Interested persons should be asked to contact the State and Federal Grant manager for an application.

B. Application – The application form shall be designed to elicit sufficient information to ensure that applicants meet the following minimum qualifications:

1. Recreational Vehicle Advisory Committee – Each of the six (6) members shall:

- a. reside in the district represent.
- b. own and use a recreational vehicle which requires a recreational vehicle annual license.
- c. be willing to enter into a Memorandum of Agreement to serve for the term of the appointment.
- d. be compensated as stated in §59-509(f) Idaho Code and authorized by the Department.

2. Off-Road Motor Vehicle Advisory Committee/Motorbike Recreation Account Advisory Committee – Each of the nine (9) members shall:

- a. reside in one of the two districts they represent.
- b. be an active participant in the activity represented.
- c. own and use a properly registered off-highway motor vehicle for the type of activity represented (as appropriate).
- d. be willing and able to travel to attend meetings and field trips.
- e. be willing to enter into a Memorandum of Agreement to serve for the term of the appointment.
- f. be appointed from each area as set forth in Section II above.
- g. be compensated as stated in §59-509(f) Idaho Code and authorized by the Department.

3. Waterways Improvement Fund Advisory Committee – Each of the six (6) members shall:

- a. reside in the district they represent.
- b. be the registered owner of at least one vessel and be an active recreational boater in Idaho.
- c. possess knowledge of boats, boating and boating facilities meeting or exceeding that of an average recreational boater.
- d. be willing to enter into a Memorandum of Agreement to serve for the term of the appointment.
- e. be compensated as stated in §59-509(f) Idaho Code and authorized by the Department.

4. Recreational Trails Advisory Committee – Each of the ten (10) members with each member representing a trail interest shall:

- a. reside in the State of Idaho.
- b. be an active participant in the activity represented. If representing all-terrain vehicle, off-highway motorcycle, or snowmobile interests, the member shall also own and use a properly registered vehicle.
- c. be willing to enter into a Memorandum of Agreement to serve for the term of appointment.
- d. be compensated as stated in §59-509(f) Idaho Code and authorized by the Department.

5. Information Sheet – Staff shall develop an information sheet, which shall be provided to interested applicants along with the application. The information sheet should outline the statutory basis for the advisory committee, minimum qualifications, a brief description of the duties of the committee and its individual members, information concerning the number of and location of meetings, amount of travel required, and applicable policies concerning compensation or reimbursement of expenses, and the application filing deadline. The information sheet may include such other information as might be pertinent to a prospective applicant.

6. Applicant Deadline – Applicants should be encouraged to submit their completed applications prior to the final application deadline for staff review. This allows staff an opportunity to review applications for completeness and obtain any additional information required prior to the final application deadline.

C. Staff Review

1. Initial Staff Review – Applications shall be returned to the State and Federal Grant Manager. The manager shall review the applications to ensure that they are complete and that the applicants meet all statutory requirements. If an application is incomplete, or if it does not appear from the application form that the applicant meets the appropriate statutory criteria and the application deadline has not yet passed, the program manager shall contact the applicant to see if additional information is available. Applications, which are incomplete, or applicants who

do not meet the minimum qualifications at the time of the final application deadline shall not be considered.

2. **Staff Recommendation** – Following the initial review for completeness and statutory compliance, the State and Federal Grant Manager or his designee shall make a substantive review of each application. This review should include consideration of the applicant's minimum qualifications, additional qualifications, experience, and whether they are representative of the user group they are statutorily required to represent. The program manager may make such review based on the written applications and discussions with the applicant. No later than one (1) month preceding the Board meeting at which an appointment will be made, the State and Federal Grant Manager shall forward all complete applications to the Board, with notes from staff regarding the applicants' minimum qualifications. Staff's notes shall include a brief discussion of how each applicant meets or does not meet the objective criteria established for each position, together with any additional information about the applicant which may be relevant to an appointment decision.

D. Appointing Authority Review and Recommendation – The appointing authority (respective Board member or Board Members) is responsible for reviewing the applications and conducting interviews with the applicants. The appointing authority's decision shall be based on the objective criteria established for the application process and (in part) on assuring that there is a balance among various users. The appointing authority shall, at a minimum, contact each applicant by telephone. In making a selection, the appointing authority should keep in mind that the committee must serve a large range of interests. The committee should include a balanced mix of different users and individuals and organizational representatives.

E. After the Appointment

Orientation – Following an action of the Board or Director making an advisory committee appointment, the State and Federal Grant Manager shall meet with the appointee and provide an orientation to the Department, the program, and the responsibilities of the committee and its members. This should be accomplished within one (1) month of the initial appointment, but in any event must be completed prior to the appointee's first committee meeting. At the time of the orientation, the appointee shall be required to sign a Memorandum of Agreement which outlines the terms and conditions of their appointment.

Handbook – The program manager shall prepare a handbook for each new advisory committee member. The handbook should include the following information:

- o any Departmental rules pertaining to the program
- o any Board policies pertaining to the program
- o copies of forms used in the administration of the program
- o any Departmental policies and forms pertaining to travel,
- o reimbursements, compensation, etc. which the appointee will be required to use

o copies of relevant statutes

SFA 8:03 MATCHING REQUIREMENT FOR MOTORIZED EQUIPMENT -

Grant requests for motorized equipment over \$1000 each and under \$50,000 each shall require a minimum of 50% matching funds from the project applicant to be eligible for funding under IDAPA Rule 26.01.31.400.02

SFA 8(a):05 MATCHING REQUIREMENT FOR WATERWAYS MOTORIZED EQUIPMENT -

Grant requests for waterways motorized equipment purchases, the match must be 25% for \$0-\$50,000 and 20% above \$50,000.

SFA 9:08 FEES ASSOCIATED WITH GRANT SUPPORTED PROJECTS

The following are the four criteria requested of anyone that wishes to charge a fee for grant-supported projects that originally indicated that no fees would be charged:

1. The fees generated must be utilized only in support of the associated grant project by ordinance or other official means
2. Public notice must be given with opportunity for public comment.
3. IDPR has the authority to audit the entity to ensure the fees *remain* commensurate with the rate of maintenance.
4. A complete fiscal accounting of why the fees are being proposed is required.

SFA 11:09 AMORTIZATION OF GRANTS - A three (3) person review committee (IDPR Director, Grants Manager and the associated committee member representing the grant type), upon unanimous vote, could relieve the applicant of the presumed perpetuity of the original application.

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

AGENDA
Idaho Park and Recreation Board Meeting
February 10-12, 2016
IDPR Headquarters
5657 Warm Springs Ave., Boise, ID

AGENDA ITEM: **Endowment Fund Investment Board**
ACTION REQUIRED: **Information Only**
PRESENTER: **Larry Johnson**

PRESENTATION

BACKGROUND INFORMATION:

The Idaho Department of Parks and Recreation has two funds managed by the Endowment Fund Investment Board (EFIB). Larry Johnson is the Manager of Investments at EFIB and will present a current overview of the EFIB and the performance of the funds under their management.

STAFF RECOMMENDATIONS:

This agenda item is for information only.

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

AGENDA
Idaho Park and Recreation Board Meeting
February 10 - 12, 2016
IDPR Headquarters
5657 Warm Springs Ave., Boise, ID

AGENDA ITEM: **Kokanee Cove, Ponderosa State Park**
ACTION REQUIRED: **None, information only**
PRESENTER: **Keith Hobbs, Jim Thomas**

PRESENTATION

BACKGROUND INFORMATION:

IDPR staff has been investigating different options available to Ponderosa State Park for the removal and/or disposal of structures remaining in the Nazarene Church Camp, commonly referred to as Kokanee Cove. Initial inquiries found little interest in the buildings when offered for the purpose of salvaging the wood for repurposing. Further inquiries have indicated that several of the “stick built” structures may be available for removal from the site by local individuals or contractors, interested in use of the buildings for other purposes. It is expected this arrangement would be close to revenue neutral proposition.

Other buildings may be disassembled through the use of Idaho Conservation Corps work crews. Lumber collected would then be planed to dimensional size and made use of in the future construction of facilities at Kokanee Cove.

It is anticipated that during the summer of 2016, work will begin to remove these structures.

STAFF RECOMMENDATIONS:

None

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

AGENDA
Idaho Park and Recreation Board Meeting
February 10 - 12, 2016
IDPR Headquarters
5657 Warm Springs Ave., Boise, ID

AGENDA ITEM: **Ponderosa, North Beach MOU**
ACTION REQUIRED: **Yes**
PRESENTER: **Keith Hobbs**

PRESENTATION

BACKGROUND INFORMATION:

At the request of the IDPR Board in the November, 2015 Board meeting, an MOU has been established between the Idaho Department of Parks and Recreation, the Valley County Board of Commissioners, and the Valley County Sheriff to define the roles and responsibilities in the management of the North Beach Unit of Ponderosa State Park during the 4th of July holiday. The MOU requires IDPR to enact an interim rule temporarily banning the possession and consumption of alcohol at the North Beach Unit during the Fourth of July holiday in order to ensure the public safety, use and enjoyment of the North Beach Unit. As described in the November, 2015 IDPR Board meeting, an increasing number of party goers and excessive alcohol consumption have in recent years created a situation of undue demands upon local law enforcement, an increasing amount of criminal activity, and the complete displacement of traditional park users.

The MOU is only one component of a larger effort by Valley County, the City of McCall, Idaho State Police, and residents of McCall to reduce poor, alcohol related behavior associated with the 4th of July Holiday in the McCall area.

The MOU is currently receiving its final review by IDPR's Deputy Attorney General and the Valley County Prosecutor.

STAFF RECOMMENDATIONS:

Staff recommends the board approve the establishment of an Interim rule, pursuant to IDAPA 26.01.20.075.02 for up three years, which would ban the possession and consumption alcohol on the North Beach unit of Ponderosa State Park on weekends associated with the 4th of July holiday, as prescribed in the MOU.

Staff also recommends the board direct staff to pursue the establishment of a Memorandum of Understanding with the Valley County Board of Commissioners and the Valley County Sheriff to work cooperatively to enforce a ban of the consumption and possession of alcohol at the North Beach Unit of Ponderosa State Park on weekends associated with the 4th of July holiday weekend, as prescribed in the MOU.

MEMORANDUM OF UNDERSTANDING
Between
IDAHO DEPARTMENT OF PARKS AND RECREATION
at Ponderosa State Park, McCall, Idaho,
and the
VALLEY COUNTY BOARD OF COUNTY COMMISSIONERS
and the
VALLEY COUNTY SHERIFF

Article I. Background and Objectives

Whereas, Ponderosa State Park is overseen and managed by the Idaho Department of Parks and Recreation (hereinafter known as IDPR);

Whereas, the Valley County Board of County Commissioners may pass and enforce ordinances, rules, and regulations as are necessary or proper to provide for the safety, promote the health and prosperity, improve the morals, peace and good order, comfort and convenience of the county and the inhabitants thereof, and for the protection of property therein;

Whereas, the Valley County Sheriff enforces state laws and the ordinances, rules, and regulations of Valley County;

Whereas, the Valley County Board of County Commissioners and the Valley County Sheriff are herein collectively referred to as “the County”;

Whereas, the North Beach Unit of Ponderosa State Park is located at the north end of Payette Lake in Valley County and outside the city limits of McCall, Idaho;

Whereas, both IDPR and the County have a public responsibility to ensure the health and safety of visitors to Ponderosa State Park, and

Whereas, during the Fourth of July holiday (used herein to refer to the Fourth of July, the day before, and the day after), crowds at the North Beach Unit of Ponderosa State Park have exceeded the reasonable capacity of the Unit and have become unmanageable, with numerous instances of intoxication and underage drinking, resulting in threats to the health and safety of Park visitors and to recreationists on Payette Lake;

Whereas, the possession and consumption of alcohol is a major contributing factor to the unruliness of crowds at the North Beach Unit during the Fourth of July holiday;

Whereas, IDPR and the County have a mutual goal of managing such crowds by temporarily banning the possession and consumption of alcohol at the North Beach Unit of Ponderosa State Park during the Fourth of July holiday;

Whereas, IDPR and the County are authorized by the terms of Idaho Code § 67-2328 to enter into agreements for the joint and cooperative exercise of powers, privileges, and authorities;

Therefore, both parties agree to work cooperatively to achieve a safe and family-friendly environment for all visitors to the North Beach Unit of Ponderosa State Park during the Fourth of July holiday.

Article II. Statement of Actions and Responsibilities

To satisfy this Memorandum of Understanding (MOU):

A. The Idaho Department of Parks and Recreation agrees to:

1. Establish an interim rule pursuant to IDAPA 26.01.20.075.02 temporarily banning the possession and consumption of alcohol at the North Beach Unit during the Fourth of July holiday, in order to ensure the public safety, use, and enjoyment of the North Beach Unit (hereinafter “interim rule”);
2. Prominently post the interim rule for public view at all units of Ponderosa State Park;
3. Post additional park personnel with compliance officer training at the North Beach Unit during the Fourth of July holiday to enforce the interim rule;
4. Expel any person violating the interim rule from the North Beach Unit, as authorized by IDAPA 26.01.100.02, for a period of time not less than forty-eight (48) hours;
5. Recognize the authority of the Valley County Sheriff to assist in the enforcement of the interim rule; and
6. Recognize the authority of the Valley County Sheriff to enforce any ordinance, rule, or regulation the County may adopt banning possession and consumption of alcohol at the North Beach Unit during the Fourth of July holiday.

B. The County agrees to:

1. Assist in the enforcement of the interim rule during the Fourth of July holiday by expelling any person violating the interim rule from the North Beach Unit, as authorized by IDAPA 26.01.100.02, for a period of time not less than forty-eight (48) hours;
2. Enforce during the Fourth of July holiday all state laws and country ordinances regarding the possession and consumption of alcohol, or the operation of vehicles and vessels while under the influence of alcohol, both within the North Beach Unit and on the adjacent navigable waters of Payette Lake;
3. Pass and enforce an ordinance banning parking on the East Side Road and Warren Wagon Road during the Fourth of July holiday, except in those areas specifically designated as available for parking by the County;
4. Pass and enforce an ordinance, rule, or regulation banning the possession and consumption of alcohol on navigable waters of Payette Lake adjacent to the North Beach Unit during the Fourth of July holiday; and
5. Pass and enforce an ordinance, rule, or regulation banning the possession and consumption of alcohol on the North Beach Unit during the Fourth of July holiday, if the County determines that the interim rule does not provide a sufficient basis for ensuring the health and safety of persons at the North Beach Unit during the Fourth of July holiday.

C. The County and IDPR mutually agree to:

1. Cooperatively publicize the interim rule and applicable County ordinances through signage, press releases, print media, social media, and on the official web sites of IDPR and the County; and
2. Complete an after action review to determine the effectiveness of the interim rule and to consider changes to be implemented at the next Fourth of July holiday.

Article III. Additional Terms

1. Nothing in this MOU shall be construed as obligating either party to this MOU to expend or obligate funds or resources beyond what each are willing and able to contribute, or as increasing or diminishing the powers, privileges or authorities of the parties.
2. Either party may terminate this MOU after 60 days written notice to the other party of its intent to terminate.
3. This MOU becomes effective upon the date both parties have signed, and shall expire July 30, 2020, unless renewed by mutual written agreement of IDPR and the County.
4. Nothing in this MOU shall be deemed to cause either party to accept liability for injuries to person or property caused by the actions of the other. In carrying out the terms of this MOU each party is an independent actor and is not directed by, or under the control of, the other party. Each party shall carry insurance adequate to pay claims arising out of the actions contemplated in this MOU up to the legal limits of liability established in the Idaho Tort Claims Act, Idaho Code §§ 6-901 et seq. IDPR is a State of Idaho agency and possesses liability coverage for public liability, personal injury, death, and property damage through the Risk Management Program established under Idaho Code section 67-5776. The County is a governmental subdivision of the State of Idaho and possesses liability coverage for public liability, personal injury, death, and property damage through the Idaho Counties Risk Management Program (ICRMP).
5. Nothing in this MOU shall be construed to grant to either party the authority to enter into contracts or agreements on behalf of the other party.
6. The respective obligations and duties set forth herein may not be assigned or subcontracted by either party without the written consent of the other party.
7. No amendment to this MOU shall be effective unless memorialized in a document signed by both parties.
8. This MOU provides only for the exercise of existing authorities in a cooperative manner to achieve a more efficient operation of government. For this reason, this MOU is entered for the sole purpose of setting forth the understanding of the parties in achieving a common purpose, and is not intended to provide a basis for legal action in the event of a breach of any of its provisions.

Article IV. Key Officials

1. Keith Hobbs
Operations Division Manager
5657 Warm Springs Avenue
Boise, ID 83716
208-514-6281

2. [INSERT CONTACT FOR VALLEY COUNTY COMMISSIONERS]

219 N. Main Street
P.O Box 1350
Cascade, ID 83611
[insert phone number]

3. [INSERT CONTACT FOR VALLEY COUNTY SHERIFF]

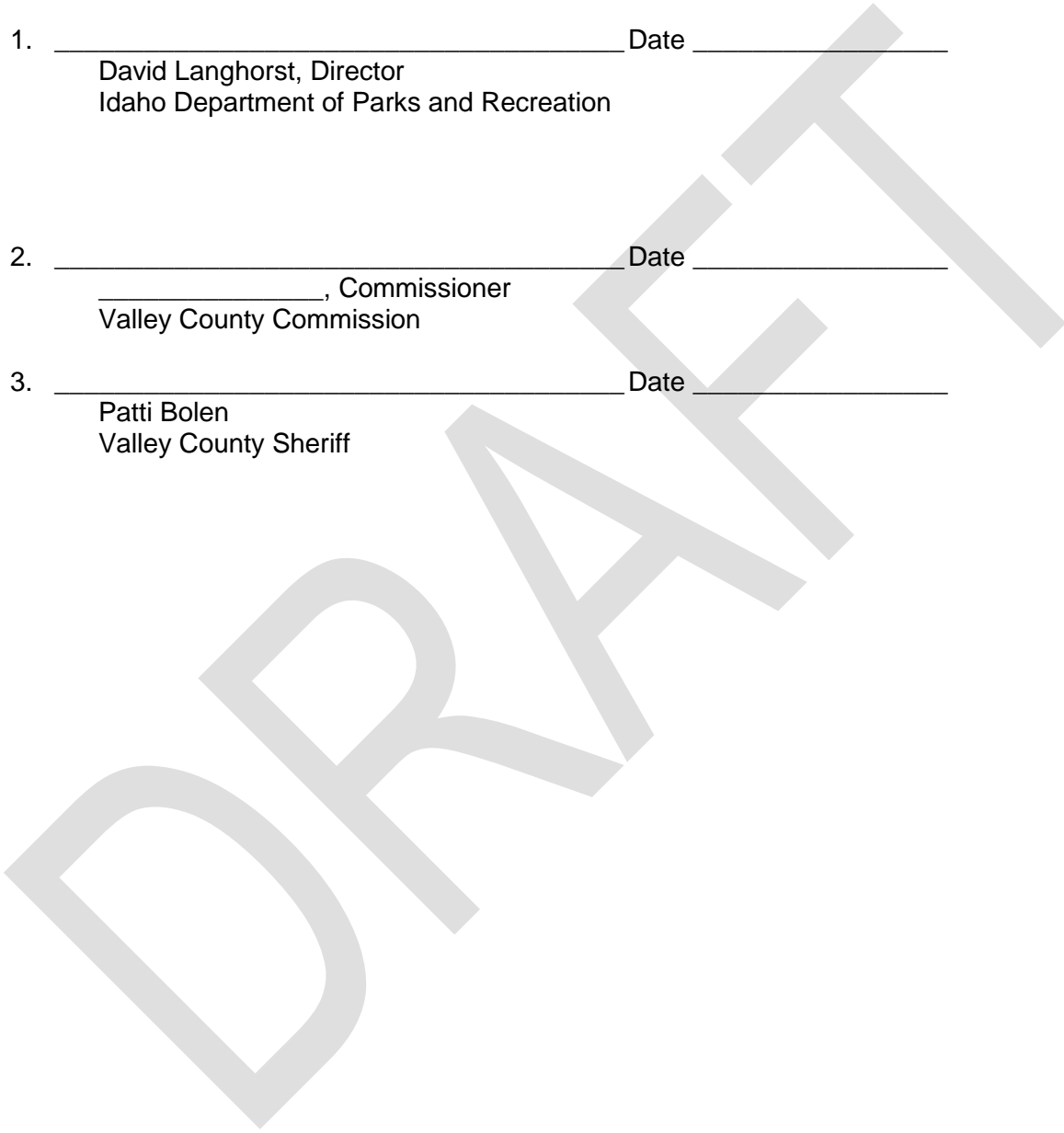
107 W. Spring Street
Cascade, ID 83611
208-382-7150 [correct phone number?]

Article V. Authorizing Signatures

1. _____ Date _____
David Langhorst, Director
Idaho Department of Parks and Recreation

2. _____ Date _____
_____, Commissioner
Valley County Commission

3. _____ Date _____
Patti Bolen
Valley County Sheriff



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

AGENDA
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IDPR Headquarters
5657 Warm Springs Ave., Boise, ID

AGENDA ITEM: **Horsethief Campground Partnership**
ACTION REQUIRED: **Yes**
PRESENTER: **David Langhorst, Keith Hobbs**

PRESENTATION

BACKGROUND INFORMATION:

Staff of IDPR and the Idaho Fish and Game have held multiple discussions concerning the future management of the campgrounds at Horsethief Reservoir. Currently, the management of these well used, but under-developed campgrounds, falls under the responsibility of the Idaho Fish and Game. Recognizing they lack the professional expertise to manage the campgrounds and the ability to collect fees for its use, the Fish and Game has requested on multiple occasions over the years that IDPR consider assuming the management responsibility of the campgrounds.

After evaluating the existing facility at the Horsethief Campgrounds and their current usage, IDPR staff developed an estimated budget and forecasted potential revenues from the site. Based upon these general projections, and if it were the desire of the agency to pursue a management partnership with the Idaho Fish and Game, it would require IDPR to make part of a future budget request the following in order to establish a state park operation at Horsethief Reservoir.

Anticipated Annual Operating Budget (on-going General Fund Request)

Classified Staff (Ranger or .75 FTE Manager I)	\$58,500
Seasonal Staff	\$42,200
Operating	\$46,000
 Total	 \$146,700

One Time Capital Expenditures

Capital Equipment (vehicles, mowers, etc...)	\$77,000
Capitol Development (campground enhancements)*	\$2,442,500

*This amount assumes a successful \$2,342,500 RV Grant Request and an IDPR provided \$100,000 match.

Anticipated Annual Revenues

1 st Year	\$40,000
2 nd Year	\$50,000
3 rd Year (assuming campground improvements completed)	\$65,000

Note. Campground usage after IDPR management is put in place is likely to decline as new fees are instituted, but rebound. Within three years, occupancy would likely exceed current levels, which is approximately 35%. Revenue estimates consider improving 50 campsites to full service and charging IDPR established fees by the 3rd year of operation and no additional revenue producing facilities such as cabins and yurts.

STAFF RECOMMENDATIONS:

Staff recommends IDPR pursue, through the budgeting process, a general fund allocation sufficient for the Anticipated Annual Operating Budget for the management of campgrounds at Horsethief Reservoir. Revenue received from IDPR management activities at Horsethief Reservoir would be used to off-set expenses and reduce the General Fund request each subsequent fiscal year.

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

AGENDA
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AGENDA ITEM: **Lake Cascade State Park Visitor Center Property Donation**
ACTION REQUIRED: **Yes**
PRESENTER: **David Langhorst, Keith Hobbs**

PRESENTATION

BACKGROUND INFORMATION:

The FY17 budget request includes a \$1,000,000 dedicated fund request for the construction of a new Visitor Center and Administrative Site for Lake Cascade State Park. Currently, both of these functions for Lake Cascade State Park occur in a small Bureau of Reclamation structure, which also serves as the park’s shop. This structure has been identified as inadequate for both the visiting public and staff assigned to Lake Cascade State Park. At this point, the Governor’s office has recommended funding the request and we are optimistic the project will be well received during the remainder of the appropriations process.

Recently, the owners of Kelly Whitewater Park in Cascade have offered to provide the necessary acreage to IDPR, free of charge, for the construction of the Visitor Center. The location offered is very desirable due to its easy access to a large volume of recreationists and HWY 55 travelers. Staff is currently evaluating the site to determine if any possible contaminants might be present. Initial reports indicate the property to be compatible with this use.

STAFF RECOMMENDATIONS:

Staff recommends the board direct staff to pursue acquisition of donated property within Kelly’s Whitewater Park for the construction and operation of a new visitor center for Lake Cascade State Park, should environmental test indicate site suitability.



Google earth

feet
km



Google earth

IDAHO PARKS AND RECREATION BOARD
RESOLUTION 01- 2016
RESOLUTION IN SUPPORT OF BUTTE COUNTY

WHEREAS Butte County Commissioner Rose Bernal appeared before the Park and Recreation Board on Friday, November 13, 2015 to request support in changing the Craters of the Moon National Monument to Craters of the Moon Nation Park; and

WHEREAS the Craters of the Moon National Monument and Preserve encompasses an area of outstanding land formations that are not only unique to Idaho, but also unique to our nation; and

WHEREAS there is grass-root support by the residents of Butte County and surrounding counties for the elevated designation of Craters of the Moon for the purpose of increasing visitation and therefore the economic impact to the community; and

WHEREAS Idaho Code section 67-4246 states, in part, that “The legislature finds that outdoor recreation is a primary force in providing important social, personal, resource, and economic benefits to the people of Idaho”; and

WHEREAS the 2013- 2017 Idaho Statewide Comprehensive Outdoor Recreation and Tourism Plan was submitted by Governor Otter to the National Park Service and has a primary goal that states “outdoor recreation adds economic, health and social value to local communities”; and

WHEREAS the mission of the Idaho Department of Parks and Recreation is to improve the quality of life in Idaho through outdoor recreation and resource stewardship; and

WHEREAS the Idaho Department of Parks and Recreation Strategic Plan sets an objective to provide different and unique outdoor experiences; and

WHEREAS the Idaho Department of Parks and Recreation is a member of the Idaho Recreation and Tourism Initiative which is dedicated to providing Idaho citizens and visitors with expanded recreation opportunities;

NOW THEREFORE BE IT RESOLVED, that the Idaho Parks and Recreation Board hereby supports Butte County’s connection between recreation and economic development; applauds the efforts of Butte County to raise the profile of Craters of the Moon; and encourages Butte County to seek gubernatorial and congressional endorsements.

Adopted this _____ day of _____, 2016 by the Idaho Parks and Recreation Board.

Randy Doman, Acting Chair
Idaho Park and Recreation Board

David R. Langhorst, Director
Idaho Department of Parks and Recreation

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

AGENDA
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AGENDA ITEM: **Eagle Island Gravel Update**
ACTION REQUIRED: **Information Only**
PRESENTER: **Jim Thomas**

PRESENTATION

BACKGROUND INFORMATION:

May 1, 2011 IDPR awarded a mineral lease to Knife River to extract gravel at Eagle Island State Park. Knife River’s mineral lease 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.

Since the mineral rights within Eagle Island State Park are owned by the Idaho Department of Lands, IDPR entered into an agreement with IDL (with Land Board approval) which allowed IDPR to administer a mineral lease and keep the royalties. IDPR was required to follow IDL’s procedures and rules for awarding and monitoring a mineral lease. IDL assisted IDPR in the mineral lease process, including the public auction, for the right to extract minerals at Eagle Island SP.

Our intent is to be prepared to go out for bid, for the right to extract minerals at the park in May of 2016. We will again coordinate with IDL, since they are the state’s governing agency for mineral extraction on state owned lands. We will be reviewing and amending special conditions within the current lease pertaining to performance and milestones.

STAFF RECOMMENDATIONS:

None.

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

AGENDA
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IDPR Headquarters
5657 Warm Springs Ave., Boise, ID

AGENDA ITEM: **Finance Discussion**
ACTION REQUIRED: **Information Only**
PRESENTER: **Director Langhorst / Steve Martin**

PRESENTATION

BACKGROUND INFORMATION:

The Director and the Financial Officer will facilitate a discussion of the department’s financial information and solicit feedback from the Board on specific information they want presented.

STAFF RECOMMENDATIONS:

This agenda item is for information only.

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

AGENDA
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AGENDA ITEM: **Billingsley Creek Update**
ACTION REQUIRED: **None**
PRESENTER: **Anna Canning, Management Services Administrator**

PRESENTATION

BACKGROUND INFORMATION:

Adam Straubinger and I have met with Board members Buxton, Doman, and Hansen regarding potential development ideas, activities, and experiences for the Billingsley Creek property. We have focused our discussions on “experience” so that we can better understand the priorities and vision of the Board. We will meet with Board member Crimmins on February 9, 2016 to have a similar discussion.

STAFF RECOMMENDATIONS:

Because of the timing of the meeting with Mr. Crimmins, I am not able to provide a written summary of the Billingsley Creek meetings. I will provide a verbal summary for the Board at your meeting and then follow-up with written summary and proposal.

