

**IDAHO DEPARTMENT OF PARKS AND RECREATION**

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

**BOARD MEETING MINUTES**

**November 7, 2016**

**IDPR Headquarters**

5657 Warm Springs Ave.

Boise, Idaho

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**Minutes – Monday February 7, 2016**

**Call to Order – Vice Chairman Hansen**

The Vice Chairman called the meeting to order at 8:10 A.M. MT, November 7, 2016. The Vice Chairman directed a roll call. Board Members in attendance were:

Tom Crimmins  
Bob Hansen  
Pete Black  
Mike Boren

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

David Langhorst – Director  
Betty Mills – Management Assistant to the Director  
Keith Hobbs – Operations Administrator  
Anna Canning – Management Services Administrator  
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  
Evelyn Mason – Fundraising Coordinator  
Tammy Kolsky – Reservation Program Manager  
Adam Straubinger – Planner  
Jamie Little – Experience/Education Coordinator  
Debbie Hoopes – Human Resource Officer  
Ray Houston – Legislative Budget and Policy Analyst  
Matt Warnick – Financial Management Analyst Sr.  
Benn Brocksome – Special Assistant to Governor Otter  
Susan Buxton – Division of Human Resources, Administrator

**Welcome and Introductions**

Vice Chairman Bob Hansen welcomed everyone to the meeting today. Vice Chairman Hansen provided a brief explanation on why Board members Gordy Hansen and Chairman Doman were unable to attend the meeting today.

Director Langhorst introduced Jamie Little our new Experience/Education Coordinator to the Board and reviewed the agenda.

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

Vice Chairman Hansen suggested that we try to condense everything on the agenda to the morning session and move whatever topics we are unable to cover during that time, to the next Board meeting since Board members Doman and Gordy Hansen are not present today and Mr. Boren needed to leave at 1:30 P.M. today.

**Mr. Boren made a motion to change the agenda and condense the agenda items into the morning session and save everything else for the next Board meeting. Mr. Crimmins seconded the motion. The Vice Chairman asked for further discussion. Hearing none, the Vice Chairman called for a vote on the motion. The motion carried.**

### **Consent Agenda**

#### **August 24-25, 2016 Minutes**

Mr. Bob Hansen provided a small change to the minutes on the back page of the written reports to state that Teddy Sorenson said he knew of no grants available. The Board concurred to this change.

**Mr. Crimmins made a motion to approve the August 24-25, 2016 minutes with Mr. Bob Hansen's suggested change. Mr. Black seconded the motion. The Vice Chairman asked for further discussion. Hearing none, the Vice Chairman called for a vote on the motion. The motion carried.**

### **Past Board Member Recognition**

Mr. Bob Hansen recognized Ms. Susan Buxton, past IDPR Board member for her service on the Board and presented her with a blanket from the Siddoway Wool Company. Director Langhorst also thanked Ms. Buxton for her service to the department and presented her with a plaque.

### **IDPR Employee Recognition**

Mr. Crimmins attended the National Off-Highway Vehicle Conservation Council (NOHVCC) conference where Troy Elmore, IDPR OHV Program Manager was selected as the OHV Manager of the Year. This award is for management of an outstanding trail maintenance program and for working with clubs and associations to protect the Idaho State OHV Program during the 2016 Legislative Session. Mr. Crimmins presented Mr. Elmore with a plaque from NOHVCC.

### **Billingsley Creek Update**

Adam Straubinger provided the Board with a brief description of his background then provided an update on the Billingsley Creek Conceptual Plan. A few changes were made to the plan since the last Board meeting in August due to feedback they received from the Board during that meeting as well as feedback from their public presentations. Staff requires that the Board indicate if they are in favor of the proposed modifications to the draft plan. Those modifications include:

1. Remove community garden
2. Add a disc golf course
3. Redesigning the area around the park manager's residence

The next steps would be to create a final draft plan, incorporate Board recommendations and public comments with the final public review through December 2016.

