

IDAHO DEPARTMENT OF PARKS AND RECREATION

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

BOARD MEETING MINUTES

May 24-25, 2017

Harriman State Park

3489 Green Canyon Rd.

Island Park, Idaho

Minutes – Wednesday, May 24, 2017

Call to Order – Chairman Black

The Chairman called the meeting to order at 8:04 A.M. MT, May 24, 2017. The Chairman thanked everyone for being at the meeting this morning and requested that the new IDPR staff members introduce themselves. Board Members in attendance were:

Tom Crimmins
Robert Hansen
Randy Doman
Pete Black
Mike Boren
Gordy Hansen

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

David Langhorst – Director
Betty Mills – Management Assistant to the Director
Keith Hobbs – Operations Administrator
Anna Canning – Management Services Administrator
David White – North Region Manager
Garth Taylor – East/South Region Manager
Scott Williams – IT Resource Manager
Jim Thomas – Development Bureau Chief
Steve Martin – Fiscal Officer
Debbie Hoopes – Human Resource Officer
Tammy Kolsky – Reservation Program Manager
Kathy Muir – Grants/Contracts Management Supervisor
Joyce Storey – Administrative Assistant II, East Region
Jennifer Parks – South/East Region Grants Specialist
John Sullivan – Park Manager, Harriman State Park
Rick Just – Friends of Idaho State Parks
Steven Strack – Deputy Attorney General
Matt Warnick – Department of Financial Management
Katrine Franks – Governor's Office
Ray Houston – Legislative Services Office, Budget Analyst
Rob Sepich – Legislative Services Office, Budget Analyst
Tamra Cikaitoga – LWCF Committee/Fremont County
Ken Knoch – LWCF Committee

John Sullivan welcomed everyone to Harriman State Park and thanked them for coming.

Consent Agenda

January 26, 2017 Minutes

February 7-8, 2017 Minutes

Mr. Bob Hansen requested a change in the February 8th minutes to reflect that he voted no on him being nominated for the Vice Chairman position.

Mr. Bob Hansen stated that he thought there was a breach of the Open Meeting Law during the February 7th Board meeting in regards to the removal of the Executive Session from the agenda. Chairman Black called upon Deputy Attorney General, Steve Strack to provide his perspective on whether there was a breach in the Open Meeting Law during the February meeting or not. Mr. Strack stated there was no action taken by the Board that would have to be rescinded so it was not in breach of the Open Meeting Law. Board and staff discussion followed regarding this topic. The updated February 7-8, 2017 minutes will be provided for Board approval at a future meeting.

April 20, 2017 Minutes

Mr. Crimmins made a motion to approve the January 26th and April 20th, 2017 minutes. Mr. Gordy Hansen seconded the motion. The Chairman asked for further discussion. Hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

Directors Report

The Director reported on:

- Meeting with a group interested in seeking Board approval to name the Visitor Center at Ponderosa State Park after Former Governor Dirk Kempthorne.
- IDPR Revenues are looking good in the parks. Passport sales continue to increase.
- 100th Life Jacket Loaner station will be installed this year.
- Inclement Weather – Fire and flooding. Garth Taylor provided the Board with an update on the flooding at Lucky Peak and Eagle Island State Parks.
- The Idaho Statesman reported today that occupancy in our Idaho State Parks is full.
- There are important items on the agenda today include moving forward on approving and completing the Billingsley Creek and Kokanee Cove projects.

CHM Analysis Update – Keith Hobbs

Mr. Hobbs stated that during the February 7, 2017 Board meeting, staff entered into discussions with CHM Government Services to develop a market analysis of a proposed multi-purpose pavilion at Billingsley Creek to present during the May 2017 Board meeting. A Professional Services Agreement with CHM was entered into with IDPR. An evaluation of the potential market for an approximately 5,000 square foot multi-use facility was done. The Market Analysis described the inventory of services/facilities currently offered in the area and identified service/facility needs not currently being met and defined the ideal mix of services/facilities which could be offered and their anticipated use. The Market Analysis is complete and Margaret Bailey, Sr. Vice President of CHM Government Services presented the conclusions of the Billingsley Creek Event Center, via teleconference and a PowerPoint presentation. Board and staff discussion followed with additional questions and comments on the Market Analysis.