After my presentation, I welcome any additional thoughts you may have on the Billingsley Creek “experience”.

Communications / Marketing

February 2016 Board Report

Accomplishments / Tasks Underway

□ Marketing / Advertising

- Business / Marketing Plans
 - The business planning and reporting processes within the agency are being re-tooled to encompass several planning elements, all tying to the agency's Strategic Goals, and resulting in standard annual reports for all parks and programs. Operations will manage this new, cyclical process, since marketing will be a simple sub-set of the overall plan. The first step in creating a cyclical process is promoting an annual report for all parks and programs. I believe Keith prompted the process last week. In spring, parks will begin the new planning process which will establish goals for the coming year.
- Passport Marketing Plan 2016/2017:
 - Efforts are underway to execute elements of the new Passport Marketing plan. As a reminder, Scout will play a more prominent role in our promotion, as will social media messaging.
 - Announcements will soon be made to our very important DMV partners about new promotional collateral available for their locations and I will begin accepting orders.

□ Branding

- Brand standards have been created and will be presented to Executive Staff for first review very soon. 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.

□ Events

- Free Ski and Snowshoe Day, 2016 was a success in several parks on January 9th. Patrons could access trails within select parks without cost on this date and many participating parks hosted special events including guided treks, lessons and loaner equipment. The goal of this event, now on its 32nd year is to introduce people to winter opportunities in their state parks, hoping to secure a new audience of year-round visitors.
- IDPR and Lake Cascade State Park also co-sponsored a Youth in the Outdoors Ice Fishing event at Poison Creek on January 16, 2016. Attendance is reported to be the highest it's ever been with an estimated 600 people out to partake. For many, it was their first exposure to Ice Fishing.
- Gearing up to begin planning and coordination of Rec Fest 2016, anticipated to be held at Eagle Island State Park in May or June.

□ Social Media

- Social Media will 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 (presented to the Board and discussed at the November meeting).

❑ **General Media**

- Assisted the Times News with features on all regional parks within their readership that showcased unique features of the parks.
- Continued organized the production of a Life Jacket Awareness Public Service Announcement (PSA) for the Boating Program that will include radio, billboard and print buys.

❑ **OHV Outreach “Stay on Trails” Campaign**

- 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. You can learn more here: <https://www.treadlightly.org/programs/ride-on/>

❑ **Recreation Leadership**

- Assisting with planning of Non-Motorized Summit (02/11/2016, Boise)
- Continue to looking for ways to leverage our partnerships, existing events and offerings – utilizing the media to maximize the exposure of IDPRs leadership role.
- I serve as IDPR’s representative on the planning team for the 2016 Idaho Conference on Recreation and Tourism (ICORT). The theme for the 2016 conference will speak to the critical role recreation plans in tourism and the state’s economics.

❑ **Youth Explorer’s Program**

- Reminder: This is the program launched in spring, 2015 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.
- We’re in discussion with the Commission for Idaho Libraries on how to best launch and yield the highest results for the 2016 efforts.

❑ **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.
- Official kick-off will be in mid-February when President officially (re)announces program.

□ **Miscellaneous**

- Planning still underway to address the Community of McCall's wishes to proactively address Fourth of July concerns for 2016, ongoing. The effort will be collaborative and will include extensive public outreach efforts.
- Coordinating with MIS to address website related issues, necessary updates, downtime and ongoing maintenance.
- JFAC presentation creation underway
- 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.

**DEVELOPMENT BUREAU QUARTERLY REPORT
OCT – NOV - DEC 2015**

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

Capital Inventory Needs (CIN)

CIN lists for each park were submitted to Development in early December. Development staff held calls with each park manager to discuss projects on the list. Currently, Regional Managers are reviewing the master list of all park needs in their region and prioritizing projects for FY18 budget consideration. Regional Managers will present request to HQ staff in late February.

5 Year Needs Assessment Plan

Development staff prepared a 5 year outlook regarding maintenance and new capital needs. The plan demonstrates annual funding necessary to accomplish all projects currently on the CIN list.

Recreational Impacts Analysis – County Line Road Hydroelectric Project (Proposed)

IDPR staff is reviewing the applicants proposed recreational study plan for this project. All comments are vetted by the Attorney General's office before being submitted to FERC.

Project Details: The County Line Road Hydroelectric Project would be a new small hydroelectric facility located near Idaho Falls, ID with a generating capacity of 2,500 kW and an estimated annual power output of 18,300 MWH. The project would utilize water diverted from the Snake River at an existing diversion dam located 10 miles upstream from the City of Idaho Falls. Currently this diversion dam directs summer irrigation water into the existing Idaho and Great Western Canals for distribution to farmers on both sides of the Snake River within Bonneville and Bingham Counties. Under the proposed project the Applicants would improve the canals to convey additional flow. Then, when Snake River flows are adequate, and only after allowing for a 1,000 cfs minimum flow past the diversion, up to 1,000

cfs of additional flow would be diverted year round into each canal and conveyed for 3.1/3.5 miles down the canals where two new powerhouses would be constructed. Once the water is run through the powerhouses, it will reenter the river.

Water Rights Reporting

Development Bureau staff is continuing the collection and reporting of water usage related to water rights within Water District 02 (Snake River – Milner to Swan Falls). Currently, IDPR reports total consumption and average diversion rates (CFS) on a bi-weekly basis for Bruneau Dunes State Park.

Grants

Development staff submitted 9 total grants (7 RV; 2 WIF) on January 29. Grants were prepared in coordination with park staff.

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. Pumping will be winter 2015 after the primary use season.

North Region Projects

310161 – Priest Lake Lionhead Dock Replacement

Planning and design to be done over winter 2015-16/ working with Park manager, putting construction Documents and specifications together. Construction will occur May 2016.

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

Planning and design to be done over winter 2015-16. Shelter location is being evaluated. Request for fee proposal to be sent to Architect in January.

310351 – Round Lake Well

Met with Welch-Comer on 10/20/2015 to give us proposal for design and contract documents for the whole project Well, pumping, sewer hook for v-sites shop and residents. Project well design in progress. (consultant – Welch Comer Engineers CDA, ID (Steve Cordes) In progress, negotiating final fee proposal and scope of engineering services. Construction summer 2016

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

Planning and design to be done over winter 2015-16. Quote for work to be obtained from local roofing contractor.

310362 – Round Lake New Day Use Parking Lot

Planning and design to be done over winter 2015-16. Working on design with park manager.

310441 – TOC Fence in Smeltonville

A survey of south boundaries has been completed and have received cost assessment of jersey barriers placement. Need to give property owners 30 days to move their belonging which gives them until November 13th of this year. Due to snow the project is on hold. Spring construction.

310541 – Farragut Sewer, Phase 2

Repairs need to be made at Snowberry valve vault which will take place the week of November 2nd. Meeting with contractor and park staff to go over hydro-seeding issues. Additional hydro-seeding is going to be completed in the spring, everything else has been completed.

310561 – Farragut Repair Group Shelter, Grounds & Paving

Planning and design to be done over winter 2015-16. Informal Bid documents are being prepared for reroofing the two shelters at the Sunrise Day Use area. Reroof construction to be scheduled for spring 2016.

310562 Farragut Scott Group Area Development

Planning and design to be done over winter 2015-16. Working with park manager putting together specification and design. Construction Summer 2016

310651 – Old Mission Church Roof Repair

Meeting with new staff member the week of October 26th to discuss SOQ. RFQ was issued in January. Anticipate selection of Architect and start of design late March 2016.

310652 – Old Mission Parish House Interior Repairs

Window and west wall repairs are in progress. Remaining project funds will assist in the reroof and painting of the structure.

310653 – Old Mission Church Interior and Exterior Repairs

Meeting with new staff member the week of October 26th to discuss SOQ. Plan on using the Architect that is selected for the Old Mission Church Roof Repair for this project.

310841 – Heyburn Shelter & Restroom

Last of rock repair work will be completed by the week of October 26th. Project complete, pending close out.

310851 – Heyburn Hawley's Landing RR/Shower Repairs

Minor repairs are complete. Project complete, pending close out.

310861 – Heyburn Hawley's Landing Electrical Upgrade

Planning and design to be done over winter 2015-16. In the process of soliciting fee proposal for engineering services.

310921 – Higgins Point Docks & Shoreline Stabilization

Soil has been tested and is contaminated. Contract documents are being modified for best way to deal with this situation for removing it. Contract is out to bid. Sealed bid proposals will be received by Idaho department of parks and recreation at 2885 Kathleen ave. Coeur D Alene Id until 2:00 pm local time, on February 3, 2016 for this Project.

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

Shelter, bench and picnic table has been installed and completed. 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.

320241 – Dworshak Host Sites Relocate

Still waiting for approval from corps.

320541 – Winchester Playground Renovation

Playground has been installed. An accessible trail has been completed from the parking lot to the playground. Waiting till spring to complete final grading of new top soil along trail edges.

320561 – Winchester Campground Electrical Upgrade

Planning and design to be done over winter 2015-16. Soliciting fees for engineering services.

South Region Projects

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. 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. Our intent is to be prepared to go out for bid, for the right to extract minerals at the park May of 2016. We will again coordinate with IDL, since they are the state's governing agency for mineral extraction on state owned lands. We will be reviewing and amending special conditions within the current lease pertaining to performance and milestones.

330251 – Eagle Island Water Slide Repairs

Scope to be determined. Considering a vendor who can re-surface the old slide. Evaluating a proposal issued by the original vendor for re-surfacing and repairs of the slide, 1/20/16.

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. Development Bureau staff is reviewing alternative long term sewer management concepts for Eagle Island State Park. RFQ was issued in January. Anticipate selection of Engineer and start of sewer masterplan study late February 2016.

330253 – Eagle Island Entrance Road

Contract was design and Bid in June 2015. Entrance road and kiosk building were completed in November 2016. New bridge railing is scheduled for installation mid-February. Once railing is installed project will be ready for opening.

330261 – Eagle Island East Restroom Upgrade

Planning and design to be done over winter 2015-16. Architect has been selected, Platform Architecture Design. Restroom enlargement design to begin late January.

330451 – Lucky Peak Shoreline Stabilization

Repair work on the existing gangways in the marina will be included in the project. Budget requires going through the SOQ process. SOQ's to go out in February. SOQ's are under review.- anticipate selection of engineering consultant and start of engineering early May, 2015. Site was surveyed and a preliminary engineering report of design options was finalized in July. A 404 permit will be applied for August 2015 with file engineering documents completed Fall of 2015. Construction scheduled for

Spring 2016. Project bid in December, low bidder Granite Excavation. Construction started January 4, 2016. Project to be complete by May 2016.

330642 – Three Island History Center Improvements

Upgrading lighting to LED in effort to improve energy efficiency. Lighting will be installed by park staff.

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

The launch ramp concrete construction work and bank stabilization was completed in fall 2014. The dock installation, asphalt paving of parking area and walk paths will be completed in spring 2015. Demolition and prep work on walk paths are in progress. Project construction remains on schedule and is anticipated to be complete August, 2015. Substantial completion was done in July. Contractor has a few minor punch list items. Project should be closed out by August 31, 2015.

330761 – Lake Cascade Erosion Control

Planning and design to be done over winter 2015-16. RFQ issued in January. Anticipate selection of Engineer and start of engineering March 2016.

330762 - Lake Cascade Pump House Replacement

Planning and design to be done over winter 2015-16. Request for fee proposal sent to Architect in January. Project design to start in February with construction planned for May 2016.

330763 - Lake Cascade West Visitor Information Center

Planning and design to be done over winter 2015-16. Obtaining plans for the visitor information center at Kelly's Whitewater park to be used as a model for the design.

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

Planning and design to be done over winter 2015-16.

340351 – Ritter Island House Renovation

The houses have abatement and lead paint issues that need to be addressed first as well as electrical issues. Asbestos and lead paint abatement has been bid out. Work is scheduled to start in November per request by park staff. When abatement is complete, restoration to these areas commence by park staff and region crew. Met with park staff on 1/21/16 to prioritize next steps of repairs.

340441 – Malad Gorge Water System Study

We will go forward with work recommended in the engineering study in winter 2015.

East Region Projects

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 rebuilt and reinstalled Spring 2015.

340661 – Lake Walcott Dock Replacement

Planning and design to be done over winter 2015-16. Installation scheduled spring 2016.

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 May, 2015.**

350161 – Massacre Rocks Campground Electrical Upgrade

Planning and design to be done over winter 2015-16. Requesting fee proposal for engineering services 1/12/2016.

360152 – Harriman Fire Alarm Repairs

Working with consultant on the informal bid documents. Waiting on fee proposal for engineering services to design a radio transmission system which will replace the in the ground wire system. Engineer retained to design new system. Bidding Spring 2016.

360161 – Harriman Golden Lake Area CXT

Planning and design to be done over winter 2015-16. CXT location is being evaluated. CXT to be ordered off the State Contract for spring 2016 delivery and installation.

360162 – Harriman Silver Lake 2 New Yurts

Planning and design to be done over winter 2015-16. Yurt locations are being evaluated.

360163 – Harriman Ranchview Group Shelter

Planning and design to be done over winter 2015-16. Shelter location is being evaluated. Request for fee proposal to be sent to Architect in January.

360242 – Henrys Lake Seasonal Housing

Region and Park Manager re-evaluating project scope. Two old trailers to be removed from site. Propose placing a three bedroom modular housing unit at the site of the old trailers. Bid documents to be prepared.

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 Spring 2016.

360252 - Henrys Lake RR & Camp Loop Improvements.

Fee proposal coming from consultant. Project was bid in September. Bids came in double the budget. Project is under evaluation and may be rebid next spring.

360561 - Land of the Yankee Fork Repository

Project complete, ready for closeout.

STAFF RECOMMENDATIONS: Information only

IDAHO DEPARTMENT OF PARKS AND RECREATION

Fiscal Year 2016 – Financial Statements

October 1, 2015 – December 31, 2015



Submitted By
Steve Martin
FINANCIAL OFFICER

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

AGENDA
Idaho Park and Recreation Board Meeting
February 10 – 12, 2016
IDPR Headquarters – Summit Conference Room
Boise, Idaho 83716

AGENDA ITEM: **FY 2016 2nd Quarter Financial Statements**

ACTION REQUIRED: **Information Only**

PRESENTER: **Steve Martin**

PRESENTATION

Attached are the second quarter 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 12/31/2015
- Pages 3-5 – FY 2016 Y-T-D Park Operations Revenues / Expenditures
- Pages 6-12 – FY 2016 Cash Balances as of 12/31/2015
- Page 13 – FY 2016 Y-T-D Passport Program Revenue

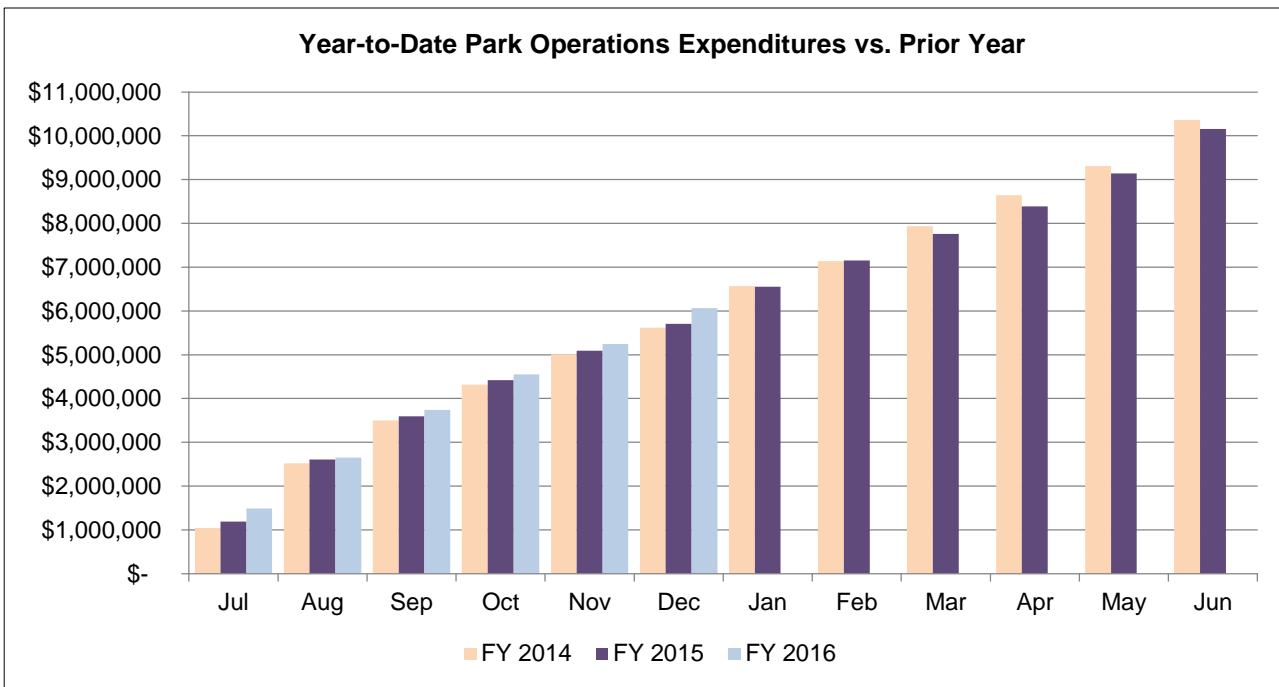
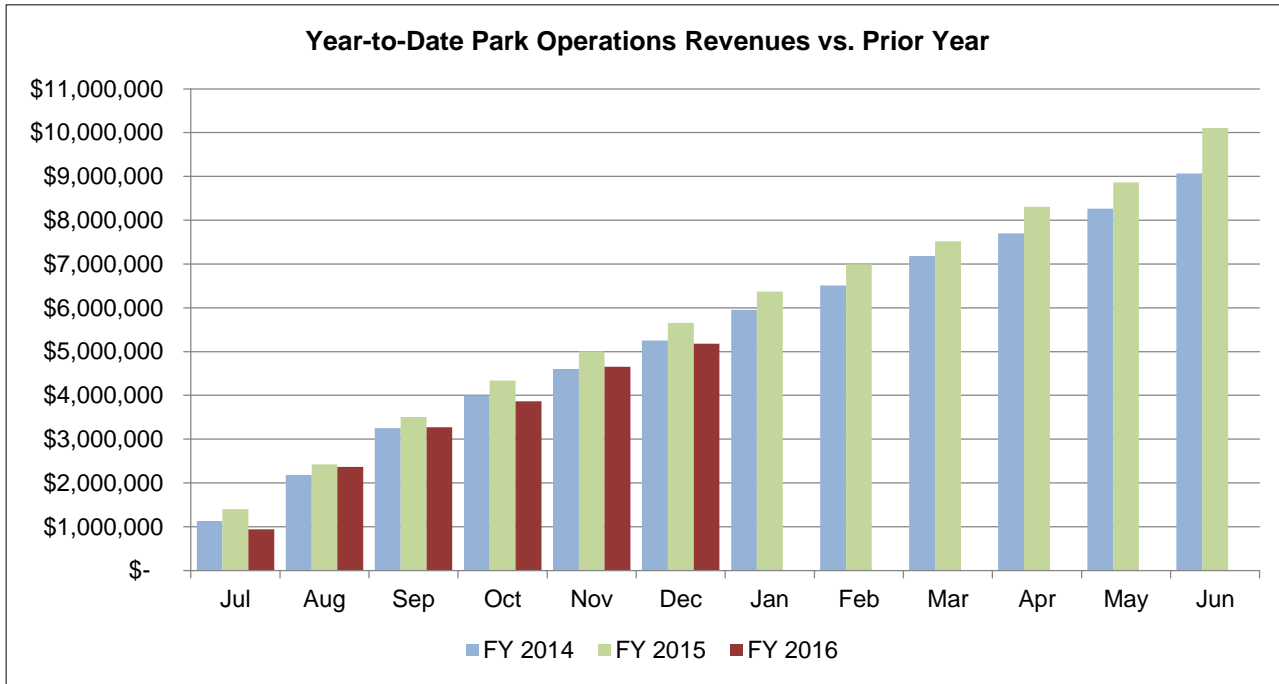
STAFF RECOMMENDATIONS:

This agenda item is for information only.

**Idaho Department of Parks and Recreation
FY 2016 Financial Statement / Budget Status
as of December 31, 2015**

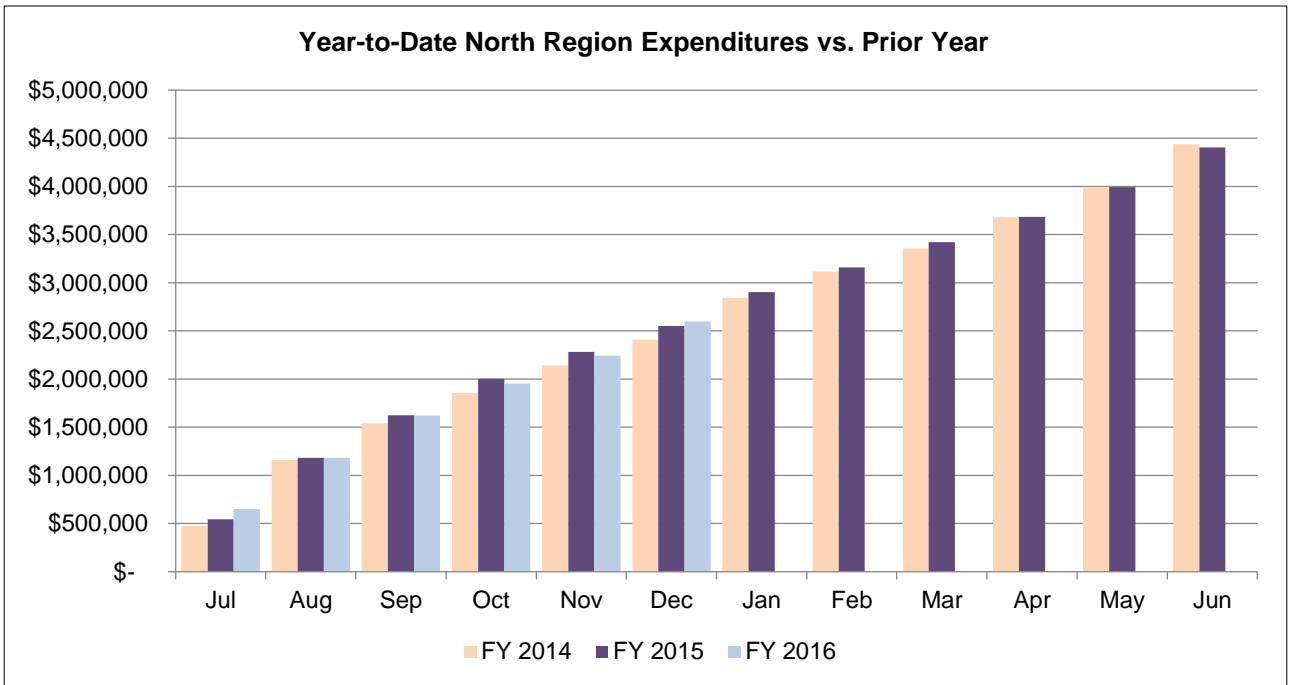
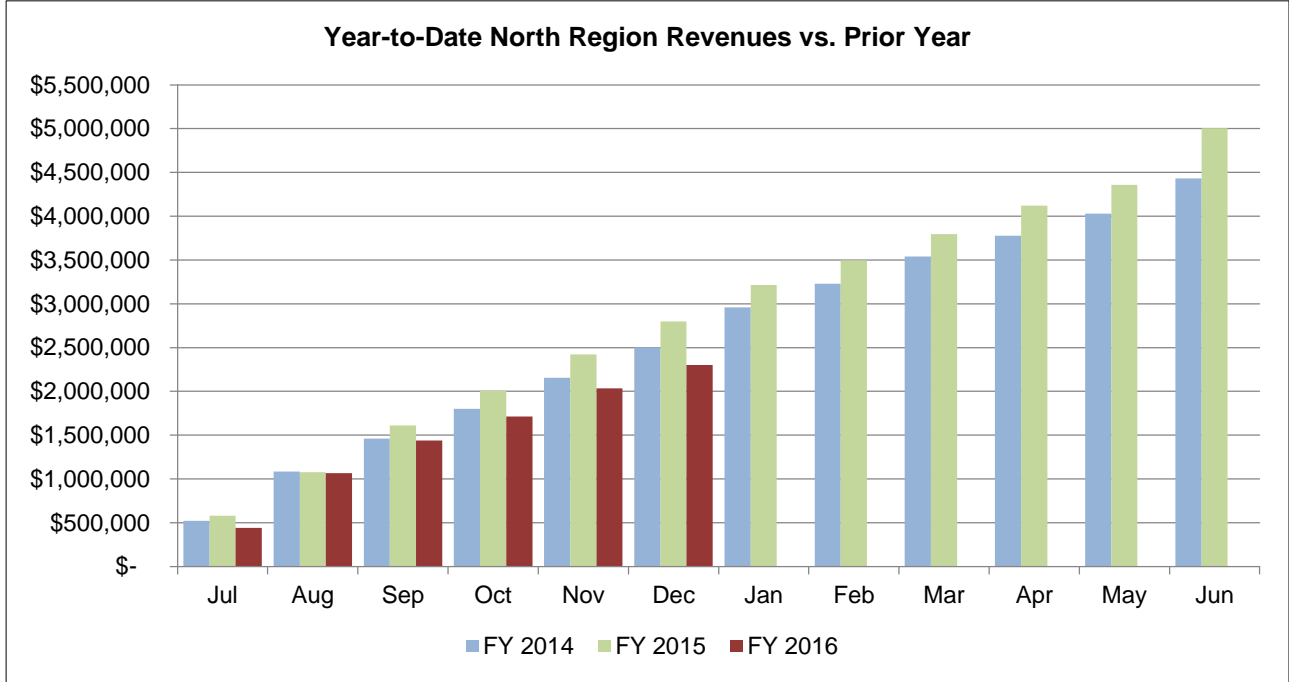
Program/Object	Appropriation	Expenditures	Encumbrances	Balance	% Remaining
Management Services					
Personnel Costs	\$ 2,712,000	\$ 1,330,732	\$ -	\$ 1,381,268	50.9%
Operating Expenditures	1,692,900	577,443	-	1,115,457	65.9%
Capital Outlay	98,200	9,996	-	88,204	89.8%
Trustee & Benefit	10,741,049	2,282,882	3,900,066	4,558,101	42.4%
Subtotal	\$ 15,244,149	\$ 4,201,054	\$ 3,900,066	\$ 7,143,030	46.9%
Park Operations					
Personnel Costs	\$ 9,273,800	\$ 5,012,526	\$ -	\$ 4,261,274	45.9%
Operating Expenditures	5,394,500	2,462,831	18,950	2,912,719	54.0%
Capital Outlay	1,424,126	500,553	41,200	882,373	62.0%
Trustee & Benefit	1,086,192	12,395	-	1,073,797	98.9%
Subtotal	\$ 17,178,618	\$ 7,988,305	\$ 60,150	\$ 9,130,163	53.1%
Capital Development					
Personnel Costs	\$ -	\$ -	\$ -	\$ -	-
Operating Expenditures	-	-	-	-	-
Capital Outlay	8,637,399	964,598	-	7,672,801	88.8%
Trustee & Benefit	-	-	-	-	-
Subtotal	\$ 8,637,399	\$ 964,598	\$ -	\$ 7,672,801	88.8%
Total	\$ 41,060,166	\$ 13,153,957	\$ 3,960,216	\$ 23,945,994	58.3%

**Idaho Department of Parks and Recreation
Park Operations - All Funds
Year-to-Date Revenues and Expenditures
December 31, 2015**



