

**IDAHO DEPARTMENT OF PARKS AND RECREATION**

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

**BOARD MEETING MINUTES**

**February 7-8, 2017**

**IDPR Headquarters**

5657 Warm Springs Ave.

Boise, Idaho

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**Minutes – Tuesday, February 7, 2017**

**Call to Order – Chairman Doman**

The Chairman called the meeting to order at 9:00 A.M. MT, November 7, 2017. The Chairman thanked everyone for being here this morning and requested that everyone go around the room and 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  
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  
Adam Straubinger – Planner  
Jamie Little – Experience/Education Coordinator  
Maggie Clark – Design Professional  
Surat Nicol – Assistant Manager, Lucky Peak  
Bryce Bealba – Assistant Manager, Bruneau Dunes  
Gary Shelley – Manager, Eagle Island  
Steven Strack – Deputy Attorney General  
Matt Warnick – Department of Financial Management  
Katrine Franks – Governor's Office  
Jason Minzghor – Idaho Transportation Department  
Justin Pond – Idaho Transportation Department  
Kimber Ricks – Madison County  
Jon Weber – Madison County

## **Consent Agenda**

### **November 7, 2016 Minutes**

Mr. Bob Hansen submitted a change to the minutes under the Billingsley Creek Update. Mr. Hansen will supply Ms. Mills with his change.

**Mr. Bob Hansen made a motion to approve the November 7, 2016 minutes with his suggested changes. Mr. Boren seconded the motion. The Chairman asked for further discussion. Hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

**Mr. Bob Hansen made a motion to approve the Group Use Permit. Mr. Black seconded the motion. The Chairman asked for further discussion. Hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

## **Park Manager Update**

### **Bruneau Dunes – Bryce Bealba**

Mr. Bealba introduced himself to the Board and stated that he appreciates the invitation to come and present to the Board today and invited everyone to come out and visit Bruneau Dunes if they haven't had the opportunity to do so as yet. Mr. Bealba provided a PowerPoint presentation on:

- How Bruneau got started
- 2016 Year in Review
- Events in the Park
- Sandboarding
- New Park Signs
- Carp Treatment
- The Observatory and Steele-Reese Education Center
- Challenges in 2016
- Irrigation and Landscape
- Plans for 2017
- New Interpretive Programs
- Water and Power
- Irrigation and Landscape

Mr. Boren requested copies of a simple Business Plan for each park along with their profit and loss report. Board questions and discussion followed.

### **Lucky Peak – Surat Nicol**

Surat gave the Board a brief overview of his background and then provided a PowerPoint presentation on:

- Project partnerships
- Hazardous Tree Removal and the reason so many trees needed to be removed
- Community Partners
- New Tree Donations – Willow Creek Nursery
- Removal of the last wooden docks
- Good Sam Community Service Award Winners 2 Years in a Row
- Dutch Oven Cooking
- First Time Adventures Partnership
- Big Brothers Big Sisters Boating Day
- Water Safety Fair
- Outdoor Education Partners – Discovery Park
- Outside Day – Timberline High School provides the students to teach this all day event
- Boise Watershed folks Educating Students on Water Resources

Board and staff discussion followed.

## **Director's Report**

Director Langhorst introduced Katrine Franks, the new liaison for Idaho Department of Parks and Recreation (IDPR) from the Governor's Office. The Director invited the Board to go visit the grant office at Headquarters and look at the number of grant applications that have been submitted. The Director

requested Dave Claycomb provide the Board with the various collaborative travel and forest planning processes they will be involved in this year.

Mr. Claycomb provided a brief overview of the Recreation Bureau travel plans and meeting involvement for this year:

- **North and South Pioneer Fire Projects**
- **Salmon-Challis Forest Plan Revision** – a new Forest Plan for the Salmon-Challis National Forest. This plan is gathering information for the Assessment.
- **Bird of Prey NCA and Canyonlands South Travel Management Plans** – we submitted comments on the draft alternatives and prepared maps showing routes that were left off of the planning process.
- **Big Creek-Yellowpine Collaborative** – we are looking to designate new motorized and non-motorized routes and decommission other routes in this collaborative.
- **Nez Perce Clearwater Forest Plan Revision** – the Forest Service is currently writing draft environmental impact statement.
- **Gateway West Powerline Project** – the siting of this powerline will impact Bruneau Dunes State Park, Thousand Springs State Park (Malad Gorge and Billingsley), and the extensive trail network in the Owyhee Front. Office of Energy Resources is taking the lead on this project.
- **Payette Land Allocation Workgroup** – a subset of the Payette Collaborative – Dave worked to provide information on recreation opportunities that Todd Wernex, Dave Clayborne and Sandra Mitchell used for their presentation last month.
- **Wilderness Management Plans for the White Clouds, Boulders and Jerry Peak Areas.**
- **Panhandle Forest Collaborative**
- **Pacific Northwest National Scenic Trail-Idaho Subcommittee**
- **McCall Winter Recreation Collaborative**
- **CDA River Trails Working Group** – Group assembled to identify critical maintenance needs on the CDA District.
- **Idaho Panhandle National Forest, North Zone Winter Travel Planning** – Court injunction closing thousands of acres to snowmobile use in the Selkirks remains in effect until Winter Travel Plan in place. The Panhandle Forest Collaborative has sent a letter to USFS Chief Tidwell this fall, requesting this be a priority as far as timeliness and funding as well as offering the collaborative to help with the plan.
- **Bonner County Trail Mix**
- **Wyoming/Idaho Public Lands Initiative** – Focus of WPLI is future management, release or designation of current wilderness study areas in Wyoming. The Palisades WSA in Wyoming may have potential impacts to Idaho.
- **Scotchman Peaks Wilderness Designation** – Bill introduced in December 2016. Motorized use already excluded from area. Is fairly well supported in county, including Bonner County Commissioners.

Board and staff discussion followed.

Director Langhorst reported on the Non-Motorized Trails meeting that was held at IDPR Headquarters on January 11, 2017. This meeting included the core group of citizens who are committed to trying to find funding for this program along with IDPR staff. The new emphasis is for IDPR staff to serve in a support role to assist user groups in coordinating meetings. For any funding effort to be successful, it will have to come from the user groups themselves.

Director Langhorst stated that it is going to take a bold funding source to help solve big issues like non-motorized trail maintenance, deferred maintenance at parks, or increasing agency salaries. Some ideas to consider include:

- General fund request
- Increasing fees for the Passport
- Work on increasing income in the parks by adding campsites, yurts, cabins
- Public Private partnerships to develop larger, revenue producing enterprises such as lodges at Heyburn or Kokanee Cove, or a marina at Lake Cascade, for example.

Board and staff discussion followed.

## **LUNCH**

**RECONVENED – 12:25 P.M.**

### **Billingsley Creek Update – Jim Thomas and Keith Hobbs**

Mr. Thomas provided a PowerPoint presentation for the Board with estimated costs for the new facilities at Billingsley Creek. He stated the Idaho Department of Parks and Recreation (IDPR) staff held meetings and presentations to receive input from the local community and public officials regarding the Thousand Spring State park Billingsley Creek unit conceptual plan. Staff incorporated these comments, as well as comments received from the IDPR Board into a final draft conceptual plan which was presented to the Board at the November 2016 meeting. As a result of the November 2016 meeting, staff made the Board recommended updates to the plan. Staff was also asked to prepare cost estimates for the facilities on the conceptual plan in preparation for the FY2019 IDPR Budget Request which Mr. Thomas reviewed with the Board during today's meeting. Mr. Thomas also stated that in order to prepare for the May Board meeting, staff requests that the Board indicate which facilities they prefer to include in the FY2019 request. The budget for these items will include costs for developing the structures and support infrastructure, including utility connections, parking, roads to the facility and site work. Staff will determine appropriate funding sources and grants to leverage the dedicated funds currently set aside for Billingsley Creek from the sale of the Vardis Fisher property. Mr. Bob Hansen requested information regarding the revenue that would come from each of these buildings. IDPR staff reported that CHM, a consulting firm that specializes in Government projects is performing a market analysis on this facility. Projections will come internally from what we have seen in other parks. Mr. Doman asked if there was any cost savings in the pavilion and visitor center being under the same roof line. Ms. Canning stated when IDPR staff met with the Boise City Group and asked this same question, they said if you have a special event in the same Visitor's Center, it would be very distracting. Ms. Canning asked the Board if they approve the plan presented to them today. Ms. Canning asked the Board for clear direction from them for this project and asked to know if the Board is directing us to look at doing this project differently?