Billingsley Creek Final Plan – Jim Thomas

Mr. Thomas provided an update on the Billingsley Creek plan and the staff recommendation for the Visitor Center. Mr. Thomas also reviewed the Billingsley Creek budget for the Board. Board and staff discussion followed regarding the feasibility and importance of the Visitor Center and Event Center and the costs associated with constructing these buildings. Mr. Thomas stated that income from a campground on this property would bring in approximately \$156,000 per season. Mr. Thomas provided the timeframe for building this facility and stated that downsizing this Visitor Center would cost approximately \$650,000 minimum. Mr. Thomas also stated that he would need a motion from the Board if they are requesting to adjust the priority list previously approved by the Board to move forward with construction at Billingsley Creek.

BREAK 10:30 A.M.

RECONVENED 10:50 A.M.

Mr. Gordy Hansen made a motion to reduce the funding on the Visitor Center at Billingsley Creek to \$600,000 and he proposed adding the following items, \$25,000 for an unpaved path in the park,

\$55,000 for access for paddle takeout, restroom and parking, \$150,000 for elevated camping, \$100,000 as the initial investment for the Arboretum, \$100,000 for trail connectivity outside the park, to connect the other parks with Billingsley and partner with the City of Hagerman and \$20,000 for irrigation if needed. Motion was seconded by Mr. Boren. Mr. Bob Hansen suggested we look into the possibility of obtaining Hydro-power and requested a study be conducted for this during the development phase of this project. Mr. Garth Taylor stated that when he inquired about the possibility of this, it was reported that Ritter Island was better qualified. Mr. Taylor also reported that a feasibility study on this would cost about \$5,000.

Mr. Gordy Hansen requested to add to his previous motion to include \$5,000 for the Hydro-power feasibility study at Billingsley Creek. Motion was seconded by Mr. Boren. The Chairman asked for further discussion. Hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

FY2019 Budget Proposal – Steve Martin

Mr. Martin provided a PowerPoint presentation to the Board which included information regarding the fiscal year (FY) 2018 budget as a beginning reference and basis for the FY 2019 budget. The information included charts displaying the department's FY 2018 appropriation and a ten-year expenditure history for the department. Mr. Martin stood for questions. Board and staff discussion followed pertaining to the FY2019 budget proposal.

Mr. Crimmins made a motion to approve staff recommendation of the updated FY2019 budget proposal based upon the ranked replacement and enhancement items and to include the additional items for Billingsley Creek, for a total request of \$45,977,300. Motion was seconded by Mr. Gordy Hansen. The Chairman asked for further discussion. Hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

Kokanee Cove Update – Jim Thomas

Mr. Thomas provided the Board with a copy of the Kokanee Cove Group area Forest Stand Assessment that was conducted by Keith Jones and his recommendations. Mr. Thomas also provided the Board with a copy of the map of the camp, showing which buildings have been removed and which buildings still remain. Mr. Thomas stated there is still about \$55,000 remaining to conduct a feasibility study of this property. Board and staff discussion followed regarding visions for this property.

LUNCH BREAK

12:30 P.M. – Load Bus for Park Tours of Henry's Lake, Mesa Falls and Harriman State Park.

MEETING WAS RECESSED TO NEXT DAY AT 8:00 A.M.

Minutes – Thursday, May 25, 2017

8:00 A.M. Executive Session

Chairman Black called the meeting back into session.

Board Member Crimmins made a motion to go into Executive Session under authority of the Idaho Code 74-206 (b) "to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member". Chairman Black requested Ms. Mills conduct a roll call to go into Executive Session. Chairman Black – aye, Board Member Crimmins – aye, Board Member Gordy Hansen – aye, Board Member Bob Hansen – aye, Board Member Doman – nay, Board Member Boren – absent. Motion carried with a vote of four aye, one nay and one absent.

10:20 A.M. Meeting was reconvened

Director Langhorst introduced Tamra Cikaitoga from Fremont County and Ken Knoch and thanked them for attending our meeting today.