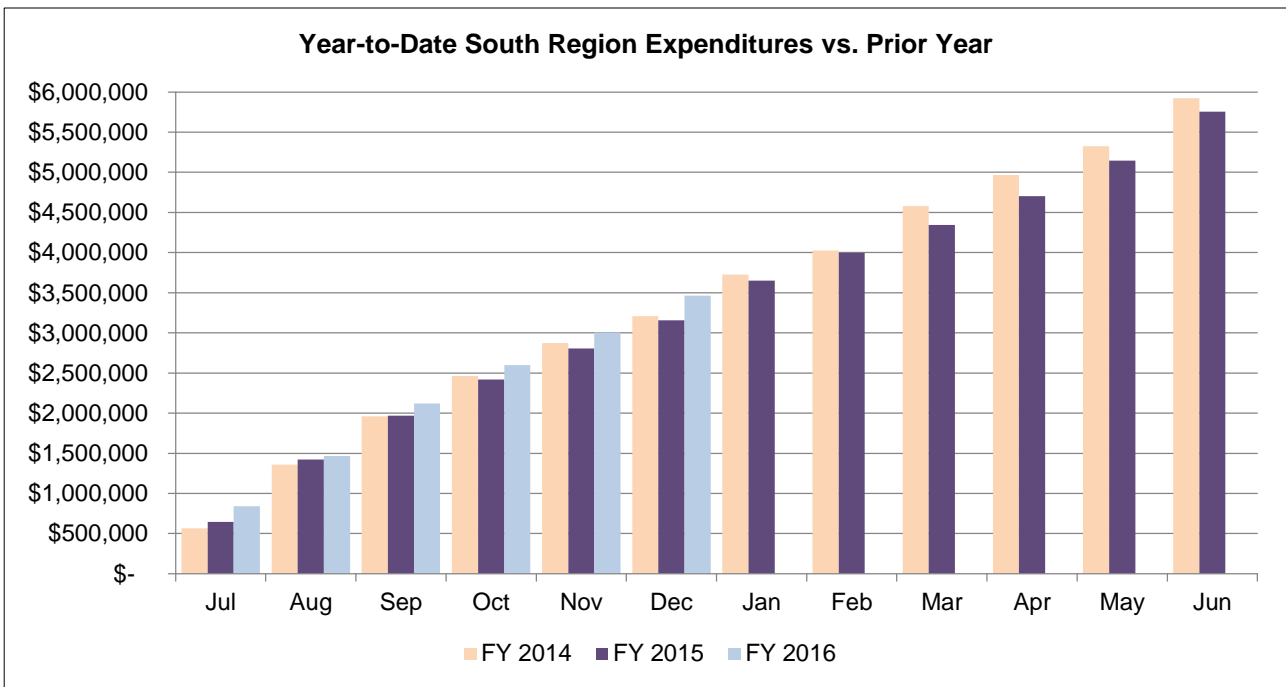
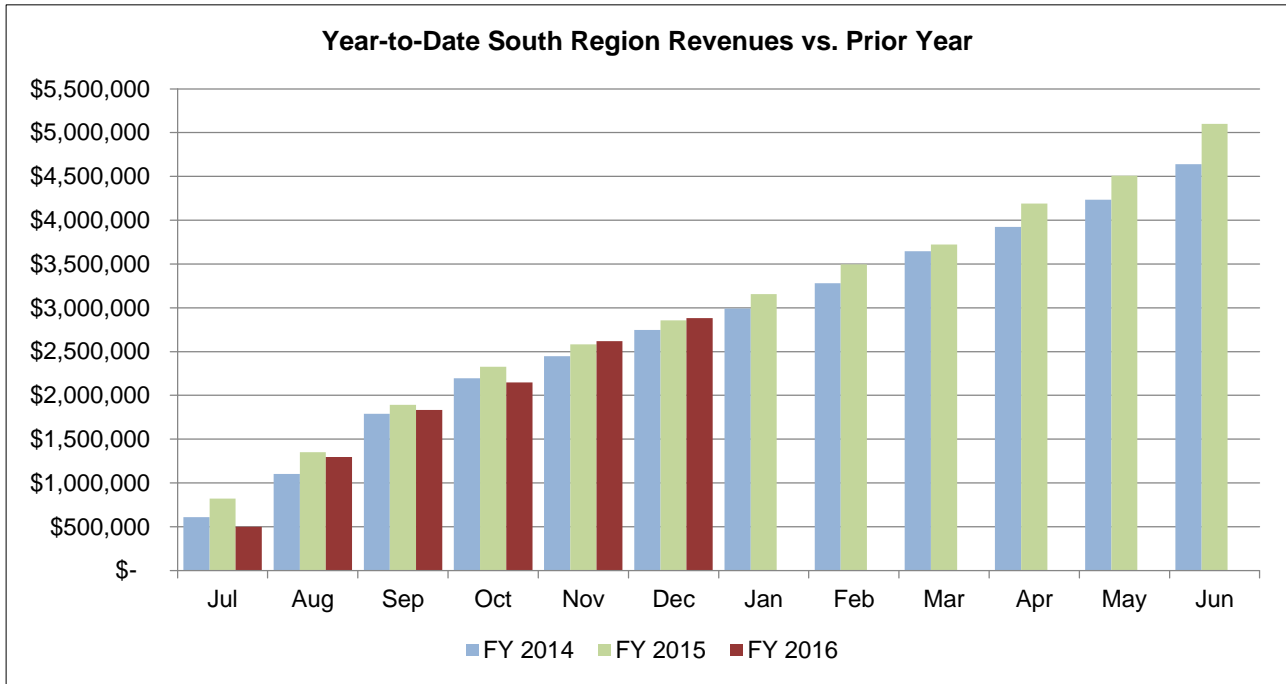
- All Park Operations fiscal year-to-date revenues are down \$473,200 (or -8.4%) compared to FY 2015
- All Park Operations fiscal year-to-date expenditures are up \$355,800 (or 6.2%) compared to FY 2015

**Idaho Department of Parks and Recreation
North Region - All Funds
Year-to-Date Revenues and Expenditures
December 31, 2015**



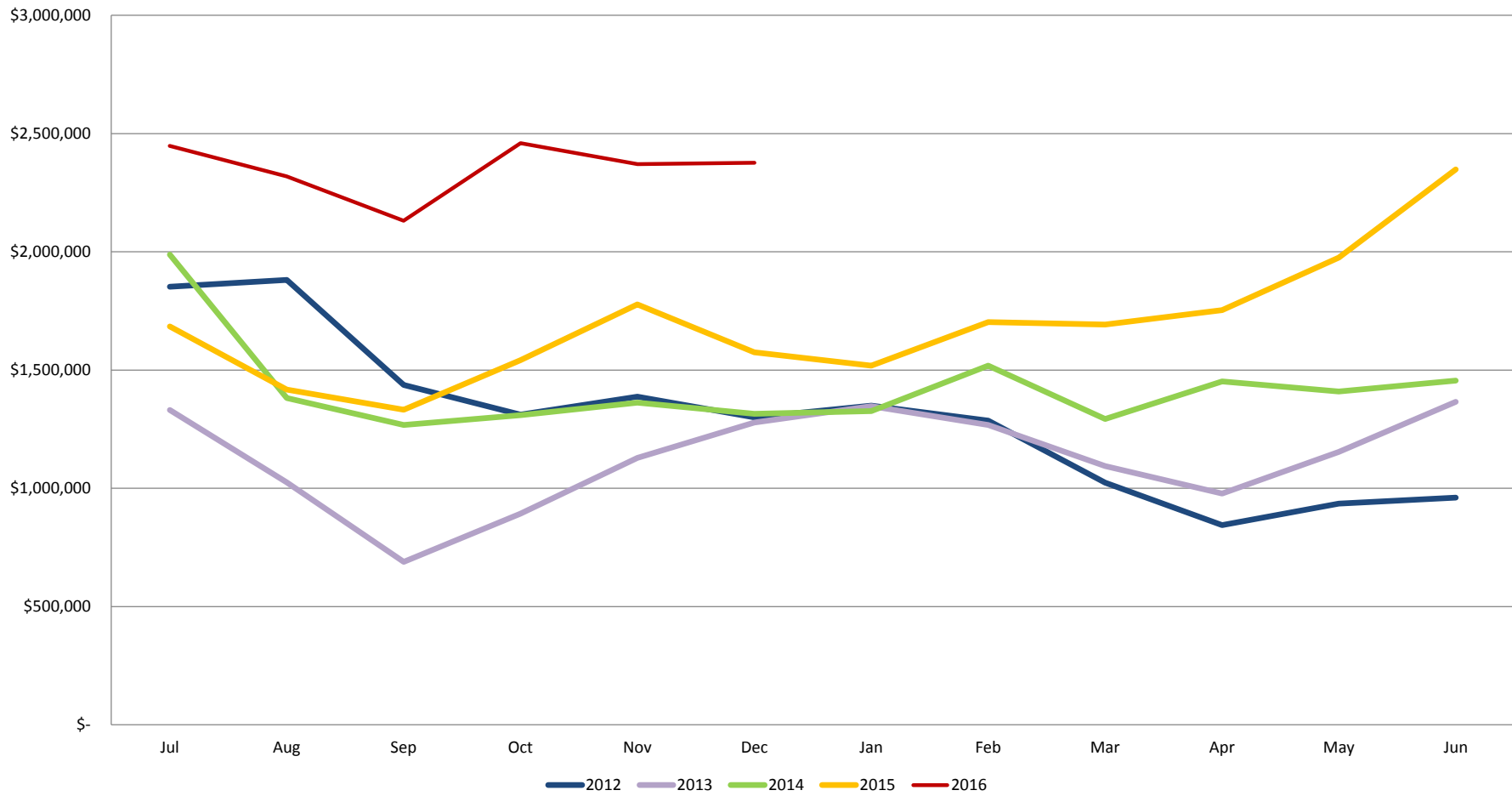
- North Region fiscal year-to-date revenues are down \$498,700 (or -17.8%) compared to FY 2015
- North Region fiscal year-to-date expenditures are up \$47,800 (or 1.9%) compared to FY 2015

**Idaho Department of Parks and Recreation
South Region - All Funds
Year-to-Date Revenues and Expenditures
December 31, 2015**

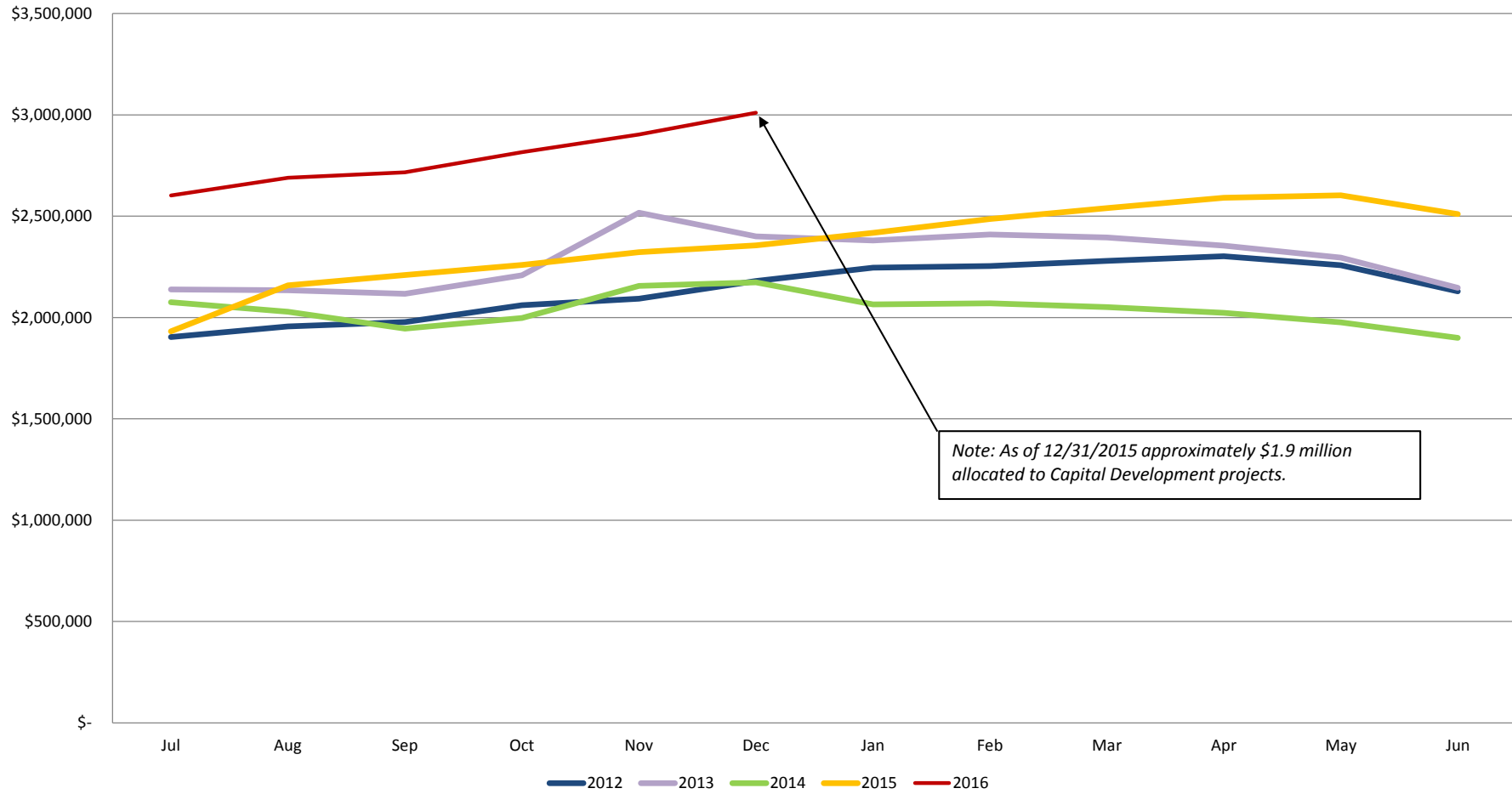


- South Region fiscal year-to-date revenues are up \$25,500 (or 0.9%) compared to FY 2015
- South Region fiscal year-to-date expenditures are up \$308,000 (or 9.8%) compared to FY 2015

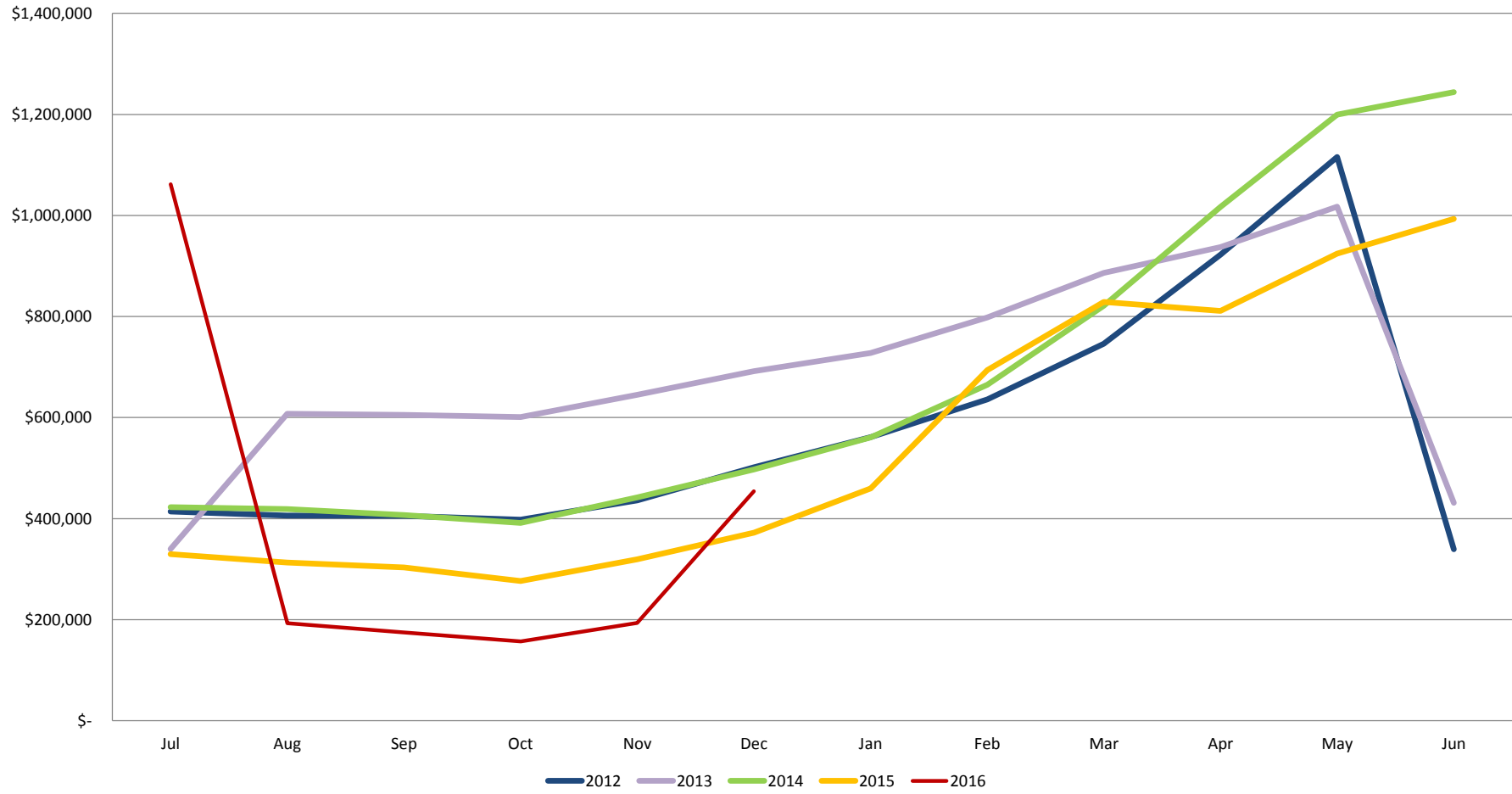
**Idaho Department of Parks and Recreation
Cash Balance Trend - Parks and Recreation Fund (0243)
December 31, 2015**



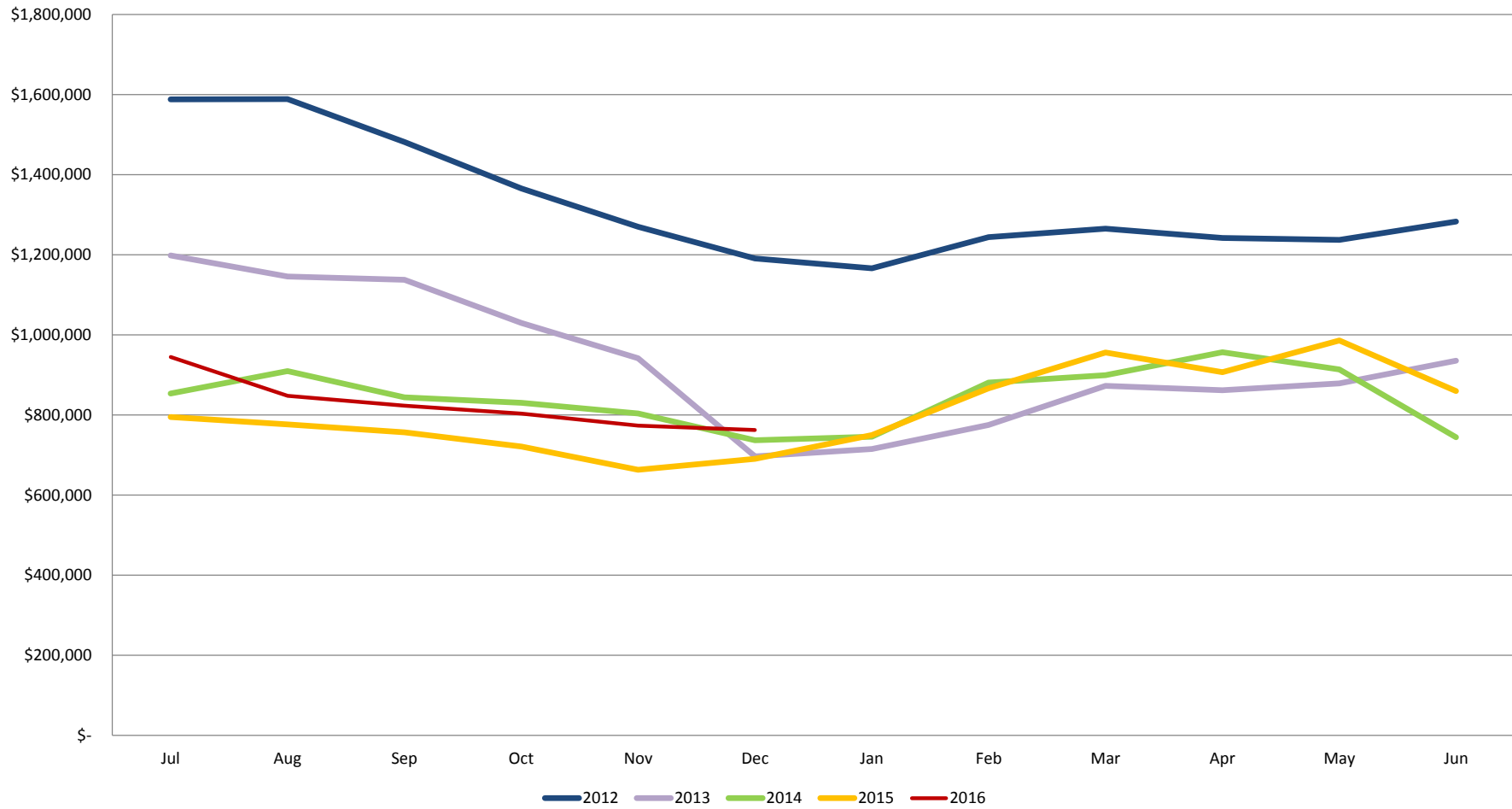
**Idaho Department of Parks and Recreation
Cash Balance Trend - Recreational Fuels Capital Improvement Fund (0247.01)
December 31, 2015**



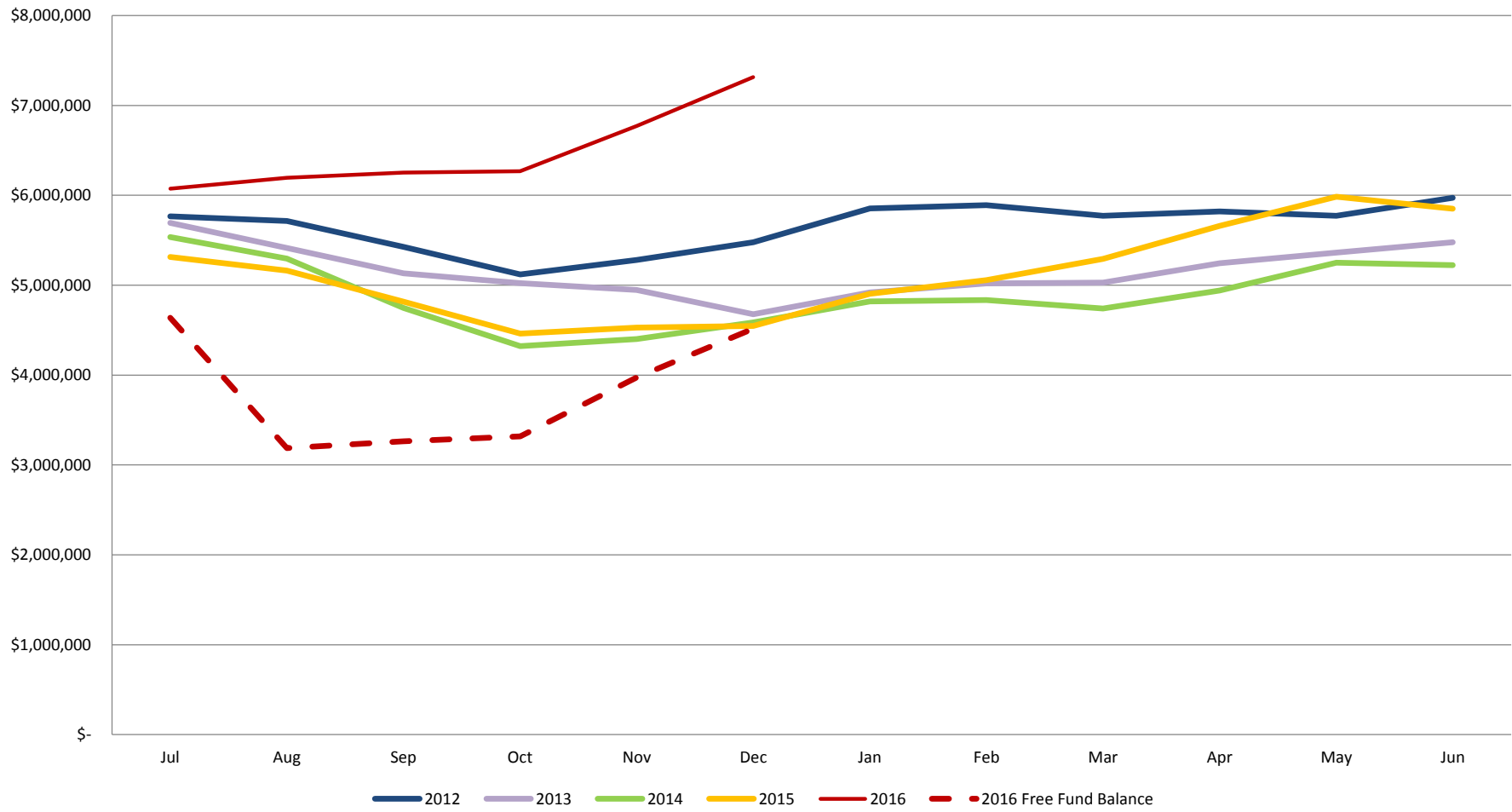
**Idaho Department of Parks and Recreation
Cash Balance Trend - Snowmobile Fund (0250.03)
December 31, 2015**



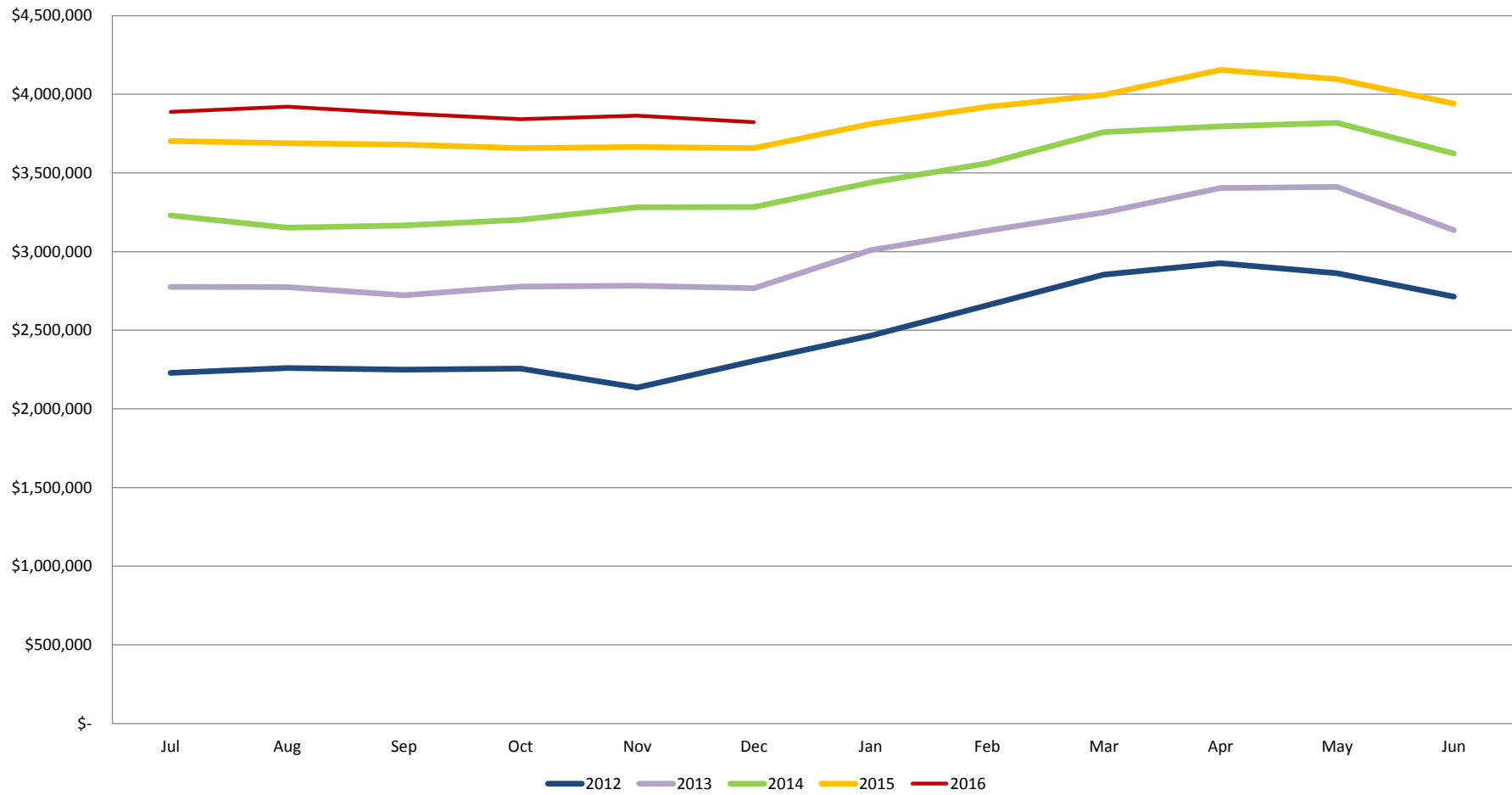
**Idaho Department of Parks and Recreation
Cash Balance Trend - Motorbike / OHV Fund (0250.04)
December 31, 2015**



**Idaho Department of Parks and Recreation
Cash Balance Trend - Recreational Vehicle Fund (0250.05)
December 31, 2015**



**Idaho Department of Parks and Recreation
Cash Balance Trend - Enterprise Fund (0410.01)
December 31, 2015**



Idaho Department of Parks and Recreation
Statement of Cash Balances - FY 2016
as of December 31, 2015