**Mr. Doman made a motion to instruct IDPR staff to do a comparison on the cost of constructing one building with the Pavilion and Visitor Center vs two buildings to determine what the ongoing costs would be. The Chairman asked for further discussion, Board and staff discussion followed.**

Mr. Thomas stated that during the Sandpoint meeting in August, 2016, the Board requested we move the Pavilion to a different location which we have now done. Mr. Thomas stated he does not feel there will be a significant savings in combining the two buildings together.

**The Chairman called for a vote on the motion, motion carried unanimously.**

### **Statewide Comprehensive Outdoor Recreation Plan – Adam Straubinger and Kathy Muir**

Adam reported that IDPR staff are updating Idaho's Statewide Comprehensive Outdoor Recreation Plan (SCORP). This is a 5-year plan that considers the entire system of outdoor recreation across the state, from local, state, federal and non-government providers. The plan seeks to identify issues and needs regarding the provision of outdoor recreation opportunities, concluding with an implementation plan to address them. The plan is required by the National Park Service in order to be eligible for state assistance from the Land and Water Conservation Fund. Idaho's current plan expires December 31, 2017 and this update to the plan will need to be approved by the National Park Service by that date. A draft of the plan will be submitted to the National Park Service in September, and will be available for the public review and comment in the fall of this year.

### **Potential McCroskey Land Sale/Trade – David White**

Mr. White provided the Board with the history and background of Virgil McCroskey and two parcels of land that he deeded to IDPR for the purpose of creating a state park. Mr. White stated that IDPR staff deemed these two pieces of property to not be of direct recreational nor resource value to the user or to the department. Staff contacted the closest heirs to Mr. McCroskey, a grand niece and nephew, and discussed the lack of value in these two properties and the thought of selling them with the revenue being used to expand McCroskey or make improvements to recreation opportunities or trading them for properties connected to McCroskey expanding its recreation potential. Both are in agreement with these proposals. Staff presented these options to legal counsel who is investigating the options with respect to the Quit Claim Deed verbiage. Staff presented this information only so the Board is aware of the situation

and staff's desire to pursue the sale or trading of the properties in the near future if deemed allowable and staff is able to meet any associated requirements. Board and staff discussion followed.

#### **Salary Plan Update – Director Langhorst, Anna Canning, Keith Hobbs Steve Martin and Debbie Hoopes**

Director Langhorst reported that during the December 2016 IDPR Board Teleconference, the Board asked that staff prepare information to be presented during the February 2017 Board meeting that would provide a greater Change in Employee Compensation (CEC) increase for lower paid positions while still based on merit. Director Langhorst stated that 5 staff members have been working on this plan extensively. The Director also stated that at this time, the CEC has not been approved by the legislature and no instructions have been issued from the Division of Financial Management (DFM) and Division of Human Resources (DHR). Mr. Warnick (DFM) also stated that they do not even know if there will be a CEC this year. The Director reviewed the charts he provided to the Board as well as a copy of the CEC plan that was presented to DFM and DHR last year. Mr. Martin stated this is a complex process and there are many pieces to this equation. The Board discussed salary increases for field staff and seasonal employees and expressed their concerns. Director Langhorst stated that three different times, IDPR has addressed field position wages. Their pay was increased from \$7.25 per hour to \$8.00 per hour and now we are increasing seasonal pay up to \$9.00 per hour. Mr. Hobbs stated that a Park Manager has the authority to increase a park employee's salary up to \$11.00 per hour if he/she can base this increase on their work. Ms. Canning stated that Mr. Hobbs and Mr. Martin have worked on a park employee matrix on salaries that should help address some of the Board's concerns. IDPR also reached out to the parks and inquired what their specific needs were for seasonal employees. With the input that was received, it was decided to increase the seasonal wages to \$9.00 per hour. Ms. Canning stated that IDPR staff wants to work with the Board but at times, staff is unable to determine exactly what is being requested of them. Ms. Canning also stated that IDPR staff have completed an assessment of our Capital needs. Mr. Doman requested specific information be compiled from each of the parks on the issues they are dealing with, for example noxious weeds, deceased trees, etc., so the Board better understands the work in the parks that is not being completed due to lack of staffing. Ms. Canning will work with Mr. Hobb's and compile some results for the Board. Director Langhorst reminded the Board that we are adding two FTE's in this budget request. One FTE is designated for Farragut State Park and one will be split between three parks in the South Region to assist in addressing some of the outstanding issues in the parks. Ms. Canning asked the Board if there was anything else they would like IDPR staff to prepare for them pertaining to the budget for the May Board meeting. No additional information on the budget was requested from the Board at this time. Board and staff discussion followed.