The Board requested for IDPR staff to be prepared to present the budgeted cost for these individual facilities at Billingsley during the February 2017 Board meeting. There would be two other opportunities to make changes to the plan during the March and April Board teleconferences. The Board requested to have the final Billingsley Creek Plan ready to be approved for the budget during the May 2017 Board meeting.

**Mr. Crimmins made a motion to approve the plan as presented by IDPR staff with the consideration that if a facility does not cost out, it will not be done. The changes that IDPR staff have made have been reflected on what they have heard so we should move forward now with this process and go to the next step in the planning process. Mr. Black seconded the motion. The Vice Chairman asked for further discussion. Board discussion followed. The Vice Chairman called for a vote on the motion. The motion carried.**

Adam requested for the Board to prioritize the Billingsley Creek facilities in the order they would like to see them constructed. Board member Boren stated that he does not know how they can perform this exercise prior to knowing the cost for each of the facilities. Ms. Canning stated that she spoke to Mr. Thomas and IDPR staff will obtain costs for all of the facilities and the Board is not required to prioritize them at this time.

### **Director's Report**

The Director introduced the Governor's new liaison Benn Brocksome. Benn provided a brief bio and stated that he has been in the Governor's office for about a year and a half and was a lobbyist prior to that. He is an Idaho native. He handles a number of issues in the Governor's office, Taxes, DEQ, Refugees and others. He is happy to be working with IDPR and able to answer any questions as they come through.

Director Langhorst provided the Board with a handout of ongoing projects or issues that IDPR is dealing with that most of the Board is aware of but some of them they may not be. They are:

1. Streamlining the Planning Process: Align, Simplify
2. Experience/Education Initiative...building support
3. Salary and Park Staffing Initiative
  - a. Analyze Historical Staffing levels
  - b. Define Problem/Find Appropriate Solution
4. Deferred Maintenance Inventory ("CIN List on Steroids")
5. Development Bureau Reorg
6. Fleet Management (newer vehicles with REGULAR 7-yr replacement)
7. Registration/Reservations "Modernization"
8. Grant Program Modernization (online digital process)
9. Communications/Outreach Initiatives
10. Fees? What's next? (Dynamic Pricing, reduced shoulder season, tiered pricing, Passport?)
11. General Fund Support (request more? As suggested by Board Chairman in August)
12. Policy Update and Clean-up
13. I.T. Connectivity in parks (for business needs and customer desires)
14. OHV Sticker Program
15. Non-Motorized Trail Program...funding source
16. Park Issues, Development Projects
  - a. City of Rocks/Castle Rocks: Building a relationship with Sho-Ban Tribe
  - b. Thousand Springs...Billingsley
  - c. Cascade: Visitor's Center
  - d. Ponderosa: Kokanee Cove
  - e. Land of the Yankee Fork: Camping?
  - f. Farragut: Gilmore Camp Loop, Challenge Course
  - g. Eagle Island: Rodeo? Dog Park?
  - h. Harriman: Dam at Golden Lake
17. Parks Economic Impact Study (Boise State)

The Director also reported on:

Pending Legislation – The Idaho State Snowmobile Association changed their name to the Idaho State Snow Machine Association to reflect the legislation that they are bringing which changes snowmobile code. They are trying to make it so that other non-snowmobile users who want to use the non-groomed trails can contribute financially. Regarding the OHV Sticker Program proposal, if a non-resident travels into Idaho, they would not be required to purchase our sticker nor would Idaho residences be required to purchase their out of state sticker. Also, the non-resident sticker would allow them to designate what county they want the funds to go to and if they didn't designate a county it would go to IDPR.

Wilks Brothers – The Director spoke to Sandra Mitchel and Larry Laxson. Mr. Laxson has a good connection to the Wilks Brothers and the three of them are trying to arrange a meeting with the Wilks Brothers. The Director also spoke to the Lieutenant Governor and he needs to speak to the administration more before he makes a decision on whether or not to attend that meeting due to it being politically sensitive but the access issue is on everyone's minds.