Fund	Description	Beginning Balance	Cash Inflows	Cash Outflows	Cash Balance	Encumbrances	Unobligated Fund Balance
0125	Federal Indirect Cost Recovery	\$ 770,510	\$ 175,408	\$ (164,725)	\$ 781,193	\$ -	\$ 781,193
0150.01	Economic Recovery Reserve	3,394	-	(3,394)	-	-	-
0243	Parks and Recreation Fund	2,348,717	4,161,066	(4,133,399)	2,376,384	-	2,376,384
0243.02	Parks & Rec - Registration Administration	2,360,773	500,211	(1,115,999)	1,744,985	-	1,744,985
0243.03	Parks & Rec - Sawtooth License Plate	-	19,767	(19,767)	-	-	-
0243.04	Parks & Rec - Non-motorized Boating (Cutthroat Plate)	45,003	15,998	-	61,000	48,500	12,500
0243.05	Parks & Rec - Mountain Bike	72,576	12,716	-	85,292	-	85,292
0247.01	Recreational Fuels - Capital Improvement	2,510,323	845,642	(345,219)	3,010,746	-	3,010,746
0247.02	Recreational Fuels - Waterway Improvement	1,835,599	839,273	(592,188)	2,082,685	1,067,500	1,015,185
0247.03	Recreational Fuels - Off-road Motor Vehicles	1,985,638	839,273	(416,049)	2,408,862	747,311	1,661,551
0247.04	Recreational Fuels - Road & Bridge	1,235,192	437,128	(336,638)	1,335,681	244,001	1,091,681
0247.06	Recreational Fuels - Administration	324,394	530,874	(661,586)	193,681	-	193,681
0250.01	Registration - State Vessel	-	952,286	(952,286)	-	-	-
0250.02	Registration - Cross Country Ski	138,022	14,247	(66,912)	85,358	-	85,358
0250.03	Registration - Snowmobile	993,299	664,609	(1,203,780)	454,128	-	454,128
0250.04	Registration - Motorbike	859,943	357,154	(454,461)	762,636	372,092	390,544
0250.05	Registration - Recreational Vehicle	5,851,636	2,199,854	(736,991)	7,314,498	2,798,347	4,516,151
0348	Federal Grant Fund ¹	601,325	2,179,597	(2,224,349)	556,573	2,381,074	(1,824,502)
0349	Miscellaneous Revenue	120,412	10,000	(16,642)	113,771	-	113,771
0410.01	Enterprise	3,941,500	987,743	(1,105,972)	3,823,271	-	3,823,271
0496.01	Expendable Trust - Park Donations ²	323,000	44,962	(14,354)	353,608	-	353,608
0496.02	Harriman Trust	210,893	197,540	(121,357)	287,076	-	287,076
0496.03	Park Land Trust	3,207,260	49,224	(98,606)	3,157,879	-	3,157,879
0496.05	Trail of the Coeur d'Alenes	227,184	89,974	(33,995)	283,163	-	283,163
Total		\$ 29,966,591	\$ 16,124,546	\$ (14,818,667)	\$ 31,272,470	\$ 7,658,825	\$ 23,613,645

Notes: ¹ Federal Grant Fund is a borrowing limit and does not represent department cash

² 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 December 31, 2015

Gross Revenue	July	August	September	October	November	December	January	February	March	April	May	June	Total
1-Year Registrations	\$ 82,340	\$ 85,490	\$ 67,730	\$ 56,590	\$ 58,490	\$ 60,750							\$ 411,390
2-Year Registrations	81,980	66,100	48,300	40,800	33,520	32,360							303,060
Total	\$ 164,320	\$ 151,590	\$ 116,030	\$ 97,390	\$ 92,010	\$ 93,110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 714,450

Transactions	July	August	September	October	November	December	January	February	March	April	May	June	Total
1-Year Registrations	8,234	8,549	6,773	5,659	5,849	6,075	-	-	-	-	-	-	41,139
2-Year Registrations	4,099	3,305	2,415	2,040	1,676	1,618	-	-	-	-	-	-	15,153
Total	12,333	11,854	9,188	7,699	7,525	7,693	-	-	-	-	-	-	56,292

FY 2015

Gross Revenue	July	August	September	October	November	December	January	February	March	April	May	June	Total
1-Year Registrations	\$ 88,110	\$ 81,030	\$ 56,250	\$ 48,330	\$ 63,460	\$ 48,730	\$ 81,300	\$ 72,470	\$ 77,000	\$ 90,530	\$ 79,840	\$ 78,780	\$ 865,830
2-Year Registrations	55,640	53,740	43,340	41,720	40,280	31,700	35,540	38,200	48,960	55,840	60,000	68,760	573,720
Total	\$ 143,750	\$ 134,770	\$ 99,590	\$ 90,050	\$ 103,740	\$ 80,430	\$ 116,840	\$ 110,670	\$ 125,960	\$ 146,370	\$ 139,840	\$ 147,540	\$ 1,439,550

Transactions	July	August	September	October	November	December	January	February	March	April	May	June	Total
1-Year Registrations	8,811	8,103	5,625	4,833	6,346	4,873	8,130	7,247	7,700	9,053	7,984	7,878	86,583
2-Year Registrations	2,782	2,687	2,167	2,086	2,014	1,585	1,777	1,910	2,448	2,792	3,000	3,438	28,686
Total	11,593	10,790	7,792	6,919	8,360	6,458	9,907	9,157	10,148	11,845	10,984	11,316	115,269

FUNDRAISING – SPONSORSHIP QUARTERLY REPORTS

OCTOBER – DECEMBER 2015

The following are the activities for Evelyn Mason - Fundraising Coordinator. The key accomplishments for October through December 2015 are as follows:

Sponsorships

- Met for initial discussions with Idaho Central Credit Union, Business Development Officer. They are seeking events to be involved in. The Development Officer contacted us asking for involvement with the Songwriters performances she had seen through social media outreach and marketing done by the Songwriters. She encouraged us to consider following through with the concerts and to submit a request for the concept of a Snake River disc golf tournament series. The amount they suggest asking for is in the \$2,500 range.

Grants

- Awarded the Idaho Heritage Trust grant for \$4,000 to paint the Ritter Island barn.
- Worked with Dave Landrum to secure match for the Idaho Heritage Trust Grant. Dave Landrum secured \$4,000 from the Southern Idaho Land Trust, and another \$2,000 donation from a private donor. The Park now has \$10,000 to paint the outside of the main barn and additional money to paint the interior of the milking Barn.
- The local post of the American Legion has written a letter of commitment for Dave Landrum to act as volunteers supporting the activities. The Post will also submit a Home Depot Grant in the amount of \$5,000 for materials to support renovations and maintenance at Ritter Island.
- Collected information from all eight parks participating in the 1st Time Adventure Program and wrote final report for 2015.
- Continued work with Land of the Yankee Fork and Bay Horse oral history program. The project has been extended to accommodate public presentations on the oral history project. The Idaho Humanities Council agreed to time table changes to allow for public presentations in the spring and summer months when attendance would be higher. The grant period has changed to allow for summer presentations.
- Received grant feedback from the National Endowment for the arts. Although the grant request for \$25,000 was not funded, the endowment officer encouraged us to re-apply stating we scored quite well but not up to the level necessary considering the high level of competition for these grants. Held final meetings with Songwriters. The meetings concluded with the disclosure that this group is struggling to keep up with the current commitments. The Songwriters do not have the internal staffing capacity to continue the project at this time.

Research – Continued research on funding to support these programs.

- Continued research on Junior Rangers Program.
- Carried out prospect research for Market Lake property.
- Began research into trails funding for Billingsley Creek and Thousand Springs State Park.

Other Activities

- Attended IDPR internal federal grants workshop with Jill Murphey.
- Attended the NIKE Cross Country Races at Eagle Island.
- Attended Signs of Our Times presentation on a new park area that will showcase historic signs from Boise's past. The park will be built around the Idaho Historical Museum on Capital Blvd in Boise.

HUMAN RESOURCE QUARTERLY REPORT
OCTOBER – NOVEMBER – DECEMBER 2015

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 2010-2015 (to date):

		Total Losses			
	Claims Count	Total Compensation	Total Medical	*Total Losses	# Current Open Claims
2010	29	\$81,078	\$185,863	\$267,287	0
2011	23	\$57,615	\$141,415	\$211,965	0
2012	25	\$16,835	\$76,512	\$102,414	1
2013	35	\$7,761	\$51,080	\$195,540	0
2014	30	\$9,235	\$32,771	\$74,859	2
2015	28	\$3,496	\$31,461	\$53,803	3

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

TURNOVER

Fiscal Year	Begin Count	End Count	Avg Emp	Number of Separations	Turnover Rate
2011	130	136	133	11	8.3%
2012	136	135	135.5	11	8.1%
2013	135	139	137	17	12.4%
2014	139	134	136.5	19	13.9%
2015	134	138	136	17	12.4%

*Classified positions only

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: October - December

Headquarters

- ❖ IDPR Design Professional – Melanie Schuster – new hire to replace Gary Rucker who has retired
- ❖ Office Specialist 2 – new hire Jennifer Hennager – to replace Stephanie Lynn who failed to meet probation requirements in October
- ❖ Personnel Technician – Guadalupe Arteaga – promotion to replace Denice Gardner who retired in November
- ❖ Office Specialist 2 – new hire Lisa Craig – to replace Guadalupe Arteaga who was promoted in November

North Region

- ❖ N/A

South Region

- ❖ N/A

CURRENT VACANCIES:

Headquarters

- ❖ Engineer Manger 1 - Rich Novotny – retired
 - Position reclassified to P&R Design Professional
- ❖ Customer Service Representative 2 (Idaho City Yurt Coordinator) – benefitted seasonal converted to classified position

North Region

- ❖ Dworshak State Park - Maintenance Craftsman – benefitted seasonal position converted to Classified position

South Region

- ❖ City of Rocks , Climbing Ranger – Shane Rathbun resigned
- ❖ Lake Cascade State Park, Ranger – Patrick Pratchett resigned
- ❖ Harriman State Park – Maintenance Craftsman – benefitted seasonal position converted to classified position

SEASONAL EMPLOYEE RECRUITMENT:

Currently in the process of separating employment for most seasonals due to expiration of appointment.

HUMAN RESOURCE REPORT January 2016

VOLUNTEER PROGRAM: Kathryn Hampton, Volunteer Services Coordinator

- 2015 volunteer hours = 80,931
 - Volunteer hours are up for the first time since 2011
 - Volunteer hours are up 17% over 2014
 - Since 2010, IDPR volunteers have contributed over 1 million hours! That's cause for celebration!
- **OF SPECIAL NOTE:** During the month of January 2016 IDPR Registration section hosted 9 volunteers from the Retired Seniors Volunteer Program to assist with registration mail-outs. They donated 264 hours and prepared almost 26,000 pieces for mail-out! Wow!
- Conducted a 2015 online volunteer feedback survey. Volunteers report a very high degree of satisfaction with their experience at parks and with programs.
- Recruiting volunteers for 2016 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
- 65 applications received for 2016 thus far
 - Currently we have 439 active Individual volunteers and groups assigned
 - Parks/programs will continue to fill their volunteer vacancies through May 2016
- 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)
- Serving on the planning committee for the SERVE Idaho Conference—the Governor’s Commission on Service and Volunteerism
- Maintaining web-based volunteer management record-keeping on all volunteers.
- Administering the Idaho State Parks & Recreation Volunteer Facebook page.
- Managing the IDPR on-line seasonal and volunteer application process.
- Facilitated a Crucial Conversations training class with a combination of IDPR HQ staff, Dept. of Juvenile Corrections, and Idaho Dept. of Lands employees.
 - 1 Crucial Conversations training scheduled in 2016—Date TBA
- 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
- IDPR volunteer handbook revised
- IDPR volunteer policy & forms revised

- The Volunteer Program partnered with a graduate level BSU Technical Communications class to produce a use manual for the IDPR mascot.

**MANAGEMENT INFORMATION SYSTEMS
PROGRAM QUARTERLY REPORT
October November December 2015**

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 has been focused on the ITD data exchange service and completed moving the new exchange into production on November 17, 2015. Ken also worked closely with ITD staff as the ITD "mainframe" was moved to a Florida based service provider on December 12th and 13th. This move required coordinating file transfer configurations on IDPR IT systems.

Progress continues on meeting the January 2017 deadline to change how we collect and report vessel data which is being driven by Coast Guard CFR changes. Several key methods and proposed solutions have been discussed and validated for implementation.

Vicki Heazle continues her quality work bringing consistency to the way we report data to our stakeholders.

Infrastructure Support

The MIS Infrastructure Support Staff received 211 helpdesk service requests over the course of the second quarter of FY16 and closed 210 helpdesk tickets.

MIS staff have made excellent progress in replacing aging computers, laptops and peripherals. Taking into consideration the depreciation and maintenance contract schedules staff have identified the equipment slated for replacement and are working with staff to replace their equipment. When considering our department's slogan of

“the right technology in the right hands” we have identified several changes in equipment to not only improve the user’s productivity, but reduce overall costs by eliminating redundancy in computer equipment

Work has been completed that moved all park networks over to the State’s virtual firewall environment. All qualified parks now have the newest available appliance in place to securely connect their computing resources.

The MIS department IT ticketing system was seamlessly moved over to the new Dell KACE management system on October 5, 2015. Training sessions were completed and the KACE system was configured to manage all of the Departments hardware and software systems.

A new remote assist system named Bomgar has been successfully deployed that allows MIS support staff to “remote” into a staff person’s computer to assist them with an issue. Having this tool has proven to be invaluable in the department’s ability to quickly resolve issues.

MIS staff has been working with the agencies WIFI provider to make changes to the service model for the 2016 season. In preparation for upcoming changes the \$29.00 annual WIFI passport option was removed and all other plan choices remain the same. The MIS staff will focus on maintaining the existing infrastructure and evaluate future strategies regarding our WIFI service offering. The following message has been placed on the providers “splash page” to help communicate our strategy.

Dear Park WiFi customer,

We wanted to let you know about a few changes coming that may be of interest. You probably noticed that the WiFi connection is, at times, less than ideal. We have so many customers now with WiFi devices that our Internet connections get saturated, and we simply cannot keep up with demand. We find this unacceptable, and we are researching options on how to provide an improved level of service. One of those options may involve changing the way we deliver WiFi services within the coming year. For that reason, we will not be able to offer the \$29 annual passport. We will continue to offer 20 minutes free every 12 hours and the 1 day (\$3), 3 day (\$6), 1 week (\$10) and 2 week (\$18) passes. As we evaluate and develop the future strategy of our WiFi system, we will share news and updates as they become available. We appreciate your patience as we work to improve our service.

**MANAGEMENT SERVICES QUARTERLY REPORT
October – November– December 2015**

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 by providing leadership and direction to registration, reservation, grants, fiscal, sponsorship, IT, development and facility programs.
2. Work with the Operations Division 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 work through policy updates. Drafts complete on: accidents and injuries; advisory committees; alternative work schedule and telecommuting; awards; board travel and training; computer and mobile devices; concession leases in state parks; controlled substance abuse; development of state parks and recreation areas; dress code and uniform purchases; park acquisition and associated evaluation and analysis tools; fees and fee waivers; grant provisions; memberships and conferences; property inventory; public relations and communications; special events; time recording and leave; use of state parks; use of state recreation areas; and workplace expectations.
- Continued work with Operations Administrator to perfect the templates for the Annual Report and Annual Action Plans for the Parks.
- Visited Walcott State Park.
- Attended South / East Region meeting in Harriman. Discussed rules at the meeting.
- Attended North Region meeting in Hayden. Took a delightful stroll to stretch my legs in Heyburn State Park along the way. Discussed rules at the meeting.
- Prepared materials and presentations for November Board meeting.
- Met with local planners on ideas for Barber Valley.
- Continued work on Registration Modernization and making sure key players are informed of how all the moving parts are fitting together.
- Crafted a statement for the Board regarding economic development.

- Worked with Sponsorship Coordinator on aligning process with department needs.
- Worked with Registration leader to direct additional staff resources to getting stickers out to our DMV vendors.
- Finalized IDAPA rules for publication prior to the session
- Addressed HR and personnel issues as needed.

**NATURAL RESOURCE MANAGEMENT PROGRAM REPORT
OCTOBER – NOVEMBER – DECEMBER 2015**

NATURAL RESOURCES MANAGEMENT PROGRAM, KEITH JONES, PROGRAM MANAGER

Mission

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

Goals

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

Timber/Forest Management:

- Coordinated and conducted a multiagency project to treat hazard fuels and aesthetic issues on 10 acres along Skyline Drive at McCroskey.
- As part of the Idaho Firewise committee, we are working to create a 10-year strategic plan for the organization to better serve the public and partners.
- Completed the direct timber sale treating 60 acres at the entrance of Priest Lake (Indian Creek). Cutting began above the day use area and progressed north past the campground to the visitor center and up to the main road. The goal of this sale is to clean up wind throw and thin an overstocked stand to promote a healthy White Pine, Larch, Douglas fir forest in a visible way for the public to experience.

We have 400 Larch and White Pine ordered to be planted after slash management is completed.

- Work has begun on the direct sale set up at Farragut. This treatment will remove approximately 100,000 board feet. The sale will address roadside thinning and ditch line maintenance that help improve access and sightlines for visitors while at the same time creating a shaded fuel break and protecting the road base along 3 miles of Park roads. The sale will also thin approximately 15 acres of overstocked mixed forest to a more healthy pre-fire suppression density that favors a higher percentage of shade intolerant species.
- IDPR in cooperation with IDL is scheduled to conduct a prescribed burn over approximately 40 acres of mixed grassland around the Farragut State Park water tower area. 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, has set up and sold their first salvage sale on the WMA in Farragut State Park. This will be a two-unit sale comprising 70 acres, and will remove approximately 800,000 board feet of decadent and diseased Grand Fir, Douglas fir, and dense areas of over-mature Lodgepole Pine. This treatment will create openings in areas that are ideally suited for Western White Pine restoration. Following the sale, Western White Pine seedlings will be planted to help insure a historic White Pine legacy forest in the Park. The work is scheduled to begin in the 2015-2016 winter.
- Fish and Game, working in cooperation with this program, also conducted a prescribed burn over the shoreline Ponderosa Pine habitat that they thinned last winter in Farragut. This under burn was successful at cleaning up slash left on site as well as reducing unwanted brush and trees, while encouraging natural Ponderosa Pine regeneration.
- We set up and sold one (1) direct sale at McCroskey to remove pockets of beetle and root rot infected Douglas fir.
- We are in the preliminary 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 to 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. Restoration could begin during the fall of 2017.
- Working with Green Forest Works to secure a grant for 6,000 seedlings to help regenerate past cuts in McCroskey that have been slow to naturally do so.
- Working with the Coeur d'Alene tribe to be included in their federal project list for hazard fuel management projects. Through new funding stipulations, the more land partners the tribe has, the more funding they are eligible for. This could be a fantastic resource for Heyburn and McCroskey State Park to conduct the expensive work of maintaining stands and landscapes that have been restored in the past.
- The McCroskey "Deep Creek" Timber sale was sold at auction in June and was bid up from appraised valuation by \$70 per 1,000 board feet. 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. This is a three-year contract that is scheduled to begin spring 2016.
- The "Stuck in the Middle" salvage sale has been set up at Heyburn State Park. 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:

- Restoration plan for Tammany Creek in Hells Gate State Park. Collaborating with instructors and graduate students at Lewis and Clark and Uof I extension to begin baseline monitoring and inventory the transition into a comprehensive plan for restoration and living classroom opportunities on four segments of the Creek.
- Partnering with the Nez Perce Tribe's biological control (bugs) program to develop biological control education/interpretive signage that can be placed in Parks and statewide to help tell the story of how specialized insects can help control noxious weeds.
- 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.
- Coordinating and matching park treatment needs with most effective and efficient management options (chemical, mechanical, biological) for the coming spring and summer of 2016.

**NORTH REGION QUARTERLY REPORTS
OCTOBER – NOVEMBER – DECEMBER 2015**

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

GOALS:

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

Primary Issues and Concerns

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

NORTH REGION SERVICE CENTER – DAVID WHITE, REGION MANAGER

Participated in Bi-Annual TOC Commission Meeting in Pinehurst; Executive Staff Meetings/Conference Calls; Hidden Lake Float Home Wastewater Design Meeting with staff, Welch-Comer and float home representatives for review and comment – project is on schedule; IRPA District 1 Brown Bag Luncheon/Meeting to discuss parks and recreation issues and provide updates; Board meeting in Boise presenting an Agenda Item concerning gift deed of a Winchester State Park piece of property to the City of Winchester; Board Conference Call providing an update on the Nesbitt property; CdA Chamber of Commerce Natural Resources Committee Meetings as Chairman; OPS meeting in Boise to discuss ongoing issues; and the department wide conference call updating staff on current department status.

Attended the CdA Chamber of Commerce's Upbeat Breakfast representing the department and the Natural Resources Committee in presenting the quarterly Local Gem Award to local individual for his efforts in promoting and protecting the Lake CdA Basin.

Taught U of I Introduction to Recreation Class sharing information and opportunities about IDPR. Reviewed TOC RAMP issues with DEQ and staff; Nesbitt property with Keith Hobbs and Round Lake Manager; Round Lake new acre with park staff and Engineering Tech to assess best use, development; the two legal counsel approved concession agreements for continuity and accuracy; and park operations with staff at Heyburn and Farragut.

Facilitated annual NR All Staff Region Meeting in CdA with Boise staff attending; Coordinated and hosted the Bi-Annual TOC Governments RAMP Meeting as well as a pre-meeting with the responsible agencies to discuss overall issues prior to the main meeting with UPRR.

Met twice with Robert Nesbitt and a different daughter each time to discuss potentially extending family access beyond the final date allowed for in the deed with Mr. Nesbitt indicating in the second meeting that it would be okay and would be willing to alter the agreement allowing for more development if the department decided to extend.

Updated/coordinated development of TOC Concession Agreements for future TOC Commission approval; Developed with staff a Winchester IDFG/IDPR MOU Amendment to address maintenance of facilities outside of the park area and resource actions within the park as required in the MOU; a Farragut Aerial Adventure Course Concession RFP document; In conjunction with park staff, department purchaser, and state purchasing a Farragut/Heyburn Wastewater Operator/Substitute Operator contract/RFQ for advertisement; worked with park staff in developing a Farragut Aerial

Adventure Course Concession RFP for advertisement in 2016; assisted Hells Gate staff in finalizing a Marina Concession Assessment and recommendation for internal consideration; assisted staff with several CO purchases; reviewed, edited and finalized Encroachment Policy for Director signature; worked with COE in responding to several Dworshak 3 Meadows Camp Host relocation permit requests; worked with development and Welch-Comer on finalizing Higgins Point shoreline stabilization plans for advertisement including seeking additional AVISTA funding; and requested and obtained documentation indicating that Float Home Lessees have met associated Wastewater Collection milestones

NR MAINTENANCE CREW

Boating: Picked up life jacket kiosk from Garfield Bay and brought to N Region shop
 Round Lake: Picked up mule from shop and delivered to park;
 Farragut: Graded road in Scott Field and gravel to North Rd.; Delivered Ford 445 from CDA tractor;
 CdA Parkway: Helped clean up storm debris
 CdAs Old Mission: Renovated Parish House windows;
 Trail of Coeur d’Alenes: Picked up sweeper from Farragut and delivered to TOC shop
 Heyburn: Fixed entrance sign to accept new logo
 Hells Gate: Delivered trailer to park for haunted hayride;
 Winchester: Formed and poured concrete on park exit lane; Replaced roofs and vent stacks on two vault toilets; Lay out the ADA pathway to playground at Ponderosa Point;
 Dworshak: Picked up auction items;
 North Region Office/Shop: Removed broken light fixture from entrance sign; Rebuilt desk chord covers for Boise HQ; Took equipment to auction; Cleaned up storm debris; Repaired F&G propane generator for use during snow storms; Repaired snow blower; and snow removal from grounds and AC units

NR OFFICE STAFF

Reviewed Trail of Coeur d’Alene leases
 Compiled data and updated charts for NR Annual Park Reports
 Printed surveys for Old Mission and Trail of Coeur d’Alenes
 Coordinated and hosted the North Region Fall Meeting

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.

Customer Service

- Phase 2 of the Lionhead boat launch completed. Larger parking lots were added.

Park Usage

- Early in the quarter camping was busy with sites filling up over the weekend.
- With snow levels increasing so did the number of users: skiers, snowshoeing, snowmobilers, cabin rentals and campers, fisherman boaters.

Program Services

Program Type	No. of Programs	No. of Attendees
Special Events	1-winter fest	25
Educational Programs		
Experiential Programs		

Preservation of Natural, Cultural, and/or Historical Resources

- Clearing of and tree thinning continued throughout the quarter by professional logger and Natural Resource Manager.

Staff Training

- Office Specialist was trained in the operation of dump-truck snow plow.

Strategic Plan Actions

- Early planning phase on placement of disc golf baskets at Indian Creek unit.
- Purchased two tandem kayaks for events and rentals.

Manager’s Narrative

- Kokanee spawning at Indian Creek boat launch.
- Winter Fest 2015 was a new event we tried in December. Arts and crafts, movie and snowshoe hike plus a visit by Scout were part of the event.

ROUND LAKE STATE PARK – CHUCK GROSS, PARK MANAGER

Issues not being addressed

1. Allocation of additional staffing or seasonal dollars to be able to retain staff for shoulder season projects and aid in retention/skill level/work ethic by paying them competitive local market wages.
2. An increase in the Parks O&E budget to address rising operating costs.
3. Replacing aging fleet pickups.
4. Additional funding for materials to build defined living pads in all 51 campsites.

Customer Service

- Park staff reverted back to two classified staff covering all park operations reducing our ability to provide timely service.
- Park staff provided regular updates to phone and web services to keep customers informed of changes.
- Discussions began with a local non-profit for a return of winter ecology classes.

Park Usage

- Early fall brought campers to about 20 sites the first four weekends of October. Strong day use activity for fishermen and hikers.
- A local Friends Group rented the day use shelter for a volunteer appreciation potluck.
- The day use shelter was rented by a local bicycle shop for a winter fat bike ride in January.
- The lake froze and 2’ of snow fell resulting in day use increase by skiers, snowshoeing, sledding, and ice fisherman.

Program Services

Program Type	No. of Programs	No. of Attendees
Special Events	0	0
Educational Programs	0	0
Experiential Programs	0	0

Preservation of Natural, Cultural, and/or Historical Resources

- An Eagle Scout service project to install a 175’ boardwalk structure through a flood zone on the east end of Trappers loop was completed.
- Splitting and stacking of recycled hazard trees for the parks fire resale program.
- With the help of the agencies natural resource program manager, park staff processed approximately 20 hazard and windblown trees.

- Mitigation of downed trees on park roads and trails from wind events and heavy snow.

Staff Training

- Manager completed six hours of training for renewal of professional applicator license for noxious weeds.

Strategic Plan Actions

- Steps were taken to initiate and plan for completion of the well relocation project and new acre parking area.
- Staff participated in meetings and follow up with State agency partners on the development of the new Stewardship trail upgrade.
- Electronic correspondence began with agency upper management regarding planning for living pad installation in campground.

Manager’s Narrative

- A large windstorm required a week or so of cleanup of downed timber, mostly in the lower loop of the campground. Fortunately no structures were damaged or people injured.
- Ranger McGraw attended a CEO Training Planning meeting in Boise for the agency.
- A conference call was held with development to go over our FY18 CIN list submission.
- Classes for water license renewal requirements were researched.

FARRAGUT STATE PARK – RANDALL BUTT, PARK MANAGER

Issues Not Being Addressed

1. Replacement of the Farragut Ranger position taken during budget cutbacks in 2009. 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.
2. Funding for ongoing replacements of vehicles and equipment.
3. Actions to provide for groups in a different manner where they utilize individual site campgrounds and the issues in both making reservations for those sites and associated compliance issues of groups in with individual campers.
4. 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

- Group use:
 - 2 shelter reservations for 135 people.
 - 2 group camp reservations for 215 people.
 - 2 special event permits for 5846 people.
 - State Cross Country - 4990 spectators and participants.

Park Usage

- The park main pump failed one week prior to Labor Day weekend. A replacement pump and motor was installed before the end of the month but is not working correctly. Ongoing efforts have been funded and are being made to get the system back into operation.
- Usage at Farragut has dropped due to the seasonal weather change and closure of campgrounds.

Program Services

Program Type	No. of Programs	No. of Attendees
Special Events	3	10,836
Educational Programs	0	0
Experiential Programs	0	0

Preservation of Natural, Cultural, and/or Historical Resources

- Prescribed burn on the eastern portion of the IDFG ponderosa pine restoration work along the shoreline around the eagle boat launch. Additional burn is being sought for the western section and for grassland areas around the park water tower to maintain open stands.
- The park is preparing 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 north of the ATV training area.
- IDFG is preparing to work 70 acres of land on the north side of Farragut State Park in the Wildlife Management Area as part of work for White pine restoration.

Staff Training

- No staff training was completed.