**Mr. Bob Hansen made a motion to amend the agenda and add Jamie Little's update to tomorrow morning. 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.**

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

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#### **Minutes – Wednesday, February 8, 2017**

##### **Call to Order – Chairman Doman**

Chairman Doman called the Board meeting back into session at 8:10 A.M. MT, February 8, 2017. The Chairman requested everyone go around the room and introduce themselves.

##### **ITD Gravel Pit Update – Chairman Doman**

The Chairman stated that he is excited about this next topic. Chairman Doman provided a brief update to the new Board members regarding this topic. He said he is trying to work out a way to make this gravel pit a recreation area so the opportunity is not lost. Photos of the gravel pit and surrounding area were distributed to the Board by the Idaho Transportation Department (ITD) staff. ITD staff discussed their ideas regarding the possibilities of deeding this land to either the county or state. Board and staff discussion followed. The final decision was that ITD will transfer one parcel of the gravel pit directly to

Madison County. ITD stated that it will probably take about 5 years before this will come to fruition. Madison County will then be able to apply for grant funds to help with developing this project. Board and staff discussion followed.

### **Experience/Education Update**

Mr. Little introduced himself and gave a brief description of his background. Mr. Little stated that his goal today is to share the highlights on the Experience/Education Program progress. Mr. Little provided a PowerPoint presentation on what he has been able to accomplish since he was hired into this position:

- Visiting all ID State Parks by May 2017
- New Junior Ranger Program
- New Teacher Workshops
- Interpreters Manual and Training
- Grants
- Photos
- New Standards for programs and exhibits
- Developed a new attendance form to help track program participation
- Interpretive Team
- NAI National Conference November 2017
- Notes on new connections on Facebook and the National Association for Interpretation

Mr. Little reported that he is working with Ms. Mason to obtain grant funds to help with the funding for the new interpretive projects in our parks. Chairman Doman thanked Mr. Little for all the work he has done so far and are very impressed with what he had been able to accomplish in the short time he has been on staff with IDPR.

### **Board Policy Update – Anna Canning**

Ms. Canning discussed the steps she completed while redoing the Board policies. Mr. Crimmins requested a full binder of all of the Board policies that is numbered sequentially for each Board member. Ms. Canning stated that her plan is to have these policies available electronically for IDPR staff and the Board. Ms. Canning reviewed the changes she is proposing to make to the Board policies. Board members supplied Ms. Canning with their proposed changes. Ms. Canning will take the Board's suggested changes to the policies and incorporate them as directed. Board and Staff discussion followed.

**Mr. Crimmins made a motion to accept the policies as amended, subject to the proposed revisions being made. 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.**

### **Kokanee Cove Update – Jim Thomas**

Mr. Thomas provided some background and history around IDPR acquiring the Kokanee Cove property. Mr. Thomas provided a map of where the buildings were located and which ones are still standing today. A review of IDPR's plans from 2004 were provided and Mr. Thomas stated we currently have a good amount of information to proceed with moving forward with this project. Mr. Thomas also shared that IDPR is exploring partnerships to help fund improvements to the Kokanee Cove property. Mr. Boren requested a discussion be included at the May Board meeting on Mr. Thomas's proposal for this property. Mr. Doman thanked Mr. Thomas for all of his knowledge of our parks and being able to keep the facts straight. Mr. Bob Hansen requested for Keith Jones to conduct an assessment of the trees, to determine which are structurally sound prior to any further development in that area. Mr. Thomas confirmed that Mr. Jones would be able to perform the assessment in the spring, after the snow is gone.