Salary and Park Staffing Initiative – The Director stated we will analyze the historical staffing levels, define problems and find the appropriate solution. The Director also commented on the deferred maintenance inventory the Development Staff are doing. He has confirmed with Mr. Thomas that it is not looking as bad as we feared. Mr. Thomas stated that they do not have a final document but they will be prioritizing the key items they see coming out of the inventories they have been doing. Ultimately, this will go into a document that will become a 4-5 year plan. It will be combined with IDPR's current Capital Inventory Needs (CIN) list. Utility needs are difficult to identify since they are all located underground. We won't have a good number for utility needs but do realize there is an issue here. Since some of IDPR's parks are 40-50 years old, we should be looking at a number to budget for in the event of an emergency. The Director elucidated for Mr. Brocksome that the Governor's position has been to add no new parks, and instead to take care of the ones we currently have.

IDPR Annual Conference – The conference begins tomorrow and we appreciate those Board members who are able to join us. The theme is More Than S'Mores and is meant to underscore that people come to our parks and enjoy them in the traditional ways but we also try to add value by bringing them programs to learn or experience things within the parks.

Mr. Crimmins asked if there was any movement on the Non-Motorized meetings. Director Langhorst stated we are scheduling a meeting of the main stakeholders in December and there will be a lot more to report following that meeting.

Streamlining the Planning Process – The Director stated that he is proud of our staff's work on this. A strategic plan is required of all agencies and IDPR's has been a good working plan. IDPR wanted to align the business plans, the retail plans and the interpretive plans and streamline these so that everything flowed from the strategic plan so that a Park Manager would know what role the park plays in the bigger picture. The next step is that each performance objective in a business unit also aligns with the strategic plan. This creates great transparency and accountability and allows parks to share ideas and see how each of them are doing.

Mr. Bob Hansen requested an update on Kokanee Cove, what's happening and a timeline. The Director reported that this year, the effort was to salvage whatever lumber we could from the buildings we knew were going away or see if there was any lumber value in them. We have done that with 8 or 9 buildings. Mr. Thomas stated there were 8 stand-alone bunkhouse cabins that were determined to be hazardous and needed to be removed. Four of these were disassembled, four were liquidated and sold and the one larger bunkhouse is still standing but will be removed this next season. The chapel and cookhouse are still standing. They have been boarded up and have been kept up pretty well inside. This budget cycle has a request for \$40,000 to \$50,000 to design a plan. A consultant team would be hired to come up with a plan to bring back to the Board. This funding source will become available in July 2017. The Director stated that this process, as was done with Billingsley Creek, would require Board approval along the way and would be about a year long process.

Mr. Bob Hansen reported that Russ Little, the horse concessionaire at Harriman State Park, expressed concerns pertaining to a new yurt being placed in the park by Golden Lake. Mike Webster, Eastern Idaho Field Representative in the Governor's Office also reported concerns regarding the placement of this yurt. A meeting was arranged at Harriman State Park and an agreement was drafted which stated, when the elk are in the rut, August 15<sup>th</sup> through October 15<sup>th</sup>, the new yurt would be unavailable to rent. The caveat being that this agreement would be reviewed this summer to see if any changes needed to be done. Mr. Webster sent copies of these documents along with photographs to the Governor's Office.

**BREAK 10:00 A.M.**

**RECONVENED 10:18 A.M.**

### Labor Resources and Wages

Director Langhorst provided an overview of the documents that were provided to the Board. The Director stated that he was trying to keep the dialogue and meetings transparent and inclusive, with all interested parties getting the same information, including IDPR staff, DFM, DHR and the IDPR Board. All of these groups were present at the kickoff meeting in August. The Director stated that when he came on a little

over two years ago, the Strategic Plan stated IDPR needed to bring salaries up to reflect comparable salaries throughout the state. The turnover rate at IDPR is about the same as, or lower than, other state agencies. The Director introduced Ray Houston, Legislative Budget Analyst for the State of Idaho and asked him to explain the Change in Employee Compensation (CEC) process. Mr. Houston provided the Board with a handout of the Employee Compensation Funding Flow Chart.