Strategic Plan Actions

- Discussion on meeting the Department’s Marketing plan goals, the desires of the public, the recommendations of staff, and a proposal that would possibly increase by \$100,000 the annual benefit to the Department of the proposed Phase 2 of Gilmore Campground at Farragut State Park presented on November 30th

Manager’s Narrative

- Farragut hosted the Regional XC high school meet on October 22 and the State championships on October 31.
- Additional work is continuing for the second phase of the sewer system to continue improvements on the now complex sewage treatment system installed in the park. Work has moved into punch list items being addressed.

COEUR D’ALENE LAKE PARKWAY – RANDALL BUTT, PARK MANAGER

Issues Not Being Addressed

1. 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.
2. Clarification of the court decision regarding ownership and authority concerning those ownerships associated with riparian rights, along the Cd’A lake Parkway.
3. Stabilization of six shoreline failures along the Cd’A Lake Parkway that are soon to result in loss of trail sections.

Customer Service

- Group use:
- 2 shelter reservations for 114 people.

Park Usage

- All facilities are in operation.
- Usage at the Parkway has decreased due to shortening daylight hours and winter weather conditions. Early migration of bald eagles through the area did result in slight increase.

Program Services

Program Type	No. of Programs	No. of Attendees
Special Events	0	0
Educational Programs	0	0
Experiential Programs	0	0

Preservation of Natural, Cultural, and/or Historical Resources

- 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.

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 Higgens Point.

Staff Training

- No staff training was completed.

Strategic Plan Actions

- None noted

Manager’s Narrative

- An area being engineered for shoreline stabilization to the west of the Higgens Point boat launch was delayed due to higher than normal winter lake levels, and clarification on soil testing being required by DEQ for the permit. Permits obtained and is scheduled for Feb/Mar construction if water levels cooperate.
- ITD is continuing to move forward to transfer ownership of the Cd’A Lake Drive transportation corridor. Involvement of IDPR is limited and poses a concern as to the recreational management of the corridor.

COEUR D’ALENE OLD MISSION STATE PARK – KATHLEEN DURFEE, PARK MANAGER

Issues Not Being Addressed

1. Failing equipment and increased costs to repair and maintain – Museum HVAC; Mission Fire Suppression System; 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

Customer Service

- Bus tours expect a place to park and turn around. We are not able to accommodate their needs in a satisfactory manner. First snow and subsequent thaw created an icy road to the upper parking area. Tour bus unloaded visitors at Mission and backed down the hill to the entrance to visit the visitor center. Bus was not able to turn around or make the corner to the visitor center from the upper parking area.
- One seasonal did not return for the winter and another seasonal was limited due to an injury. Ranger was notified of deployment Jan – May 2016. A temporary seasonal announcement and fill position during dates of deployment was created.

Park Usage

- Sacred Encounters Exhibit – (183 groups) 954 people
- VC – (543 groups) 2269 people
- Mass (2) Immaculate Conception & St. Dominic (401 people, 11 buses + cars)
- Manager fielded questions concerning weddings, group use permits, filming permits and bus/school tours.
- History class from North Idaho College toured the park and Sacred Encounters Museum.

Program Services

Program Type	No. of Programs	No. of Attendees
Special Events	2	401
Educational Programs	298 – DVD	1183
	9 – Tours	194
	7 – Schools	688
Experiential Programs		

Preservation of Natural, Cultural, and/or Historical Resources

- Reviewed Region 1 IHT grants
- Met with archival storage contractor regarding artifact storage needs
- Repairs made to outside air intake HVAC system for Sacred Encounters Exhibit and duct work in museum cleaned
- Working with Senator Risch's office regarding historic painting of the Mission at the Capital
- Museum of Arts and Cultures (MAC) removed various items on loan from the Sacred Encounters Museum. Working with the Tribe to find other items to place in cases and create replicas of items removed. Several items such as the three dolls, bandolier and root bag need to be commissioned and approved by the Tribe
- Park staff worked with NR maintenance crew, Natural Resource Manager and CdA Tribe Fire Crew to remove downed trees in the Mission Cemetery.
- NR crew is working to make needed repairs to the Parish House Window. Parish House is currently closed until the window is reinstalled.
- Development Bureau is preparing the RFQ for restoration work on the Mission.
- Mission Fire Suppression System is not working consistently. Creating timeline and gathering other materials to document incidents and repairs to be reviewed by Marioff.

Staff Training

- None noted

Strategic Plan Actions

- Staff met and reviewed IDPR strategic plan and discussed goals and options for park and visitors.

Manager's Narrative

- Issues with HVAC system locking out, not working properly for exhibit; temps above required limits.
- Hosted the annual Immaculate Conception Boys School Pilgrimage and outdoor mass
- Annual fire testing of visitor center disclosed painted sprinkler valve heads.
- Created advertisement for wedding resource magazine.
- Heavy rains caused minor flooding at Cataldo Boat Launch. Park was without power several days due to storms.

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

Issues Not Being Addressed

1. Failing equipment and increased costs to repair vehicles
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

Customer Service

- Users asking about groomed sections for cross country skiing. Enough snow but not enough staff to plow trailheads and groom track on the trail. Lack of qualified seasonal staff affects customer service provided.

Park Usage

- Kellogg – 764
- Wallace – 768
- Enaville – 2337
- Harrison – 2598
- Group Use Permit – Turkey Trot – 80 people.
- Traffic counters are not working properly and do not reflect an accurate documentation of use.
- Increased operation of unauthorized motorized vehicles by UTV and Snowmobiles.

- Snowmobile area from Wallace to Mullan in use.

Program Services

Program Type	No. of Programs	No. of Attendees
Special Events	1	80
Educational Programs		
Experiential Programs		

Preservation of Natural, Cultural, and/or Historical Resources

Monitored moving clay near LaTour Creek

Installed snow pole markers and removed bollards for winter use Wallace to Mullan

Severe windstorm caused numerous trees to fall. Staff spent three days clearing trees. Staff completed inspections of the entire trail and met with various groups regarding issues and projects within the trail right-of-way.

Heavy snow caused numerous trees to fall. Staff cleared sections of trail near trailheads and will work to clear other areas as they become accessible. High water and flooding of the CdA River did not affect the trail.

Staff Training

- None noted

Strategic Plan Actions

- Staff met and reviewed IDPR strategic plan and discussed goals and options for trail and users.

Manager’s Narrative

- Staff conducted trail inspection separate from ARCADIS with DEQ and NR Manager
- Reviewed TOC files with NR Office Specialist
- Monitored construction projects at Mullan, Wallace, and Enaville; Repairs to TOC at Mullan Mill Street & Second Street, ITD Pinehurst;
- Attended Shoshone County Groomer Board Meeting; Trail Commission Meeting – new commission member Mac Cavasar; and semi-annual RAMP meeting with other government agencies;
- Participated in SORP Webinar – Long Distance Trail;
- Heavy snowfalls covered the trail creating optimum use for cross country skiing and snowshoeing. Harrison traffic counter is consistently being vandalized.
- Staff completed IDPR section of the annual Response Action Maintenance Plan report.

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 remained open until the first week of November.

Several days of power outages forced us to close our offices. We also cancelled cabin and cottage reservations.

Park Usage

October saw a large number of campers using Hawley’s Landing. Our traffic counter readings for the month showed 2300 more vehicles than last year.

Heavy snow, colder than normal temperatures, and a five day power outage impacted visitation. Ice fishermen braved thin ice to try for northern pike at Rocky Point.

Program Services

Program Type	No. of Programs	No. of Attendees
Special Events	0	0
Educational Programs	0	0
Experiential Programs	0	0

Preservation of Natural, Cultural, and/or Historical Resources

- A large salvage sale and a couple of small direct sales are currently being set up.
- The CDA Tribe received a grant to perform forest fuels reduction work on surrounding non-trust, non-reservation lands. We have identified several areas in the park that could use thinning and prescribed burning. The Tribe will employ local crews to do the work and the project should begin within the next couple of months.
- We lost several more trees from heavy snow. Because of the conditions staff has not been able to access certain areas of the park to assess the damage. More than likely we will set up some small timber sales to salvage down and damaged trees reduce the probability of a bark beetle infestation next year.

Staff Training

- None noted

Strategic Plan Actions

- None noted

Manager’s Narrative

- Park Manager, Development, NR Manager and Hidden Lake float home representatives met with Welch-Comer engineering staff to discuss design and construction of the Hidden Lake sewer line project that is scheduled to begin next spring.
- Park Manager attended the Local Emergency Planning Committee meeting in St. Maries; Benewah County Transportation Team meeting; the Benewah County Commissioner’s meeting;
- Park Manager toured with the Director and his assistant around the park. It was a great tour and all the Heyburn wildlife appeared right on cue: deer, moose, eagles, turkeys, waterfowl, etc. were sighted.
- A major wind storm hit knocking out power to the entire park for eight days. Fortunately, park facilities and structures as well as the privately leased cottages received minimal damage.
- Heavy snow and winds brought down more trees and killed power to the park for five days. With no power, phones, or heat, the dropping temperatures forced us to close, drain, and winterize the visitor center and our rental cottages.

MCCROSKEY STATE PARK – RON HISE, PARK MANAGER

Issues Not Being Addressed

None noted

Customer Service

Staff continued to maintain facilities as long as the weather and use remained good.

Park Usage

There was quite a bit of vehicle traffic through the park during the good weather and the opening of hunting season. There were a couple of “frat” parties by University students, staff made contact with these groups to require they leave camping areas clean and in good shape.

Program Services

Program Type	No. of Programs	No. of Attendees
Special Events		
Educational Programs		
Experiential Programs		

Preservation of Natural, Cultural, and/or Historical Resources

- Work continues on setting up future timber sales and prescribed burns.
- The Iron Mountain direct timber sale was sold for \$9,450 to remove dying trees in and around camping areas.
- Staff from Heyburn, McCroskey, and IDL formed a work party to clean up a pocket of blow down and heavy brush near the Lone Pine area.
- Staff has been working with the CDA Tribe on the possibility of doing some fuels reduction projects in areas of the park with high fire danger.

Staff Training

- None noted

Strategic Plan Actions

- None noted

Manager’s Narrative

- Several trees were down and the main road was blocked from a wind storm. Park staff is still evaluating the damage and another small timber sale may be needed to remove downed and damaged trees.
- Park Manager is working with the McCroskey family and IDPR staff on the possibility of selling a forty acre parcel of park land near St. Maries. The land is of little use to the park and its sale could add money to the McCroskey fund that could be used for future maintenance and development.

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 shop, day use restroom, marina restroom, barn and both residences.
4. Four maintenance vehicles are in need of replacement.
5. Two additional group camps needed.

Customer Service

- The Lewis Clark Discovery Center is open from 8 to 4 seven days a week. Aspen Campground is open with reduced access to water. Jack O’Connor Center is on winter hours; now open Tuesday through Friday from 10 to 4, Saturday and Sunday 1 to 4 and closed Monday. The Marina store is closed.

Park Usage

- Trail Maniacs staged their annual Haunts of Hells Gate run.
- As the winter weather set in a few hardy souls launched their boats to try their hand at steelhead fishing. Aspen Loop Campground had campers for a combined 243 nights of camping along with 36 nights of camper cabins.

Program Services

Program Type	No. of Programs	No. of Attendees
Special Events	1	1500
Educational Programs	3	30
Experiential Programs		

Preservation of Natural, Cultural and/or Historical Resources

- Staff sprayed noxious weeds while they were in the early rosette stage to help get a handle on the invasive scotch thistle, knapweed, mullen, yellowstar thistle and poison hemlock.
- Assistant Manager completed the installation of three new interpretive panels along the walkway from the Discovery Center to the levy.

Staff Training

- Park Manager received 4 recertification credits for herbicide application at a Wilbur-Ellis training seminar.
- Park Ranger and Park Manager attended ‘Topics in Forest Management’ in Orofino. Some very interesting information was presented about the large fires that occurred in north central Idaho this year and the problems that may arise in the future from these devastating fires.
- Park staff attended ice safety training.

Strategic Plan Actions

- Office Specialist completed the annual marketing review.

Manager’s Narrative

- Problems still exist for dredging the marina, Nez Perce County Waterways is coordinating the dredging with assistance from IDPR and others.
- Plans for creating an off-leash dog park and new horse corral taking place.
- Office Specialist assisted Winchester Lake State Park with the annual ‘Christmas in the Pines’.
- The rangers have been working on Cottonwood loop restroom finishing the remodel.
- Park Ranger and OS II made three live presentations on 3 local radio stations promoting the First Day Hikes on New Year’s Day.

WINCHESTER LAKE STATE PARK – STEVE KUSKIE, 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

- Early fall day use was steady during the weekends and in the evenings.
- Yurts were full most weekends in November. We had four week-long yurt rentals as well.
- Winter increased our overnight and yurt visitation.
- We were able to groom our Lake Shore trail for the first time, the results were fantastic. We had unprecedented day use numbers over the Christmas weekend and our yurts are now booked over the New Year’s weekend. Most folks were new winter users to the park.

Park Usage

- The A loop remains open for the year and sees about 20% usage during the weekends.

- Our day use is strong as the lake ice continues to strengthen.

Program Services

Program Type	No. of Programs	No. of Attendees
Special Events	0	0
Educational Programs	1	28
Experiential Programs	0	0

Preservation of Natural, Cultural and/or Historical Resources

- Focusing on minimizing the fuel load along our trail system as well as thinning a few other overgrown areas.
- Completed removal of some identified hazard trees from within the campground.
- Assistant Manager is currently working with the city museum on an interpretive grant. This grant 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. Panels will be placed in the park, along the Lakeshore rail to trail as well as in town.

Staff Training

- None noted

Strategic Plan Actions

- None noted

Manager’s Narrative

- The remaining vent stacks and roofs were replaced on the vault toilets, the exit lane widened and the ADA pathway at Ponderosa Point is half complete.
- Working with Fish and Game on the state of the dam. It needs some serious work to address a sinkhole and a problem with the emergency siphon system.
- Continuing the preparation process for our Ice Fishing Derby held the last weekend in January. For this, our Ranger has solicited donations from local businesses on the prairie thru to Lewiston. This is the most popular event we host at Winchester Lake and it continues to grow. We have discussed large scale sponsorship ideas to alleviate the strain donating for two fishing tournaments (summer and winter) has on local small businesses. An exciting new element will accompany this year’s Ice Derby; our launch of the 1st Time Adventure program at Winchester Lake with six ice fishing packages ready and available for use. Our hope is to draw in those folks that may be interested in the Derby but may not have the specific gear needed for ice fishing.
- Park is hosting a Free Ski/Snowshoe Day this year to highlight our newly groomed trails. The response to this added activity at the park has been very positive and has brought in new users already.

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

- We had two campground hosts throughout the month of October, which was a great asset to the park and our visitors. Water level reached 85 feet down so staff posted signs and let people know that they couldn't launch their boats at the Freeman Creek ramp.
- We have been fielding calls for the upcoming seasons camping, group use and marina reservations.
- We have also been giving tours of Big Eddy for the upcoming season.
- The road to Three Meadows was graded and the ditches pulled. Work on the section with the rock slide began, but was halted due to snow fall. We will have to put off the rest of the slide area until spring, or if there is a big thaw this winter.

Park Usage

- Park saw 13 more camping occupancy nights than last year. The cabins had 5 nights occupancy, campgrounds had 37 nights occupancy, and Three Meadows was occupied by two groups.
- We had some hunting groups utilizing Freeman Creek as a home base to hunt out on the reservoir. Three Meadows was rented once early this winter. We also had the cabins rented by a small group.

Program Services

- Park staff and families assisted at the Hells Gate's Haunted Hayride.
- Park Manager set up with the fifth grade class in Orofino, to visit once per month (Dec-Mar) to do environmental education.

Program Type	No. of Programs	No. of Attendees
Special Events		
Educational Programs		
Experiential Programs		

Preservation of Natural, Cultural and/or Historical Resources

- Staff has been falling trees that have died throughout the summer, but weren't an immediate hazard.
- Park Ranger worked with an Orofino High School senior on their senior project, erecting bird and bat boxes at Big Eddy.
- We are participating in the Monarch Butterfly program by printing brochures for distribution on what people can do at home to promote and assist the Monarch to propagate. Park Manager requested free milkweed plugs to plant in two places in the park, to provide the Monarch with their preferred plant species.

Staff Training

- Park Manager currently creating a Standard Operating Procedures manual for the Fee Booth at Freeman Creek. Since the fee booth is such a complex monster, and training is often done during our peak season, we are detailing each task that someone may deal with and how to properly execute the item.
- We have been working on a safety training manual and calendar for the upcoming year to make tailgate safety trainings easier to instruct and provide self-guided trainings for the people who miss the weekly ranger led training. Office staff is working diligently to create tests that go with the new trainings that we are creating.
- Staff 5 hours of safety trainings and are slated for Hells Gates Hero customer service training.

Strategic Plan Actions

- Park Manager registered to have a booth in the Lewiston Bridal Fair to share the wedding/honeymoon opportunities available at Dworshak, as well as, Hells Gate, and Winchester. Staff will man a booth at the Bridal Fair in January.
- Two table runners are ordered; one with IDPRs logo and one Dworshak specific, to give us a more professional appearance at community and marketing events.

Manager's Narrative

- The Idaho Department of Environmental Quality conducted a sanitary survey on Three Meadows. Management Services Administrator came for a park tour. Our campground hosts generously donated \$500 to our park to be used at Three Meadows on tables and chairs.
- Due to a customer complaint regarding launching a boat after we have closed the launch, we now have new signs made that state "due to low water conditions it is not advisable to launch a boat, launch at your own risk". This will allow people to launch, if they believe they can do so without harming their trailer and boat.
- Park Ranger assisted Farragut with cleanup of storm damage.
- Park Manager has been in contact with Latah County Waterways about funding our own destination dock for Freeman Creek. During November, worked on the grant proposal and gathered support information and documents.
- The Maintenance Craftsman position was advertised mid-month
- Park Manager completed and submitted the Army Corps of Engineers required AMP 1 and the pest management plan.

**OPERATIONS DIVISION QUARTERLY REPORT
OCTOBER – NOVEMBER - DECEMBER 2015**

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 IDPR Executive Staff to develop a revised reporting program for IDPR parks and programs. The goal of the effort is to create more streamline reporting techniques which creates required data and makes that data more accessible to all staff. Additionally, all elements of the reporting suite are aligned with IDPR Strategic Plan goals and allow a more efficient annual review of agency accomplishments.
- Began the process of reviewing submitted staff performance evaluations from direct reports and began creating performance reports for direct reports.
- Provided assistance to the North Region Supervisor in the development of a Request for Proposals for the solicitation of an aerial adventure course at Farragut State Park. A vendor request for consideration of the activity in Farragut spurred the development of the RFP. North Region and Farragut staff has created an excellent example of an RFP for such services and which will be available for use at other parks.
- Assisted the Idaho Conservation Corps (ICC) in establishing a presence at the IDPR HQ. Currently working with the ICC and the IDPR Recreation Bureau to explore potential opportunities to work with local non-profit groups to enhance mountain biking opportunities in the Boise area.
- With other IDPR executive staff, met with representatives of the Division of Financial Management and also the Governor to address final questions or concerns regarding IDPR's Fiscal Year 2017 Budget Request. Most questions centered-around capitol development projects in the FY2017 budget request and also the status of previous fiscal year's capitol development requests. Ultimately, each seemed satisfied with the answers received and the budget request was put forward as submitted.

- Worked with Gooding County and HUB Engineers to complete the final work required to properly record the sale of the Vardis Fisher property. IDPR retained two small parcels, which were inadvertently recorded as part of the larger sale. A minor land division was required and was completed by year's end.
- Attended, with IDPR Volunteer Services Coordinator, a presentation by students of Boise State University who have for the past several months been working on the development of a use and care manual for the IDPR Mascot Scout. Four competing teams presented their work and submitted each for IDPR's use.
- Met with the Pickard family via conference call and on their property in Cascade, to discuss the potential for gifting land to IDPR to house a new visitor center facility for Lake Cascade State Park. The Pickard family was very eager to do so. A review of the site showed it to be a quite good location for the facility. A letter of intent stating the property would be made available for such use was drafted for the Pickard's signature. Funding for the construction of the visitor center was recommended by the Governor's office and we await approval by the legislature.
- Attended both the South and North Region fall meetings to receive any questions and provide information on the new reporting requirements for parks and programs and other topics of interest.
- Worked with the IDPR Reservation Program Manager to finalize the required survey questions to gather data for the IDPR Economic Impact Survey and to provide customer satisfaction information. Currently, IDPR overnight users are being surveyed. IDPR day-users will receive these surveys during the current winter season, continuing on in to the primary use season. Day users will receive a link to the survey site via hand out information and posted publications. Responses will be collected using an online survey and later analyzed.
- Worked with IDPR Region Managers and Human Resources to complete the final benefited seasonal conversions to FTE, as required by DFM.
- Continued working with Idaho Fish and Game representatives to develop a proposed budget for the development and on-going operation of the campground at Horsethief campground. The concept for joint management is currently being considered by policy makers.
- Provided a presentation to the Idaho Horse Council outlining available equestrian opportunities within Idaho State Parks.
- Held discussions with Valley County, the City of McCall, and Ponderosa State Park staff to develop a strategy to better manage use of North Beach over the 4th of July holiday. In recent years use has been characterized by excessive alcohol consumption, leading to increase demands upon local law enforcement and detrimental impacts to the park's resources.

- Provided assistance to:

Old Mission – Assisted arrange receipt of \$5,000 in grant funds from the Idaho Heritage Trust for the rehabilitation of the columns of the Mission.

Idaho City Yurts – Reviewed and gathered necessary approvals of the Challenge Cost Agreement between the Boise National Forest and IDPR for the continued operation of the Idaho City Yurt Program.

Eagle Island – Worked with the IDPR Senior Buyer and Eagle Island State Park staff to develop and implement an agreement with EMS for the continued operation of credit card payment machines at the entrances of Eagle Island and Lucky Peak state parks.

Farragut – Worked with the North Region Supervisor and the IDPR Development Bureau to ensure the emergency repair of a failed water pump, necessary for park operations.

RECREATION RESOURCES BUREAU QUARTERLY REPORTS

October, November, and December 2015

Boating Program:

The following is a list of activities that have been recently completed by the Boating Program.

- ✦ Staff was busy preparing year-end reports for the U.S. Coast Guard and preparing for the upcoming boat safety outreach season.
- ✦ Students that successfully passed the “Boat Idaho” and “Paddlesports America” boat safety courses this past reporting period included 1,143 classroom students, 11 home-study students, and 367 Internet-based students. Student numbers are up approximately 15% from the prior year. Juelie Traska and Ed Lyon have worked hard to expand the number of certified boat safety instructors in the state and have streamlined the instructor certification program. Staff is also working with the Idaho Digital Learning Academy to offer on-line boating safety courses as an elective option for students in the future.
- ✦ Staff is working on a plan to produce public service announcements in 2016 to encourage the wearing of life jackets. This will be a statewide effort and be implemented through both traditional and non-traditional media sources.
- ✦ Idaho reported 13 boating fatalities in calendar year 2015. Idaho has averaged nine (9) boating fatalities per year since 1975.
- ✦ Program staff participated in the annual grant workshop meetings held around the state in October and have discussed numerous projects with project sponsors.
- ✦ Paddle Sports education was a priority for the Boating Program this past year. New instructors were certified and the program created and distributed new outreach materials that were aimed at novice paddle sports enthusiasts.
- ✦ Staff attended the Dept. of Agriculture sponsored Invasive Species Council meeting and received updates on that agency’s efforts to stop the spread of Quagga mussels into state waters.

Off-Highway Vehicle Program:

Following is a list of activities that have been recently completed by the Motorized Trails Program Staff.

- ✦ Completed 2015 summer classes- 999 participants
- ✦ Began 2015-2016 winter classes- 24 Avalanche Awareness PowerPoint classes scheduled, 11 Companion Rescue Field classes scheduled, 4 snowmobile operator classes scheduled.
- ✦ Staff took delivery of new groomers for Kootenai, Bonner, and Fremont counties.
- ✦ Currently working with the Idaho Department of Lands on OHV endowment land projects.
- ✦ Worked booth at Spokane Winter Knights Snow Show, Nampa Endurocross, Boise Snow Show, and attended the Idaho State Snowmobile Association Annual Convention in Boise, Idaho.
- ✦ Assisted Pocatello BLM office with trail layout and design on French Hollow trail for upcoming 2016 Trail Cat work to relocate trail.
- ✦ Attended Fremont County meeting to discuss winter patrol activities for the Mt. Jefferson closure area. The Beaver Deer Lodge National Forest has hired two winter rangers to monitor and patrol Jefferson closure area for the next two winter seasons.
- ✦ Participated in Lochsa land Exchange public meeting in Grangeville.
- ✦ Met with Dworshak U.S. Army Corps of Engineers staff in regards to expanding OHV access, especially to Corps. Managed campgrounds.

RECREATION RESOURCES BUREAU QUARTERLY REPORTS

October, November, and December 2015

Non-Motorized Trails Program:

The following is a list of activities that have been recently completed by the Non-Motorized Trails Program staff.

- ◆ The new Idaho City snow groomer was delivered to Boise in November. Bill Erickson was hired as the new snow groomer operator. The snow groomer is working great, and groomed the entire trail system multiple times until a mid-December's snowstorm with high winds that dropped 4-5 feet of snow. Over one hundred trees fell across the Idaho City groomed trail systems. Volunteers and staff are still working to clear the last few miles of trees so that we can groom all of the trails.
- ◆ Two new positions were hired for the Non-motorized trails program. Bill Erickson was hired as the new snow groomer operator. DeEtta Petersen was hired as the new full-time Idaho city yurt coordinator.
- ◆ Staff hosted the four Idaho City Park N' Ski areas on Free Ski day on January 9th. Two of the yurts housed over 200 people who skied/snowshoed to the yurts. It was the highest attended open house we ever had.

Outdoor Recreation Analyst:

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

- ◆ On November 18, 2015, staff did a presentation at College of Western Idaho, showing students how to design a mapping website using ArcGIS Web template builder.
- ◆ Continued attending Big Creek-Yellow Pine collaborative meetings. Worked with Nez Perce Tribe to create a story map on the Davis Ranch road. We are trying to get this old road reconstructed as an ATV trail and designated for ATV use.
- ◆ On December 10, 2015, staff attended the Owyhee Travel Management Plan meeting in Nampa, Idaho sponsored by the BLM. BLM is doing travel planning in the East Canyonlands area and Morley Nelson Birds of Prey National conservation area. Staff noticed that many of the trails motorcyclists used were missing from the maps. Staff created a couple of websites showing the routes and alternatives.
- ◆ The Saint Joe Travel plan EA decision was released on January 6, 2016. This travel plan will close 21 miles of single-track motorized trails and place new seasonal restrictions on 75.2 miles of single-track motorized trail. ATV opportunities will not change.

RESERVATION PROGRAM QUARTERLY REPORT
October – November - December 2015

RESERVATION PROGRAM – TAMMY KOLSKY

Mission

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

Program Manager's Report

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

- Worked with Idaho's Division of Purchasing and ReserveAmerica to amend our contract in order to extend it another year. Current contract will now expire December 31, 2016.
- Have begun the process to go back out to RFP in-order to acquire a longer term contract; 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.
- Monitoring Post Stay Survey for customer satisfaction results and to provide responses to customer concerns. For 2015 6,082 customers responded to a survey designed to measure customer satisfaction using four metrics, overall how did the customer rate their visit, how well did we meet their expectations, how did they rate the value received for the price charged, and how was our customer service. Ratings for 2015 camping season are:
 - When asked about their visit 83% of respondents rated their overall experience at above average - excellent
 - When asked how we met their expectations 80% of respondents rated us above average - excellent
 - When asked how they would rate the value they received for the price charged 65% of respondents rated the value of services at above average – excellent
 - When asked about our customer service 72% of respondents rated our customer service above average to excellent.
 - Of the 23,949 responses 17,987 or 75% rated their satisfaction at above average – excellent.
 - On a scale of 1-5 IDPR's average satisfaction rating is 4.11.
- Attended the Annual Reservation Program Management Conference for the purpose of peer to peer networking on best business practices, program marketing, and enhancing customer service. Specific sessions this year included Partnerships, Friends Partnerships, Trends and Opportunities to broaden your properties exposure, Companion Dogs, Social Media, Cooperative Marketing between State Parks, Sustainability, Revenue generating ideas, and Survey instruments.