Mr. Crimmins made a motion to move Mr. Thomas's Development Presentation to this morning instead of yesterday and have him present following the Executive Session. Motion was seconded by Mr. Gordy Hansen. Motion carried unanimously.

Development Report – Jim Thomas

Mr. Thomas provided a PowerPoint presentation to show the progress on various Development Bureau construction projects across the state and stated this presentation is providing a visual update on current projects, their status and progress. They included:

- Round Lake New Day Use Parking Lot
- TOC
- Farragut Scott Group Area Development
- Gilmore Campground phase 2
- Farragut re-roof
- Farragut Grounds and Paving
- Farragut Evaluation to Remodel Brig/Museum
- Old Mission Church Roof
- Old Mission Church repairs
- Parish House re-roofed
- Old Mission Visitor Center HVAC Upgrades
- Chatcolet Campground Renovations
- Dworshak 3 Meadows Host sites
- Higgens Point Shoreline Stabilization
- Ponderosa Peninsula
- Gate Re-roof Life Guard Shack
- Ponderosa New Deluxe Cabin Floor Plan
- Eagle Island East Restroom Renovation
- Eagle Island Water Slide Repair
- Lucky Peak SS Replace Buoy Line Platform
- Bruneau Dunes Power Repairs
- Three Island Re-development
- Lake Cascade Pelican Cove DU ADA & CXT
- Re-roofed Manager House at Lake Cascade
- Lake Cascade New Pump House
- Lake Cascade New Visitor Center
- Lake Cascade Erosion Control
- Lake Walcott Pump Replacement
- Lake Walcott Dock Replacement
- Billingsley Creek Master Plan
- Castle Rocks Replace Boundary Fence
- Castle Rocks Visitor Center and Lodge Repair and Repoint Exterior
- Castle Rocks Ranch Unit New Kiosk
- Massacre Rocks Campground
- Massacre Rocks Visitor Center Insulation
- Bear Lake Kiosk Replacement North and East Beach
- Bear Lake East Beach Electrical Upgrade
- Harriman Fire Alarm System
- Harriman Golden Lake Dike Repair
- Harriman Ranchview Shelter
- Harriman Silver Lake Yurt
- Harriman Yurt CXT
- Henry's Lake Seasonal Housing
- State Park Facility Conditions Assessment 2016

Change in Employee Compensation (CEC) Process – Matthew Warnick

Mr. Warnick introduced himself to the Board and provided a PowerPoint presentation to help clarify the CEC process and requirements. He covered:

- Compensation Study
- Study Recommendations
- Budget Process
- Legislative Intent
- CEC Guidance Memo, which ensures legislative intent is followed, plans align with the law and rule and executive branch policies
- Desired Plan Duties
- Board Duties – Power and Duties of the Board

Mr. Warnick stood for questions.

Change in Employee Compensation (CEC) – Director Langhorst

Director Langhorst stated that this conversation is a carryover from previous ones that occurred during past Board meetings. The Director stated that IDPR staff recommendation remains the same with the proposed 2%, 3% and 4% pay matrix.

Mr. Bob Hansen made a motion to accept the staff recommendation for the IDPR FY2018 Pay Matrix. Motion was seconded by Mr. Doman. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

BREAK 10:30 A.M.

RECONVENED AT 10:45 A.M.

FY2018 Grant Approval Request – Kathy Muir

Ms. Muir provided a brief explanation on this year's grant approval process and stated the grant applications were down this year.

FY2018 Recreational Vehicle (RV) Grants

Ms. Muir reported there is approximately \$5,000,000 available to award for this grant. \$50,000 was held back to fund emergency cost overruns associated with these grant projects. The RV committee reviewed 30 grants. The requests totaled \$6,584,747.04.

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

FY2018 Waterways Improvement Fund (WIF) Grants

Ms. Muir reported there is approximately \$1,400,000 available in the WIF for FY2018 grants. The WIF Committee reviewed 15 grant applications. The committee also approved a request to increase a prior year project that was not fully funded. The requests totaled \$1,528,219.53. Mr. Doman stated that he had a concern with the applications that were below the line. Mr. Doman also stated that since there was a minor difference in scoring, and suggested funding those as well if we have the funds to do so.