- o FY 2017 Budget Development Manual 7/15/2015
- o Agency Request 9/1/2015
- o Division of Human Resources Report 12/1/2015
- o Governor's Recommendation 1/11/2016
- o Change in Employee Compensation Committee 1/7,13,19,29,2016
- o Joint Finance Appropriations Committee 2/18/2016
- o JFAC set Agency Budgets February – March 2016
- o DFM/DHR Guidance Memo 3/18/2016
- o Agency Implementation April – June 2016

On February 18, 2016, JFAC made statewide decisions, funded CEC committee recommendation; compensation schedule to remain unchanged; maintain payline exceptions; accept Governor Recommended 3% merit-based increase with flexibility allowed for agency heads in distribution; accept Governor's Recommendation for employer to pick up full cost of increases in health insurance premiums (\$1,040/FTP/year); discontinue thriveidaho, the state's wellness program; and maintain current health insurance package with no significant changes in plan design. Note also that the CEC committee recommended, to the full legislature, an interim committee to discuss health insurance and total compensation issues.

Mr. Houston stated that the difference between CEC and Season Compensation is that CEC-designated funds are only for permanent positions. If you want to have additional funds for seasonals, you would need to have a separate line item in your proposed budget to do so for the Legislature to take a look at this and determine if they would want to fund seasonal positions. Mr. Houston also stated that it is at the discretion of the Director to say if the agency wants to move some of the designated funds elsewhere. The Director reviewed the provided charts for IDPR Labor Resources, IDPR Visitation, Park Staffing Analysis and the Park Management Classification system rating criteria. The IDPR Board approved moving our seasonal pay up to \$9 per hour. Board and staff discussion followed.

**LUNCH – 1:00 P.M.**

**RECONVENED – 12:40 P.M.**

### **Program Written Reports**

Board members were given time to ask questions of IDPR staff, on submitted program reports. Mr. Crimmins commented that the Fundraising Report talked about what has been submitted but he would like to see what the successes have been. Mr. Crimmins inquired about the dog park at Eagle Island State Park (EISP) that was requested by the City of Eagle. Mr. Hobbs stated that this dog park has been part of the Master Plan for EISP. The City of Eagle has agreed to partner with IDPR on this project. Mr. Boren requested an update on the Yurt cancellations. It was reported that all reservations have been canceled except for two of our Yurts due to the fire. These two Yurts are almost completely booked on the weekends for the next 9 months.

### **Idaho State Park Economic Impact Study**

Mr. Hobbs reported that in June of 2016, IDPR entered into an agreement with Boise State University (BSU) to allow for the development of an economic impact analysis of visitors to Idaho State Parks. In addition, the survey also queried the customer on their level of satisfaction, in order to develop customer satisfaction ratings for individual parks and IDPR as a whole. Mr. Hobbs provided a sample of the survey questions. Data provided by overnight guests, is currently being provided to BSU for preliminary analysis. It is felt the survey has generated a more than adequate sample to develop accurate assumptions for this respondent type. The survey will continue to collect data into December and January, to ensure Idaho State Parks winter users are represented and to allow additional data to be collected from IDPR's day users.

**New Business**

The Board requested to wait until the next Board teleconference to decide on the 2017 Board Meeting dates and locations since two of our Board members were absent.

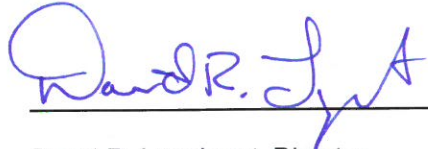
Mr. White provided an update on the Float Homes. He stated that the sewer line project is basically done. The walkthrough was completed last week and a three year warranty was signed.

**Mr. Crimmins moved to adjourn the meeting. Mr. Boren seconded the motion. The Vice Chair called for a vote on the motion. Motion carried unanimously. Meeting was adjourned at 1:20 pm.**



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Bob Hansen, Vice Chairman  
Idaho Park and Recreation Board



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