- Developed a year-end report packet for parks to utilize in their annual report processes. Elements of the packet include information on park visitation (day use and overnight), site and facility occupancy, customer demographics (where did park visitors come from) equipment rentals (sleds, canoes, paddle boards etc...) where applicable, as well as customer post stay and satisfaction information.
- Continued working with IDPR MIS on visitation tracking needs, this effort will result in a database to be used in reporting on IDPR's campsite occupancy, park program attendance, as well as both camper and day use visitation.
- 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 July, August, September was as follows:

6,557 reservations were processed during the quarter booking 28,636 nights. Of those reservations:

- 2,421 reservations were for customers who claimed the Idaho State Parks Passport discount, this discount was applied to 7,267 nights.
- 406 reservations processed were for customers who claimed an MVEF Annual sticker, this discount was applied to 1,400 nights.
- 19,969 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 19,969 nights where no discount was claimed is down by 578 nights for the quarter from first quarter FY 2015's 20,547 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:

- Attended the Annual Reservation Program Management Conference for the purpose of attending sessions on Trends and Opportunities to broaden your properties exposure, Companion Dogs, Social Media, and Cooperative Marketing between State Parks, Revenue generating ideas, and Survey instruments.
- Created reports and collated data on each camping park for the past three year's usage by site type by month.
- Created reports and collated data on each camping park for the past three year's usage by customer demographics (state or county of origin).
- 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. This involved managing 151 tickets for Idaho and Montana. 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.
- Working to update the IDPR database that houses all campground, campsite and facility information. This information is maintained for migration into a new service provider database should the need arise.
- 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 2nd Quarter

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

Reservation Tracking

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

- Reservation Windows
 - How far in advance customers can book
 - How close to arrival date customers can book

- Booking Patterns
 - How far in advance do customers actually book
 - What effect location has on advance bookings

- Inventory turnover
 - What percent of reservations made are ultimately cancelled

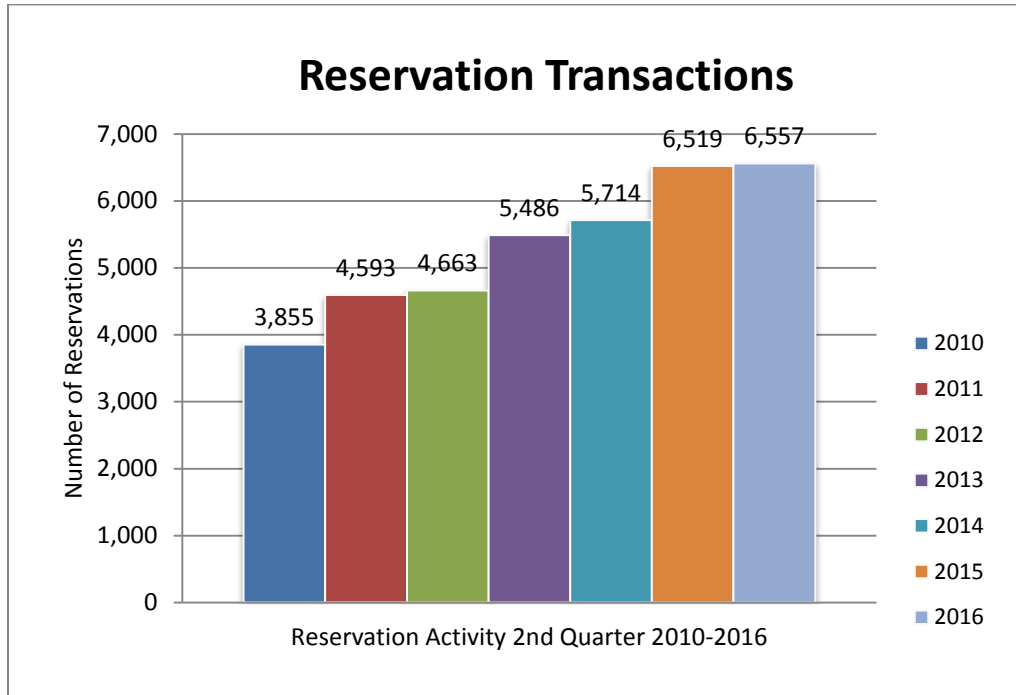
- Any external factors that may have impacted bookings

The data presented in this report is for the second quarter (October - December) FY 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 6,557 reservations were processed. This represents a 0.58% or an additional 38 reservations processed during the quarter as compared to 2015 in which 6,519 reservations were processed.

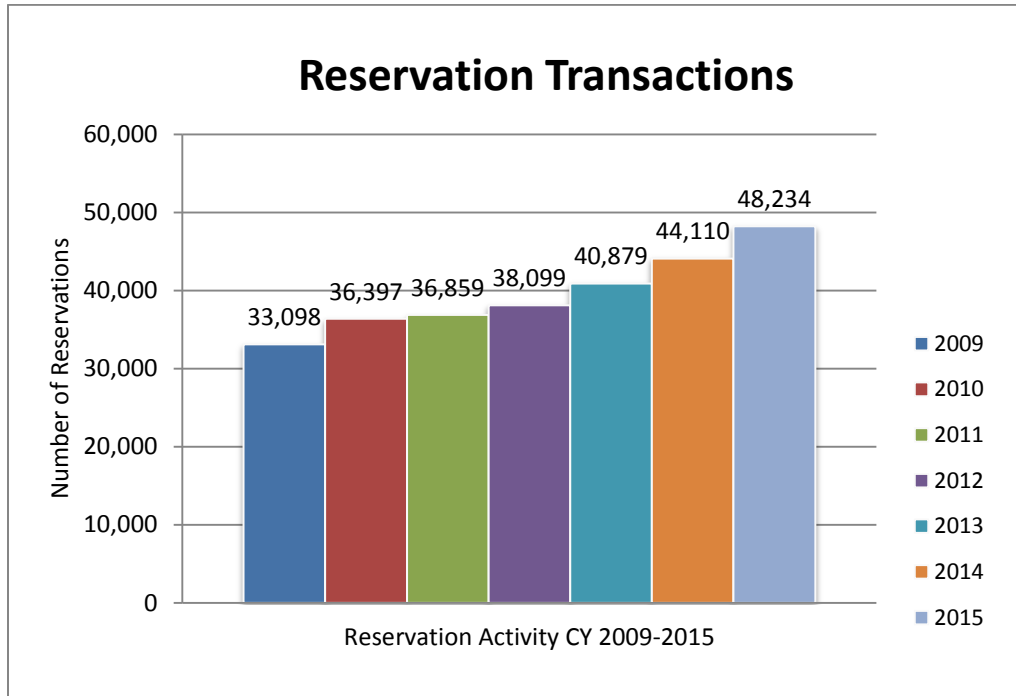
The Internet sales channel activity represented 81% of the total reservations booked.

The following chart(s) are supplied for FY2016 2nd quarter activity for trending/monitoring purposes.



Year	Reservations	% of Change
2010	3,855	
2011	4,593	19.14%
2012	4,663	1.52%
2013	5,486	17.65%
2014	5,714	4.16%
2015	6,519	14.09%
2016	6,557	0.58%

The following chart(s) are supplied for CY 2009-2015 activity for trending/monitoring purposes.



Year	Reservations	% of Change
2009	33,098	
2010	36,397	9.97%
2011	36,859	1.27%
2012	38,099	3.36%
2013	40,879	7.30%
2014	44,110	7.90%
2015	48,234	9.35%

Site and Facility Occupancy

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

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

- Reservation Windows
 - How far in advance customers can book
 - How close to arrival customers can book

- Booking Patterns
 - How far in advance do customers actually book
 - What effect location has on advance bookings

- Any external factors that may have impacted bookings, such as
 - Weather
 - Fire
 - Road Conditions

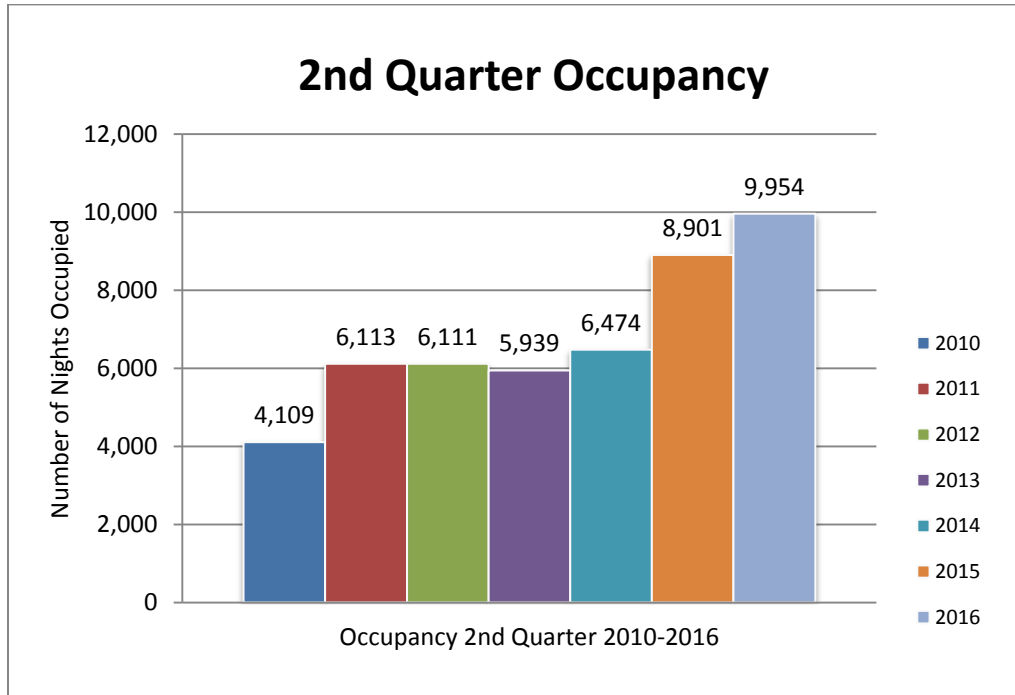
The data contained in this section looks at occupancy for second quarter FY2016 (October - December). It includes information on what percent of occupancy the nights stayed represented by park and by site type. Finally, comparisons are provided for the past seven years for trending purposes.

Thirty three (33) % of occupancy for the quarter was from reservations. The remaining sixty seven (67) % 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 1,053 nights with 9,954 nights stayed. This represents an 11.83% increase from FY2015 which had 8,901 nights camped during the quarter. This increase was most likely due to an unseasonably warm fall. While many parks attributed to this increase the following parks are attributed with the most significant increases in late season occupancy:

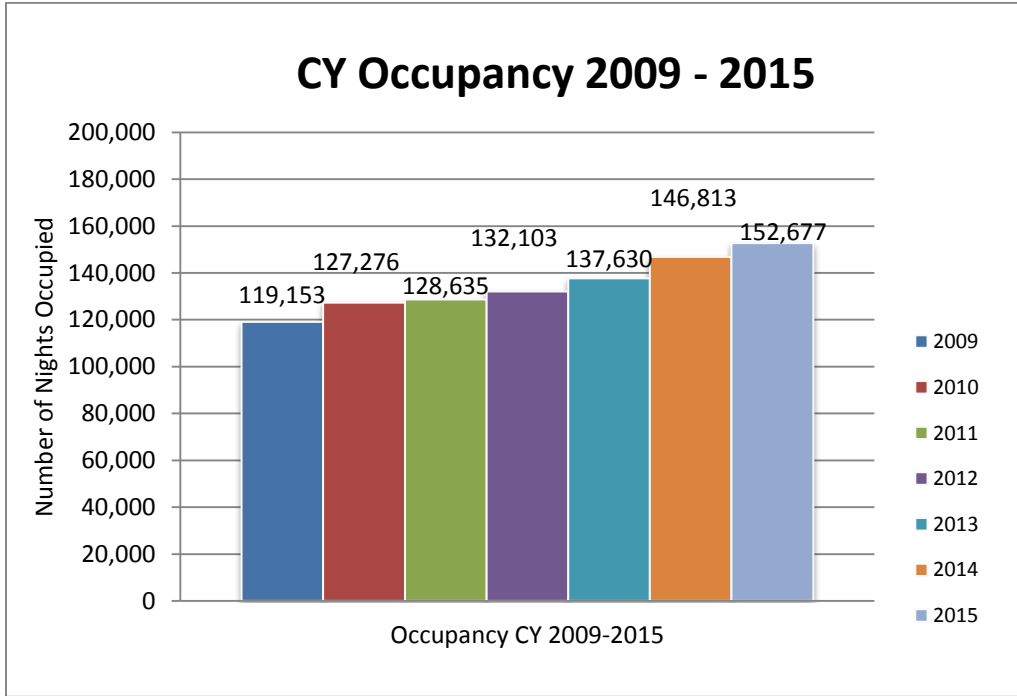
- Lake Cascade up 94 nights representing a 16.96 % increase
- Henrys Lake up 99 nights representing a 57.55 % increase
- Ponderosa up 150 nights representing a 24.54 % increase
- City of Rocks up 153 nights representing a 19.22% increase
- Farragut up 183 nights representing a 23.04% increase

The following chart(s) are supplied for FY2016 2nd quarter activity for trending/monitoring purposes.



Year	Nights	% of Change
2010	4,109	
2011	6,113	48.77%
2012	6,111	-0.03%
2013	5,939	-2.81%
2014	6,474	9.01%
2015	8,901	37.49%
2016	9,954	11.83%

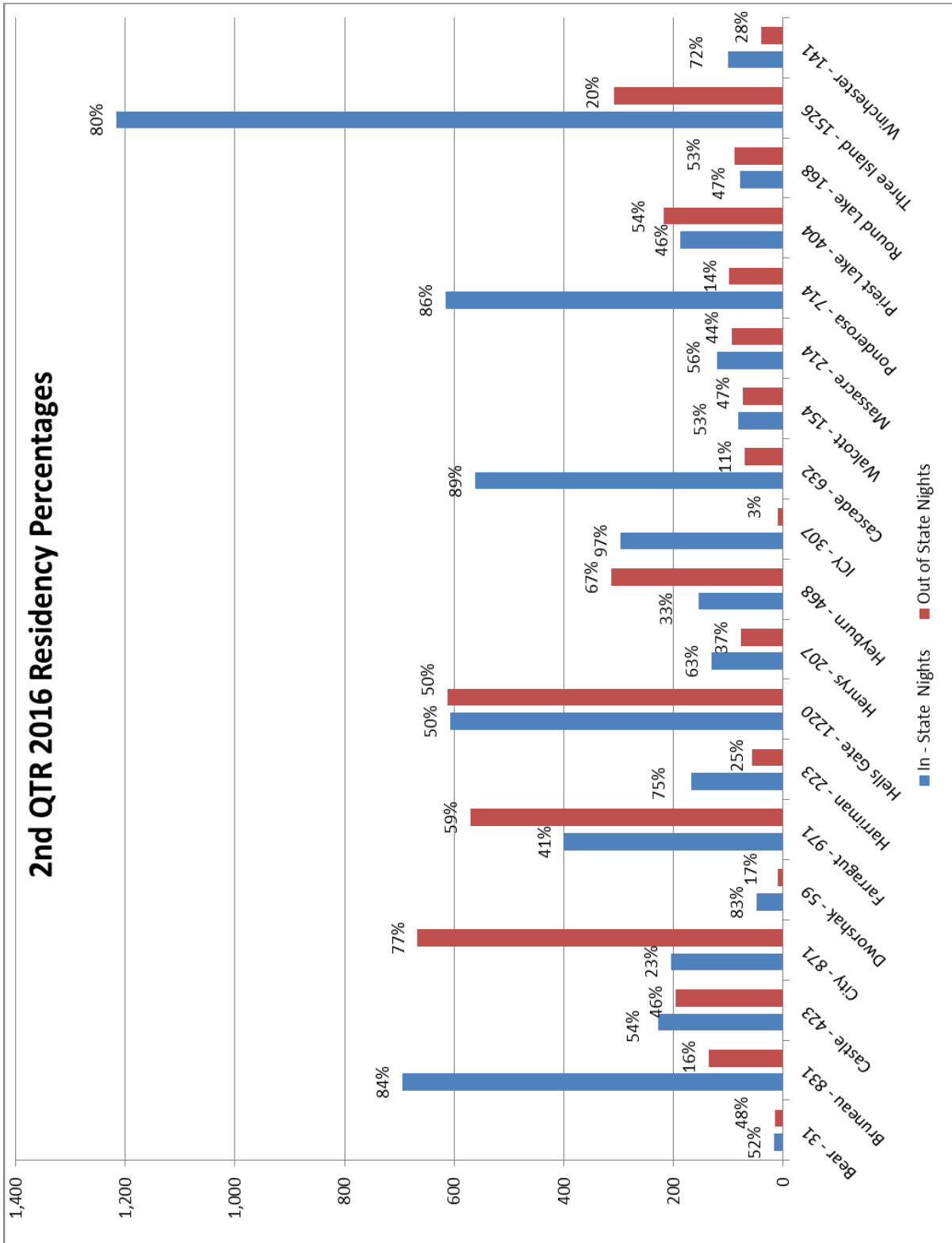
The following chart(s) are supplied for CY 2009-2015 activity for trending/monitoring purposes.



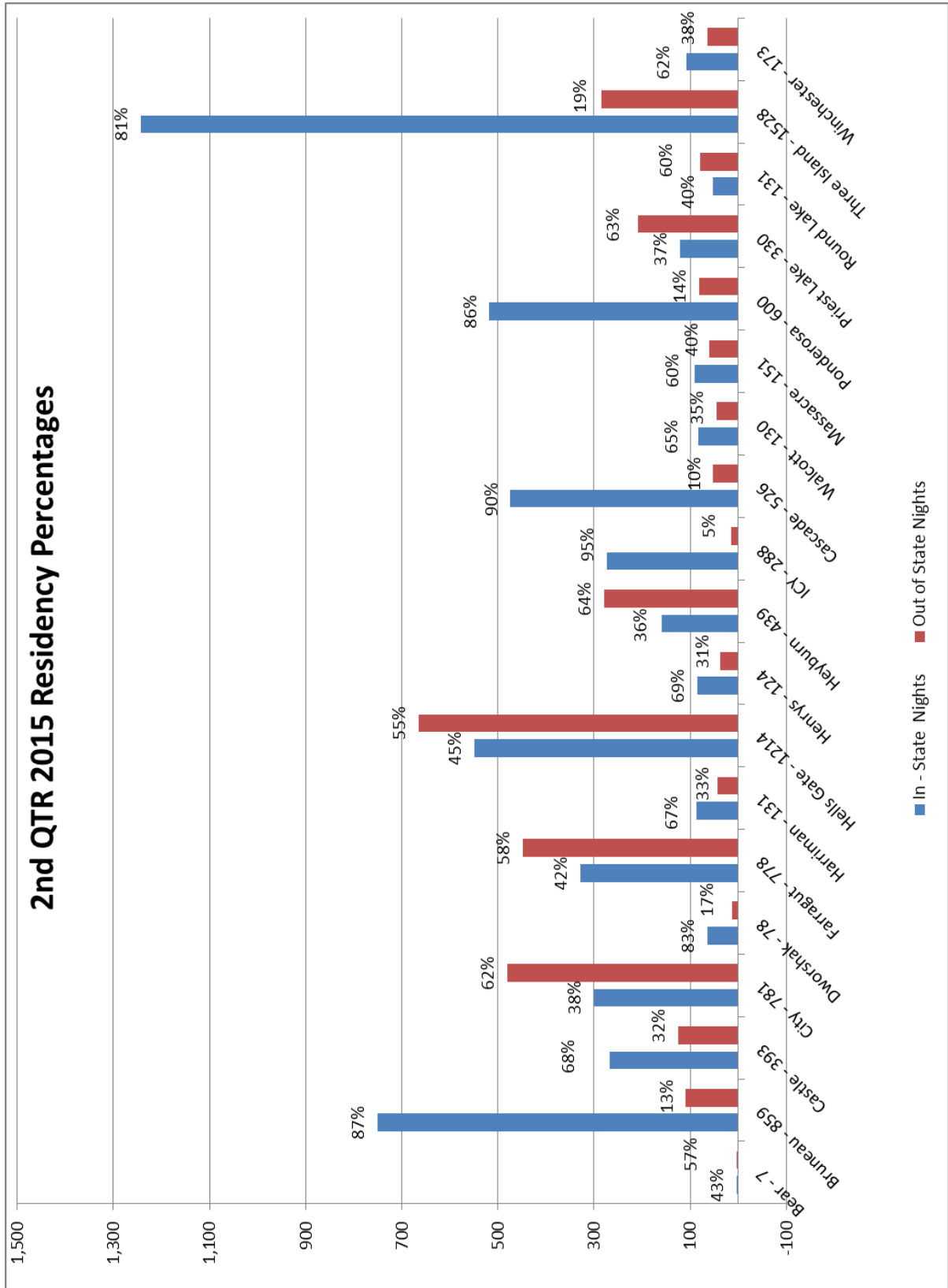
Year	Nights	% of Change
2009	119,153	
2010	127,276	6.82%
2011	128,635	1.07%
2012	132,103	2.70%
2013	137,630	4.18%
2014	146,813	6.67%
2015	152,677	3.99%

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

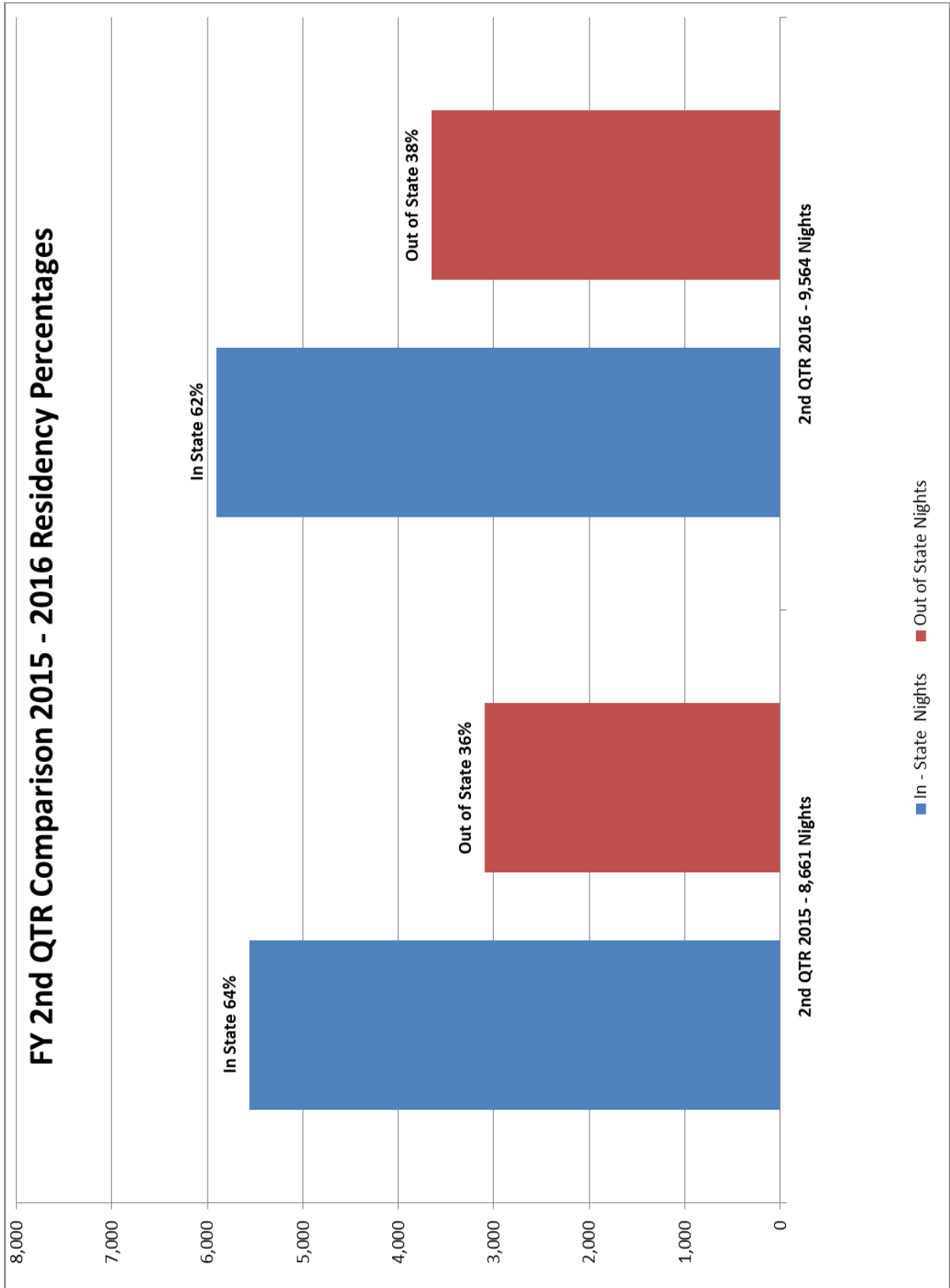
2016 Occupancy by residency by park



2015 Occupancy by residency by park



FY 2016 - FY2015 Residency Comparisons



IDPR Occupancy Oct-Dec

Year	Location	Sites	October		November		December		2nd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Bear Lake	47	6	0.41%	0		0		6	0.14%	2007
2008	Bear Lake	47	19	1.30%	0		0		19	0.44%	2008
2009	Bear Lake	47	14	0.96%	0		0		14	0.32%	2009
2010	Bear Lake	47	26	1.78%	0		0		26	0.60%	2010
2011	Bear Lake	47	8	0.55%	0		0		8	0.19%	2011
2012	Bear Lake	47	5	0.34%					5	0.12%	2012
2013	Bear Lake	47	13	0.89%	0		0		13	0.30%	2013
2014	Bear Lake	47	7	0.48%					7	0.16%	2014
2015	Bear Lake	47	32	2.20%	0		0		32	0.74%	2015
2016	Bear Lake	47									2016
2017	Bear Lake	47	0		0		0		0	0.00%	2017
2007	Bruneau Dunes	95	566	19.22%	108	3.79%	5	0.17%	679	7.77%	2007
2008	Bruneau Dunes	95	98	3.33%	89	3.12%	13	0.44%	200	2.29%	2008
2009	Bruneau Dunes	95	645	21.90%	48	1.68%	4	0.14%	697	7.97%	2009
2010	Bruneau Dunes	95	687	23.33%	81	2.84%	6	0.20%	774	8.86%	2010
2011	Bruneau Dunes	95	793	26.93%	56	1.96%	18	0.61%	867	9.92%	2011
2012	Bruneau Dunes	95	669	22.72%	67	2.35%	26	0.88%	762	8.72%	2012
2013	Bruneau Dunes	95	701	23.80%	97	3.40%	16	0.54%	814	9.31%	2013
2014	Bruneau Dunes	95	767	26.04%	86	3.02%	11	0.37%	864	9.89%	2014
2015	Bruneau Dunes	95	760	25.81%	72	2.53%	10	0.34%	842	9.63%	2015
2016	Bruneau Dunes	95									2016
2017	Bruneau Dunes	95	0		0		0		0	0.00%	2017
2007	Castle Rocks	38	72	6.11%	0		1	0.08%	73	2.09%	2007
2008	Castle Rocks	38	79	6.71%	6	0.53%	0		85	2.43%	2008
2009	Castle Rocks	38	76	6.45%	7	0.61%	0		83	2.37%	2009
2010	Castle Rocks	40	116	9.35%	13	1.08%	6	0.48%	135	3.67%	2010
2011	Castle Rocks	40	170	13.71%	17	1.42%	8	0.65%	195	5.30%	2011
2012	Castle Rocks	40	221	17.82%	28	2.33%	24	1.94%	273	7.42%	2012
2013	Castle Rocks	40	241	19.44%	47	3.92%	38	3.06%	326	8.86%	2013
2014	Castle Rocks	40	316	25.48%	34	2.83%	48	3.87%	398	10.82%	2014
2015	Castle Rocks	44	365	26.76%	29	2.20%	34	2.49%	428	10.57%	2015
2016	Castle Rocks	44									2016
2017	Castle Rocks	44	0		0		0		0	0.00%	2017

IDPR Occupancy Oct-Dec

Year	Location	Sites	October		November		December		2nd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	City Of Rocks	64	445	22.43%	43	2.24%	0		488	8.29%	2007
2008	City Of Rocks	64	350	17.64%	34	1.77%	0		384	6.52%	2008
2009	City Of Rocks	64	255	12.85%	25	1.30%	14	0.71%	294	4.99%	2009
2010	City Of Rocks	64	472	23.79%	25	1.30%	6	0.30%	503	8.54%	2010
2011	City Of Rocks	64	558	28.13%	13	0.68%	2	0.10%	573	9.73%	2011
2012	City Of Rocks	64	527	26.56%	39	2.03%	2	0.10%	568	9.65%	2012
2013	City Of Rocks	64	434	21.88%	62	3.23%	8	0.40%	504	8.56%	2013
2014	City Of Rocks	64	728	36.69%	56	2.92%	12	0.60%	796	13.52%	2014
2015	City Of Rocks	67	927	44.63%	20	1.00%	2	0.10%	949	15.40%	2015
2016	City Of Rocks	64									2016
2017	City Of Rocks	64	0		0		0		0	0.00%	2017
2007	Dworshak	100	0		28	0.93%	0		28	0.30%	2007
2008	Dworshak	100	0		21	0.70%	0		21	0.23%	2008
2009	Dworshak	100	20	0.65%	15	0.50%	0		35	0.38%	2009
2010	Dworshak	100	36	1.16%	3	0.10%	0		39	0.42%	2010
2011	Dworshak	100	50	1.61%	14	0.47%	0		64	0.70%	2011
2012	Dworshak	100	59	1.90%	6	0.20%			65	0.71%	2012
2013	Dworshak	100	58	1.87%	13	0.43%	0		71	0.77%	2013
2014	Dworshak	100	40	1.29%	28	0.93%	1	0.03%	69	0.75%	2014
2015	Dworshak	100	48	1.55%	13	0.43%	0		61	0.66%	2015
2016	Dworshak	100									2016
2017	Dworshak	100	0		0		0		0	0.00%	2017
2007	Farragut	233	181	2.51%	28	0.40%	4	0.06%	213	0.99%	2007
2008	Farragut	233	265	3.67%	54	0.77%	9	0.12%	328	1.53%	2008
2009	Farragut	233	238	3.30%	62	0.89%	27	0.37%	327	1.53%	2009
2010	Farragut	233	342	4.73%	26	0.37%	14	0.19%	382	1.78%	2010
2011	Farragut	233	225	3.12%	16	0.23%	22	0.30%	263	1.23%	2011
2012	Farragut	233	345	4.78%	15	0.21%	8	0.11%	368	1.72%	2012
2013	Farragut	233	598	8.28%	16	0.23%	9	0.12%	623	2.91%	2013
2014	Farragut	233	769	10.65%	6	0.09%	19	0.26%	794	3.70%	2014
2015	Farragut	233	907	12.56%	60	0.86%	10	0.14%	977	4.56%	2015
2016	Farragut	233									2016
2017	Farragut	233	0		0		0		0	0.00%	2017