Mr. Doman made a motion to approve the applications below the funding line as well as staff recommendations. Motion was seconded by Mr. Crimmins. The Chairman asked for further discussion. Board member Gordy Hansen stated he wished to abstain from voting on this motion due to a potential conflict of interest. The Chairman called for a vote on the motion. Board Member Crimmins – aye, Board Member Black – aye, Board Member Bob Hansen – aye, Board Member Doman – aye, Board Member Gordy Hansen – abstained, Board Member Boren – absent. Motion carried with a vote of four aye's, one abstained and one absent.

FY2018 Road and Bridge (RB) Grants

Ms. Muir reported there is approximately \$200,000 available in the Recreational Road and Bridge Program for FY2018. The RB Committee reviewed four grant applications. The requests totaled \$336,000.

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

FY2018 Off-Road Motor Vehicle (ORMV) Grants

Ms. Muir reported there is approximately \$500,000 available in the ORMV Program for FY2018. The ORMV Committee reviewed 35 grant applications. The requests totaled \$903,680.

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

FY2018 Motorbike (MB) Grants

Ms. Muir reported there is approximately \$100,000 available in the MB program for FY2018. The committee reviewed 13 grant applications. The requests totaled \$507,389.

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

FY2018 Recreational Trails Program (RTP) Grants

Ms. Muir reported there is approximately \$1,600,000 available in the RTP program. Staff estimates that there will be approximately \$400,000 additionally in carry over funds. The committee reviewed 51 grant applications. The requests totaled \$2,342,529.50. Ms. Muir also stated this committee is in need of new members.

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

FY2018 Land and Water Conservation Fund (LECF) Grants

Ms. Muir reported the FY2018 allocation from the National Park Service is estimated to be \$450,000-\$1,000,000. Idaho has an unobligated balance that will cover the estimated proposed award projects. The committee reviewed 14 grant applications. The requests totaled \$2,204,049.

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

Mr. Strack addressed the Board regarding the November 7th and 8th Board meeting. Mr. Strack provided his recollection of what occurred during this meeting. He stated that the Director's status was not an item on the agenda and was not an issue during this time and that discussion occurred during a break, not during the meeting. Mr. Strack stated this was not a breach in the Open Meeting Law and was not in violation of the Open Meeting Law. Mr. Bob Hansen asked if the Board could vote to remove the Director's voting power on the Board. Mr. Strack stated they could not, it had to be done at the Legislative level.

LUNCH

RECONVENED – 12:50 P.M.

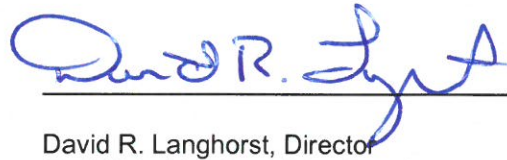
Fishing Guides Concession Fees – John Sullivan

Mr. Sullivan gave a brief overview of the Fishing Guides Concession Fee concerns due to none of the guides being in attendance at the meeting. Mr. Sullivan stated that the guides are upset that their fish guiding fees increased by such a substantial amount. Mr. Sullivan requested that the concession agreements process be changed to no longer require IDPR's Director's signature for each agreement. Mr. Sullivan suggested these agreements be handled at the park level for Harriman and signed by the park manager. Mr. Sullivan provided an example of how the percentage fees work that are being paid to IDPR currently. Mr. Hobbs recommended that this process be cleaned up and keep them consistent throughout the agency so it is clearer for the concessionaires. Mr. Hobbs also recommended that IDPR come up with a different agreement for the Fishing Guides. Mr. Hobbs stated IDPR will need to gather information from all of the parks and come up with a consensus on changing the fees to be consistent at all of our parks.

Mr. Crimmins moved to adjourn the meeting. Mr. Bob Hansen seconded the motion. Meeting was adjourned at 1:50 pm.



Pete Black, Chairman
Idaho Park and Recreation Board



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