### **Election of New Board Chairman**

There was Board discussion on the necessity to vote on a new chairman yearly or every other year.

**Mr. Gordy Hansen nominated Mr. Black to be the Board Chairman for this coming year. Motion was seconded by Mr. Crimmins.**

**Mr. Bob Hansen nominated Mr. Doman for Board Chairman. Motion was seconded by Mr. Boren.**

The Board discussed whether or not they could have two motions on the floor at the same time. Chairman Doman called on Mr. Strack to provide them with guidance on this issue. Mr. Strack stated that usually when there is one motion on the floor, then you have to vote on that motion before you can entertain another motion. Mr. Strack also stated that this is a nomination process which may be a bit different than a motion process. You are not taking any official Board action, you are just nominating a new Board Chairman. Mr. Strack stated that he thinks it is at the Board's discretion how they do it.

**Chairman Doman asked if there were any additional nominations. Hearing none, the Chairman called for a vote on the motion to nominate Board member Black as Chairman, Board member Gordy Hansen – aye, Board member Crimmins – aye, Board member Black – aye.**

**Chairman Doman called for a vote on the motion to nominate Mr. Doman as Chairman Board member Bob Hansen – aye, Board member Doman – aye, Board member Boren – aye. With there being a tie on the motions, the question arose if Director Langhorst was considered a Board member. Mr. Strack stated that the Director was an Ex-Officio member of the Board which means he can vote. Mr. Bob Hansen commented, if the Board chooses. Mr. Strack replied no, that by statute, the Director is a voting member of the Board. Mr. Strack stated that he had this conversation with Board member Boren earlier and an Ex-Officio member is a person who holds an office by virtue of holding another office. So when you are a member Ex-Officio of a Board, you are a full member of the Board with all the rights of the other Board members unless the statute says you are not a voting member. The Director stated that he has never asserted that position before because we usually have a consensus but if he has to cast a vote, he casts his vote for Board member Black. The final vote was three votes for Board member Doman and four votes for Board member Black. Board member Black was elected as the new Board Chairman.**

**Mr. Gordy Hansen nominated Mr. Doman as Vice Chairman. Mr. Doman stated that he refuses. Mr. Boren nominated Mr. Bob Hansen for Vice Chairman. Motion was seconded by Mr. Gordy Hansen. The Chairman called for a vote on the motion. Board member Crimmins – aye, Board member Black – aye, Board member Doman – aye, Board member Bob Hansen – nay, Board member Gordy Hansen – aye, Board member Boren – aye. Motion passed with a vote of five ayes and one nay.**

Mr. Doman passed the gavel over to new Board Chairman Black to continue the meeting. Mr. Bob Hansen requested that the Board determine a consistent date going forward to vote on the new Chairman.

**Mr. Boren made a motion to set the month of November to vote on the new Board Chairman. Motion was seconded by Mr. Crimmins. The Chairman asked for further discussion, Board and staff discussion followed.**

**Mr. Boren withdrew his previous motion. Mr. Boren made a motion to amend Board policy to state that the elections for Chairman of the Board be held every year, during the November meeting and be a one year term. The Chairman asked for further discussion. Hearing none, the chairman called for a vote on the motion. Motion carried unanimously.**

#### **Program Written Reports**

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

#### **New Business**

Chairman Black reported that he was invited to speak to the Rotary Club in Pocatello and thought this would be a great opportunity to promote our parks.

Mr. Doman left the meeting at 12:30 P.M.

**LUNCH – 12:40 P.M.**

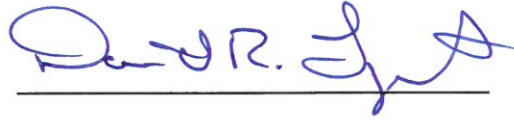
**THE MEETING WAS RECESSED AT 12:45 P.M. TO TRAVEL TO THE CAPITOL FOR THE BOARD CONFIRMATION HEARINGS FOR BOARD MEMBERS GORDY HANSEN AND MIKE BOREN.**

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



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Pete Black, Chairman  
Idaho Park and Recreation Board



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