IDPR Occupancy Oct-Dec

Year	Location	Sites	October		November		December		2nd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Harriman	5	25	16.13%	7	4.67%	40	25.81%	72	15.65%	2007
2008	Harriman	5	22	14.19%	13	8.67%	51	32.90%	86	18.70%	2008
2009	Harriman	5	19	12.26%	20	13.33%	62	40.00%	101	21.96%	2009
2010	Harriman	16	70	14.11%	6	1.25%	52	10.48%	128	8.70%	2010
2011	Harriman	16	20	4.03%	18	3.75%	70	14.11%	108	7.34%	2011
2012	Harriman	16	33	6.65%	12	2.50%	57	11.49%	102	6.93%	2012
2013	Harriman	16	43	8.67%	13	2.71%	62	12.50%	118	8.02%	2013
2014	Harriman	16	72	14.52%	9	1.88%	71	14.31%	152	10.33%	2014
2015	Harriman	16	105	21.17%	28	5.83%	81	16.33%	214	14.54%	2015
2016	Harriman	16									2016
2017	Harriman	16	0		0		0		0	0.00%	2017
2007	Hells Gate	91	698	24.74%	229	8.39%	12	0.43%	939	11.22%	2007
2008	Hells Gate	91	752	26.66%	169	6.19%	17	0.60%	938	11.20%	2008
2009	Hells Gate	91	741	26.27%	63	2.31%	2	0.07%	806	9.63%	2009
2010	Hells Gate	91	869	30.80%	157	5.75%	12	0.43%	1,038	12.40%	2010
2011	Hells Gate	91	818	29.00%	127	4.65%	8	0.28%	953	11.38%	2011
2012	Hells Gate	91	745	26.41%	105	3.85%	21	0.74%	871	10.40%	2012
2013	Hells Gate	91	875	31.02%	103	3.77%	31	1.10%	1,009	12.05%	2013
2014	Hells Gate	91	1,046	37.08%	159	5.82%	59	2.09%	1,264	15.10%	2014
2015	Hells Gate	91	1,012	35.87%	204	7.47%	74	2.62%	1,290	15.41%	2015
2016	Hells Gate	91									2016
2017	Hells Gate	91	0		0		0		0	0.00%	2017
2007	Henry's Lake	43	90	6.75%	0		0		90	2.28%	2007
2008	Henry's Lake	43	81	6.08%	0		0		81	2.05%	2008
2009	Henry's Lake	43	73	5.48%	0		0		73	1.85%	2009
2010	Henry's Lake	43	222	16.65%	0		0		222	5.61%	2010
2011	Henry's Lake	43	131	9.83%	0		0		131	3.31%	2011
2012	Henry's Lake	43	158	11.85%					158	3.99%	2012
2013	Henry's Lake	43	127	9.53%	0		0		127	3.21%	2013
2014	Henry's Lake	43	172	12.90%					172	4.35%	2014
2015	Henry's Lake	90	268	9.61%	3	0.11%	0		271	3.27%	2015
2016	Henry's Lake	43									2016
2017	Henry's Lake	43	0		0		0		0	0.00%	2017

IDPR Occupancy Oct-Dec

Year	Location	Sites	October		November		December		2nd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Heyburn	128	92	2.32%	20	0.52%	8	0.20%	120	1.02%	2007
2008	Heyburn	128	111	2.80%	14	0.36%	11	0.28%	136	1.15%	2008
2009	Heyburn	128	207	5.22%	25	0.65%	2	0.05%	234	1.99%	2009
2010	Heyburn	128	244	6.15%	25	0.65%	7	0.18%	276	2.34%	2010
2011	Heyburn	128	213	5.37%	22	0.57%	0		235	2.00%	2011
2012	Heyburn	128	201	5.07%	27	0.70%	1	0.03%	229	1.94%	2012
2013	Heyburn	128	322	8.11%	18	0.47%	2	0.05%	342	2.90%	2013
2014	Heyburn	128	395	9.95%	37	0.96%	19	0.48%	451	3.83%	2014
2015	Heyburn	128	442	11.14%	27	0.70%	5	0.13%	474	4.03%	2015
2016	Heyburn	128									2016
2017	Heyburn	128	0		0		0		0	0.00%	2017
2007	Idaho City Backcountry Yurts	5	27	17.42%	38	25.33%	75	48.39%	140	30.43%	2007
2008	Idaho City Backcountry Yurts	5	24	15.48%	32	21.33%	84	54.19%	140	30.43%	2008
2009	Idaho City Backcountry Yurts	5	22	14.19%	26	17.33%	93	60.00%	141	30.65%	2009
2010	Idaho City Backcountry Yurts	5	29	18.71%	41	27.33%	100	64.52%	170	36.96%	2010
2011	Idaho City Backcountry Yurts	5	99	63.87%	68	45.33%	125	80.65%	292	63.48%	2011
2012	Idaho City Backcountry Yurts	5					30	19.35%	30	6.52%	2012
2013	Idaho City Backcountry Yurts	5	89	57.42%	83	55.33%	6	3.87%	178	38.70%	2013
2014	Idaho City Backcountry Yurts	6	81	43.55%	88	48.89%	117	62.90%	286	51.81%	2014
2015	Idaho City Backcountry Yurts	6	92	49.46%	89	49.44%	122	65.59%	303	54.89%	2015
2016	Idaho City Backcountry Yurts	6									2016
2017	Idaho City Backcountry Yurts	6	0		0		0		0	0.00%	2017
2007	Lake Cascade	171	96	1.81%	14	0.27%	1	0.02%	111	0.71%	2007
2008	Lake Cascade	171	123	2.32%	0		0		123	0.78%	2008
2009	Lake Cascade	171	168	3.17%	0		1	0.02%	169	1.07%	2009
2010	Lake Cascade	171	217	4.09%	6	0.12%	6	0.11%	229	1.46%	2010
2011	Lake Cascade	171	292	5.51%	7	0.14%	2	0.04%	301	1.91%	2011
2012	Lake Cascade	171	280	5.28%	10	0.19%			290	1.84%	2012
2013	Lake Cascade	171	237	4.47%	15	0.29%	3	0.06%	255	1.62%	2013
2014	Lake Cascade	171	526	9.92%	28	0.55%			554	3.52%	2014
2015	Lake Cascade	171	611	11.53%	27	0.53%	10	0.19%	648	4.12%	2015
2016	Lake Cascade	171									2016
2017	Lake Cascade	171	0		0		0		0	0.00%	2017

IDPR Occupancy Oct-Dec

Year	Location	Sites	October		November		December		2nd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Lake Walcott	23	42	5.89%	3	0.43%	0		45	2.13%	2007
2008	Lake Walcott	23	40	5.61%	1	0.14%	0		41	1.94%	2008
2009	Lake Walcott	23	39	5.47%	0		2	0.28%	41	1.94%	2009
2010	Lake Walcott	23	79	11.08%	3	0.43%	0		82	3.88%	2010
2011	Lake Walcott	23	93	13.04%	18	2.61%	15	2.10%	126	5.95%	2011
2012	Lake Walcott	23	63	8.84%	18	2.61%	35	4.91%	116	5.48%	2012
2013	Lake Walcott	23	28	3.93%	2	0.29%	4	0.56%	34	1.61%	2013
2014	Lake Walcott	23	106	14.87%	10	1.45%	13	1.82%	129	6.10%	2014
2015	Lake Walcott	43	138	10.35%	17	1.32%	0		155	3.92%	2015
2016	Lake Walcott	23									2016
2017	Lake Walcott	23	0		0		0		0	0.00%	2017
2007	Massacre Rocks	42	135	10.37%	15	1.19%	4	0.31%	154	3.99%	2007
2008	Massacre Rocks	42	120	9.22%	13	1.03%	3	0.23%	136	3.52%	2008
2009	Massacre Rocks	42	105	8.06%	11	0.87%	4	0.31%	120	3.11%	2009
2010	Massacre Rocks	42	130	9.98%	26	2.06%	9	0.69%	165	4.27%	2010
2011	Massacre Rocks	42	199	15.28%	14	1.11%	4	0.31%	217	5.62%	2011
2012	Massacre Rocks	42	132	10.14%	15	1.19%	2	0.15%	149	3.86%	2012
2013	Massacre Rocks	42	125	9.60%	19	1.51%	2	0.15%	146	3.78%	2013
2014	Massacre Rocks	42	113	8.68%	26	2.06%	12	0.92%	151	3.91%	2014
2015	Massacre Rocks	42	186	14.29%	18	1.43%	14	1.08%	218	5.64%	2015
2016	Massacre Rocks	42									2016
2017	Massacre Rocks	42	0		0		0		0	0.00%	2017
2007	Ponderosa	186	161	2.79%	12	0.22%	25	0.43%	198	1.16%	2007
2008	Ponderosa	186	130	2.25%	10	0.18%	25	0.43%	165	0.96%	2008
2009	Ponderosa	186	100	1.73%	8	0.14%	25	0.43%	133	0.78%	2009
2010	Ponderosa	186	288	4.99%	19	0.34%	19	0.33%	326	1.91%	2010
2011	Ponderosa	186	242	4.20%	17	0.30%	35	0.61%	294	1.72%	2011
2012	Ponderosa	186	338	5.86%	36	0.65%	61	1.06%	435	2.54%	2012
2013	Ponderosa	186	325	5.64%	23	0.41%	47	0.82%	395	2.31%	2013
2014	Ponderosa	186	497	8.62%	51	0.91%	63	1.09%	611	3.57%	2014
2015	Ponderosa	186	679	11.78%	30	0.54%	52	0.90%	761	4.45%	2015
2016	Ponderosa	186									2016
2017	Ponderosa	186	0		0		0		0	0.00%	2017

IDPR Occupancy Oct-Dec

Year	Location	Sites	October		November		December		2nd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Priest Lake	151	120	2.56%	104	2.30%	9	0.19%	233	1.68%	2007
2008	Priest Lake	151	134	2.86%	37	0.82%	3	0.06%	174	1.25%	2008
2009	Priest Lake	151	149	3.18%	16	0.35%	0		165	1.19%	2009
2010	Priest Lake	151	257	5.49%	22	0.49%	10	0.21%	289	2.08%	2010
2011	Priest Lake	151	225	4.81%	16	0.35%	15	0.32%	256	1.84%	2011
2012	Priest Lake	151	171	3.65%	19	0.42%	10	0.21%	200	1.44%	2012
2013	Priest Lake	151	203	4.34%	55	1.21%	4	0.09%	262	1.89%	2013
2014	Priest Lake	151	269	5.75%	60	1.32%	6	0.13%	335	2.41%	2014
2015	Priest Lake	151	337	7.20%	69	1.52%	14	0.30%	420	3.02%	2015
2016	Priest Lake	151									2016
2017	Priest Lake	151	0		0		0		0	0.00%	2017
2007	Round Lake	51	4	0.25%	0		0		4	0.09%	2007
2008	Round Lake	51	44	2.78%	5	0.33%	0		49	1.04%	2008
2009	Round Lake	51	45	2.85%	8	0.52%	4	0.25%	57	1.21%	2009
2010	Round Lake	51	104	6.58%	2	0.13%	0		106	2.26%	2010
2011	Round Lake	51	90	5.69%	4	0.26%	3	0.19%	97	2.07%	2011
2012	Round Lake	51	28	1.77%	1	0.07%	1	0.06%	30	0.64%	2012
2013	Round Lake	51	52	3.29%	0		1	0.06%	53	1.13%	2013
2014	Round Lake	51	114	7.21%	15	0.98%	4	0.25%	133	2.83%	2014
2015	Round Lake	51	154	9.74%	8	0.52%	5	0.32%	167	3.56%	2015
2016	Round Lake	51									2016
2017	Round Lake	51	0		0		0		0	0.00%	2017
2007	Three Island Crossing	82	554	21.79%	133	5.41%	13	0.51%	700	9.28%	2007
2008	Three Island Crossing	82	713	28.05%	71	2.89%	7	0.28%	791	10.49%	2008
2009	Three Island Crossing	82	493	19.39%	75	3.05%	11	0.43%	579	7.67%	2009
2010	Three Island Crossing	82	978	38.47%	104	4.23%	10	0.39%	1,092	14.48%	2010
2011	Three Island Crossing	82	913	35.92%	58	2.36%	13	0.51%	984	13.04%	2011
2012	Three Island Crossing	82	1,026	40.36%	121	4.92%	10	0.39%	1,157	15.34%	2012
2013	Three Island Crossing	82	991	38.99%	100	4.07%	7	0.28%	1,098	14.55%	2013
2014	Three Island Crossing	82	1,373	54.01%	153	6.22%	36	1.42%	1,562	20.71%	2014
2015	Three Island Crossing	82	1,480	58.22%	97	3.94%	23	0.90%	1,600	21.21%	2015
2016	Three Island Crossing	82									2016
2017	Three Island Crossing	82	0		0		0		0	0.00%	2017

IDPR Occupancy Oct-Dec

Year	Location	Sites	October		November		December		2nd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Winchester Lake	69	4	0.19%	4	0.19%	10	0.47%	18	0.28%	2007
2008	Winchester Lake	69	51	2.38%	24	1.16%	2	0.09%	77	1.21%	2008
2009	Winchester Lake	69	16	0.75%	13	0.63%	11	0.51%	40	0.63%	2009
2010	Winchester Lake	69	91	4.25%	19	0.92%	21	0.98%	131	2.06%	2010
2011	Winchester Lake	69	125	5.84%	14	0.68%	8	0.37%	147	2.32%	2011
2012	Winchester Lake	69	96	4.49%	28	1.35%	7	0.33%	131	2.06%	2012
2013	Winchester Lake	69	74	3.46%	19	0.92%	13	0.61%	106	1.67%	2013
2014	Winchester Lake	69	139	6.50%	27	1.30%	7	0.33%	173	2.73%	2014
2015	Winchester Lake	69	103	4.82%	28	1.35%	13	0.61%	144	2.27%	2015
2016	Winchester Lake	69									2016
2017	Winchester Lake	69	0		0		0		0	0.00%	2017

2nd Quarter for the Year	Total Nights Occupied for Year	% Sites Occupied for Year	% Change Over Previous
2007	4,311	2.89%	NA
2008	3,974	2.66%	-7.82%
2009	4,109	2.75%	3.40%
2010	6,113	4.06%	48.77%
2011	6,111	4.06%	-0.03%
2012	5,939	3.94%	-2.81%
2013	6,474	4.30%	9.01%
2014	8,901	5.91%	37.49%
2015	9,954	6.32%	11.83%

**SOUTH REGION QUARTERLY REPORT
OCTOBER – NOVEMBER - DECEMBER 2015**

Core Mission:

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

Primary Issues and Concerns

1. Continued monitoring of South Region operating and seasonal budgets.
2. Continued 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 and we are waiting for a draft review as they are in the writing phase. Manager Tracy Casselman has been in contact and they are almost ready for public input on draft. Meeting in December to start review and update of cooperative agreement between USFWS/BOR/ IDPR.
- Continued discussions on a piece of property near Roberts with a modern 5,000 square foot lodge and small RV campground (37 sites). The property was purchased by Ducks Unlimited and now they would like the state to purchase for public habitat and recreational opportunities. F&G is interested in the habitat and the birding opportunities. The city of Roberts is very interested in the potential tourism. Met with previous owner and discussed potential state park status. Dave Ricks helping research revenue potential. Presentation at the April Board meeting with Dave Ricks, Steve Schmidt (F&G), and Chris Bonsignore (Ducks Unlimited) to bring the Board up to speed on property.
- Continue looking for park programming, special event opportunities, potential partnerships, and outside funding options.
- Attended Capital for the Day in Leadore with Bob Hansen.
- Working with Harriman to release a concession for horse rides in the park. Current concession agreement is expiring.
- Continued discussions with F&G about the Horsethief property near Cascade. They have proposed IDPR take over the property because it's become more and more like a state park with RV camping. Another get-together with F&G on June 30th to determine support from other partners and the YMCA executive staff. Board tour during our August meeting to see firsthand potential opportunities. Director and Keith have met with F&G to propose a budget.
- Ongoing discussion about Billingsley Creek to develop potential opportunities, camping, and connection to the community, etc. Director in contact with local YMCA to discuss partnership.
- 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.
- Finalizing necessary paperwork on the lots we still own at Vardis. Working with JUB survey folks to divide the parcels to meet Planning and Zoning requirements. All requirements have been met.

- Continued discussion with Sho-Ban tribes wanting to camp for free during the pine nut season and provide more interpretive opportunities.
- Had our annual regional staff meeting at Harriman in October.
- Created a Compliance Enforcement Team to discuss Compliance Enforcement Officer (CEO) issues.

BEAR LAKE STATE PARK – KIRK RICH, PARK MANAGER

Issues Not Being Addressed

1. The park is facing a shortage of money for seasonal staff needed for the spring.

Customer Service

- Day-use shelter reservations started coming in during November for the 2016 season and are filling fast.
- As of end of November we are reserved through Labor Day 2016 for the group camp although we have a few days open in early June.

Park Usage

- Campers continued to use the park through October but as of December we were down to a few fishermen at North Beach.

Program Services

- Marine deputies taught one high school boat safety class in October.

Program Type	No. of Programs	No. of Attendees
Special Events		
Educational Programs	2	41
Experiential Programs		

Preservation of Natural, Cultural, and/or Historical Resources

- n/a

Staff Training

- n/a

Strategic Plan Actions

- A new YouTube video done by Todd Copeland features two minutes of drone footage at North Beach. There are some great views exclusively of North Beach. It can be found under “Bear Lake-Phantom 3”.
- The official park video by Quincy Rich is listed as “Bear Lake Idaho 2015”. Such videos continue to create interest in the park and region. Potential park visitors have called shortly after viewing the video clips.

Manager’s Narrative

- Our Marine Deputy spent considerable time working on the waterways boat grant. There is still considerable discussion on what type of boat would meet approval of the grant committee. The two engine outboard design would meet our needs better than anything else but it now appears to cost \$20,000 more than the single engine inboard design.
- Kirk completed details on the RV grant for campground electrical upgrade to 50 amp service. This is a much needed project and is the next big step for a Bear Lake campground upgrade.
- Water level has come up a few hundredths on the lake with about 150 CFS inflow. Snowpack is not consistent over the region but early readings indicate about 100% of normal. If such a level should hold we would still be able to launch boats at North Beach short ramp by summer.
- Part-time marine deputy received some free medical supplies from PERSYS Medical from Houston, TX to be used on the rescue boats.
- Park ranger completed a few publicity pictures for the benefit of the park.

BRUNEAU DUNES STATE PARK –BRYCE BEALBA, ASSISTANT MANAGER

Issues Not Being Addressed

1. **Staffing:** In FY09 BRU generated \$238,245.24 and in FY15 BRU 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 every year to manage with two ¾ FTPs. These include a park ranger and office specialist. Both positions are integral positions to the continued success of Bruneau Dunes State Park and should be reinstated to full FTPs.
2. **Communications:** We are still having issues with our internet and phone lines which are not working or are being very erratic.
3. **Electrical:** The Park often experiences brown outs which cause equipment failures and can be dangerous and expensive to repair.
4. **Inadequate Water Rights:** Currently, the park does not have adequate water rights needed for all the turf areas and trees added over the years during expansions. We need to work with development to discuss utilizing the pump to its full capacity and to develop a new irrigation plan.
5. **Noxious/Invasive Species:** Weeds in turf areas continue to be a problem. This is also linked with to the lack of water. Noxious and invasive species are taking over in areas and it is difficult to keep up. Staff spends numerous hours year round combating these weeds in various ways, from manually pulling to spraying chemicals.
6. **Vehicles/Equipment:** The parks older vehicles and equipment are wearing out. Trucks over 100,000 miles are due to be replaced in FY2017 if funding is available.

Customer Service

- Staff has been swapping out electrical breakers that are double GFCI protected which makes them super sensitive to tripping.
- Park Ranger continues recruiting volunteers and camp hosts and is completing the necessary paperwork for next season.

Park Usage

- The visitor center had 31 visitors in December, 231 visitors in November and 1700 visitors in October.
- Observatory programs (scorpion walks included with observatory program): Had 696 visitors for the regularly scheduled programs making the total year to date Observatory visitation 5,016. October 17th marked this year’s final observatory program. A viewing was not possible, but those in attendance received a program and got to go on the normal scorpion walks.

Program Services

Program Type	No. of Programs	No. of Attendees
Special Events		
Educational Programs	4	696
Experiential Programs		

Preservation of Natural, Cultural, and/or Historical Resources

- Beetle and creel census performed in December.
- One of our staff members built a Kestrel nest box which was installed on the south side of the shop and is being successfully utilized by a Kestrel family. We are planning to create another box.

Staff Training

- Staff training needs include: ATV/UTV operation, First-Aid/CPR, Reservation Training (new/refresher), Volunteer Management, and Supervisor Training. CEO 80 hour course for one ranger and 20 hour refresher for all other CEO certified staff.

Strategic Plan Actions

- We continue to post pictures and updates on Facebook to encourage visitors to come and see the park.
- The park received an RV grant to upgrade the exhibits in the visitor center. The total cost is \$2,484 with a matching share of \$990 and grant request of \$1494.
- Staff continues to work with IDPR's Jeff Cook on the Gateway West transmission line project. Segment nine passes by Bruneau Dunes on the southern and eastern sides of the park. Jeff submitted IDPR's response including any comments and concerns to the Supplemental Environmental Impact Statement (SEIS) to the Governor's Office of Energy Resources (OER) for submission to the Bureau of Land Management (BLM).
- The Boise Astronomical Society's Annual Messier Marathon will be the weekend of April 8-10. 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.
- Park Manager continues to work on the Dark Sky Park project. Background: A team was assembled in December of 2014 to work towards certifying Bruneau Dunes as an International Dark Sky Park through the International Dark Sky Association. There is an extensive application process that park staff is working through.

Manager's Narrative

- Scout groups continue to be problematic. They arrive in groups and the compliance park ranger spends an exceeding amount of time getting them to pay and abide by the rules. We are drafting a letter that can be sent out to all the scout troops in the area explaining pertinent IDPR policies and procedures.
- Staff experiences numerous noise/complaint issues in the Broken Wheel camping area due to the group camp spots being next to non-group sites. The group sites allow for a lot of people and should in all practicality be separated from the other non-group sites.
- Garth Taylor and Nita Moses met with IDFG staff about carp eradication/treatment and building the largemouth bass and blue gill populations in the big lake. It was decided that the best time to do this would be in the slow/hot months of 2016 (most likely July/August).
- Park manager went out on the trails with park interpreter to see where the dark sky meter readings are being taken and on the ride they were able to mark the trails better. It is a whole different world to be out there in the darkest of nights and be able to stay on the trail. Staff is going to speak with the trail crew and see if they might be able to come to the park with their equipment and help us re-establish our trails and make them better for our customers.
- Staff continues to work on the design of sign replacements for all the old faded signs throughout the park.
- Shawn Willsey, a geology professor at CSI is working on a book titled *Geology of Southern Idaho* and one of the chapters or vignettes is on the Bruneau Dunes. He sent his narrative to us for review and in return, we sent him park photos for his book.
- A great article was written in the Times-New about the park which was posted to our Facebook page.

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

Issues Not Being Addressed

1. CIRO General Management Plan (preparing final document).
2. CRSP climbing route development moratorium and work group and climbing plan draft.

3. Fleet aging, in disrepair, severely impacting core season operations.
4. Vacancy staffing plan - waiting for response from IDPR leadership.
5. Consultation with Sho-Ban Tribes regarding free camping/agreement not completed.

Customer Service

- CIRO received a 98% visitor satisfaction rating from annual NPS survey.
- Heavy snows and frigid temperatures kept visitation down, but also attracted snowshoe hikers and cross-country skiers.
- Customers continue to visit the parks’ social media sites and have a high expectation of engaging park staff, and seeking park information, road conditions, and program activities via Facebook and Email.

Park Usage

- Combined parks visitation in October was 32,867, November 15,431 and December 6,985.
- Hunters, climbers, auto-tourists, campers were primary users in October, activity dropped off sharply after October 25 with colder temperatures, rain, and snow above 6,500 ft.
- Hunters and auto-tourists were primary users in November.
- Primary park users in December were hunters, and families participating in winter activities during the holidays.

Program Services

- 297 visitors viewed the orientation program (shown 85 times).26 for Oct shown 10 times
- The Climbing Experience Program was conducted one time to three people.
- The park offered snowshoe rental, of which seven pairs were rented, resulting in \$39 of revenue. No guides were available; however, staff spent significant time providing information about the experiential program opportunity on social media, via email, front desk, and phone.

Program Type	No. of Programs	No. of Attendees
Special Events		
Educational Programs	95	323
Experiential Programs	2	10

Preservation of Natural, Cultural, and/or Historical Resources

- Confirmed rare record – White-breasted Nuthatch.
- Reviewed and signed FY15 archeological sites and conditions inventory report.
- Completed 18 oral history interviews of renowned CIRO climbers for history project.
- Continued analysis of previously undocumented signatures with XRF scanner.
- The park manager completed the 44-page resale booklet entitled “Birder’s Guide to City of Rocks National Reserve,” which was received from the publisher (State Prison Industries) and made available in hardcopy \$5.00 and online pdf download for free.

Staff Training

- Our Cultural Resource Ranger received online training from the Department of Interior (DOI) Learn: Archaeological Sites and Section 106: Discussion of identification and evaluation in December.

Strategic Plan Actions

- Communication, interpretation, and social interaction on Facebook: 1,920 friends at Castle Rocks site, 3,989 friends at City of Rocks; Twitter = 215 followers; Instagram = 1,027 followers.
- Staff contributed reports and the park manager wrote the 2015 annual report and 2016 work plan.

Manager’s Narrative

- Keck taught a CSI class in December – Careers in natural resources.
- Keck presented “CIRO: Year in Review & Birding 2016” to 30 Audubon members.

- CIRO received \$2,518 National Park Foundation Grant to fund “Every Kid in a Park” event in 2016.
- CRSP is participating in First Time Adventures Program (fishing).
- Park manager served as secretary of Southern Idaho Tourism for three years, and concluded that service in December by developing a personnel policy for the executive director position. Keck will continue to serve as a board member.
- Issued moratorium on new fixed-anchors at CRSP in October and met with climbing organizations in November to review changes to CRSP climbing management plan. Revised Castle Rocks climbing management plan was completed, after incorporating reviews by climbing organizations.

EAGLE ISLAND STATE PARK – GARY SHELLEY, PARK MANAGER

Issues Not Being Addressed

1. East restroom is too small for the large groups using this side of the park. The existing sewer line is also not to code. *-Funding has been approved*
2. Need to redesign and pave road at the intersection of new entrance road and road heading east toward dorm and horse trailer parking lot.
3. 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.
4. Realign and restripe existing parking lot due to new entrance road direction.

Customer Service

- Visitors/customers are expecting more park information from social media. This change has been taking place over the last several years, but is now affecting the park more, especially with the addition of the snow park and zip line. We have tried to stay current and answer questions via social media at an increased rate. We are up to 3,600 likes on our Facebook page!!

Park Usage

- Gateway Parks snow hill has increased the park usage during the week and especially during the weekends.
- Zip Boise has increased the park’s notoriety. They had a few tours during the month of December, but a lot of people have come to the park just to see the zip lines. Many of these people weren’t aware that the park existed.
- The lake is now frozen over and ice skaters and ice fishermen have been using the lake.

Program Services

- Special events for the month of October include: Cyclocross Races; 72 participants, Southern Comfort Riding Club Charity Ride; 85 participants, 1A District Cross Country Races; 260 vehicles/4 buses, 4A District Cross Country Races; 346 vehicles/8 buses and 5A District Cross Country Races; 984 vehicles/10 buses.
- Special events for November: Nike Invitational Cross Country Races; 1,332 vehicles/19 buses, 2,000 runners (new record) and Idaho Capital City Kennel Club Tracking Test with seven participants.
- Welcome to the Chain Gang disc golf club tournament had 27 participants.

Program Type	No. of Programs	No. of Attendees
Special Events	8	5,154
Educational Programs		
Experiential Programs		

Preservation of Natural, Cultural, and/or Historical Resources

- Continued to patrol and repair park's historical buildings for damage from vandalism.
- Windows were broken at the Warden's house garage and had to barricade one window in the Dormitory for the month of December.

Staff Training

- Water rescue training would be good training to have for permanent and summer seasonal staff.

Strategic Plan Actions

- Working with MIS, DEV and contractor to get phone and internet to new kiosk.
- We are also working with DEV to begin east restroom enlargement project and on replacing new entrance bridge railing and removing concrete barriers.
- Working with ITD to update highway signs to the park.
- Working with City of Eagle trails master plan.
- Working with sheriff's department regarding bike patrols at Eagle and Lucky.

Manager's Narrative

- Met with Ryan from cross country races to talk about new course issues.
- New entrance kiosk construction completed in November. Bridge rails, highway signs and phone/internet incomplete.
- The combination of the snow hill, zip lines, and new entrance kiosk telephone line installation trenching has put a strain on limited park staff.
- Difficult to coordinate two concessionaires and major construction within the park.

HARRIMAN AND HENRYS LAKE STATE PARKS, JOHN SULLIVAN, PARK MANAGER **includes ASHTON-TETONIA TRAIL, MESA FALLS RECREATION AREA**

Issues Not Being Addressed

Harriman

1. Starting the marketing plan for the "new" direction of the Scovel Center (education, corporate sponsorship?)
2. Repair/replace fire suppression alarm system.
3. Mold issues plaguing the buildings and the huge cost \$25K+.
4. Developing new business plans for all parks managed.
5. Re-bid of horse concession.
6. Completing reservation overhaul and check-in/check-out procedures with Boise.

Henrys Lake

1. Development: restroom renovation (bids came in way over budget), seasonal housing, fish cleaning station replacement and restroom remodel/replacement.
2. Sewer issues/drainage of utility/restroom building.
3. Water system/pipe issues; broken pipes due to degraded pipes.

Aston-Tetonia Trail

1. Hiring of new .75 maintenance craftsman position.
2. Easement applications.
3. Trespass issues.
4. Trailhead development partnership with the City of Tetonia.

Mesa Falls Recreation Area

1. Renewal of Forest Service MOU in 2016.

Customer Service

Harriman

- Did a program at BYU-I, regarding careers in the park field.

- We hosted the annual Idaho Falls Nordic Ski Patrol training and orientation for Harriman. Safety, park protocols, and a visit by the life flight helicopter were all part of the day.
- Park office staffed five days a week 7 am – 5pm and two days 9 am – 5pm this winter
- We are working towards having all rental facilities available on the reservation system, and we have put them all on a nine month window. Facility and site alerts and notes have also been up dated.
- Grooming program is in full swing and we were out more than the typical two days per week due to consistent heavy snow fall.

Park Usage

Harriman

- Trails were active in the fall with the good weather and elk bugling.
- We were very busy in December, especially during the winter break and the yurts were booked almost daily. Other facilities showed very few open days, and we had many back-to-back reservations that kept staff busy. The dorm was active, but the least used of the parks rental units.
- We are seeing more Fat Bikes showing up at the park. So far no user conflicts and the bikers are very complimentary. We are working out the kinks of using our fat bike groomer and providing the best groomed trail possible.
- Scovel Center is closed for the season, but we are once again seeing frost heave issues. We also experienced some electrical issues with heaters and experienced huge electric bills this month from trying to keep the pipes from freezing.

Henrys Lake

- The park winterized in November and the extra time we stayed open generated us over \$2500.00 and almost 4500 visitors.

Ashton-Tetonia Trail

- The trail saw “active” use in November with Marysville being the most utilized trailhead, followed by Bitch Creek.
- Snow covered the entire trail by December and we saw moderate use by snowmobilers.

Mesa Falls Recreation Area

- Mesa falls opened as a Snowmobile warming hut on 1/2/2016. No numbers or visitation reported yet.

Program Services

- Haunts was a huge success. Almost 3000 people, \$1100.00 in donations to the Friends Group, and two tons of food collected for the food bank.
- New experienced based program/service: Our Fat Bike program seems to be going well, and we have been partnering with a local bike shop, (Fitzgerald’s Cycles), to create monthly rides. So far we have had two related functions: Take a Kid Mountain Biking Day, and we co-sponsored the Global Fat Bike Day Ride.

Program Type	No. of Programs	No. of Attendees
Special Events	1	3000
Educational Programs		
Experiential Programs:	1	50+

Preservation of Natural, Cultural, and/or Historical Resources

Harriman

- The fish pond head gate repairs are complete. Thanks to the IDFG crew!
- We had a meeting with all current cattle ranchers holding grazing leases along with the Henrys Fork Foundation regarding the fence issue and the huge problem we had this year with cows in the river and ranch.

Staff Training

- Assistant park manager attended some specialized backcountry first aid and rescue training at Sun Valley - 16 hours.
- Assistant park manager attended some IDPR avalanche training - 3 hours.

Strategic Plan Actions

Harriman

- Our increased events and programming, with associated advertising, has definitely created increased awareness for the park. We have actually received a complaint regarding we are too busy for this person and we should stop whatever we are doing to bring people to the park.
- We have opened up access by creating a designated single track Fat Bike trail around Silver Lake.
- We have cooperated with a local Fat Bike Race promoter and allowed the 2016 Backyard Pursuit 200 mile to utilize parts of the park under a GUP.
- A winter calendar of events has been created and we are offering activities such as; Snowshoe Saturdays, Winter Ecology, Full Moon Ski, and Intro to Winter Camping programs.

Manager's Narrative

Harriman

- Sheridan grazing lease was auctioned on October 26. It went very well and we received a high bid of \$47.50/AUM! The current lease, Sheridan grazing, was the winner.
- Substantial completion was done on the Jones House window and siding project. It looks great!
- New horse concession agreement written and being vetted through the Attorney General. It should be open for bid in early January.
- Annual year end grazing meetings were held and fees collected. \$63,100.00 collected.
- Design and production of interpretive panels is still ongoing for the grant received.

Henrys Lake

- We are exploring modular home as an option for seasonal housing.
- The park is "closed" for the winter and all utilities turned off. However, ice fisherman on snowmobiles, have been accessing the lake through the park.
- Park ranger is working on new truck capital purchase, grants for the fish cleaning station/restroom remodel, and the sewer line repair issues.

Ashton-Tetonia Trail

- The easement issues with Crique Chienne have been resolved. Three easements will be granted at a cost of \$7500.00 each. Waiting on one more survey in spring.
- Easement approval process continued for crossings wanted by Jim Beard.
- Talks and plans continue with the city of Tetonia for improvements to the trailhead there.
- Plans are underway for the design and placement of directional signs.

LAKE CASCADE STATE PARK – THERESA PERRY, PARK MANAGER

Issues Not Being Addressed

1. Radio Communication Needs: at this time no new activity or information on this issue. Park staff has found methods to make the existing system work (i.e.; relaying information, moving locations, or using cellular service.)
2. The park office area, does not meet the needs of the public or the park operation. Creating a suitable and visitor friendly headquarters is needed.
3. The need for an angling area that meets the accessibility needs of those with mobility limitations exists.
4. Shoreline erosion control in several of the park's units continues to be a critical need. The park continues to lose valuable and critical recreation space. (Funding for this work has been established for fiscal year 2016.)

Customer Service

- The park staff provided input to the City of Cascade bicycle and pedestrian plan. The plan will be presented to the city’s planning and zoning group for approval in early November. This plan includes a key intersection for the east side of the park’s recreation units.
- The limited access that had been permitted near the Van Wyck boat ramp below the high-water mark has been discontinued. Completion of the boat ramp project, weather conditions, and concerns expressed by Reclamation prompted this decision.
- Grooming of Nordic trails was started in December. Snow conditions have allowed a new area, the roadways within the Crown Point campground, to be groomed for skiers. This has been a long term goal of the staff and is being well received by the public.
- Park staff attended a Payette River Basin Water trail system working group meeting in November. Staff will work with our partners in Reclamation and IDPR boating staff to develop water trail opportunities on Lake Cascade and provide related safety information.

Park Usage

- Low water conditions and cold temperatures slowed visitation during November. Surprisingly a few anglers ventured onto the ice to kick off ice fishing season.
- The Osprey Point yurts were occupied all weekends this month and most days during the week of Christmas and New Year.

Program Services

- The park staff continued to provide programs this month for the Cascade After-school Program (CAP). The park continues to use the Cascade Cultural Arts Center building for this program.
- Due to scheduled road construction on Warm Lake highway an alternative route for the 2016 4-Summit Challenge is needed.
- Park staff assisted in submitting the necessary USFS permits for the 3rd annual Cascade Gravel Grinder Challenge. This long distance mountain bike ride will be held in early September.

Program Type	No. of Programs	No. of Attendees
Special Events		
Educational Programs	3	37
Experiential Programs		

Preservation of Natural, Cultural, and/or Historical Resources

- Park staff continued with marking and removal of hazard trees. Seven new trees provided by Jaker’s nursery were planted, primarily in west side recreation sites.
- Spraying and removal of noxious weeds concluded for the season.
- Park staff and Reclamation worked with local contractors to allow access to Reclamation shoreline for a stabilization project near the Boulder Creek unit. The contractor is required to repair all areas within the recreation site that is impacted by this activity.

Staff Training

- n/a

Strategic Plan Actions

- n/a

Manager’s Narrative

- Park staff met with Tamarack employees to close out and evaluate the season. Based on the success of the operation, it is recommended this small concession permit be renewed for 2016.
- The Director, Operations Administrator, Development Bureau Chief, and the park manager met with Mark and Kristina Pickard to discuss the opportunity of locating a new park administrative facility within the Kelly’s Whitewater Park area. Details of this potential agreement will continue in the coming weeks and months.

- The Cascade Mobility team conducted pedestrian counts in October at several intersections within Cascade. Park volunteers provided assistance to this effort. The information will be used to better understand the interaction and needs of pedestrians and motorized vehicles.
- Valley County awarded the bid for construction of the Van Wyck dock system. Delivery is expected in the spring.
- Significant snow fall has prevented vehicle traffic from accessing the Sugarloaf area. (Previous years limited snow fall has allowed access.) This limitation has brought several requests to the park to open and maintain Stonebreaker Lane and the Sugarloaf unit. Park staff is communicating internally and with other agencies to clarify road ownership and the feasibility of the roadway and unit being opened.

LAKE WALCOTT STATE PARK – TRAPPER RICHARDSON, PARK MANAGER

Issues Not Being Addressed

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

Customer Service

- Most park users have been wildlife watchers and bank fishermen, with a few disc golfers scattered around the park as weather allows.
- Customers are very happy with the boat docks being replaced and a little confused about the lake being left at full pool throughout the winter, but are hoping for good ice for fishing.
- We began to get calls in December about scheduling family reunions for the upcoming summer. That will increase over the next couple months.

Park Usage

- With the beautiful weather in October, campground utilization was very high. Day use was also higher than in past years, even though the lake was closed to boating.
- We had about 60 scouts from Twin Falls at the park for an overnight trip on October 10.
- East Minico Jr. High held a Cross Country run on October 15 with approximately 90 runners.
- Minico High School held their Regional Cross Country race here on October 21 with around 190 runners.

Program Services

- We had a new (hopefully annual) disc golf tournament on October 17. The Purline Tournament had 60 participants.

Program Type	No. of Programs	No. of Attendees
Special Events	4	400
Educational Programs		
Experiential Programs		

Preservation of Natural, Cultural, and/or Historical Resources

- n/a

Staff Training

- Park ranger is working to obtain pesticide applicator’s recertification points.

Strategic Plan Actions

- We are working to revamp our visitor maps and brochures. We are also updating and replacing park signs.
- Park ranger finalized three winter disc golf events that should result in yearly events (the January Ice Bowl will be in its sixth year).
- Park ranger also finalized a group use permit with a large medieval fighting reenactment group for a weeklong event this coming summer.

Manager’s Narrative

- On Saturday, November 14, a local Geo-Caching club came out and conducted a trash pickup in the park. About 40 pounds of trash along the lake side was removed.
- We are working with development on our replacement boat docks which was funded through a WIF grant.

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

Issues Not Being Addressed

1. Lack of funding prevents facility from being open eight hours a day, seven days per week. Funding issues have also eliminated the interpretive position and several seasonal positions that are needed.
2. Ranger position needs to be made full-time. This is only a nine month position that works 40 hour weeks for six months and 20 hour weeks for six months.
3. The Bayhorse ranger position needs to be made into a classified ranger position and wages brought up to the level that the work and responsibility that it carries.
4. Wages are not competitive with other local jobs of similar descriptions. Example: our summer seasonal at Custer makes \$8.00 where the USFS in the same position made \$11+ per hour plus housing. We are required to pay for or provide housing for our personnel.

Customer Service

- Instructed and assisted 20 customers with gold panning.

Park Usage

- The Interpretive Center movie was shown 20 times to 70 people in the fall and eight museum searches were also done by visitors.
- Eight people attended a Sensory Perception Class by Human Dynamics out of Salmon Idaho in October.
- 18 people attended the Veteran’s Day services held at the parks veteran’s memorial.
- We held our annual open house and offered 15% off gift shop purchases during the month of December. Park usage increased 72% from 223 visits to 384 for the month over the previous year.
- The park opened the gates for local people to drop off their Christmas trees for our annual tree burning in January.

Program Services

- Posters placed around town for Open House and program. We also posted to Facebook page for upcoming programs and other daily events.
- December 10, the park hosted the Idaho Commission on the Arts program “Rivers and Headwaters” concert during its annual Holiday Open House. The open house was from 4-8pm. Gary Eller sang songs about the river, which were written before 1923, and local guests spoke of river travels and adventures. This attracted 37 guests to the center. We offered refreshments, along with carolers singing Christmas songs.

Program Type	No. of Programs	No. of Attendees
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Special Events	1	37
Educational Programs	21	78
Experiential Programs		

Preservation of Natural, Cultural, and/or Historical Resources

- Staff has been working on photographing and entering artifacts into the Past Perfect program.
- The park purchased a slide scanner that will allow us to have digital records and integrate them into the Past Perfect program in our efforts to preserve the local history.

Staff Training

- Formal Past Perfect training would be helpful for the Park Aide II to utilize the program to fullest potential.
- Train managers how to administer grants. Cover the procedures and requirements to apply for grants along with reporting and tracking expenditures would be helpful.

Strategic Plan Actions

- Research and the sharing of photos with film maker John Plummer continues as he works on content for the Idaho Humanities Council grant. We also continue to work on the oral histories of locals associated with Bayhorse. Lorna Hammond has been identified as another possible person to interview.

Manager’s Narrative

- The park has made contact with SHPO to schedule a meeting to review the parks responsibilities in relationship to reports or other requirements for Bayhorse.
- LED lighting project was awarded to Central Idaho Trades and lights were ordered and in before the end of December.
- The park was contacted by Washington PBS and did an interview with a staff member about the history of the Yankee Fork area that will be included in a program fall of 2016. We have been gathering photos to send to for their program.
- We have made contact with the realtor to get more information on the campground located across the highway from the interpretive center. This is in regards to the CIN list, a hopeful avenue for income for the park.
- We have several people that responded to being hosts, volunteers for the park. There is one couple for Bayhorse and two more couples (3) workers for the center this summer. We are ahead of the game for once.
- Installation of the repository was completed by Dahle Construction at Bayhorse. Adam Straubinger (Development) came from Boise to do the final walk through with LYF staff and Dahle.

LUCKY PEAK STATE PARK – SURAT NICOL, ASSISTANT MANAGER

Issues Not Being Addressed

1. Bank erosion at Spring Shores.
2. Automatic irrigation system at Discovery is needed.
3. Spring Shores master plan is needed.
4. Construction of day use shelters at Sandy Point.
5. Upgrade of restrooms at Sandy Point.

Customer Service

- All LPSP units are now off leash until May 1. We hope this decision will provide extra recreation and reduce the number of geese in the parks.

Park Usage

- Ice at Spring Shores has eliminated boating activity at this time and bank fishing is limited as well.
- Most of our visitors are coming in for wildlife viewing. Cold weather has slowed winter disc golf activities at Sandy Point.

Program Services

- Cyclocross event at Discovery.
- Surat led a hike from Spring Shores to the Mores Creek Bridge talking about local history and the environment.

Program Type	No. of Programs	No. of Attendees
Special Events	1	300
Educational Programs		
Experiential Programs	1	15

Preservation of Natural, Cultural, and/or Historical Resources

- n/a

Staff Training

- Ranger took chemical application classes - approximately 10 hours.

Strategic Plan Actions

- Staff doing walk through on facilities and identifying maintenance and enhancements.

Manager’s Narrative

- Bandfield Animal Hospital sent six volunteers to help rake and clean up Discovery in October. They moved four, one-ton loads of pine needles in less than two hours.
- Shoreline stabilization project bids were processed and awarded in December. On-site work taking place in January.
- Park staff joined the Eagle Island crew to park cars for Nike cross country run. Very well run operation and a great job.
- Crew finished acquiring First Time Adventurers Program equipment and turned in participant numbers. We are looking forward to hosting programs in 2016.
- Work on shoreline stabilization started in January and will hopefully be finished by April.
- We are finalizing details for the Polar Bear Challenge at Spring Shores.

MASSACRE ROCKS STATE PARK – KEVIN LYNOTT, PARK MANAGER

Issues Not Being Addressed

1. Have received volunteer applications, but at this time we have yet to receive even one seasonal employee application at the park.

Customer Service

- With the below zero temperatures in late November, we winterized the upper loop shower/restroom building for the season. We will keep the restrooms at the visitor center open for campers and day users that brave the cold weather the next few months.
- We had a main waterline break in early December, but with our new backhoe/loader, we were able to complete repairs without assistance.
- Ice on the Snake River has prevented the usual waterfowl hunters from accessing the hunting areas through our boat ramp this past month.

Park Usage

- Campground and day use numbers in October were much higher than previous years with the excellent weather that we had. Fishermen continued to try their luck in the river and disc golfers took advantage of the nicer days as well. Hikers and bikers also enjoyed the nice weather and use of our trail system was also higher than normal.
- Campground and day use numbers dropped significantly in November due to the change in the weather. The Snake River froze solid in and around the park just before Thanksgiving and we had a snowfall of around 5-6 inches over the holiday.
- December saw very cold temperatures and snow that stayed for most of the month. We did have campers and cabin users over the holidays who seemed to enjoy the park with a blanket of white dressing the place up a bit. The Snake River remained frozen over the entire month of December, which prevented any use of the river for fishing or hunting access.

Program Services

- We have been busy organizing the 14th Annual New Year’s Bonfire that will be held on January 2nd this coming month.

Program Type	No. of Programs	No. of Attendees
Special Events		
Educational Programs		
Experiential Programs		

Preservation of Natural, Cultural, and/or Historical Resources

- n/a

Staff Training

- n/a

Strategic Plan Actions

- The two recreational tandem kayaks that were ordered back in August arrived in early October, we will store them for the winter and kick off the First time Paddler program hopefully in June of next year.
- We are considering changing the date of the “Bring on the Heat Disc Golf Tournament” to the month of March or April of this next year. By changing the date to earlier in the year, we hope to increase participation in this event.
- We have been informed that during the construction of the interstate highway through the park in the early 1980’s, fossils of several species of extinct animals were discovered and are being held at the ISU Museum building. These fossils will be available for display in the park whenever we ask for them, and we will be creating a changing display of some of these fossils each month with different animals highlighted during the summer months.
- We continued to work on the new visitor center displays this past month and will hopefully have new educational displays up by March of the New Year. The new display on the Bonneville Flood and the Oregon Trail history should be a great addition to our displays for next year.

Manager’s Narrative

- We will be writing an RV grant for the insulation of our visitor center ceiling in the coming New Year.
- The project to make repairs to the campground septic system is still on hold until data on water use has been collected. Water meter readings at our shower/restroom buildings have been taken monthly to provide DEQ with data for us to be considered for an exemption from some of the septic system requirements in DEQ septic system codes.
- We also have an approved RV grant to upgrade our campground electrical system and we anticipate the project getting underway in the coming fall with the engineering of how the project will be put together.

PONDEROSA STATE PARK – RICHARD TAPLIN, PARK MANAGER

Issues Not Being Addressed

1. Kokanee Cove long term future/planning
2. Peninsula road issues – improving road to point, crack filling and chip sealing paved roads.
3. Paving new bike path around visitor center.
4. Permanent staff wages extremely low for skill levels, years of service and duties
5. Replacement of critical equipment such as parks tractor, which is 25 years old, almost 10,000 hours and part can't be found for repairs and Snowmobile for grooming trails with almost 18,000 miles and seven years use.
6. Seasonal budget not adequate to staff park for duties and needs of public and park.

Customer Service

- Met with Idaho Department of Lands about long term transportation, recreation and use issues on east side road near North Beach.
- Park Nordic and snowshoe trails opened by December 4.
- Deluxe cabin has remained popular through the end of the year.
- Ski lessons now offered in park for Nordic skiing

Park Usage

- Campground usage very good for October with the longest camping season ever at the park. Day use areas also busy with nice fall weather and extended camping season. Campgrounds closed on October 28 which was the latest closing date ever for Ponderosa.
- McCall Nordic Ski team training in park again this year.
- Treasure Valley Community College utilized park for Natural Resource Management class.
- Pacific Northwest Ski Instructors used park for training for new instructors on December 19.

Program Services

- Met with Roots Early Learning group who are doing pre-school programs in the park. They are interested in expanding program next year.
- Met with McCall Remastered group for permit and organization of this years Remastered Nordic Event in January.
- Park manager gave a talk to Treasure Valley Community College natural resource group on fire/forest ecology.
- Ranger gave two day environmental education programing at Boy Scout Camp.

Program Type	No. of Programs	No. of Attendees
Special Events		
Educational Programs	7	335
Experiential Programs	1	15

Preservation of Natural, Cultural, and/or Historical Resources

- Met with IDPR natural resource manager about holding another restoration timber sale.
- December snow brought with it a lot of downed trees and limbs in the park. Expecting at least two weeks spring cleanup of trees and debris in campgrounds, trails and roads. With the large number of downed trees throughout the park, we expect increased bug infestations, higher fuel loading and fire potential.

Staff Training

- n/a

Strategic Plan Actions

- Many requests for information from groups wanting to use the park for weddings, family reunions and other group uses.
- Gave a tour to Chamber of Commerce about park issues and value of park to community/state.

- Talked to McCall Donnelly High School class about values of public lands and Ponderosa State Park to economy and recreational opportunities.
- Met with McCall Remaster group to continue to improve our special event and experienced based programs.

Manager’s Narrative

- Valley County and park are working on eliminating July 4 party problems and creating a family friendly atmosphere.
- Looking at removal/demolition of unwanted buildings at Kokanee Cove. Have seen some interest from public on salvaging some of the buildings.
- Best early season snow in five years with over six feet of snowfall in December almost three feet above average.
- Ski trails opened earliest in ten years, with a December four opening of trails for skiing. Fourth earliest opening on record.

THOUSAND SPRINGS STATE PARK – DAVID LANDRUM, PARK MANAGER

Issues Not Being Addressed

1. The roofs of staff residences are in need of inspection and replacement of the shingles. After each wind storm shingles that have blown off these roofs have to be cleaned up.
2. Staffing of both seasonal and full time positions, as we are short of man power and falling behind on building maintenance.
3. Seal coating the roads and trails at Malad Gorge is needed as we have grass growing through the cracks. This is making the cracks larger each year and is turning into a safety hazard which will only get worse as time goes by.
4. The windows at the residence at Bonnieview need to be replaced. The current windows are single paned which make heating and cooling the home difficult and costly.
5. Asbestos removal was completed on the houses on Ritter Island. Next we will need to replace flooring, walls, and make other needed repairs in preparation for renting the houses.
6. 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

- College of Southern Idaho student tour of Ritter Island.
- Treasure Valley Community Collage photo class at Ritter Island.

Park Usage

- We had one wedding at Malad Gorge in October with 100 people attending the ceremony and Buttons and Bows Square Dance group came to Billingsley Creek.
- One field trip of 140 students came to Ritter Island in October.
- The horse arena is staying busy with the colder weather. Approximately 90% of the trucks and trailers we have seen have the park passport sticker. This is a good deal for them as most have four to six horses with them. Other arenas in the area are charging \$5.00 per horse.

Program Services

- Ducks Unlimited held their annual banquet at Billingsley Creek with about 150 people in attendance.

Program Type	No. of Programs	No. of Attendees
Special Events	2	100
Educational Programs	1	140
Experiential Programs		

Preservation of Natural, Cultural, and/or Historical Resources

- This cool weather has brought an end to noxious weed spraying for the season.

Staff Training

- n/a

Strategic Plan Actions

- Facebook now has 1,036 likes and reached 3,780 people this month.
- We have been working on the marketing plan reports.

Manager’s Narrative

- Park Manager attended a meeting with Three Island staff and community to plan a new event at their park.
- A visitor center would be helpful so customers can easily find services we provide.
- Proper signage to the different park units would also be helpful.

THREE ISLAND CROSSING STATE PARK – 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 large 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 the group and cabin areas is inadequate.
5. Vehicles/Equipment: The Park’s older equipment is wearing out requiring the maintenance craftsman and park ranger perform much upkeep.

Customer Service

- We are interviewing and hiring volunteers and camp hosts for next season.
- Due to our annual reduction in staffing, the Oregon Trail History and Education Center and park entrance station hours were reduced to Tuesday through Saturday from 10:30am-4:00pm until spring.

Park Usage

- The campground stayed very busy into October this year but by November both the campground and cabin usage slowed.
- We had two weddings in October on the same day and both in the same loop. All went well.
- The Oregon Trail History and Education Center visitation was 758 in October, 157 in November, and 57 for December. That brings our year-to-date total to 11,987.

Program Services

Program Type	No. of Programs	No. of Attendees
Special Event	2	
Educational Programs	1	972
Experiential Programs		

Preservation of Natural, Cultural, and/or Historical Resources

- Park ranger continues her routine cleanup and noxious weed eradication (Russian Thistle) near the park entrance dump station and borrow pits.

Staff Training

- n/a

Strategic Plan Actions

- The next Three Island Crossing event committee meeting was scheduled for January 14, 2016. It was decided to have the event at the park at the same time as the former crossing which is the 2nd week in August. Dale Jeffery, who was an integral person in the past re-enactment event, is interested in organizing this again and would like to take on this responsibility pending all/any required permit approvals.
- The International Brotherhood of Electrical Workers contacted the park again regarding booking the park for one week for 600-800 people in 2017.
- Staff also continues to work with Adam on improvements to the Oregon Trail History and Education Center lighting. We are upgrading the lighting to LED's. We have already upgraded the software, replaced the projector, replaced the TV and added closed captioning to the videos.
- On April 2, 2015, Park Manager Nita Moses, IDPR Director Langhorst and Management Services Administrator Anna Canning met with Glens Ferry's Mayor Connie Wills, Airport Manager Justin Wootan, Southwest Idaho Rural Development (SWIRD) Executive Bonnie Harper, and Bike Pope and Bill Statham with ITD Aeronautics and airport planning to discuss the possibilities of a land swap between the park and city to assist the airport with needed air space. Kristen Bastis from Castle Rocks visited the park to help with Section 106 of the SHPO Report. The City of Glens Ferry was tasked to supply an appraisal/survey for specific federal regulations required when involving LWCF properties. IDPR continues to await further action pending the survey.

Manager's Narrative

- Staff continues sending weekly meter readings to Adam from the irrigation meter that was installed for monitoring water rights. Our current diversion rate is 2.67 CFS with an annual rate of 189 AF. We began watering in April and are projected to be well below our rights until the end of the season in November.
- WIF grant application for dock replacement has been granted.
- The park's main phone line still has a lot of static making it very difficult to hear customers. It was also determined that the park is currently paying for more lines than necessary. Elimination of three lines could save the park over \$1600 annually.
- Our park ranger was interviewed by a CSI student about the park ranger job and the park.

SOUTH REGION MAINTENANCE CREW – PAUL FAY, FOREMAN

Lake Cascade

- October – We assisted with concrete repairs to the boat launch near the park's Van Wyck unit. Hazardous and damaged concrete sections were demolished and removed and new concrete was poured to provide a safer access when launching boats. Rip/rap was placed adjacent to the boat launch to prevent erosion.

Massacre Rocks, Bruneau Dunes, Lucky Peak.

- November - Delivered trees donated by Jaykers tree nursery to the parks. Park staff will plant the trees at a later date.

Lake Walcott

- November - Removed sets of old wooden docks from the parks boat launch. These docks are to be replaced at a later date.

Eagle Island

- December - Began annual maintenance to the park's irrigation ditch system. These ditches need to be cleared of vegetation and debris on a yearly basis to help prevent potential flooding in the spring.